



CITY COUNCIL 345 6th Street, Suite 100, Bremerton, WA 98337 - Phone (360) 473-5280

**WEDNESDAY, NOVEMBER 15, 2023
CITY COUNCIL HYBRID MEETING AGENDA**

Most Council Members and staff will be participating in the meeting in-person, and the public is invited to attend. Or beginning at 5:30 PM, the public may participate remotely through one of the following options:

- *To stream online only (via BKAT Feed, with no interaction possible):*
<https://bremerton.vod.castus.tv/vod/?live=ch1&nav=live>
- *Members of the public are invited to join the Zoom Meeting by clicking on the link below:*
<https://us02web.zoom.us/j/89694813320?pwd=Z0JvSXNhSFp1c0xhL1NxUjRhN20xUT09>
- *Or One tap mobile:*
US: +12532050468,,89694813320#,,,,*173061# or +12532158782,,89694813320#,,,,*173061#
- *Or Telephone: Dial (for higher quality, dial a number based on your current location):*
US: +1 253 205 0468 or +1 253 215 8782 or +1 669 444 9171 or +1 669 900 6833

Webinar ID: 896 9481 3320
Passcode: 173061

Public questions or comments may be submitted ahead of time to City.Council@ci.bremerton.wa.us

1. BRIEFING: 5:00 – 5:30 P.M. in COUNCIL CONFERENCE ROOM 603

- A. Review of Agenda
- B. General Council Business (*Only as necessary...*)

2. CALL TO ORDER: 5:30 P.M. in FIRST FLOOR CHAMBERS

- A. Opening Flag Ceremony and Pledge of Allegiance led by Boy Scouts of America Troop 1506 and Cub Scout Pack 4506

3. MAYOR'S REPORT

4. CONSENT AGENDA

- A. Claims & Check Register
- B. Amendment to Minutes of Meeting – September 20, 2023
- C. Minutes of Meeting – November 1, 2023
- D. Minutes of Special Meeting – November 2, 2023
- E. Minutes of Study Session – November 8, 2023
- F. Confirm Reappointment of Nick Wofford to the Bremerton Planning Commission
- G. Confirm Reappointment of Ed Coviello to the Bremerton Planning Commission
- H. Confirm Appointment of Angelica Nery to Lodging Tax Advisory Committee
- I. Acceptance of FY-2022 State and Local Cybersecurity Grant
- J. Supplemental Agreement No. 1 with SCJ Alliance for Design of the View Ridge Elementary – Almira Drive Safe Routes to School Project
- K. Superceding Interlocal Agreement for Emergency Management Services

Continued on next page...



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations please contact the City Clerk at (360) 473-5323 at least 24 hours prior to the meeting.

5. **PUBLIC RECOGNITION**

6. **PUBLIC HEARING**

- [A.](#) Final Public Hearing on Ordinance No. 5487 to approve and adopt the FY-2024 City of Bremerton Budget

7. **GENERAL BUSINESS** – *There are no General Business items tonight...*

8. **COUNCIL MEMBER REPORTS**

9. **ADJOURNMENT OF CITY COUNCIL BUSINESS MEETING**

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4A

SUBJECT:

Claims & Check Register

Study Session Date: N/A

COUNCIL MEETING Date: November 15, 2023

Department: Legal Services

Presenter: Angela Hoover

Phone: (360) 473-5323

SUMMARY:

Approval of the following checks and electronic fund transfers:

1. Check Numbers 404870-405021 and EFT Numbers V39632-V39752 in the grand total amount of \$3,953,565.32
2. Regular Payroll for pay period ending October 31, 2023 in the amount of \$1,168,058.33
3. Regular Payroll for payouts ending October 31, 2023 in the amount of \$23,303.64

ATTACHMENTS:

FISCAL IMPACTS (Include Budgeted Amount):

STUDY SESSION AGENDA:

Limited Presentation

Full Presentation

STUDY SESSION ACTION:

Consent Agenda

General Business

Public Hearing

RECOMMENDED MOTION:

Move to approve the consent agenda as presented.

COUNCIL ACTION:

Approve

Deny

Table

Continue

No Action

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4B

SUBJECT:

Amendment to Minutes of Meeting -
September 20, 2023

Study Session Date: November 8, 2023
COUNCIL MEETING Date: November 15, 2023
Department: City Council
Presenter: Council President
Phone: (360) 473-5280

SUMMARY: Council President Coughlin caught an error in the September 20, 2023 meeting minutes on a vote tally and a councilmember's roll call vote for Item 6B. After staff reviewed the minutes, it was determined that there was another error for Item 6A where the Yes and No votes were transposed. City Clerk reviewed the errors and determined the best option for correcting the approved minutes would be to use a motion "Amend Something Previously Adopted" and modify the words or text previously adopted. This motion would be used as a main motion and there is no time limit on making the amendment to something previously approved.

ATTACHMENTS: Meeting Minutes September 20, 2023 with track changes.

FISCAL IMPACTS (Include Budgeted Amount): None

STUDY SESSION AGENDA:

Limited Presentation Full Presentation

STUDY SESSION ACTION:

Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to amend the motion passed on October 4, 2023 to approve the September 20, 2023 meeting minutes and amend the minutes to correct:

1. Item 6A – Motion to Postpone vote tally from 4-Yes and 3-No to 3-Yes and 4-No; and
2. Item 6B – Motion to Postpone Dennehy's vote from a No vote to a Yes vote, and vote tally from 2-Yes and 5-No to 3-Yes and 4-No.

COUNCIL ACTION:

Approve Deny Table Continue No Action

CITY COUNCIL HYBRID MEETING MINUTES

Wednesday, September 20, 2023

The weekly meeting of the City Council of the City of Bremerton was called to order Wednesday, September 20, 2023, at 5:09 PM in Council Conference Room 603 of the NORM DICKS GOVERNMENT CENTER, 345 6th Street, Bremerton, Washington, with Council President Jeff Coughlin presiding. Council Members present were Jennifer Chamberlin, Denise Frey, Quinn Dennehy, Michael Goodnow, Anna Mockler, and Eric Younger (remotely). Also present were City Attorney Kylie Finnell; City Clerk Angela Hoover; Legislative Assistant Christine Grenier; and IT Manager Dave Sorensen. At 5:30 PM, the meeting moved to the First Floor Meeting Chambers.

President Coughlin announced the City Council is conducting the Council Meeting in-person with an option for the public to join in person, participate via Zoom, or view on BKAT, because Community involvement is encouraged; and lastly, provided a reminder that now that it is election season, to refrain from any comments on political campaigns or ballot measures.

MAYOR'S REPORT – *Mayor Wheeler highlighted...*

- Kitsap Transit's Sunday service starting on September 24;
- Biosolids Program;
- "Kudos" letter from a recent building permit applicant;
- Tree Giveaway and Planting Demo on September 23;
- Lower Washington Avenue sidewalk improvements; and
- Port of Bremerton partnership; and
- Everett's Palisades Project ("pallet housing")

CONSENT AGENDA

4A – Check Numbers 404222 through 404379 and Electronic Fund Transfers V38254 through V38347 in the grand total amount of \$2,983,062.75; Regular Payroll for pay period ending August 31, 2023 in the amount of \$1,152,104.40; and Regular Payroll (Payout) for pay period ending August 31, 2023 in the amount of \$2,777.09.

4B – Minutes of Meeting – September 6, 2023

4C – Minutes of Study Session – September 13, 2023

4D – Confirm Reappointment of Andre Henderson to the Bremerton Housing Authority Board of Commissioners

4E – Acceptance of Local Records Grant Agreement with WA Office of Secretary of State, Archives & Records Management Division

4F – Ordinance No. 5483 to add BMC Section 9A.36.020 entitled "Making or Possessing Motor Vehicle Theft Tools"

*Comments and questions were provided by **Roy Runyon** (Item 4F)... With a response provided by City Attorney **Kylie Finnell**...*

5:45 PM M/S/C/U (Dennehy/Frey) Move to approve the CONSENT AGENDA as presented.

PUBLIC RECOGNITION – *Comments from the public were submitted by **Mary Lou Long**; **Jane Rebelowski**; **Zita Bennett**; **Erinn Hale**; **Anonymous**; **Dianne Iverson**; **Kelsey Stedman**; **Joanna Hayes**; **Roy Runyon**; **Justin From WA**; **Christi Lyson**; and **Mike Simpson**.*

GENERAL BUSINESS

6A – REQUEST FOR BUDGET ADJUSTMENT TO PROVIDE ADDITIONAL SECURITY SERVICES FOR BREMERTON MUNICIPAL COURT: Municipal Court Judge **Tracy Flood** explained that the Bremerton Municipal Court has been experiencing an increase in security

incidents beginning in August 2023. The current security budget line item includes one guard; an additional guard with Law Enforcement Officer status is estimated to be \$60,000 through the end of 2023. **Kyle Landry**, WA Administrative Office of the Courts provided additional input. **Melinda Monroe**, Contracts Administrator also provided follow-up to last week's Study Session.

*Comments and questions from the public were provided by **Roy Runyon**; **Ken Buchanan**; **Mike Simpson**; **Alex Hanson**; **Henry Wordsworth Longfellowship Shepherd**; and **Justin From WA**...With responses provided by **Mr. Landry**...*

6:41 PM Main Motion was made by Frey; and seconded by Mockler...

6:42 PM Motion to postpone was made by Chamberlin; and seconded by Coughlin...

*Comments and questions on the **Motion to Postpone** were provided by Chamberlin, Dennehy, and Frey...With responses provided by **Judge Flood** and Financial Services Director **Mike Riley**...*

7:03 PM POSTPONE M/S/F (Chamberlin/Coughlin) Motion to postpone the *Budget Adjustment to the Bremerton Municipal Court* to the September 27 Study Session.

Voted in Favor of Motion to Postpone: Younger, Chamberlin, Coughlin

Voted Opposed to Motion to Postpone: Dennehy, Goodnow, Mockler, Frey

Motion to Postpone Failed: **43**-Yes; **34**-No

*Comments and questions on the **Main Motion** were provided by Goodnow, Younger, Chamberlin, Coughlin...With responses provided by **Judge Flood**, City Attorney **Kylie Finnell**, and **Police Chief Tom Wolfe**.*

7:13 PM MAIN M/S/C/U (Frey/Mockler) Move to approve a budget adjustment to the Bremerton Municipal Court 2023 budget for the purpose of providing additional security services in the amount of \$60,000 from existing reserves.

6B – ORDINANCE NO. 5482 TO AMEND BMC CHAPTER 9.32 ENTITLED “UNAUTHORIZED CAMPING” : City Attorney **Kylie Finnell** summarized that the City Council included an update to BMC Chapter 9.32 “Unauthorized Camping”, last updated in 2004, in the Council's 2023 Goals and Priorities; and outlined the proposed changes in the ordinance being considered by City Council.

Council discussed this issue at the Study Sessions on June 26th, July 12th, July 26th, August 9th, August 23rd, and September 13th. Public comment was received at the Council Meetings on July 5th, July 19th, August 2nd, August 16th, and September 6th. Council has also received numerous written comments and voicemails related to this issue. Several draft ordinances were presented for consideration as Council discussed the many options available and accounted for public input.

The new draft ordinance below has the following updates to BMC Chapter 9.32 compared to the 2004 version.

- Adds a clause that enforcement of the unauthorized camping ordinance is suspended when there is no shelter space available to comply with recent federal case law.
 - There is no map or list of areas, or any differentiation between areas that are enforced at all times versus those only enforced when there is no shelter space available. Enforcement is either possible city-wide, or suspended when there is no available shelter space.

- Provides a definition of available shelter space that includes public or private shelter, transitional housing, or a permitted outdoor encampment, located either in the City, or in Kitsap County if free transportation is available.
 - Shelter is not considered available if there is discrimination against an individual or family based on sex, familial or marital status, religious beliefs, disability, or length-of-stay restrictions.
 - Shelter is considered available if a person is unable to utilize an available overnight shelter due to voluntary actions such as intoxication, drug use, assaultive behavior, or violation of shelter rules.
- Updates the penalty for violation to be a misdemeanor upon the first offense.

Other sections of the BMC unrelated to this ordinance prohibit conduct at locations within the City which may also prohibit camping on certain properties at certain times (e.g., City Parks when they are closed and certain environmental areas) and these ordinances will remain in effect at all times and are not amended by this ordinance.

President Coughlin called a brief recess from 7:27 PM to 7:40 PM; and announced that tonight's Ordinance does not include a map or designated camping sites...

Questions and comments from the public were provided by **Kelsey Stedman**; **Jane Rebelowski**; **Dawn Wilson**; **Gale Reberri**; **Mary Trask**; **Ray Swain**; **Joslyn**; **Roy Runyon**; **Drake Evans**; **Angela**; **Holly**; **Justin from WA**; **Joanna Hayes**; **Mary Lou Long**; **John Johansen**; **Amanda Scott Thomas**; **James Addison**; **Adrian Wright**; **Debbie Svedt**; **Adrienne**; **Christi Lyson**; **Patricia Morris**; **Maurie Johnson**; **Cindy Large**; **Yakari Evins**; **Leslie Jones**; **Ken Buchanan**; **Mike Simpson**; **Terry Kesser**; **Jo Walter**; **Marwan Cameron**; **Brent Bush**; **Dave Cooper**; **Neil Poley**; **Deborah Moore-Jackson**; **Kimmy Siebens**; and **Robert Parker**

8:08 PM Main Motion was made by Frey; and seconded by Younger... Comments and questions on the Main Motion were provided by Frey, Younger, Mockler, Chamberlin, Dennehy, Goodnow... With responses and statement provided by **Mayor Wheeler**...

9:30 PM Motion to Postpone made by Goodnow; and seconded by Chamberlin...Comments and questions on the Motion to Postpone were provided by Dennehy, Mockler, Younger, Coughlin... With responses provided by Mayor Wheeler...

9:43 PM POSTPONE M/S/F (Goodnow/Chamberlin) Move to postpone consideration of this motion to the October 4, 2023 Council Meeting.

Voted in Favor of Motion: Chamberlin, Goodnow, **Dennehy**
Voted Opposed to Motion: Mockler, Younger, Frey, **Dennehy**, Coughlin
Motion to Postpone Failed: **23**-Yes; **54**-No

A 2nd Round of comments on the Main Motion were provided by Goodnow and Chamberlin...

9:47 PM MAIN M/S/C (Frey/Younger) Move to pass Ordinance No. 5482 to update Bremerton Municipal Code Chapter 9.32 entitled "Unauthorized Camping."

Voted in Favor of Main Motion: Goodnow, Mockler, Younger, Chamberlin, Frey, Coughlin
Voted Opposed to Main Motion: Dennehy
Motion Carried: 6-Yes; 1-No

COUNCIL MEMBER REPORTS

Eric Younger acknowledged the feedback from the public; and looked forward to discussions on solutions.

Anna Mockler invited everyone to attend the next District 6 Town Hall Meeting on Monday, October 9 from 4:00 to 6:00 PM at the Public Works Facility; and appreciated civility in the community.

Denise Frey appreciated different perspectives provided by the public; provided an update on a multi-family housing project underway on Wheaton Way; and hoped for more communication in the future.

Jennifer Chamberlin also appreciated concerns and perspectives shared by constituents at a recent community meeting; and encouraged people to be empathetic to unhoused or mentally ill individuals.

Jeff Coughlin echoed comments from Council Member Frey; commented on the pallet housing project; highlighted a recent Bremerton Ferry Coalition Meeting; and provided an update on the Council's Goals and Priorities.

President Coughlin announced the next Study Session on Wednesday, September 27 beginning at 5:00 PM will be held in the 6th Floor Council Conference Room of the Norm Dicks Government Center, and the public is welcome and encouraged to attend.

With no further business, **President Coughlin** adjourned the Council Meeting at 10:01 PM.

Prepared and Submitted by:

Christine Grenier

CHRISTINE GRENIER
Legislative Assistant

APPROVED by the City Council on the 4th day of October, 2023.

JEFF COUGHLIN, City Council President

Attest:

ANGELA HOOVER, City Clerk

JC:AH:ls:cg

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4C

SUBJECT: Minutes of Meeting – November
1, 2023

Study Session Date: N/A
COUNCIL MEETING Date: November 15, 2023
Department: City Council
Presenter: Council President
Phone: (360) 473-5280

SUMMARY: The Minutes of Meeting held on November 1, 2023 are attached.

ATTACHMENTS: Meeting Minutes

FISCAL IMPACTS (Include Budgeted Amount): None

STUDY SESSION AGENDA: N/A

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to approve the November 1, 2023 Meeting Minutes as presented.

COUNCIL ACTION: Approve Deny Table Continue No Action

CITY COUNCIL HYBRID MEETING MINUTES

Wednesday, November 1, 2023

The weekly meeting of the City Council of the City of Bremerton was called to order Wednesday, November 1, 2023, at 5:09 PM in Council Conference Room 603 of the NORM DICKS GOVERNMENT CENTER, 345 6th Street, Bremerton, Washington, with Council President Jeff Coughlin presiding. Council Members present were Jennifer Chamberlin (remotely at 5:30 PM), Denise Frey, Quinn Dennehy (remotely at 5:30 PM), Michael Goodnow (remotely at 5:30 PM), Anna Mockler, and Eric Younger. Also present were City Attorney Kylie Finnell; Assistant City Attorney Brett Jette; Finance Director Mike Riley; City Clerk Angela Hoover; Legislative Assistant Christine Grenier; and IT Manager Dave Sorensen. At 5:30 PM, the meeting moved to the First Floor Meeting Chambers.

President Coughlin announced the City Council is conducting the Council Meeting in-person with an option for the public to join in person, participate via Zoom, or view on BKAT, because Community involvement is encouraged; that Consent Agenda Item 4B has been pulled from tonight's agenda; and lastly, provided a reminder that now that it is election season, to refrain from any comments on political campaigns or ballot measures.

MAYOR'S REPORT – *Mayor Wheeler highlighted...*

- West Kitsap Way Planning Study Online Open House from November 7 to 22 and Virtual Presentation on Thursday, November 9 from 6:00 to 7:00 PM
- Public Works is now on Facebook so updates on projects will be real time
- Washington and 11th Street Project will be paused until February
- Annual Salmon Tour on Saturday, November 4 from 10:00 AM to 2:00 PM at Jarstad Park
- Bremerton has received a Creative Art District Certification from WA State Arts Commission

CONSENT AGENDA

- 4A** – Check Numbers 404693 through 404869 and Electronic Fund Transfers V38590 through V38592 and V39533 through V39631 in the grand total amount of \$2,709,877.26; Regular Payroll for pay period ending October 15, 2023 in the amount of \$1,059,919.92; Retiree Payroll for pay period ending October 31, 2023 in the amount of \$35,647.23
- 4B** – ~~Corrections to Minutes of Meeting – September 20, 2023~~ *Pulled*
- 4C** – Minutes of Meeting – October 18, 2023
- 4D** – Minutes of Special Meeting – October 23, 2023
- 4E** – Minutes of Study Session – October 25, 2023
- 4F** – Minutes of Special Meeting – October 26, 2023
- 4G** – Confirm Appointment of Kristen Sluiter to the Bremerton Parks & Recreation Commission
- 4H** – Supplemental Agreement No. 1 with DKS Associates, Inc. for Pedestrian Crossing Safety Project
- 4I** – Goods & Services Agreement for Purchase of a Cummins Emergency Generator for Lift Station CE-1
- 4J** – Change Order No. 2 to Public Works Agreement with Utter Associates, Inc. for Design and Installation of Audio-Visual Equipment at the Bremerton Municipal Court
- 4K** – Ordinance No. 5484 to amend and re-establish City Rates & Fees for 2024
- 4L** – Ordinance No. 5485 to amend and re-establish Utility Assessments, Rates, Fees & Charges for 2024
- 4M** – Ordinance No. 5486 to levy Property Taxes for Collection in 2024

*Comments or questions from the public were provided by **Roy Runyon** (Items 4K, 4L, 4M); and **Christi Lyson**...With a response provided by Public Works Director **Tom Knuckey**...*

5:41 PM M/S/C/U (Younger/Mockler) Move to approve the CONSENT AGENDA as amended.

Motion carried unanimously.

President Coughlin read a statement about the impact of hate speech on Council Meetings nationwide; and that for now, Council has agreed to not take public comment via Zoom during Public Recognition, and that public comment on agenda items will continue to be accepted in person or remotely.

PUBLIC RECOGNITION – Comments or questions from the public were submitted by **Mary Lou Long**; **Tony Ives**; **Rabbi Emily Katcher**; **Justin Pincus**; **Dianne Iverson**; **Unidentified**; **Jeff Lawson**; **Michael Brehm**; **Bree Medley**; **Dan Elworth**; **Kate Wilson**; **Zach Mann**; **Nick**; **Lisa Ganowski**; **Amy Waterman**; **Judith Kriqzman**; **Brian Shaefer**; **Joey Hayes**; **Joslyn**; **Kelsey Stedman**; **Michelle Wilson**; **Ryan**; **Molly Brooks**; **Adrian Wright**; **Adam Drul**; **Phil Babcock**; **Ryan Anderson**; **Sanjay Stone**; **Shawn McKenzie**; **Eric Peterson**; **Doug Grimes**; **Paul Dutky**; **Reama Schuldt**; **Beth Anderson**; **Jane Rebelowski**; **Justin from Manette**; **Brandon Johnson**; **Jo Walter**; **Travis Merrigan**; **Jim Cline**; **Anthony Augello**; and **Sharon Bud**.

Anna Mockler left the meeting at 7:31 PM and returned at 7:36 PM...

PUBLIC HEARINGS

6A – PUBLIC HEARING ON REVENUE SOURCES FOR THE PROPOSED FY-2024 CITY OF BREMERTON BUDGET:

Financial Services Director **Mike Riley** announced that the tonight's public hearing is to take comments on the revenue sources for the 2024 Proposed Budget. The proposed budget anticipates property and EMS levy increases of the full 1% allowed by law, leaves utility tax rates unchanged. The proposed budget also adjusts for the increase to the B&O tax exemption rate to \$1,040,000 and includes interfund transfers between funds where appropriate. Overall, the revenue projections throughout all funds remain conservative.

President Coughlin explained the purpose of this Public Hearing is to accept public comment; with no action anticipated tonight...

*Comments or questions from the public were provided by **Roy Runyon**; **Jane Rebelowski**; and **Mary Lou Long**...With a response provided by **Mr. Riley**...*

*With no further questions or comments by the public, **President Coughlin** closed the hearing to the public....*

6B – PUBLIC HEARING (1ST OF 2) ON THE PROPOSED FY-2024 CITY OF BREMERTON BUDGET:

Financial Services Director **Mike Riley** then announced that tonight's public hearing is held to take comments on the 2024 Proposed Budget. Budget workshops were held on October 23 and October 26 where an overview of the Mayor's proposed budget was presented to Council. Public comments will be taken into consideration before Council adopts a final ordinance.

President Coughlin explained the purpose of this Public Hearing is to accept public comment; with no action anticipated tonight...

*Comments or questions from the public were provided by **Roy Runyon**; **Kelsey Stedman**; **Christi Lyson**; and **Mary Lou Long**... With responses provided by **President Coughlin**; **Vice President Chamberlin**; and **Mr. Riley**...*

*With no further questions or comments by the public, **President Coughlin** closed the hearing to the public...*

President Coughlin called a brief break from 8:02 to 8:13 PM...

6C – PUBLIC HEARING ON RESOLUTION NO. 3368 TO APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUNDING RECOMMENDATIONS FOR INCLUSION IN THE 2024 CDBG/HOME ACTION PLAN: CDBG Program Administrator **Sarah Lynam** explained that on June 21, 2023 City Council approved the 2024 CDBG/HOME Policy Plan outlining the CDBG and HOME funding allocation process. Based on that policy, the Project Review Committee (PRC) has developed the 2024 funding recommendations for Council consideration and approval. If approved, these submissions will be sent to the Department of Housing and Urban Development (HUD) in the City's Annual Action Plan.

The following projects are recommended for CDBG funding: City of Bremerton Public Works Department Pedestrian Priority Network improvements, Kitsap Community Resources Weatherization and Minor Home Repair, and the Kitsap Community Resources BE\$T program.

The following project is recommended for HOME funding: Bremerton Housing Authority – Evergreen Bright Start Property.

President Coughlin explained the purpose of this Public Hearing is to accept public comment; followed by Council action...

Comments or questions from the public were provided by **Roy Runyon** and **Jane Rebelowski**...

*With no further questions or comments by the public, **President Coughlin** closed the hearing to the public, and opened discussion to the Council...*

8:29 PM Motion was made by Younger; and seconded by Chamberlin...Comments and questions were provided by Younger; Chamberlin, Mockler, Frey, Coughlin... With a response provided by Public Works Director **Tom Knuckey**.

8:35 PM M/S/C/U (Younger/Chamberlin) Move to pass Resolution No. 3368 approving the 2024 funding recommendations to be included in the 2024 Action Plan to HUD and authorize the Mayor to finalize and execute the agency grant agreements with substantially the same terms and conditions as presented.

Motion carried unanimously.

GENERAL BUSINESS

7A – RESOLUTION NO. 3367 TO AUTHORIZE THE EXTENSION OF WASTEWATER UTILITY SERVICES TO THE FISHER PLAT LOCATED WITHIN THE EAST BREMERTON URBAN GROWTH AREA:

Managing Engineer **Janelle Hitch** summarized that an applicant has requested wastewater service for properties that are outside of the City limits within the East Bremerton Urban Growth Area (UGA) and within the City's Sewer Service Area. The applicant has requested an extension of City sewer service to this property and is proposing 189 single-family residences in conformance with Kitsap County zoning.

Pursuant to the Bremerton Municipal Code (BMC) 15.03.040, properties located outside of the City limits must annex to obtain wastewater services; however, per BMC 15.03.040(b) the City Council can may approve service in certain circumstances, including when annexation is infeasible. Staff have analyzed the subject properties and consider annexation infeasible at this time. The action before the Council is to approve a Resolution for a Policy Exception to provide Wastewater service

within the East Bremerton UGA.

A Public Hearing was held during the October 18, 2023 Council Meeting.

*Comments or questions from the public were provided by **Kathie Lustig**; **Mr. Hoffer**; **Anthony Augello**; **Christie Schultz**; **Sarah**; **Mike Simons**; **Wendy Rixin**; **Paul Simbeck**; **Judith Krigsman**; **Eric Nemeth**; **Jane Rebelowski**; **Roy Runyon**; **Mr. Kohler**; and **Matt Rasmusson**.*

9:18 PM *Motion (for wastewater service) was made and withdrawn by Younger...*

9:19 PM *Motion (for outside utility agreement) was made by Younger; and seconded by Coughlin...Comments and questions were provided by Younger, Mockler, Chamberlin, Frey, Goodnow, Dennehy, and Coughlin...With responses provided by Community Development Director **Andrea Spencer**; City Engineer **Ned Lever**; **Gary Anderson** (connected to proposed project); **Matt Rasmusson** (connected to proposed project); **Ms. Hitch**; and **Mr. Riley**.*

10:07 PM M/S/C (Younger/Coughlin) Move to pass Resolution No. 3367 and authorize the Mayor to execute the outside utility agreement in substantially the same form as presented in Exhibit B.

Voted in Favor of Motion: Younger, Goodnow, Chamberlin, Frey, Coughlin

Voted Opposed to Motion: Dennehy, Mockler

Motion carried: 5-Yes; 2-No

Anna Mockler left the meeting at 10:08 PM and did not return...

Michael Goodnow re-joined the meeting in-person at 10:14 PM...

COUNCIL MEMBER REPORTS

Jennifer Chamberlin commented on the Council's response to recent hate speech, emphasized the difficulty of decisions, especially on the camping issue and wanted the City's policy on encampments to be clear; believed we have a pretty walkable city; and hoped residents in the Fisher Plat area end up with good neighbors.

Denise Frey really enjoyed Restaurant Lola, now open in District 2; also commented on the hate speech and thanked President Coughlin for getting this quickly managed to protect us from that kind of violence; and we need to work on our partnerships in the decision-making process to address homeless crisis.

Quinn Dennehy pointed out that it was extremely disturbing to sit through hate speech; hoped this isn't his last meeting and it's been a pleasure to serve District 4 and the City of Bremerton; and thanked City Attorney Kylie Finnell and Legislative Office Manager Lori Smith for their support during his time as a Council Member.

Michael Goodnow emphasized this is no place for hate speech; clarified on cutting commenters off; and thanked Quinn for his time with the Council.

Eric Younger appreciated all of the input and hoped for suggestions or solutions along with the complaints.

Jeff Coughlin again emphasized that "Bremerton Stands Against Hate"; thanked everyone for their patience while we deal with the hate speech issue; thanked Bremerton Police Department and Behavioral Navigators for outreach done along MLK Way and other areas with encampments; reported on ferry issues and thanked Ferry Coalition; thanked City Staff for making Halloween happen downtown and really enjoyed with his family; announced Kitsap Housing Summit on November 9;

shared a graphic for the Evergreen Pointe Project; and announced the Veterans Day Ceremony and Program on Saturday, November 11 from 10:30 AM to 1:00 PM in the Kitsap Sun Pavilion at the Kitsap County Fairgrounds.

*At 10:28 PM, **President Coughlin** announced that a 15-minute Executive Session would be held to “discuss “Potential and Pending Litigation” as allowed under RCW 42.30.110(1)(i); and that action was anticipated...*

*At 10:47 PM, **President Coughlin** called the meeting back to order...*

*The Motion was read into the record by Assistant City Attorney **Brett Jette**, so moved by Younger, and seconded by Goodnow...*

*Comments or questions were provided by **Roy Runyon** ...With a response provided by **Mr. Jette**...*

10:48 PM M/S/C/U (Younger/Goodnow) Move to authorize the City Attorney and Mayor to take the necessary steps to exclude the City out of the In Re: Aqueous Film-Forming Foams Product Liability Litigation class action settlements with Dupont de Nemours Inc., et al and 3M Company.

Voted in Favor of Motion: Goodnow, Younger, Chamberlin, Frey, Dennehy, Coughlin
Motion carried unanimously: 6-Yes

President Coughlin announced the (last of 3) Budget Workshops to discuss the 2024 Budget and would be held on Thursday, November 2 beginning at 3:00 PM in the Meeting Chambers; and the next Study Session on Wednesday, November 8 beginning at 5:00 PM will be held in the 6th Floor Council Conference Room of the Norm Dicks Government Center, and the public is welcome and encouraged to attend in-person or remotely via Zoom, but there will be no opportunity to comment. Written comments are welcome anytime.

With no further business, **President Coughlin** adjourned the Council Meeting at 10:48 PM.

Prepared and Submitted by:

Christine Grenier

CHRISTINE GRENIER
Legislative Assistant

APPROVED by the City Council on the 15th day of November, 2023.

JEFF COUGHLIN, City Council President

Attest:

ANGELA HOOVER, City Clerk

JC:AH:ls:cg

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4D

SUBJECT: Minutes of Special Meeting –
November 2, 2023

Study Session Date: N/A
COUNCIL MEETING Date: November 15, 2023
Department: City Council
Presenter: Council President
Phone: (360) 473-5280

SUMMARY: The Minutes of the Budget Workshop held on November 2, 2023 are attached.

ATTACHMENTS: Meeting Minutes

FISCAL IMPACTS (Include Budgeted Amount): None

STUDY SESSION AGENDA: N/A

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to approve the November 2, 2023 Special Meeting Minutes as presented.

COUNCIL ACTION: Approve Deny Table Continue No Action

DIGITAL RECORDING

CITY COUNCIL BUDGET WORKSHOP MINUTES

Thursday, November 2, 2023

A Budget Workshop of the City Council of the City of Bremerton was called to order on Thursday, November 2, 2023, at 3:00 PM in the First Floor Meeting Chambers of the Norm Dicks Government Center at 345 6th Street, with Council President Jeff Coughlin presiding. Council Members present were Eric Younger, Anna Mockler, Michael Goodnow, Denise Frey, and Jennifer Chamberlin. Council Member Quinn Dennehy was absent. Legislative Assistant Christine Grenier was available to provide staff support.

It was established that the City Council is conducting the Budget Workshop in-person with a remote option also available, and that it is open for the public to attend, but there will be no opportunities for input; the content of these items is subject to change; and no action is anticipated.

Financial Services Director **Mike Riley** established that the Department presentations have now concluded and summarized the presentations that were made over the last two Budget Workshops. Financial Analyst **Karen Wikle** then provided highlights on the proposed changes and updates made to date.

President Coughlin explained tonight's final Budget Workshop is to provide Council Members an opportunity for a continued review and discussion of the Mayor's proposed 2024 Budget.

President Coughlin called brief breaks from 3:18 to 3:20 PM; and from 5:04 to 5:24 PM...

In conclusion, **President Coughlin** announced that the final Public Hearing on the proposed 2024 City of Bremerton Budget would be scheduled at the next Council Meeting on Wednesday, November 15 beginning at 5:30 PM in the First Floor Meeting Chambers.

With no further business, **President Coughlin** adjourned the Budget Workshop at 7:15 PM.

Prepared and Submitted by:

Christine Grenier

CHRISTINE GRENIER
Legislative Assistant

APPROVED by the City Council on the 15th day of November, 2023

JEFF COUGHLIN, Council President

ATTEST:

ANGELA HOOVER, City Clerk

JC:AH:ls:cg

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4E

SUBJECT: Minutes of Study Session –
November 8, 2023

Study Session Date: N/A
COUNCIL MEETING Date: November 15, 2023
Department: City Council
Presenter: Council President
Phone: (360) 473-5280

SUMMARY: The Minutes of Study Session held on November 8, 2023 are attached.

ATTACHMENTS: Meeting Minutes

FISCAL IMPACTS (Include Budgeted Amount): None

STUDY SESSION AGENDA: N/A

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to approve the November 8, 2023 Meeting Minutes as presented.

COUNCIL ACTION: Approve Deny Table Continue No Action

CITY COUNCIL STUDY SESSION MINUTES

Wednesday, November 8, 2023

A Study Session of the City Council of the City of Bremerton was called to order on Wednesday, November 8, 2023 at 5:00 PM in Council Conference Room 603 located in the Norm Dicks Government Center at 345 6th Street, with Council President Jeff Coughlin presiding. Other Council Members present were Eric Younger, Anna Mockler, Michael Goodnow, Quinn Dennehy (remotely at 5:05 PM), Denise Frey (arrived at 5:01 PM), and Jennifer Chamberlin. Legislative Assistant Christine Grenier provided staff support.

President Coughlin established that the Study Session is open for the public to attend in person or view remotely, but there will be no opportunities for input, the content of these items is subject to change, no action is anticipated...

He further established that a recording will be available online within a few days following the meeting. And any of the items approved for action by the Council tonight, will be placed on the **November 15, 2023** City Council Meeting Agenda or as otherwise determined...

And lastly, provided reminders that the microphones are sensitive and do pick-up side conversations and other sounds in the room...

A. **BRIEFINGS ON AGENDA BILL ITEMS**

1. Update on Kitsap County Housing and Homelessness – Doug Washburn, Director for the Department of Human Services; and Carl Borg, Program Manager for the Housing and Homelessness Division **Information only**
2. Update on Rejuvenation Community Day Center – Diana Sullivan, Director of Operations for the Foundation for Homeless and Poverty Management **Information only**
3. Confirm Reappointment of Nick Wofford to the Bremerton Planning Commission **Consent Agenda**
4. Confirm Reappointment of Ed Coviello to the Bremerton Planning Commission **Consent Agenda**
5. Acceptance of FY-2022 State and Local Cyber Security Grant **Consent Agenda**
6. Supplemental Agreement No.1 with SCJ Alliance for Design of View Ridge Elementary – Almira Drive Safe Routes to Schools Project **Consent Agenda**

President Coughlin called a brief recess from 6:23 to 6:35 PM...and then announced a change in item order, so that Item 8 would be heard before Item 7...

7. Proposed Final **Public Hearing** on Ordinance to approve and adopt the FY-2024 City of Bremerton Budget
8. Superceding Interlocal Agreement for Emergency Management Services – Jan Glarum, Acting Director of Kitsap County Department of Emergency Management **Consent Agenda**
9. Amendment to Minutes of Meeting – September 20, 2023 **Consent Agenda**

B. **GENERAL COUNCIL BUSINESS**

1. Discussion on Social Media Guidelines for Elected Officials **December 8 Study Session**
2. Public Safety Committee Briefing (Last Meeting 11/7/2023) – Chair Denise Frey

3. Regional and Other Committee/Board Briefings
4. Other General Council Business (*As necessary, and as time allows...*)

President Coughlin established that the next Council Meeting would be on Wednesday, November 15, 2023 beginning at 5:30 PM in the First Floor Meeting Chambers of the Norm Dicks Government Center, and that the public is invited to attend in person or remotely.

With no further business, the Study Session was adjourned at 8:32 PM.

Prepared and Submitted by:

Christine Grenier

CHRISTINE GRENIER, Legislative Assistant

APPROVED by the City Council on the 15th day of November, 2023.

JEFF COUGHLIN, Council President

ATTEST:

ANGELA HOOVER, City Clerk

JC:AH:ls:cg

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4F

SUBJECT:

Confirm Reappointment of Nick Wofford to
the Bremerton Planning Commission

Study Session Date: November 8, 2023
COUNCIL MEETING Date: November 15, 2023
Department: Executive
Presenter: Mayor Wheeler
Phone: (360) 473-5266

SUMMARY: Nick Wofford has been serving on the Planning Commission since February, 2014. Mr. Wofford has been selected for reappointment to Position 4 of the Commission for an additional four years, with a new term ending date of December 31, 2027.

ATTACHMENTS:

FISCAL IMPACTS (Include Budgeted Amount): No fiscal impacts

STUDY SESSION AGENDA:

Limited Presentation Full Presentation

STUDY SESSION ACTION:

Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to confirm reappointment of Nick Wofford to Position 4 of the Planning Commission with a term that will end on December 31, 2027.

COUNCIL ACTION:

Approve Deny Table Continue No Action

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4G

SUBJECT: Confirm Reappointment of Ed Coviello to the Bremerton Planning Commission

Study Session Date: November 8, 2023
COUNCIL MEETING Date: November 15, 2023
Department: Executive
Presenter: Mayor Wheeler
Phone: (360) 473-5266

SUMMARY: The Mayor is seeking confirmation for the reappointment of Ed Coviello to the Planning Commission. Mr. Coviello was appointed to Position 3 of the Commission in May, 2022, and his initial appointment was made into a partial unexpired term due to a commissioner's resignation. The reappointment of Mr. Coviello will allow him to serve his first full-term of four years on the Planning Commission and his new term expiration date will be December 31, 2027.

ATTACHMENTS:

FISCAL IMPACTS (Include Budgeted Amount): No fiscal impacts

STUDY SESSION AGENDA: Limited Presentation Briefing/Full Presentation

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to confirm reappointment of Ed Coviello to Position 3 of the Planning Commission with the term expiring December 31, 2027.

COUNCIL ACTION: Approve Deny Table Continue No Action

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4H

SUBJECT: Confirm Appointment of
Angelica Nery to the Lodging Tax Advisory
Committee

Study Session Date: N/A
COUNCIL MEETING Date: November 15, 2023
Department: Executive
Presenter: Mayor Wheeler
Phone: (360) 473-5266

SUMMARY: RCW 67.28 and BMC Chapter 2.38 outline membership requirements for the Lodging Tax Advisory Committee as follows: two (2) members from organizations that support activities which are authorized to be funded by hotel-motel tax revenue; two (2) members from businesses that collect the hotel-motel tax; and an elected official (Council Member).

There is a vacancy on the Lodging Tax Advisory Committee due to the departure of Ashley Walchok, Area General Manager for the Fairfield Inn & Suites.

The Mayor is seeking confirmation for the appointment of Angelica Nery, General Manager for the Fairfield Inn & Suites to the Lodging Tax Advisory Committee.

The appointment of Ms. Nery relates to a committee position for businesses that collect the hotel-motel tax within Bremerton; and is for the remainder of the unexpired term expiring on May 17, 2025.

ATTACHMENTS: Applications are available in the Mayor's Office

FISCAL IMPACTS (Include Budgeted Amount): None.

STUDY SESSION AGENDA: Limited Presentation Full Presentation N/A

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to confirm the appointment of Angelica Nery to the Lodging Tax Advisory Committee for the remainder of the term expiring May 17, 2025.

COUNCIL ACTION: Approve Deny Table Continue No Action

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4I

SUBJECT:

Acceptance of FY-2022 State and Local
Cybersecurity Grant

Study Session Date: November 8, 2023

COUNCIL MEETING Date: November 15, 2023

Department: Finance/IT

Presenter: D. Sorensen

Phone: (360) 473-5472

SUMMARY:

The SLCGP grant program enables the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) to make targeted cybersecurity investments in State and Local Governments. This grant will improve the city's critical infrastructure and aid in the development of a comprehensive Cybersecurity Program and Strategic Plan. The total grant amount is \$57,562.

ATTACHMENTS:

NONE

FISCAL IMPACTS (Include Budgeted Amount):

Firewall upgrades were budgeted for 2023, and will cover the 10% matching funds of \$5,756.20

STUDY SESSION AGENDA:

Limited Presentation

Full Presentation

STUDY SESSION ACTION:

Consent Agenda

General Business

Public Hearing

RECOMMENDED MOTION:

Move to accept the FY 2022 State And Local Cybersecurity Grant; and authorize the Mayor to finalize and execute the agreement with substantially the same terms and conditions as presented.

COUNCIL ACTION:

Approve

Deny

Table

Continue

No Action

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4J

SUBJECT:

Supplemental Agreement No. 1 with SCJ Alliance for Design of the View Ridge Elementary – Almira Drive Safe Routes to School Project

Study Session Date:	<u>November 8, 2023</u>
COUNCIL MEETING Date:	<u>November 15, 2023</u>
Department:	<u>PW&U-Engineering</u>
Presenter:	<u>Nick Ataie</u>
Phone:	<u>(360) 473-2306</u>

SUMMARY:

The original contract with Shea, Carr & Jewell, Inc. (SCJ Alliance) was executed on April 26, 2023 in the amount of \$62,545.24 and included development of conceptual alternatives, refined project estimates, and initial public outreach in advance of a planned contract modification which would include formal engineering services. A public meeting was held on June 27, 2023 and an online survey was provided to receive input on planned active transportation improvements in the vicinity of View Ridge Elementary. Based on the public input received and coordination with project stakeholders, this contract modification (in the amount of \$871,839.76) includes development of engineering design, right-of-way, bid, and construction engineering support services for the preferred alternative. The estimated cost of the preferred alternative was determined to be similar to the previously scoped improvements and generally includes construction of a shared use sidepath along Almira Drive in lieu of on-street bike lanes. With approval of this supplement, engineering design will commence in December 2023 with additional public outreach to occur in 2024. Based on funding awarded from WSDOT, construction funding for the project will be available in late 2025.

ATTACHMENTS:

1) Project Location Map 2) Contract Modification (Supplemental Agreement) #01

FISCAL IMPACTS (Include Budgeted Amount): This project is in the Transportation Capital Fund; no budget adjustment is required for Contract Modification #01.

STUDY SESSION AGENDA:

Limited Presentation Full Presentation

STUDY SESSION ACTION:

Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to approve Supplemental Agreement No. 1 with SCJ Alliance for Design of the View Ridge Elementary – Almira Drive Safe Routes to School Project; and authorize the Mayor to finalize and execute the agreement with substantially the same terms and conditions as presented.

COUNCIL ACTION: Approve Deny Table Continue No Action



 Project Location

PROJECT LOCATION MAP

DATE: 9/21/2023



CITY OF BREMERTON
 DEPARTMENT OF PUBLIC WORKS & UTILITIES
 ENGINEERING DIVISION

345 6th Street, Suite 100 | Bremerton, WA | 98337-1891

VIEW RIDGE ELEMENTARY - ALMIRA DRIVE SAFE ROUTES TO SCHOOL (PHASE 1)

City Project #315055, SRTS SR22(004)



Supplemental Agreement Number <u>001</u>		Organization and Address Shea, Carr & Jewell, Inc. 2727 Hollycroft Street, Suite 230 Gig Harbor, WA 98335	
Original Agreement Number LA 10497; Bremerton Contract 6525		Phone: 253-201-0777	
Project Number City Project 315055; HLP SR22(004)	Execution Date	Completion Date July 1, 2025	
Project Title View Ridge Elementary - Almira Drive Safe Routes to School (Phase 1)	New Maximum Amount Payable \$ 934,385.00		
Description of Work Provide Final Professional Engineering (PE) Phase Design, Right-of-Way, Bid, and Construction Phase Engineering Services for the Project based on completion of initial concept design and public outreach. (See Attachments)			

The Local Agency of City of Bremerton
desires to supplement the agreement entered in to with Shea, Carr & Jewell, Inc. (dba SCJ Alliance)
and executed on 04/26/2023 and identified as Agreement No. 6525

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
Provide final Design, Right-of-Way, and Bid/Construction Phase Support Services for the Project based on completion of initial concept design and public outreach as provided in Contract Supplement No. 001/Amendment 1 Scope of Work Exhibit.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Contract Completion Date Extended to July 1, 2025

III

Section V, PAYMENT, shall be amended as follows:
Increase in Maximum Amount Payable as attached in the amount of \$ 871,839.76 for a new Maximum Amount Payable of \$ 934,385.00.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Shea, Carr & Jewell, Inc. (dba SCJ Alliance) By: Mayor, City of Bremerton

Consultant Signature

Approving Authority Signature

Date



AMENDMENT #1 – FINAL DESIGN

SCOPE OF WORK

for

View Ridge Elementary - Almira Drive

Safe Routes to School (Phase I)

City of Bremerton, WA

Project No. 315055

Prepared For: Nick Ataie, PE
City of Bremerton
345 6th Street
Bremerton WA 98337

Prepared By: Aaron Knight, PE

Date Prepared: October 6, 2023

Overview

The following Scope of Work outlines the effort required to prepare Plans, Specifications, and Engineer's Estimate (PS&E) for the View Ridge Elementary – Almira Drive Safe Routes to School Project (Phase 1). The project generally includes multimodal improvements serving View Ridge Elementary along Spruce Avenue, Sylvan Way, East 33rd Street, Almira Drive Alleyway, and Almira Drive as shown in **Attachment 1 – Project Location Map**. In addition, the project will include a full-depth reconstruction of Almira Drive from Sylvan Way to Ivy Road, and replacement of a water main and services along Almira Drive from Sylvan Way to Spruce Avenue.

This scope of work includes delivering final Plans, Specifications, and cost Estimations for the preferred alternatives of the conceptual designs prepared as part of the initial contract for this project.



Proposed Improvements

Design of improvements within the project limits are assumed as follows:

- Spruce Avenue, View Ridge Elementary to Sylvan Way
 - Curb ramp and crosswalk modifications at the stairs to the main school entrance.
 - Curb ramp and crosswalk modifications at the preschool crossing.
 - Curb ramp and crosswalk modifications at E 33rd Street and Spruce Avenue. Crosswalks will be located on the east and south legs of the intersection.
 - Sidewalk widening (6 feet wide) on the east side of Spruce Avenue between East 33rd Street and Sylvan Way.
 - Shared-use path (10 feet wide) on the east side of Spruce Avenue from East 33rd Street to the school playground gate entrance, approximately 200' south of East 33rd Street. Existing sidewalk south of the playground entrance will remain.
 - One (1) driveway approach replacement on the east side of Spruce Avenue.
 - Modifications to the existing stormwater conveyance system to accommodate proposed improvements.
- Intersection of Spruce Avenue and Sylvan Way
 - Curb ramp replacement on the southwest and northwest corners of the Spruce Avenue and Sylvan Way intersection (coordinated to be compatible with proposed RRFB improvements on the east leg of the intersection under design/contract by others).
 - Pavement marking modifications.
- Sylvan Way (Spruce Avenue to Almira Drive)
 - Up to five (5) driveway approach replacements which are not currently ADA compliant.
 - Existing mid-block pedestrian crossing removal at the Kitsap Regional Library.
 - Modification and/or spot replacement of existing sidewalk panels resulting from PSE Pole relocations.
 - RRFB Crossing, including curb ramp, splitter island, and crosswalk modifications at the intersection of Sylvan Way and Almira Drive.
- E 33rd Street (Spruce Avenue to Almira Drive Alleyway)
 - Shared use path (12 to 14 feet wide) on the south side of E 33rd Street.
 - Maintain existing curb line and widen to the south of the existing sidewalk
 - Corridor illumination (pedestrian and roadway lighting). This work may be included as an additive bid dependent on project budget and estimated costs.
 - Traffic calming at the intersection of E 33rd Street and Spruce Avenue for shared use path crossing.
 - Modifications to the existing stormwater conveyance system to accommodate proposed improvements. This is limited to road crossings from proposed drainage structures to existing drainage structures on the north side of the road and does not include a continuous system on the south side of the road.



- Almira Drive Alleyway Area (Sylvan Way to East 33rd Street)
 - Shared use path from the Sylvan Way RRFB location at Almira Drive to East 33rd Street.
 - The City will provide the preferred alternative from the two alternatives considered during the conceptual design phase prior to beginning of the 10% Design.
 - Corridor illumination (pedestrian and roadway lighting). This work may be included as an additive bid dependent on project budget and estimated costs.
 - Connections to existing stormwater conveyance system to accommodate proposed improvements.
- Almira Drive (Sylvan Way to Ivy Rd)
 - Full width roadway corridor reconstruction or rehabilitation within the project limits on Almira Drive.
 - Roadway cross section includes:
 - 10.5-foot travel lanes (each direction)
 - 14-foot (10-foot + two 2-foot shoulders) shared use path, east side
 - 6-foot sidewalk, west side
 - Water main replacement between Sylvan Way and Spruce Avenue, including service connections.
 - Wastewater cleanouts, where not present, at existing wastewater service laterals.
 - Traffic calming at the intersections of Spruce Avenue and Ivy Rd.
 - Up to two (2) traffic calming alternatives will be presented at the open house for public input. One (1) alternative will be advanced to 60% Design.
 - City owned corridor illumination.
 - Stormwater conveyance system design.
- Ivy Road (Almira Dr to Maple Ave)
 - Replacement of existing ditch on the south side of the road with a stormwater conveyance system. No improvements to the north side of the road are included.
 - Curb and Gutter along the existing edge of pavement
 - Driveways will be restored in-kind and will not include design of new driveway aprons.
 - No other amenities such as sidewalks, planter strips lighting, etc. will be included in the design.
 - It is assumed that the conveyance system will connect to the existing conveyance system at Maple Ave.



Assumptions

The following assumptions were made to establish a scope and budget for this project:

- Funding is provided by the State of Washington through the Safe Routes to School (state) program and is administered by WSDOT for eligible work. FHWA or other external funding sources are not included. Local funding by the City of Bremerton is included for local match requirements and for costs associated with non-eligible work. Addition or changes of funding sources may modify permitting and/or approval requirements, which may result in an amendment to this scope of work.
- WSDOT's "Local Agency A&E Professional Services Cost Plus Fixed Fee Consultant Agreement" will be used for the Consultant contract.
- Work will be based on City of Bremerton standards for design, permitting, and specifications.
- Project duration will be for eighteen (18) months following execution of the contract.
- The City will lead coordination with all utility providers, including all potholing activities and proposed relocations.
- Modifications to existing sewer, water, and franchise utilities (outside of those explicitly described herein) are not included in this scope of work. Should utility improvements be desired by the purveyor, the design will be completed by the respective purveyor and provided to the CONSULTANT. Incorporation of franchise utility improvements (outside of those explicitly described herein) is not included in this scope of work and an amendment to this contract may be required.
- Modifications to existing sewer and water utilities due to conflicts with proposed improvements is not included in this scope of work and an amendment to this contract will be required.
- It is assumed that all walls will be less than 4-foot high (including embedment). If proposed walls exceed 4 feet high, Geotechnical and/or Structural Engineering will be required as an amendment to this scope of work.
- The City will complete all necessary SEPA permitting.
- Special Provisions will be developed based on the current version of the WSDOT Standard Specifications at the time of first writing of project manual. Revisions to the Special Provisions due to annual update of the Standard Specifications will require an amendment to this contract. Revisions to the Special provisions due to periodic updates to the General Special Provisions (GSPs) by WSDOT or APWA will not require an amendment to the contract.
- Cost estimates will be prepared using the following five (5) schedules.
 - Schedule A - SRTS eligible work
 - Schedule B - Roadway (SRTS non-eligible)
 - Schedule C - Water utility (SRTS non-eligible)
 - Schedule D - Storm utility (SRTS non-eligible)
 - Schedule E - Wastewater utility (SRTS non-eligible)
- Temporary construction easements are not included in this scope of work.
- All field activities for geotechnical exploration will occur within the Right of Way (ROW) or on City/County/School District owned parcels. Access to City/County/School District property will be coordinated by the City. Right of entry onto private property is not included in this scope of work.
- This site requires greater than 5,000 SF of new impervious surface. However, surface water discharge from the proposed project improvements discharges directly to the Puget Sound Receiving Water Body via manmade conveyance, therefore flow control is not required. Water quality requirements for the proposed project improvements will utilize a manufactured system.



- The City of Bremerton adopted, effective July 1, 2019, Ecology’s Stormwater Management Manual for Western Washington (SMMWW) as the guiding criteria for planning, design, and construction of stormwater facilities in Bremerton.
- Existing downstream conveyance will be evaluated with the project’s stormwater reporting, using the City’s GIS portal to identify existing pipe sizes. Design of replacement of existing stormwater conveyance systems (pipes or open channel) downstream of the project limits, if insufficient capacity is identified downstream, is not included in this scope of work.
- There are no critical areas, as defined in BMC 20.14, impacting the project site.
- Design of landscaping, planting, and irrigation systems are not included in this scope of work. Existing private landscaping or irrigation systems within the Right of Way will be noted for removal by the Contractor and salvage to the property owner. The City will coordinate with property owners for these removals. Restoration of back of sidewalk will be limited to minor restoration of lawn or placement of wood chip mulch.
- The City has previously determined that an RRFB should be installed at the intersection of Sylvan Way and Almira Drive, and no additional engineering studies are required or included in this scope of work.
- The City will be responsible for all permit fees, which will be invoiced to the City directly outside of this contract.
- Plans will be developed using AutoCAD 2022 Civil 3D using SCJ drafting standards.
- A Construction Stormwater General Permit, if required, will be completed by the CITY.

Information Provided by the City

- Available utility maps for all City utilities within the project area, including downstream path for the stormwater system.
- Available As-built drawings for the project area.
- Roadway pavement structural cross section for each project area.
- Locations where new cleanouts are required for existing side sewer laterals.



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Attachment 1: Project Location Map

Attachment 2: Survey Limits Exhibit

Attachment 3: Geotechnical Exploration Exhibit



Phase 1: Management/Coordination/Administration

This task covers the effort required to manage the project. This Scope of Work assumes an 18-month contract duration:

Task 1 Management

Task 1.1 Management: Manage the project by directing and supervising staff and reviewing work for the duration of the project. This management is for the overall work rather than specific tasks.

Task 1.2 Schedule: Develop a critical path project schedule to match the scope of work. Identify task durations, predecessors, City reviews, deliverables, and milestones. Review and update the schedule concurrent with milestone submittals with an additional allowance for additional schedule updates as requested by the City (up to seven (7) schedule updates).

Task 2 Administration

Task 2.1 Progress Reports: Prepare and submit a monthly progress report. Progress reports will show: (1) prior work performed, (2) current work planned, (3) schedule and budget status (including a 3-line earned value chart), (4) a summary of scope changes/added value, and (5) items needed from the CITY and/or others. Assume 18 progress reports.

Task 2.2 Progress Billings: Prepare a monthly progress invoice with progress reports attached. Invoices will show staff hours for each phase (i.e., Phase 1: Project Management).

Task 3 Subconsultant Coordination

Task 3.1 Coordination with subconsultants for executing and administering subagreements, reviewing monthly invoices, scheduling, exchanging files, and additional coordination as needed.

Task 4 Progress Meetings

Task 4.1 Kickoff Meeting: The CONSULTANT shall attend one (1) project Kickoff Meeting. Assume two (2) CONSULTANT staff present at the meeting.

Task 4.2 Progress Meetings: The Consultant will host monthly virtual progress meetings. Assume two (2) CONSULTANT staff for eighteen (18) meetings.

Assumptions

- Extension of the project timeframe may require an amendment to this scope of work.
- Delay of scheduled submittals due to outstanding information required from the City may require an amendment to this scope of work.
- Progress billings and progress reports will be submitted monthly to the City.
- Timelines and milestones will be outlined in a master schedule using Microsoft Project and will be updated for each progress billing.
- Budget for peer checks for quality control is included within budget for design tasks.
- Budget for milestone review meetings is included within the budget for design tasks.



Deliverables

- Monthly Progress Report and billings submitted via email in PDF format. Assume 18.
- MS Project baseline and updated schedules submitted via email in PDF format.
- Meeting notes for the kickoff meeting and each progress meeting, submitted via email in MS Word format.

Phase 2: 10% Design

This Phase will include preparation of 10% design scroll plots for the preferred alternatives determined during the conceptual design phase. The design will begin following completion of the topographic survey. Senior level QA/QC will be provided for all documents prior to submitting to the City.

Task 1 Data Collection

Task 1.1 Data Collection: Gather and review available background data, as-builts, and utility provider system maps from the City.

Task 1.2 Site Review: Complete photo documentation of existing conditions and observe/document morning drop-off and afternoon pick-up at View Ridge Elementary School. Assume three (3) CONSULTANT staff present for one (1) site visit.

Task 2 Roadway 10% Design

Task 2.1 Draft Horizontal Layout

- Establish design centerlines within the project area.
- Develop 2-dimensional layouts for the improvements outlined in the “Proposed Improvements” section of this scope of work.
 - Curblines and limits of paving
 - Sidewalk and/or shared-use paths
 - Location of curb ramps and driveways
 - Designated parking areas
 - Channelization (excluding signing)
 - Potential wall locations, however heights will not be determined.
- Show recent aerial imagery

Vertical design of improvements will not be specified on the exhibits.

A draft of the Horizontal Layout will be provided to the City for review and comment. Comments will be incorporated as part of the next submittal.

Task 2.2 10% Design Review Meeting: The CONSULTANT shall attend one (1) Conceptual (10%) Design Review Meeting. Assume three (3) CONSULTANT staff present at the meeting. This meeting will occur following CITY review of the Draft layouts.



Assumptions

- The roadway typical sections established as part of the conceptual design (original contract) will not be modified as a result of subsequent review comments. Modifications to the typical section may require an amendment to this scope of work.
- Layout of corridor elements not directly impacting the project footprint (e.g. stormwater facilities, lighting, etc.) will not be designed during this task.
- Cost Estimation is not included with the 10% Design.

Deliverables

- One (1) 10% Design scroll plot, submitted via email in PDF format
- Meeting notes from the 10% Design Review Meeting, submitted via email in PDF format.

Phase 3: Public Involvement

This phase includes outreach to stakeholders, members of the public, and residents near the project:

Task 1 Public Open House

This task will offer to the community opportunities to provide comments on the selected design alternative and ask questions through an open house. This outreach is anticipated to occur after completion of the 30% Design.

Task 1.1 Public Open House: The City will host an open house located at View Ridge Elementary or Kitsap Regional Library. Noticing and presentation materials for the open house will be posted by the City. The Consultant will provide a roll plot of the 30% Design. Assume three (3) Consultant staff for one (1) open house event.

Assumptions

- The City will host the project website and will complete all updates. The City may use materials prepared as part of the completion of other tasks, however no specific materials will be prepared by the Consultant for the website.
- All presentation materials for the open house, with the exception of a roll plot of the 30% design will be provided by the City.
- Survey and comments forms for the open house will be prepared by the City.

Deliverables

- 30% Design Roll Plot for Open House



Phase 4: 30% Design

The CONSULTANT shall prepare 30% Design Plans and Estimates for review by the CITY. Plans shall be formatted to provide for field layout of proposed facilities. City standard details and WSDOT standard plans and specifications will be supplemented with project specific details. The CONSULTANT will provide senior level QA/QC review prior to submitting to the CITY.

Task 1 30% Design Plans

Task 1.1 Horizontal Layout: The CONSULTANT shall prepare 30% design horizontal layout based on the 10% Design and City comments. The 30% submittal will include horizontal location of improvements with the following level of detail:

- Construction limits / limits of grading
- Curblin e and limits of paving
- Sidewalk and/or shared-use paths
- Location and types of curb ramps and driveways
- Designated parking areas
- Traffic calming
- Stormwater system layout
- Channelization (excluding signing)
- Potential utility impacts, required relocations, and recommended pothole locations
- Potential wall locations
- Water line layout
- RRFB layout
- Draft Right of Way acquisition and Temporary Construction Easement areas

Task 1.2 30% Design Plans: Prepare the following 30% Design Plans. In general, vertical location of improvements will not be specified on the plans unless there are conflicts with existing utilities and/or surface improvements.

The following plan sheets are anticipated. Some details, profiles, and grading will be omitted for the 30% Design.

Title	Estimated Sheets
Cover Sheet	1
Legend, Abbreviations, General Notes	1
Survey Control Plan	2
Typical Sections	1
Roadway Plan	10
Drainage Plan	10
Waterline Plan	2
RRFB Plan	1
Channelization Plan	10
TOTAL	38



Task 1.3 30% Design Review Meeting: The CONSULTANT shall attend one (1) 30% Design Review Meeting. Assume two (2) CONSULTANT staff present at the meeting.

Task 2 Stormwater Modeling and Reporting

Task 2.1 Stormwater Model: Prepare a hydrologic model of the existing and proposed land use conditions for the limits of disturbance to determine the water quality treatment requirements. Determine preliminary type and location of facilities.

Task 2.2 Draft Stormwater Site Plan and Report: Prepare a draft technical stormwater site plan describing the stormwater design, document major design decisions, and all applicable exhibits, including locations of structures and storm drain, locations of water quality BMPs, and modifications to downstream conveyance. Prepare a draft technical memorandum describing the stormwater design, document major design decisions, and all applicable exhibits.

Task 3 30% Cost Estimate

Task 3.1 Cost Estimate: The CONSULTANT shall prepare 30% quantities and cost estimate for review by the CITY.

Task 4 Design Report

Task 4.1 Design Report: Prepare an executive summary to describe work completed and decisions made through 30% Design. Include technical memorandums prepared separately for roadway design, stormwater design, and illumination design. Include preliminary plans and cost estimates.

Assumptions

- Special provisions will not be included with the 30% Design submittal.
- City will request and provide available franchise utility records and will schedule and develop agenda for initial virtual utility coordination meeting.
- Illumination system design will begin with the 60% Design Phase.

Deliverables

- Half Size Plans (11x17) submitted via email in PDF format
- Engineer's Estimate submitted via email in Excel and PDF format
- Design Report including the following appendices in PDF via email:
 - Preliminary Stormwater Report
- Meeting notes from the 30% Design Review Meeting, submitted via email in PDF format.



Phase 5: 60% Design

The CONSULTANT shall provide 60% Design Plans, Specifications and Estimates for review by the CITY. The design will include addressing City comments from the 30% Design submittal and additional level of detail summarized herein. Senior level QA/QC will be provided for all documents prior to submitting to the City.

Task 1 60% Design Plans

Task 1.1 Response to Comments: Respond to the City’s comments from the 30% Design. The City will provide a comment response matrix.

Task 1.2 Horizontal Layout: Finalize the horizontal layout. Confirm Right of Way acquisition and Temporary Construction Easement areas.

Task 1.3 Vertical Layout: Prepare the vertical design of the horizontal layout.

- Develop corridor vertical design including centerline, flow line, back of walk elevations, non-structural walls, and cut/fill lines.
- Develop curb return profiles, intersection, and driveway grading.
- Design ADA ramps (type selection and preliminary grades) at intersections.
- Design stormwater conveyance system, including profiles.

Task 1.4 60% Plans: Prepare the following 60% Design Plans.

The following plan sheets are anticipated:

Title	Estimated Sheets
Cover Sheet	1
Legend, Abbreviations, General Notes	1
Survey Control and Temporary Construction Easement Plan	5
Typical Sections	2
Site Preparation and TESC	5
Roadway Plan and Profile	10
Intersection Details	7
Drainage Plan and Profile	10
Waterline Plan and Profile	2
Wall Plan and Profile	2
Driveway Plan	8
Illumination Plan	10
Illumination Details	1
RRFB Plan and Details	2
Channelization and Signing Plan	10
TOTAL	76

Bold sheet(s) are new to this milestone submittal



Task 1.5 60% Design Review Meeting: The CONSULTANT shall attend one (1) 60% Design Review Meeting. Assume two (2) CONSULTANT staff present at the meeting.

Task 2 Stormwater Modeling and Reporting

Task 2.1 Collection and Conveyance: Update collection and conveyance system design to address previous comments. Verify gutter spread calculations at catch basins.

Task 2.2 Treatment Facilities: Design and placement of water quality facilities.

Task 2.3 Temporary Erosion and Sediment Control (TESC): Design TESC Best Management Practice (BMP) applications for the project area.

Task 2.4 60% Design Stormwater Report: Update the Preliminary Stormwater Report based on City comments and design revisions. Report will be included as an appendix to the Design Report.

Task 3 Lighting

Task 3.1 Illumination Model: Prepare a model using AGI32 software and perform a lighting analysis of the corridor to review the existing lighting levels and prepare the following layout:

- Continuous City owned decorative LED luminaires lighting along Almira Dr, Almira Alleyway, and E 33rd St, within the project limits.

Task 3.2 Illumination Report: The analysis will be compiled in an Illumination Design Report that will include summary of lighting design standards, existing lighting levels and proposed lighting levels.

Task 3.3 Electrical Connection: Coordinate power sources with Puget Sound Energy.

Task 3.4 Line Loss: Perform line loss (voltage drop) calculations.

Assumptions

- Additional lighting layouts (such as new luminaires on existing PSE owned poles) will require an amendment to this scope of work. Lighting along Sylvan Way will not be required.
- This scope of work assumes two electrical connections will be required. Additional electrical connections will require an amendment to this scope of work.

Task 4 Design Report

Task 4.1 Design Report: Update the design report to include work completed and decisions made through 60% Design. Include technical memorandums prepared separately for roadway design, stormwater design, and illumination design. Include plans and cost estimates.

Task 5 60% Design Cost Estimate

Task 5.1 60% Design Cost Estimate: Develop a construction cost estimate based on the 60% design.



Task 6 60% Design Specifications

Task 6.1 60% Design Specifications: The 60% design specifications will include a Special Provision outline and measurement and payment sections for each Special Provision bid item listed in the Cost Estimate.

Assumptions

- The Survey Control plan will illustrate proposed Right of Way acquisitions and Temporary Construction Easements and be used as the basis for preparation of legal descriptions and exhibits.

Deliverables

- Responses to the City 30% Comments in the City's comment response matrix, submitted via email in Excel and PDF format
- 60% Design Half Size Plans (11x17) submitted via email in PDF format
- Design Report including the following appendices in PDF via email
 - 60% Design Stormwater Report
 - Lighting Design Report
 - Lighting calculations
- 60% Design Engineer's Estimate submitted via email in Excel and PDF format
- 60% Specification outline submitted via email in Word and PDF format
- Meeting notes from the 60% Design Review Meeting, submitted via email in PDF format



Phase 6: 90% Design

The CONSULTANT shall provide 90% Design Plans, Specifications and Estimates for review by the CITY. The design will include addressing City comments from the 60% Design submittal and additional level of detail summarized herein. Senior level QA/QC and constructability review will be provided for all documents prior to submitting to the City.

Task 1 90% Design Plans

Task 1.1 Response to Comments: Respond to the City's comments from the 60% Design

Task 1.2 Horizontal and Vertical Layout: Revise layout based on City comments. Develop final Driveway approach and ADA ramp grading.

Task 1.3 90% Plans: Prepare the following 90% Design Plans.

The following plan sheets are anticipated:

Title	Estimated Pages
Cover Sheet	1
Legend, Abbreviations, General Notes	1
Survey Control and Temporary Construction Easement Plan	5
Typical Sections	2
Typical Details	1
Site Preparation/TESC Plan	10
TESC Details	1
Roadway Plan and Profile	10
Intersection Details	7
Drainage Plan and Profile	10
Drainage Details	2
Waterline Plan and Profile	2
Wall Plan and Profile	2
Driveway Plan and Profiles	8
Illumination Plan	10
Illumination Details	1
RRFB Plan and Details	2
Channelization & Signing Plan	10
Construction Staging Plans	8
TOTAL	93

Bold sheet(s) are new to this milestone submittal

Task 1.4 90% Design Review Meeting: The CONSULTANT shall attend one (1) 90% Design Review Meeting. Assume two (2) CONSULTANT staff present at the meeting.



Task 2 Stormwater

Task 2.1 Final Stormwater Report: Update the 60% Design Stormwater Reports based on City comments and design revisions. Reports will be included as an appendix to the Design Report.

Task 2.2 SWPPP: Prepare a Stormwater Pollution Prevention Plan per the Department of Ecology's 2019 SMMWW.

Task 3 Construction Staging and Traffic Control

Task 3.1 Construction Staging: Develop a construction staging strategy based on critical project elements such as utility construction and impacts to school and local traffic. Staging plans will identify work zone limitations and vehicle/pedestrian routes during construction. Temporary cross sections will be developed as part of the Construction Staging Plan. Work zones include closures that cannot be vacated daily. Assume two (2) stages of construction on Almira Drive.

Task 4 Design Report

Task 4.1 Design Report: Update the design report to include work completed and decisions made through 90% Design. Include technical memorandums prepared separately for roadway design, stormwater design, and illumination design. Prepare Maximum Extent Feasible (MEF) documentation. Include plans and cost estimates. This will be the final submittal for the Design Report.

Task 5 90% Design Cost Estimate

Task 5.1 90% Design Cost Estimate: Prepare 90% Design quantities and opinion of probable cost for review and approval by the City.

Task 6 90% Design Project Manual

Task 6.1 90% Project Manual: Prepare the 90% Design Project Manual including City provided front end bidding documents, WSDOT & APWA General Special Provisions (GSPs), project specific special provisions, and appendices.

Assumptions

- The CITY will provide the CONSULTANT front-end bidding documents and a special provisions template or recent project example in Word format.
- The 90% Design submittal will be provided to WSDOT for review. A PS&E Checklist will not be required. All WSDOT comments will be confirmed by the CITY prior to incorporation by the CONSULTANT. If requested, resubmittal to WSDOT will occur with the 100% Design Submittal. Additional submittals to WSDOT will require an amendment to this scope of work.



Deliverables

- Responses to the City 60% Comments submitted via email in Excel and PDF format
- 90% Design Half Size Plans (11x17) submitted via email in PDF format
- Design Report including the following appendices in PDF via email:
 - Final Stormwater Report
 - SWPPP
 - Lighting Design Report
 - Lighting calculations
- 90% Design Cost Estimate submitted via email in Excel and PDF format
- 90% Design Project Manual submitted via email in Word and PDF format
- Meeting notes from the 90% Design Review Meeting, submitted via email in PDF format



Phase 7: 100% Design

The CONSULTANT shall provide 100% Design Plans, Specifications and Estimates for review by the CITY. This will be the final review before issuance of Bid Documents.

Task 1 100% Design Plans

Task 1.1 Response to Comments: Respond to City and WSDOT comments from the 90% Design.

Task 1.2 100% Design Plans: Update the plans per City and WSDOT comments. No additional plan sheets are anticipated with this submittal.

Task 1.3 100% Design Review Meeting: The CONSULTANT shall attend one (1) 100% Design Review Meeting. Assume two (2) CONSULTANT staff present at the meeting.

Task 2 100% Design Cost Estimate

Task 2.1 100% Design Cost Estimate: Prepare the construction cost estimate based on the 100% design.

Task 3 100% Design Project Manual

Task 3.1 100% Design Project Manual: Prepare the 100% Design Project Manual, including addressing all City and WSDOT comments on the previous submittal.

Assumptions

- 90% Design comments from the City and/or WSDOT are assumed to be related to new information provided with the 90% Design milestone and will not include comments which could have reasonably been provided and resolved during prior milestone reviews. Any such comments which impact the horizontal geometry, vertical design and/or the stormwater conveyance design and exceed the budgeted hours for this task will require an amendment to this scope of work.
- Revision of project elements due to franchise utility designs will require an amendment to this scope of work.

Deliverables

- 100% Design Half Size Plans (11x17) submitted via email in PDF format
- 100% Project Manual submitted via email in Word and PDF format
- 100% Design Engineer's Estimate submitted via email in Excel and PDF format
- Responses to the City 90% Comments submitted via email in Excel and PDF format
- Meeting notes from the 100% Design Review Meeting, submitted via email in PDF format.



Phase 8: Bid Documents

The CONSULTANT shall prepare final BID Design Plans, Specifications, and Estimates for advertisement by the CITY.

Task 1 *BID Document Plans, Specifications & Estimate*

Task 1.1 Bid Document Plans, Specifications & Estimate: The CONSULTANT shall prepare Final Bid Documents (Plans, Specifications and Cost Estimate) for advertisement by the CITY. The CONSULTANT will provide senior level QA/QC prior to submitting to the CITY. The final bid documents will address comments received from the 100% Design review submittal.

Task 1.2 Response to Comments: Respond to the City's comments from the 100% Design.

Assumptions

- 100% Design comments from the City and/or WSDOT are assumed to be related to new information provided with the 100% Design milestone and will not include comments which could have reasonably been provided and resolved during prior milestone reviews. Any such comments which impact the horizontal geometry, vertical design and/or the stormwater conveyance design and exceed the budgeted hours for this task will require an amendment to this scope of work.
- Revision of project elements due to franchise utility designs will require an amendment to this scope of work.

Deliverables

- Bid Document Half Size Plans (11x17) submitted via email in PDF format
- Bid Document Project Manual submitted via email in Word and PDF format
- Bid Document Engineer's Estimate submitted via email in Excel and PDF format
- Responses to the City 100% Comments submitted via email in Excel and PDF format
- All project related AutoCAD Files

Task 2 *Assistance during Bidding*

Task 2.1 Bid Addendum: Prepare an addendum and respond to bidders' questions relayed through the CITY. It is assumed that the CONSULTANT will prepare one (1) addendum.



Phase 9: Survey and Right-of-Way Base Mapping (by MTN2Coast)

Task 1 Boundary Survey

Complete the necessary research and field surveying to determine the Right-of-way in the areas as shown in **Attachment 2 – Survey Limits Exhibit**. Determine the ROW of the side streets within the project limits. The property lines of adjacent lots will only be approximated per adjacent platting and county GIS.

Order and review two (2) title reports for parcels (3972-000-001-0502 & 3972-000-007-0209) to confirm existing easements and to confirm ownership for Right of Way acquisition.

Task 2 Topographic Survey

Complete a topographic survey of the site as shown on the attached Survey Limits Exhibit. The topographic survey will include the following:

- One-foot contours with tops, toes, and breaks.
- Other visible improvements such as curbs, mailboxes, light poles, etc.
- Hard surfaces such as concrete, pavement and gravel.
- Trees 2" and larger diameter (dbh) with diameter and species measured.
- Hire and coordinate a utility locator service to paint the buried conductible utilities. Field map the utilities paint marks.
- Open and measure storm and sewer structures and measure pipe sizes, types, and invert elevations.
- Open water valve boxes and measure top of water valve.

The Survey will be completed on the Washington State Plane Coordinate System, North Zone and NAVD 88 vertical datum. WSDOT BM18303-17 will be used for vertical and horizontal control.

Assumptions

- Road mapping extents includes full right-of-way only.
- Typical mapping at Intersection will extend $\pm 50'$ beyond the intersection.
- Right-of-entry permits need (if any) will be provided by the client.

Deliverables

- ROW and Topographic Survey Map in pdf form.
- ACAD electronic drawing file of the project by email.

Task 3 Right of Way Acquisitions

Prepare legal descriptions and map exhibits for each parcel requiring a Right of Way (ROW) Acquisition and/or Temporary Construction Easement. It is assumed that there will be two (2) parcels requiring acquisitions and four (4) requiring easements. Additional field work (outside of above Boundary Survey) is not anticipated to complete the descriptions.



Deliverables

- Two (2) Right of Way Acquisition legal descriptions and exhibit maps, submitted via email in PDF format.
- Four (4) Temporary Construction Easement legal descriptions and exhibit maps, submitted via email in PDF format.



Phase 10: Geotechnical Engineering (by NV5)

Task 1 *Review Existing Conditions*

Task 1.1 Review available, existing preliminary plans and geotechnical, geological, and environmental reports for the immediate area to help evaluate subsurface conditions.

Task 2 *Field Exploration*

Task 2.1 **Utility Locates:** Mark exploration locations and request public utility locates. A separate trip to the site will be necessary to mark the exploration locations in order to conduct utility locates, and a second trip will be necessary to observe locates and either verify that no conflicts exist or to select an alternate exploration location.

Task 2.2 **Permitting:** ROW permit acquisition, including traffic control plan, obtaining street-use right-of-way (ROW), and lane closure permits from the City. A street-use ROW application and ROW permit will be required. Traffic control plans will be required at the exploration location.

Task 2.4 **Boring:** Subsurface conditions will be explored by drilling one (1) borings at the location specified on the attached geotechnical exploration exhibit. The boring will be drilled to a depth of approximately 20 feet below ground surface with a small track- or trailer-mounted drill rig to minimize our footprint within the ROW. Borings will be drilled using hollow-stem auger techniques. Our representative will collect samples from the borings and log the subsurface conditions encountered. Samples will be collected via SPT at approximately 2.5-foot intervals for the initial 15 feet and then at 5-foot intervals thereafter.

Task 3 *Laboratory Analysis*

Task 3.1 Perform geotechnical laboratory analyses on disturbed soil samples collected from the exploration, including the following:

- Up to two (2) moisture content determinations
- Up to two (2) particle-size analyses

Task 4 *Engineering Analysis*

Evaluate the existing slope stability and the impacts to the slope stability of the proposed improvements within the ROW along the top of the slope.

Task 5 *Reporting*

Task 5.1 **Draft Report:** Prepare a draft report (in PDF format) summarizing our findings, conclusions, and recommendations related to the following:

- Subsurface soil and groundwater conditions and results of laboratory testing.
- Slope stability evaluation and proposed impacts on slope stability
- Methods to mitigate impacts on slope stability

Task 5.2 **Final Report:** Prepare a final report that incorporates requested revisions.



Phase 11: Right of Way Acquisition (by Commonstreet Consulting)

The CONSULTANT will facilitate the City's acquisition of Right of Way (ROW) to include acquisition of permanent property or property rights from no more than two (2) parcels and Temporary Easement rights from no more than four (4) parcels.

Task 1 Right of Way Project Management

Tasks include client and stakeholder communications, state compliance oversight of right of way processes, and schedule and budget controls. Tasks included management of sub-consultant appraiser or appraisal process.

Task 2 Title Review and Conveyance Documents

Tasks include reviewing title reports for all affected parcels, establishing ownership data, identifying clearance items and drafting all conveyance documents, vouchers and other necessary documentation. Further includes either setting up client payment accounts or facilitating execution of all conveyance documents, payment vouchers and closing data.

Task 3 Appraisal Services

Tasks include gathering of comparable sales data, field inspection of comparable sales, market and valuation analysis and preparation of up to four (4) Administrative Offer Summaries (AOS). Tasks also include coordination of site inspections and providing reasonable opportunity for representatives of properties being valued with narrative appraisals to meet with the appraiser as required by RCW 8.26.180. , gathering of comparable sales data, field inspection of comparable sales, market and valuation analysis and preparation of Appraisals according to WSDOT Right of Way Manual and LAG Manual where applicable.

Task 4 Negotiations/Administrative Settlements

Includes project file set-up, reviewing of all Appraisal and compensation data, delivering offer packages, negotiating settlements, securing property owner signatures on all acquisition documents and preparing City and administrative justification documentation.

Task 5 Project Close-Out

Facilitating payment, title clearance and facilitating recording processes with the City's accounting departments and/or escrow companies for the acquisitions. In addition, tasks include project file close out and finalizing of physical and electronic files for the acquisitions in compliance with City policy and State guidelines.

Assumptions

- Acquisitions required will not displace any property or property owners and will not require relocation services.
- Payments will be made to property owners directly by the City.
- All escrow and closing costs to be paid by the City.
- The City will record all conveyance documents.



- Assumes no design changes affecting right of way acquisitions will occur after appraisal assignment begun.
- Assumes all offers will be made under imminent threat of the City's exercise of its right of eminent domain.
- Assumes that Just Compensation for all offers can be determined by two (2) narrative appraisals and four (4) Administrative Offer Summaries (AOS). In particular, it is assumed that Just Compensation can be set with 4 AOS, which are noncomplex acquisitions of a value under \$25,000.
- Assumes no federal funding is in any part of the project and certification of the right of way is not required. Assumes that the funding source does not require review appraisals.
- Up to three (3) meaningful contacts with each property owner.
- All Offer Packages will be presented to property owners by mail

Deliverables

- Two (2) Fee Acquisition Offer Packages
- Two (2) Appraisals
- Four (4) Administrative Offer Summaries
- Four (4) TCE Offer Packages



Phase 12: Cultural Resources (by Tierra)

Task 1 Project Management and Agency Coordination

The Consultant will informally coordinate with the DAHP and the Tribes, while providing Tribes the opportunity for site visits during fieldwork. Other items under this task include project management, team meetings, and billing.

Task 2 Background Research and Records Review

The consultant will conduct a review of soils and geomorphological information, development history of the project area, historical maps (e.g., General Land Office [GLO], Metsker, etc.), DAHP's Washington Information System for Architectural and Archaeological Records Data (WISAARD) database for previous sites and surveys within one mile of the APE, and other pertinent environmental and historical sources.

Task 3 Archaeological Review and IDP (Inadvertent Discovery Plan)

The consultant will conduct the necessary background research to complete a desktop review that will include an Inadvertent Discovery Plan.

Task 4 Reporting and Deliverables

The consultant will prepare a technical report summarizing the results of the review that reflects the professional standards for format and content as expressed in the guidelines prepared by DAHP. The technical report will include methods and results of all background research as well as an IDP which includes: maps, photographs, and inventory forms for any recorded archaeological resources.

Tierra will submit a draft report to the City for review. Any comments will be addressed and a revised report (pdf format) including, a DAHP cover sheet, resource forms, and any additional attachments, will be provided for final submittal to DAHP and any concerned Tribes.

Assumptions

- Project plans, detailed project description, shapefiles, and previous communication with agencies and the Tribes will be provided to Tierra upon award.
- The City of Bremerton will conduct formal consultation with DAHP and the Tribes.
- This project consists of a professional desktop review and analysis of the proposed project's activities and their potential impacts and or effects to any historic properties.
- Client will be notified immediately of any potential out of scope work and Tierra will not proceed until an agreement has been reached concerning any and all revisions to the original scope.



Phase 13: Engineering Support During Construction

Provide support from the project design team to assist the City's construction administration and inspection.

Task 1 *Engineering Support During Construction*

Task 1.1 **Preconstruction Meeting:** Review the City-provided preconstruction meeting agenda and attend the preconstruction meeting. Assume one (1) staff for one (1) in-person meeting.

Task 1.2 **Materials Submittals:** Support the City with material submittal reviews for non-QPL products. This task is limited to 40 hours.

Task 1.3 **Requests for Information:** Provide review support for Requests for Information (RFI) submitted by the Contractor. This task is limited to 30 hours.

Task 1.4 **Field Changes and Change Orders:** Provide design services for field changes or change orders requested by the City. Assume up to two (2) minor field changes or change orders. This task is limited to 40 hours.

Task 1.5 **Site Visits:** SCJ staff will be available to attend on-site meetings as requested by the City. This task is limited to 30 hours.

Task 1.6 **Record Drawings:** Provide a set or record drawings based on Contractor/City provided markups. The drawings will be limited to the markups provided and not include a site review or surveying.

Additional Services

The CITY may require additional and/or modified services of the CONSULTANT. These additional and/or modified services will be authorized under management reserve and/or a future contract amendment where services are not included in this scope of work whether expressly stated or implied. The CONSULTANT shall provide a scope of work and a budget for any additional and/or modified services. The CONSULTANT shall not proceed with the work until the CITY has authorized the work and issued a notice to proceed.



City of Bremerton
View Ridge Elem. – Almira Drive SRTS, Phase I
Amendment #1 – Final Design
October 6, 2023

ATTACHMENT 1

PROJECT LOCATION MAP



 Project Location

PROJECT LOCATION MAP

DATE: 9/21/2023



CITY OF BREMERTON
 DEPARTMENT OF PUBLIC WORKS & UTILITIES
 ENGINEERING DIVISION

345 6th Street, Suite 100 | Bremerton, WA | 98337-1891

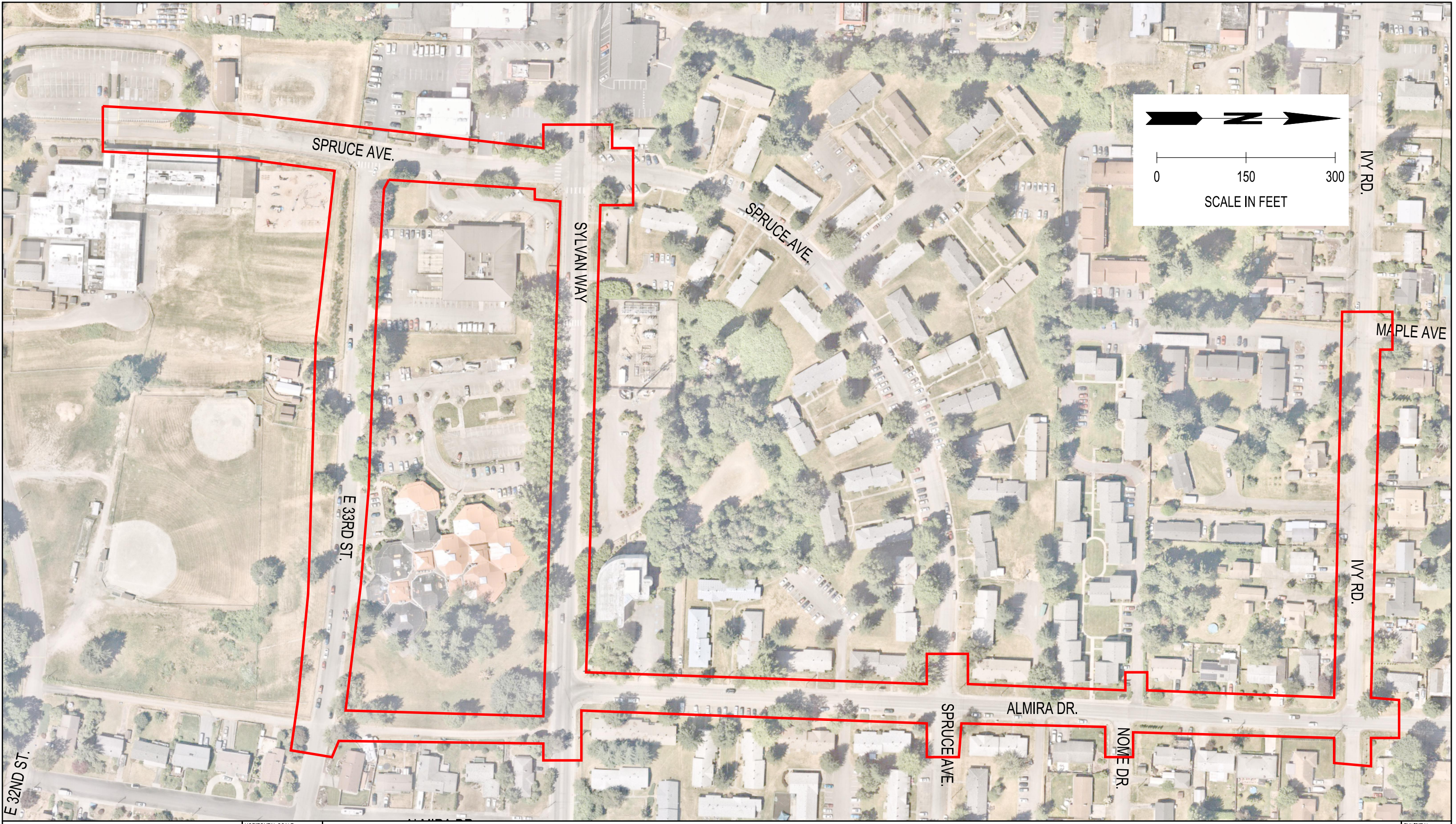
VIEW RIDGE ELEMENTARY - ALMIRA DRIVE SAFE ROUTES TO SCHOOL (PHASE 1)

City Project #315055, SRTS SR22(004)



City of Bremerton
View Ridge Elem. – Almira Drive SRTS, Phase I
Amendment #1 – Final Design
October 6, 2023

ATTACHMENT 2 **SURVEY LIMITS EXHIBIT**




SCJ ALLIANCE
 CONSULTING SERVICES
 8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
 P: 360.352.1465
 SCJALLIANCE.COM

HORIZONTAL SCALE:
 1"=150'
 DATE:
 Oct 2, 2023
 JOB No.:
 22-P000922
 DRAWING FILE No.:

VIEW RIDGE ELEMENTARY - ALMIRA DR SRTS
SURVEY LIMITS

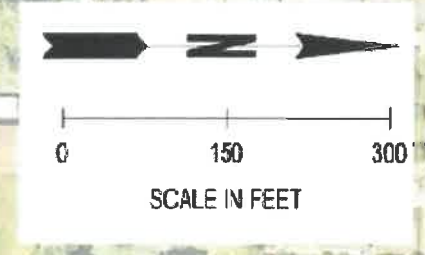
EXHIBIT No:
 SHEET No:



City of Bremerton
View Ridge Elem. – Almira Drive SRTS, Phase I
Amendment #1 – Final Design
October 6, 2023

ATTACHMENT 3

GEOTECHNICAL EXPLORATION EXHIBIT



SCJ ALLIANCE
CONSULTING SERVICES
8730 ILLUMINATE DR., SUITE 200, LACER, WA 98516
P: 360.556.2465
SCJALLIANCE.COM

HORIZONTAL SCALE:
1"=150'
DATE:
FEB 2, 2023
IDEN:
22-POC0922
DRAWING FILE NO:

**VIEW RIDGE ELEMENTARY - ALMIRA DR SRTS
GEOTECHNICAL EXPLORATION MAP**

EXHIBIT NO:
SHEET NO:



SCJ-6-01

SEPTEMBER 2023

EXPLORATION SITE PLAN

VIEW RIDGE ELEMENTARY - ALMIRA DRIVE SRTS
BREMERTON, WA

FIGURE 1

Consultant Labor Hour Estimate

SCJ Alliance



Client: City of Bremerton

Template Version: 2/13/2023

Project: View Ridge Elementary Almira Dr SRTS

Contract Type: Custom LAG

Job #: 22-000922

File Name: 2023-1005 Bremerton View Ridge SRTS_Amend 1_Fee.xlsm

Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	E4 Engineer	E3 Engineer	E2 Engineer	E1 Engineer	Senior Project Manager	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
PHASE 01 Management/Coordination/Administration											
Task 01 Management											
1	Management		78.0						4.0	82.0	\$ 18,685.41
2	Schedule		16.0							16.0	\$ 3,734.11
Subtotal Hours:		0.0	94.0	0.0	0.0	0.0	0.0	0.0	4.0	98.0	\$ 22,419.52
Task 02 Administration											
1	Progress Reports (assume 18)		27.0							27.0	\$ 6,301.31
2	Progress Billings (assume 18)		18.0						27.0	45.0	\$ 7,451.85
Subtotal Hours:		0.0	45.0	0.0	0.0	0.0	0.0	0.0	27.0	72.0	\$ 13,753.16
Task 03 Subconsultant Coordination											
1	Coordination with Subconsultants		54.0						26.0	80.0	\$ 15,733.19
Subtotal Hours:		0.0	54.0	0.0	0.0	0.0	0.0	0.0	26.0	80.0	\$ 15,733.19
Task 04 Progress Meetings											
1	Kickoff Meeting		3.0	2.0						5.0	\$ 1,030.92
2	Monthly Progress Meetings (assume 18)		27.0	18.0						45.0	\$ 9,278.26
Subtotal Hours:		0.0	30.0	20.0	0.0	0.0	0.0	0.0	0.0	50.0	\$ 10,309.18
Total Phase Hours:		0.0	223.0	20.0	0.0	0.0	0.0	0.0	57.0	300.0	\$ 300.0
Total Phase Direct Labor:		\$0.00	\$17,512.08	\$1,113.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,309.36	\$20,934.43	\$ 62,215.04
PHASE 02 10% Design											
Task 01 Data Collection											
1	Data Collection		4.0	8.0						12.0	\$ 2,256.62
2	Site Review		6.0	6.0		6.0				18.0	\$ 3,166.80
Subtotal Hours:		0.0	10.0	14.0	0.0	6.0	0.0	0.0	0.0	30.0	\$ 5,423.42
Task 02 Roadway 10% Design											
1	Draft Horizontal Layout	2.0	24.0	84.0		110.0				220.0	\$ 34,340.67
3	10% Design Review Meeting		4.0							4.0	\$ 933.53
Subtotal Hours:		2.0	28.0	84.0	0.0	110.0	0.0	0.0	0.0	224.0	\$ 35,274.20
Total Phase Hours:		2.0	38.0	98.0	0.0	116.0	0.0	0.0	0.0	254.0	\$ 254.0
Total Phase Direct Labor:		\$219.89	\$2,984.12	\$5,453.70	\$0.00	\$5,036.43	\$0.00	\$0.00	\$0.00	\$13,694.14	\$ 40,697.62
PHASE 03 Public Involvement											
Task 01 Public Open House											
1	Public Open House		8.0	8.0			4.0			20.0	\$ 3,589.57
Subtotal Hours:		0.0	8.0	8.0	0.0	0.0	4.0	0.0	0.0	20.0	\$ 3,589.57
Total Phase Hours:		0.0	8.0	8.0	0.0	0.0	4.0	0.0	0.0	20.0	\$ 20.0
Total Phase Direct Labor:		\$0.00	\$628.24	\$445.20	\$0.00	\$0.00	\$134.40	\$0.00	\$0.00	\$1,207.84	\$ 3,589.57

Consultant Labor Hour Estimate

SCJ Alliance



Client: City of Bremerton

Template Version: 2/13/2023

Project: View Ridge Elementary Almira Dr SRTS

Contract Type: Custom LAG

Job #: 22-000922

File Name: 2023-1005 Bremerton View Ridge SRTS_Amend 1_Fee.xlsm

Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	E4 Engineer	E3 Engineer	E2 Engineer	E1 Engineer	Senior Project Manager	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
PHASE 04 30% Design											
Task 01 30% Design Plans											
1	Horizontal Layout	2.0	20.0	68.0	10.0	88.0				188.0	\$ 29,438.81
2	30% Design Plans	4.0	8.0	60.0	20.0	130.0				222.0	\$ 32,904.56
3	30% Design Review Meeting		4.0	4.0						8.0	\$ 1,595.07
Subtotal Hours:		6.0	32.0	132.0	30.0	218.0	0.0	0.0	0.0	418.0	\$ 63,938.44
Task 02 Stormwater Modeling and Reporting											
1	Stormwater Model		4.0		24.0					28.0	\$ 4,573.27
2	Draft Stormwater Site Plan and Report	2.0	4.0	6.0	44.0					56.0	\$ 9,252.21
Subtotal Hours:		2.0	8.0	6.0	68.0	0.0	0.0	0.0	0.0	84.0	\$ 13,825.48
Task 03 30% Cost Estimate											
1	Cost Estimate	1.0	2.0	14.0		44.0				61.0	\$ 8,786.35
Subtotal Hours:		1.0	2.0	14.0	0.0	44.0	0.0	0.0	0.0	61.0	\$ 8,786.35
Task 04 Design Report											
1	Design Report		4.0	16.0	4.0	16.0				40.0	\$ 6,250.85
Subtotal Hours:		0.0	4.0	16.0	4.0	16.0	0.0	0.0	0.0	40.0	\$ 6,250.85
Total Phase Hours:		9.0	46.0	168.0	102.0	278.0	0.0	0.0	0.0	603.0	\$ 603.0
Total Phase Direct Labor:		\$989.51	\$3,612.36	\$9,349.20	\$5,205.06	\$12,070.07	\$0.00	\$0.00	\$0.00	\$31,226.19	\$ 92,801.12
PHASE 05 60% Design											
Task 01 60% Design Plans											
1	Response to Comments		2.0	4.0		8.0				14.0	\$ 2,160.57
2	Horizontal Layout		6.0	24.0	8.0	20.0				58.0	\$ 9,163.46
3	Vertical Layout		24.0	48.0	84.0	76.0				232.0	\$ 36,085.28
4	60% Plans	8.0	50.0	134.0	94.0	316.0				602.0	\$ 91,474.75
5	60% Design Review Meeting		4.0	4.0						8.0	\$ 1,595.07
Subtotal Hours:		8.0	86.0	214.0	186.0	420.0	0.0	0.0	0.0	914.0	\$ 140,479.13
Task 02 Stormwater Modeling and Reporting											
1	Collection and Conveyance		2.0		48.0					50.0	\$ 7,746.25
2	Treatment Facilities		2.0		36.0					38.0	\$ 5,926.38
3	Temporary Erosion and Sediment Control		2.0		20.0					22.0	\$ 3,499.88
4	60% Design Stormwater Report		2.0		36.0					38.0	\$ 5,926.38
Subtotal Hours:		0.0	8.0	0.0	140.0	0.0	0.0	0.0	0.0	148.0	\$ 23,098.90
Task 03 Lighting											
1	Illumination Model			20.0			24.0			44.0	\$ 5,704.26
2	Illumination Report		2.0	8.0			16.0			26.0	\$ 3,387.55
3	Electrical Connection			8.0						8.0	\$ 1,323.09
4	Line Loss			4.0			12.0			16.0	\$ 1,859.82
Subtotal Hours:		0.0	2.0	40.0	0.0	0.0	52.0	0.0	0.0	94.0	\$ 12,274.72
Task 04 Design Report											
1	Design Report		4.0	16.0	4.0	8.0				32.0	\$ 5,218.59
Subtotal Hours:		0.0	4.0	16.0	4.0	8.0	0.0	0.0	0.0	32.0	\$ 5,218.59
Task 05 60% Design Cost Estimate											
1	60% Design Cost Estimate	1.0	2.0	22.0		44.0				69.0	\$ 10,109.44
Subtotal Hours:		1.0	2.0	22.0	0.0	44.0	0.0	0.0	0.0	69.0	\$ 10,109.44
Task 06 60% Design Specifications											
1	60% Design Specifications	4.0	24.0	60.0						88.0	\$ 16,831.33
Subtotal Hours:		4.0	24.0	60.0	0.0	0.0	0.0	0.0	0.0	88.0	\$ 16,831.33
Total Phase Hours:		13.0	126.0	352.0	330.0	472.0	52.0	0.0	0.0	1,345.0	\$ 1,345.0
Total Phase Direct Labor:		\$1,429.29	\$9,894.72	\$19,588.80	\$16,839.90	\$20,493.06	\$1,747.20	\$0.00	\$0.00	\$69,992.97	\$ 208,012.10

Consultant Labor Hour Estimate



SCJ Alliance

Client: City of Bremerton

Template Version: 2/13/2023

Project: View Ridge Elementary Almira Dr SRTS

Contract Type: Custom LAG

Job #: 22-000922

File Name: 2023-1005 Bremerton View Ridge SRTS_Amend 1_Fee.xlsm

Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	E4 Engineer	E3 Engineer	E2 Engineer	E1 Engineer	Senior Project Manager	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
PHASE 06 90% Design											
Task 01 90% Design Plans											
1	Response to Comments		2.0	4.0	4.0	8.0				18.0	\$ 2,767.19
2	Horizontal and Vertical Layout			24.0		44.0				68.0	\$ 9,646.70
3	90% Plans	8.0	44.0	110.0	80.0	110.0		8.0		360.0	\$ 59,089.36
4	90% Design Review Meeting		4.0	4.0						8.0	\$ 1,595.07
Subtotal Hours:		8.0	50.0	142.0	84.0	162.0	0.0	8.0	0.0	454.0	\$ 73,098.32
Task 02 Stormwater											
1	Final Stormwater Report			4.0	28.0					32.0	\$ 4,907.91
2	SWPPP			2.0	8.0	18.0				28.0	\$ 3,866.61
Subtotal Hours:		0.0	0.0	6.0	36.0	18.0	0.0	0.0	0.0	60.0	\$ 8,774.52
Task 03 Construction Staging and Traffic Control											
1	Construction Staging		2.0	20.0		24.0		8.0		54.0	\$ 8,559.31
Subtotal Hours:		0.0	2.0	20.0	0.0	24.0	0.0	8.0	0.0	54.0	\$ 8,559.31
Task 04 Design Report											
1	Design Report		4.0	16.0	4.0	8.0				32.0	\$ 5,218.59
Subtotal Hours:		0.0	4.0	16.0	4.0	8.0	0.0	0.0	0.0	32.0	\$ 5,218.59
Task 05 90% Design Cost Estimate											
1	90% Design Cost Estimate	1.0	2.0	16.0		34.0				53.0	\$ 7,826.79
Subtotal Hours:		1.0	2.0	16.0	0.0	34.0	0.0	0.0	0.0	53.0	\$ 7,826.79
Task 06 90% Design Project Manual											
1	90% Design Project Manual	4.0	40.0	80.0				4.0		128.0	\$ 24,717.18
Subtotal Hours:		4.0	40.0	80.0	0.0	0.0	0.0	4.0	0.0	128.0	\$ 24,717.18
Total Phase Hours:		13.0	98.0	280.0	124.0	246.0	0.0	20.0	0.0	781.0	\$ 781.0
Total Phase Direct Labor:		\$1,429.29	\$7,695.89	\$15,582.00	\$6,327.72	\$10,680.71	\$0.00	\$1,420.00	\$0.00	\$43,135.61	\$ 128,194.71
PHASE 07 100% Design											
Task 01 100% Design Plans											
1	Response to Comments		2.0	4.0	4.0	8.0				18.0	\$ 2,767.19
2	100% Design Plans	4.0	20.0	48.0	40.0	76.0		4.0		192.0	\$ 30,629.89
3	100% Design Review Meeting		4.0	4.0						8.0	\$ 1,595.07
Subtotal Hours:		4.0	26.0	56.0	44.0	84.0	0.0	4.0	0.0	218.0	\$ 34,992.16
Task 02 100% Design Cost Estimate											
1	100% Design Cost Estimate	1.0	2.0	4.0		8.0				15.0	\$ 2,487.32
Subtotal Hours:		1.0	2.0	4.0	0.0	8.0	0.0	0.0	0.0	15.0	\$ 2,487.32
Task 03 100% Design Project Manual											
1	100% Design Project Manual	4.0	20.0	40.0				8.0		72.0	\$ 14,278.11
Subtotal Hours:		4.0	20.0	40.0	0.0	0.0	0.0	8.0	0.0	72.0	\$ 14,278.11
Total Phase Hours:		9.0	48.0	100.0	44.0	92.0	0.0	12.0	0.0	305.0	\$ 305.0
Total Phase Direct Labor:		\$989.51	\$3,769.42	\$5,565.00	\$2,245.32	\$3,994.41	\$0.00	\$852.00	\$0.00	\$17,415.66	\$ 51,757.59
PHASE 08 Bid Documents											
Task 01 BID Document Plans, Specifications and Estimate											
1	BID Document Plans, Specifications and Estimate	8.0	24.0	24.0	12.0	64.0				132.0	\$ 22,262.36
2	Response to Comments		2.0	4.0		8.0				14.0	\$ 2,160.57
Subtotal Hours:		8.0	26.0	28.0	12.0	72.0	0.0	0.0	0.0	146.0	\$ 24,422.93
Task 02 Assistance During Bidding											
1	Bid Addendum (Assume 1)	2.0	4.0	8.0		12.0				26.0	\$ 4,458.50
Subtotal Hours:		2.0	4.0	8.0	0.0	12.0	0.0	0.0	0.0	26.0	\$ 4,458.50
Total Phase Hours:		10.0	30.0	36.0	12.0	84.0	0.0	0.0	0.0	172.0	\$ 172.0
Total Phase Direct Labor:		\$1,099.46	\$2,355.89	\$2,003.40	\$612.36	\$3,647.07	\$0.00	\$0.00	\$0.00	\$9,718.17	\$ 28,881.43

Consultant Labor Hour Estimate



SCJ Alliance

Client: City of Bremerton Template Version: 2/13/2023
 Project: View Ridge Elementary Almira Dr SRTS Contract Type: Custom LAG
 Job #: 22-000922
 File Name: 2023-1005 Bremerton View Ridge SRTS_Amend 1_Fee.xlsm

Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	E4 Engineer	E3 Engineer	E2 Engineer	E1 Engineer	Senior Project Manager	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	
PHASE 09 Survey and Right of Way Base Mapping (by MTN2Coast)												
See Subconsultants												
1	See Subconsultants									0.0	\$ -	
		Subtotal Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Direct Labor:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	
PHASE 10 Geotechnical Engineering (by NV5)												
See Subconsultants												
1	See Subconsultants									0.0	\$ -	
		Subtotal Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Direct Labor:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	
PHASE 11 Right of Way Acquisition (by Commonstreet Consulting)												
See Subconsultants												
1	See Subconsultants									0.0	\$ -	
		Subtotal Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Direct Labor:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	
PHASE 12 Cultural Resources (By Tierra)												
See Subconsultants												
1	See Subconsultants									0.0	\$ -	
		Subtotal Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Hours:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -	
		Total Phase Direct Labor:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	
PHASE 13 Engineering Support During Construction												
Task 01 Engineering Support During Construction												
1	Preconstruction Meeting		6.0							6.0	\$ 1,400.29	
2	Material Submittals		4.0	12.0		24.0				40.0	\$ 6,014.94	
3	Requests for Information		20.0	8.0						28.0	\$ 5,990.73	
4	Field Changes and Change Orders	2.0	4.0	8.0		16.0				30.0	\$ 4,974.63	
5	Site Visits		20.0	10.0						30.0	\$ 6,321.50	
6	Record Drawings		4.0	8.0		20.0				32.0	\$ 4,837.27	
		Subtotal Hours:	2.0	58.0	46.0	0.0	60.0	0.0	0.0	166.0	\$ 29,539.35	
		Total Phase Hours:	2.0	58.0	46.0	0.0	60.0	0.0	0.0	166.0	\$ 166.0	
		Total Phase Direct Labor:	\$219.89	\$4,554.71	\$2,559.90	\$0.00	\$2,605.05	\$0.00	\$0.00	\$9,939.55	\$ 29,539.35	
		Total Hours All Phases	58.0	675.0	1,108.0	612.0	1,348.0	56.0	32.0	57.0	3,946.0	3946.0
		Total Direct Labor Estimate All Phases	\$6,376.84	\$53,007.41	\$61,660.20	\$31,230.36	\$58,526.79	\$1,881.60	\$2,272.00	\$2,309.36	\$217,264.56	\$ 645,688.54
Indirect Costs												
Subconsultants:												
										MTN2Coast	\$68,021.89	
										NV5	\$18,627.75	
										Commonstreet Consulting	\$54,943.68	
										Tierra	\$4,866.40	
										Subconsultant Subtotal:	\$ 146,459.72	
										Subconsultant Markup:	\$ -	
										Subconsultant Total:	\$ 146,459.72	
Reimbursable Expenses:												
										Copies, Printing, etc.	\$ -	
										Open House Printed Materials	\$ 100.00	
										Mileage	\$ 332.50	
										Expenses Subtotal:	\$ 432.50	
										Expenses Markup:	\$ -	
										Expenses Total:	\$ 432.50	
										Management Reserve (10%):	\$ 79,259.00	
											\$ -	
										Total Indirect Costs:	\$ 226,151.22	
										Total:	\$ 871,839.76	

Consultant Fee Determination Summary - Exhibit D-1



SCJ Alliance

Client: City of Bremerton
 Project: View Ridge Elementary Almira Dr SRTS
 Job #: 22-000922
 File Name: 2023-1005 Bremerton View Ridge SRTS_Amend 1_Fee.xlsm

Template Version: 2/13/2023
 Contract Type: Custom LAG

Consultant Fee Determination

DIRECT SALARY COST

<u>Classification</u>	<u>Hours</u>	<u>Direct Hourly Rate</u>	<u>Amount</u>
Principal	58.0	\$109.95	\$6,376.84
Senior Project Manager	675.0	\$78.53	\$53,007.41
E4 Engineer	1,108.0	\$55.65	\$61,660.20
E3 Engineer	612.0	\$51.03	\$31,230.36
E2 Engineer	1,348.0	\$43.42	\$58,526.79
E1 Engineer	56.0	\$33.60	\$1,881.60
Senior Project Manager	32.0	\$71.00	\$2,272.00
Project Accountant	57.0	\$40.52	\$2,309.36

Total Direct Salary Cost \$217,264.56

OVERHEAD

Overhead Rate: 166.19% Direct Salary Cost: **\$217,264.56** Overhead Cost **\$361,071.97**

FIXED FEE

Fixed Fee Rate: 31% Direct Salary Cost: **\$217,264.56** Fixed Fee Cost **\$67,352.01**

TOTAL SALARY COST

Total Salary Cost \$645,688.54

SUBCONSULTANTS

MTN2Coast	PHASE 09	Survey and Right of Way Base Mapping (by I	\$68,021.89
NV5	PHASE 10	Geotechnical Engineering (by NV5)	\$18,627.75
Commonstreet Consulting	PHASE 11	Right of Way Acquisition (by Commonstreet	\$54,943.68
Tierra	PHASE 12	Cultural Resources (By Tierra)	\$4,866.40

Subconsultant Fee Subtotal: \$0
Subconsultant Markup: 0%

\$146,459.72
\$0.00

REIMBURSABLE EXPENSES

Copies, Printing, etc. 0.0% of the Direct Salary Costs \$0.00
 Open House Printed Materials Roll Plot \$100
 Mileage 500 miles at \$0.665 per mile \$332.50

Expenses Subtotal: \$432.50
Expenses Markup: 0%

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants and Expenses) **\$792,580.76**

MANAGEMENT RESERVE FUND (MRF)

Management Reserve (10%): \$79,259 **\$79,259.00**

Total Estimated Budget: \$871,839.76



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

July 6, 2023

Shea, Carr & Jewell, Inc. (dba SCJ Alliance)
8370 Tallon Lane NE, Suite 200
Lacey, WA 98516-6642

Subject: Acceptance FYE 2022 ICR – CPA Report

Dear Heather Seago:

We have accepted your firms FYE 2022 Indirect Cost Rate (ICR) of 166.19% of direct labor (rate includes 0.28% Facilities Capital Cost of Money) based on the “Independent CPA Report,” prepared by Stambaugh Ness. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email consultanrates@wsdot.wa.gov.

Regards;

Schatzie Harvey

Schatzie Harvey (Jul 6, 2023 13:38 PDT)

SCHATZIE HARVEY, CPA
Contract Services Manager

SH:BJO

Exhibit C

SubConsultant Labor Hour Estimate

MTN2COAST, LLC

Client: City of Bremerton

Project: View Ridge Elementary - Almira Drive SRTS

Job #: 22-000922

Phase & Task No.	Phase & Task Title	Senior Surveyor	Surveyor -LSIT	Senior Survey Tech - Office	Survey Technician - Field Lead	Jr Survey Technician - Chainmen	Total Labor Hours	Total Cost
	Direct Rate	\$ 80.00	\$ 48.08	\$ 32.00	\$ 30.00	\$ 24.00		
	WSDOT OH Rate 120.00%	\$ 96.00	\$ 57.70	\$ 38.40	\$ 36.00	\$ 28.80		
	Negotiated Profit 31.00%	\$ 24.80	\$ 14.90	\$ 9.92	\$ 9.30	\$ 7.44		
	Billing Rate	\$ 200.80	\$ 120.68	\$ 80.32	\$ 75.30	\$ 60.24		
PHASE 09 Survey and Right of Way Determination (by Mtn2Coast)								
Task 01	Boundary Survey							
1	Boundary Survey and Right-of-Way	22.0	30.0	55.0	32.0	32.0	171.0	\$ 16,792.90
	Subtotal Hours:	22.0	30.0	55.0	32.0	32.0	171.0	
Task 02	Topographic Survey							
1	Topographic Survey	16.0	30.0	64.0	140.0	140.0	390.0	\$ 30,949.30
	Subtotal Hours:	16.0	30.0	64.0	140.0	140.0	390.0	
Task 03	Right of Way Acquisitions							
1	Right of Way Acquisitions x2	8.0	16.0	0.0			24.0	\$ 3,537.29
2	Temporary Construction Easements x4	12.0	32.0				44.0	\$ 6,271.39
	Subtotal Hours:	20.0	48.0	0.0	0.0	0.0	68.0	
	Total Hours	22.0	30.0	55.0	32.0	32.0	171.0	
	Total Labor Estimate							\$ 57,550.89
	Reimbursable Expenses:							
			Mileage		2,040 miles @ \$0.655 per mile			\$ 1,179.00
			Title Reports		6 reports @ \$500/report			\$ 3,000.00
			Locator Service					\$ 6,292.00
	Expenses Total:							\$ 10,471.00
	Total:							\$ 68,021.89



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

September 7, 2022

MTN2COAST, LLC
2320 Mottman Road SW, Suite 106
Tumwater, WA 98512

Subject: Acceptance FYE 2021 ICR – Audit Office Review

Dear Jessica Prigge:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2021 Indirect Cost Rate (ICR) of 77.49% of direct labor. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultanrates@wsdot.wa.gov.

Regards;

ERIK K. JONSON
Contract Services Manager

EKJ:ah

Note: Mtn2Coast is in the process of finalizing the 2022 ICR with WSDOT. The anticipated new ICR is 120%, therefore that rate was used for budgeting purposes.

Exhibit C

SubConsultant Labor Hour Estimate

NV5

Client: City of Bremerton

Project: View Ridge Elementary - Almira Drive SRTS

Job #: 22-000922

Phase & Task No.	Phase & Task Title	Principal	Senior Associate	Project Manager I	Staff III	CAD	Senior Project Assistant	Project Assistant	Total Labor Hours	Total Cost
	Direct Rate	\$ 69.71	\$ 69.71	\$ 45.25	\$ 38.45	\$ 40.88	\$ 30.29	\$ 36.00		
	WSDOT OH Rate 139.49%	\$ 97.24	\$ 97.24	\$ 63.12	\$ 53.63	\$ 57.02	\$ 42.25	\$ 50.22		
	Negotiated Profit 31.00%	\$ 21.61	\$ 21.61	\$ 14.03	\$ 11.92	\$ 12.67	\$ 9.39	\$ 11.16		
	Billing Rate	\$ 188.56	\$ 188.56	\$ 122.40	\$ 104.01	\$ 110.58	\$ 81.94	\$ 97.38		
PHASE 10 Geotechnical Engineering (by NV5)										
Task 01	Review Existing Conditions									
1	Review Existing Conditions	1.0		1.0			0.5	0.5	3.0	\$ 400.62
	Subtotal Hours:	1.0	0.0	1.0	0.0	0.0	0.5	0.5	3.0	
Task 02	Field Exploration									
1	Utility Locates			3.0	4.0				7.0	\$ 783.24
2	Permitting			3.0					3.0	\$ 367.20
3	Boring			2.0	14.0				16.0	\$ 1,700.94
	Subtotal Hours:	0.0	0.0	8.0	18.0	0.0	0.0	0.0	26.0	
Task 03	Laboratory Analysis									
1	Laboratory Analysis			1.0					1.0	\$ 122.40
	Subtotal Hours:	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	
Task 04	Engineering Analysis									
1	Engineering Analysis	4.0		6.0			2.0	1.5	13.5	\$ 1,798.59
	Subtotal Hours:	4.0	0.0	6.0	0.0	0.0	2.0	1.5	13.5	
Task 05	Reporting									
1	Draft Report	4.0		12.0		3.0	4.0	2.0	25.0	\$ 3,077.30
2	Final Report	2.0		3.0			2.0		7.0	\$ 908.20
	Subtotal Hours:	6.0	0.0	15.0	0.0	3.0	6.0	2.0	32.0	
	Total Hours	11.0	0.0	31.0	18.0	3.0	8.5	4.0	75.5	
	Total Labor Estimate									\$ 9,158.49
	Reimbursable Expenses:									
	Mileage					492 miles @ \$0.655 per mile				\$ 322.26
	NV5 Field Truck									\$ 75.00
	Laboratory Testing									\$ 372.00
	OUTSIDE SERVICES									
	Driller									\$ 5,000.00
	Traffic Control Permit									\$ 300.00
	Traffic Control Services									\$ 3,100.00
	Portable Restroom									\$ 300.00
	Expenses Total:									\$ 9,469.26
	Total:									\$ 18,627.75



**Washington State
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Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

March 16, 2022

AE U.S. Operations of NV5 Global, Inc.
9450 SW Commerce Circle, Suite 300
Wilsonville, OR 97070

Subject: Acceptance FYE 2020 ICR – CPA Report

Dear Krey Younger:

We have accepted your firms FYE 2020 Indirect Cost Rate (ICR) based on the “Independent CPA Report,” prepared by Clifton Larson Allen, LLP as follows:

- Home Rate: 134.64% of direct labor
(rate includes 0.08% Facilities Capital Cost of Money)
- Field Rate: 122.66% of direct labor

This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultantrates@wsdot.wa.gov.

Regards;

ERIK K. JONSON
Contract Services Manager

EKJ:ah

Mar 21, 2022

Note: NV5 is in the process of finalizing the 2022 ICR with WSDOT. The anticipated new ICR is 139.49%, therefore that rate was used for budgeting purposes.

Exhibit E

SubConsultant Labor Hour Estimate

Commonstreet Consulting

Client: City of Bremerton

Project: View Ridge Elementary - Almira Drive SRTS

Job #: 22-000922

Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior ROW Agent	Senior Project Constrols Specialist	ROW Agent	Total Labor Hours	Total Cost	
	Direct Rate	\$ 120.19	\$ 88.94	\$ 73.03	\$ 60.10	\$ 44.23			
	WSDOT OH Rate 102.57%	\$ 123.28	\$ 91.23	\$ 74.91	\$ 61.64	\$ 45.37			
	Negotiated Profit 31.00%	\$ 37.26	\$ 27.57	\$ 22.64	\$ 18.63	\$ 13.71			
	Billing Rate	\$ 280.73	\$ 207.74	\$ 170.58	\$ 140.38	\$ 103.31			
Phase 11 Right of Way Acquisition (by Commonstreet Consulting)									
Task 01 Right of Way Project Management									
1	Right of Way Project Management	4.0	10.0				14.0	\$ 3,200.32	
Subtotal Hours:		4.0	10.0	0.0	0.0	0.0	14.0		
Task 02 Title Review and Conveyance Documents									
1	Title and Document Preparations				18.0	12.0	30.0	\$ 3,766.56	
Subtotal Hours:		0.0	0.0	0.0	18.0	12.0	30.0		
Task 03 Appraisal Services									
1	Provide four (4) Administrative Offer Summaries			48.0			48.0	\$ 8,187.84	
Subtotal Hours:		0.0	0.0	48.0	0.0	0.0	48.0		
Task 03 Negotiations/Administrative Settlements									
1	Negotiations/Administrative Settlements			180.0			180.0	\$ 30,704.40	
Subtotal Hours:		0.0	0.0	180.0	0.0	0.0	180.0		
Task 04 Project Close-Out									
1	Payment Processing/Title Clearance/Project Close-Out				12.0		12.0	\$ 1,684.56	
Subtotal Hours:		0.0	0.0	0.0	12.0	0.0	12.0		
Total Hours Tasks		4.0	10.0	180.0	30.0	12.0	236.0		
Total Labor Estimate All Tasks								\$ 47,543.68	
Reimbursable Expenses:									
		Travel							\$ 350.00
		Printing, Mailing							\$ 50.00
		Appraisal Services							\$ 7,000.00
Expenses Total:									\$ 7,400.00
Total:									\$ 54,943.68



**Washington State
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TTY: 1-800-833-6388
www.wsdot.wa.gov

March 24, 2023

Commonstreet Consulting, LLC
100 S King Street, Ste. 100
Seattle, WA 98104

Subject: Acceptance FYE 2022 ICR – Risk Assessment Review

Dear Kelly Skove:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2022 ICR of 102.57%. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultanrates@wsdot.wa.gov.

Regards;

Schatzie Harvey

[Schatzie Harvey \(Mar 24, 2023 10:49 PDT\)](#)

SCHATZIE HARVEY, CPA

Contract Services Manager

SH:ah

Exhibit E

SubConsultant Labor Hour Estimate

Tierra

Client: City of Bremerton

Project: View Ridge Elementary - Almira Drive SRTS

Job #: 22-000922

Phase & Task No.	Phase & Task Title	Project Manager		Total Labor Hours	Total Cost
	<i>Direct Rate</i>	\$ 44.23			
	<i>WSDOT OH Rate 144.05%</i>	\$ 63.71	\$ -		
	<i>Negotiated Profit 31.00%</i>	\$ 13.71	\$ -		
	<i>Billing Rate</i>	\$ 121.66	\$ -		
PHASE 12 Cultural Resources (by Tierra)					
Task 01 Project Management and Agency Coordination					
1	Project Management and Agency Coordination	5.0		5.0	\$ 608.30
Subtotal Hours:		5.0	0.0	5.0	\$ 608.30
Task 02 Background Research and Records Review					
1	Background Research and Records Review	5.0		5.0	\$ 608.30
Subtotal Hours:		5.0	0.0	5.0	\$ 608.30
Task 03 Archaeological Review and IDP					
1	Archaeological Review and IDP	10.0		10.0	\$ 1,216.60
Subtotal Hours:		10.0	0.0	10.0	\$ 1,216.60
Task 04 Reporting and Deliverables					
1	Reporting and Deliverables	20.0		20.0	\$ 2,433.20
Subtotal Hours:		20.0	0.0	20.0	\$ 2,433.20
Total Hours		40.0	0.0	40.0	
Total Labor Estimate					\$ 4,866.40
Total:					\$ 4,866.40



**Washington State
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7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

November 9, 2022

Tierra Right of Way Services, Ltd.
1575 E River Road, Ste 201
Tucson, AZ 85718

Subject: Acceptance FYE 2021 ICR – Risk Assessment Review

Dear Keith Ganske:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2021 ICR of 144.05% (rate includes 0.14% Facilities Capital Cost of Money). This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultanrates@wsdot.wa.gov.

Regards;

Schatzie Harvey

Schatzie Harvey (Nov 9, 2022 12:38 PST)
SCHATZIE HARVEY, CPA
Contract Services Manager

SH:ah

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

4K

SUBJECT: Superseding Interlocal Agreement for Emergency Management Services

Study Session Date: November 8, 2023
COUNCIL MEETING Date: November 15, 2023
Department: Executive
Presenter: Mayor Wheeler
Phone: (360) 473-5266

SUMMARY:

This is an updated interlocal agreement between the Cities of Bremerton, Port Orchard, and Poulsbo, and Kitsap County. This Emergency Management Services Agreement is intended to supersede and replace Interlocal Agreement for Emergency Management Services KC-496-13, which was originally executed in 2013. The purpose of this agreement is to contract with the County for coordination of emergency management services and multiply and combine personnel, equipment, expertise, and other resources in order to provide emergency management services.

Acting Director of Kitsap County Department of Emergency Management (KCDEM) Jan Glarum will be providing a brief presentation regarding the changes to this agreement. Included within these changes is a decrease in the City's annual contribution (previously \$106,930 now decreasing to \$84,049) due to calculation formerly being based on per capita model and now transitioning to square miles model. Other changes include the Mayor appointing a representative in order to collaborate with KCDEM and the Emergency Management Council function changing to an advisory role.

ATTACHMENTS: 1) Interlocal Agreement; 2) Overview of presentation from KCDEM Acting Director Jan Glarum

FISCAL IMPACTS (Include Budgeted Amount): The City will be contributing an annual amount of \$84,049 over a three (3) year period for a total amount of \$252,147 from the General Fund.

STUDY SESSION AGENDA: Limited Presentation Full Presentation

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to approve Superseding Interlocal Agreement for Emergency Management Services; and authorize the Mayor to finalize and execute the agreement with substantially the same terms and conditions as presented.

COUNCIL ACTION: Approve Deny Table Continue No Action

KC _____
SUPERSEDING
INTERLOCAL AGREEMENT FOR
EMERGENCY MANAGEMENT SERVICES

THIS SUPERSEDING INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES (“Agreement”) is between the City of Bremerton, the City of Port Orchard, and the City of Poulsbo, all Washington state municipal corporations, (individually referred to as a “City” and collectively as the “Cities”), and Kitsap County, a Washington state political subdivision (“County”). All collectively referred to as the “Parties” and individually as a “Party”.

RECITALS

WHEREAS, the Interlocal Cooperation Act, chapter 39.34 RCW, allows public agencies to enter into agreements for joint and cooperative action more efficiently within their jurisdictions.

WHEREAS, County has established a Comprehensive Emergency Management Plan pursuant to chapter 38.52 RCW; and

WHEREAS, chapter 38.52 RCW, the Emergency Management Act, empowers local governmental entities to establish a program to respond to and manage emergencies and specifically authorizes two or more entities to join together to establish such a program;

WHEREAS, the Cities desire to contract with the County for coordinated emergency management services to augment, not supplant, the Cities’ responsibilities and obligations under chapter 38.52 RCW.

WHEREAS, the Parties desire to join together to execute this Emergency Management Services Agreement to multiply and combine their personnel, equipment, expertise, and other resources to provide coordinated emergency management services, subject to the terms and conditions of this Agreement.

WHEREAS, the Parties desire to enter into this new Emergency Management Services Agreement, to supersede and replace Interlocal Agreement for Emergency Management Services KC-46-13 and all amendments thereto, subject to the terms and conditions herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the mutual promises and covenants, the Parties agree as follows:

1. DEFINITIONS. The following definitions provided herein and as defined in RCW 38.52.010 shall apply unless otherwise provided in the Agreement.

- A. "Agreement" means this Superseding Emergency Management Services Agreement which includes Attachment A and B, and any subsequent amendments, all which are incorporated by reference.
- B. "Catastrophic incident" means any natural or human caused incident, including terrorism and enemy attack, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, or government function as further defined and subsequently amended by RCW 38.52.010(6).
- C. "Catastrophic Event Playbook" means the Kitsap County DEM field guide for volunteers and emergency management personnel which provides guidelines to help survivors establish and support life-sustaining services in the event of a disaster.
- D. "Cities" means the cities of Bremerton, Port Orchard, and Poulsbo.
- E. "Comprehensive Emergency Management Plan" or "CEMP" means the preparation for and the carrying out of all emergency functions, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress as provided in RCW 38.52.010.
- F. "Core Capabilities" means distinct critical elements essential for the execution of each mission area: prevention, protection, mitigation, response, and recovery.
- G. "Council" means the Kitsap County Emergency Management Council.
- H. "Department" means the Kitsap County Department of Emergency Management responsible for performing local emergency management functions in incorporated and unincorporated Kitsap County.
- I. "Director" means the Director of the Department of Emergency Management or designee.
- J. "Disaster Recovery Framework" means the response to all types of disasters and emergencies built on a scalable, flexible, and support activities.
- K. "Duty Officer" means the Kitsap County Department of Emergency Management staff member that is assigned on a two-week rotational basis to attend to administrative tasks and incidents that require attention regardless of the time of day.
- L. "Emergency or disaster" means an event or set of circumstances which: (i) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (ii) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

- M. "Emergency Management" means the preparation for and carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage resulting from disaster caused by all hazards, whether natural, technological, or human-caused, and to provide support for search and rescue operations for persons and property in distress.
 - N. "EOC" means the Kitsap County Emergency Operations Center.
 - O. "EOP" means an Emergency Operations Plan.
 - P. "FEMA" means the Federal Emergency Management Agency.
 - Q. "KCC" means the Kitsap County Code.
 - R. "KCDEM" means Kitsap County Department of Emergency Management.
 - S. "NIMS" means the National Incident Management System.
 - T. "Search and Rescue" means the acts of searching for, rescuing, recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human-caused disaster, including instances involving searches for downed aircraft when ground personnel are used.
 - U. "Services" means the emergency management services provided Kitsap County Department of Emergency Management to the Cities that have executed this Agreement and paid all fees due pursuant to the terms and conditions of this Agreement.
 - V. "Whole Community" means an approach that attempts to engage the full capacity of the private and nonprofit sectors, including businesses, faith-based and disability organizations, and the general public, in conjunction with the participation of local, tribal, state, and federal governmental partners.
2. PURPOSE: The purpose of this Agreement is to provide an economical mechanism for administration and coordination of the County's and Cities' Emergency Management Services to protect the public peace, health, and safety and preserve the lives and property of the people of the County and Cities; identify persons responsible for administering the Services; and define the Parties responsibilities as contemplated in RCW 39.34.030.
 3. ORGANIZATION. No separate legal or administrative entity is created by this Agreement nor do the Parties intend to create through this Agreement a separate legal or administrative entity subject to suit.

4. ADMINISTRATOR. Each Party shall designate an individual “Administrator”, by title or position, to oversee and administer that Party’s participation in this Agreement. Each Party shall communicate the identity of their respective Administrator to the Director, who is the Administrator for the County. No Party is intending to assume responsibility or liability for the actions, or failures to act, of the other party and/or their respective employees. Each Party may change their designated Administrator at any time by delivering written notice of their new Administer to the other Parties.
5. EFFECTIVE DATE/DURATION. This Agreement shall be effective when at least two Parties have executed this Agreement and shall remain in effect for three (3) years from that date, unless terminated or extended by the Parties. Should fewer than all named Parties execute this Agreement, the Agreement when filed as provided herein, will be effective between the County and the Parties that have executed the Agreement to the same extent as if no other Party had been named.
6. SERVICES. The Department will provide the Cities those Services identified in this Agreement and Attachment A in accordance with chapter 38.52 RCW, subject to the availability of County resources. All Services are provided without warranty of any kind, including without limitation the sufficiency and adequacy of the actions of the Parties in response to a catastrophic incident or disaster. Cities shall remain responsible for the provision of those items identified in Attachment B, and other services the Cities are required to provide by law.
7. ANNUAL FEES. The amount due from each City is based the square mile land mass of that City’s boundaries. In calculating the per capita charge, the total square miles of each City (numerator) are divided by the total square miles of the County (minus Bainbridge Island) (denominator) and that percentage is multiplied by the Department budget. The assessment amount for the County is identically determined by multiplying the square mile percentage of the unincorporated portion of the County by the budget amount. City assessments shall be paid on an annual basis. This section will be adjusted when the land mass allocation for any Party is changed, or new cities are incorporated.
8. INVOICE. The County send an invoice to the Cities in January for the annual service charge for the Services described in Attachment A. Cities shall make complete and timely payment of the amount invoiced regardless of whether the City opts to participate in all Services within 30 days of the invoice date.
9. FILING. Prior to entry into force, this Agreement will be filed with the Kitsap County Auditor’s Office or, alternatively, listed by subject on a public agency’s web site or other electronically retrievable public source in compliance with RCW 39.34.040.
10. TERMINATION. Any Party may terminate their participation in this Agreement with 30-days prior notice to the other Parties. The annual service fee will not be refunded in the event of termination. A terminated Party assumes no responsibility for the acts or omissions

occurring after the termination effective date but will remain liable for acts or omissions occurring prior to the termination effective date.

11. **PROPERTY.** The Parties do not anticipate the acquisition of property for the performance of this Agreement and any property acquired by a Party during this Agreement shall be held by and remain the property of the acquiring Party.

12. **EMERGENCY MANAGEMENT COUNCIL**

A. The Kitsap County Emergency Management Council is established as an advisory board to make recommendations to the Department and Board of County Commissioners. The Council will provide strategic guidance, assist in the continuous evaluations of objectives, assessment of outcomes, and proactively recommend changes.

B. Composition. The Council shall be composed of: (a) one county commissioner, and (b) the mayors of each participating City or a participating City mayor's designee.

C. Meetings. The Council will meet on a quarterly basis and at additional times as needed.

D. Open Meeting. The business and other matters that come before the Council shall be conducted during an open public meeting as required by law. Meetings may be scheduled at regular times or may be called as a special meeting on an as-needed basis. The chairperson, vice- chairperson, or the Director is authorized to call for a meeting.

E. Quorum. A quorum shall exist when at least: (a) one (1) county commissioner, and (b) a majority of the other members of the Council or their designee(s) are present. Business may be conducted by majority vote of the quorum unless otherwise provided in this Agreement.

F. Election. At the first meeting of each calendar year, the Council shall elect a chairperson. The chairperson shall serve for the remainder of the calendar year or until a successor is elected.

G. Minutes. The Director, or designee, shall keep the minutes of all meetings.

H. Rules. Council meetings shall be conducted in accordance with Robert's Rules of Order unless otherwise stated in the bylaws.

I. Notice. Prior to conducting and holding special meetings, each member of the Council shall be given 48- hours advance notice of the meeting and public notice shall be provided as required by state law.

13. **HOMELAND SECURITY AND EMERGENCY MANAGEMENT PERFORMANCE GRANT.** The Parties acknowledge the importance of sustaining Department staff and projects currently funded by federal grants. The County will provide prompt notice to the

Cities in the event the County's federal funding may be cut jeopardizing the Department's ability to provide the Services outlined in this Agreement. Following receipt of such notice, the Parties agree to discuss the need to reassess the Services and annual service charge.

14. EMERGENCY WORKER COMPENSATION. Persons registered as emergency workers for the County under a mission number issued by the state may be eligible to be compensated for injuries or death, for economic harm including personal property damage or loss, for expenses incurred for transportation, telephone, or other methods of communication, and for the use of personal supplies, when such injuries, death, economic harm, and or expenses are suffered or incurred as a result of participation in emergency management activities as provided in chapter 38.52 RCW and implementing regulations.
15. INDEPENDENT CAPACITY
 - A. Each Party will act as an independent contractor and its respective employees or agents will continue to be the employees or agents of that Party, which will be solely and exclusively responsible for their employees and agents. Employees and agents of one party will not be considered for any purpose whatsoever under this Agreement to be employees or agents of another Party to this Agreement. No Party will have the authority to bind another Party, absent a written agreement of the Parties, nor the authority to control the employees, agents, or contractors of another Party to this Agreement. All rights, duties and obligations of the employer will remain with the employing Party.
 - B. Each Party shall be solely and exclusively responsible for the compensation, benefits, training expenses, and all other costs and expenses for its employees. Each Party will be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and civil service rules and regulations regarding its own employees.
16. INSURANCE. Each Party shall maintain in good standing during the term of this Agreement adequate general liability insurance to protect against losses and risks arising out of or related to the Services provided under this Agreement in such amounts as are prudent and customary for the jurisdiction.
17. LIABILITY. Liability for emergency management operations shall be limited as provided by chapter 38.52 RCW.
18. HOLD HARMLESS. To the extent not covered under chapter 38.52 RCW, each Party shall defend, indemnify, and hold harmless all other Parties from any and all claims arising out of the Party's negligent performance of this Agreement.
19. DISPUTE RESOLUTION. In the event of a dispute between the Parties regarding the terms and condition, or performance, of this Agreement, the Parties shall use their best

efforts to resolve those difference on an informal basis.

20. NOTICE. All notices will be delivered in writing to the named Administrator for each Party. Notice mailed by regular post (including first class) shall be deemed to have been given on the third business day following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.
21. NONDISCRIMINATION. No Party will discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of this Agreement.
22. LEGAL ADVICE AND REPRESENTATION. The Kitsap County Prosecuting Attorney's Office may provide legal advice and legal representation to the Kitsap County Emergency Management Council. Each City may obtain independent legal advice and representation from its City Attorney.
23. COMPLIANCE WITH LAWS. The Parties shall comply with all applicable laws, rules, and regulations pertaining to them in connection with the Services provided and matters covered in the Agreement, including but not limited to applicable regulations of the Washington Department of Labor and Industries, including WA-DOSH Safety Regulations, and all relevant state and federal workplace safety requirements.
24. IMPLIED CONTRACT TERMS. Each provision of law and any terms required by law to be in the Agreement are made a part of the Agreement as if fully stated in it.
25. PUBLIC RECORDS ACT. Notwithstanding any provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with Washington state law, each Party agrees to maintain all records constituting public records and to produce or assist the other Party in producing such records, within the time frames and parameters set forth in state law.
26. NO JOINT VENTURE. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other joint enterprise between the Parties.
27. SEVERABILITY. The provisions of this Agreement are severable. Any term or condition of this Agreement or application thereof deemed to be illegal, invalid or unenforceable, in whole or in part, shall not affect any other terms or conditions of the Agreement and the Parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision.

28. SURVIVAL. Those provisions of the Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include, without limitation, the respective responsibilities of each Party, compensation, and indemnification.
29. HEADINGS. Headings of this Agreement are for convenience only and shall not affect the interpretation of this Agreement.
30. ENTIRE AGREEMENT. The Parties acknowledge the Agreement is the product of negotiation between the Parties and represents the entire agreement of the Parties with respect to its subject matter. All previous agreements and representations, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded by the Agreement.
31. AMENDMENT. This Agreement may be amended from time to time as deemed appropriate by the Parties, provided, any such amendment will not become effective unless written and signed by all Parties to this Agreement with the same formality as this Agreement.
32. DISCLAIMER. Nothing in this Agreement will be construed in any manner that would limit a Party's authority or powers under law.
33. NO THIRD-PARTY BENEFICIARIES. This Agreement is intended to be solely between the Parties. No part of this Agreement shall be construed to add, supplement, or amend existing rights, benefits, or privileges of any third-party. Nothing in this Agreement will be construed as giving any benefits, rights, remedies, or claims to any other person, firm, corporation, or other entity including, without limitation, the public or any member thereof, or to authorize anyone not a Party to this Agreement to maintain a suit for breach of contract, personal injuries, property damage, or any other relief in law or equity in connection with this Agreement.
34. ASSIGNMENT. The rights or obligations under this Agreement, and any claims arising thereunder, are not assignable or delegable by any Party, without the prior written consent of the Parties. Any attempt to assign this Agreement in violation of this provision shall be void and constitute a default in this Agreement.
35. NO WAIVER. A failure by any Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party.
36. GOVERNING LAW, VENUE, FEES. The Agreement will be governed in all respects by the laws of the State of Washington, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050. Should any Party bring any legal action, each Party in such action shall bear the cost of its

own attorney's fees and court costs.

- 37. COUNTERPARTS, ELECTRONIC SIGNATURE. The Agreement may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. A facsimile, email, or other electronically delivered signatures of the Parties shall be deemed to constitute original signatures and deemed to constitute duplicate originals.
- 38. AUTHORIZATION. Any authorizations, actions required or permitted to be taken, and any document required or permitted to be executed under this Agreement will be taken or executed only by a duly authorized representative of the Party. Each Party warrants and represents to the other that the person signing below has been properly authorized and empowered to execute this Agreement on behalf of the Party for whom they sign.

DATED this _____ day of _____, 2023

JAN GLARUM, Acting Director

DATED or ADOPTED this ____ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

CHARLOTTE GARRIDO, Chair

CHRISTINE ROLFES, Commissioner

KATHERINE T. WALTERS, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

DATED this _____ day of _____, 2023

CITY OF BREMERTON

GREG WHEELER, MAYOR

APPROVED AS TO FORM:

ATTEST:

KYLIE FINNELL, City Attorney

ANGELA HOOVER, City Clerk

DATED this _____ day of _____, 2023

CITY OF PORT ORCHARD

ROBERT PUTAANSUU, MAYOR

APPROVED AS TO FORM

ATTEST

CHARLOTTE ARCHER, City Attorney

BRANDY RINEARSON, City Clerk

DATED this _____ day of _____, 2023.

CITY OF POULSBO

BECKY ERICKSON, MAYOR

APPROVED AS TO FORM

ATTEST

, City Attorney

RHIANNON FERNANDEZ, City Clerk

ATTACHMENT A
KITSAP COUNTY
DEPARTMENT OF EMERGENCY MANAGEMENT SERVICES

Kitsap County agrees to provide Services, through the Kitsap County Department of Emergency Management, to the Cities. The Services includes those items provided below.

1. GENERAL. KCDEM will maintain an emergency management organization that complies with state and federal guidelines. This organization will implement the concepts of NIMS and incorporate best practices of emergency management into its operations, such as: (i) developing and sustaining Core Capabilities across all mission areas; (ii) developing disaster management relationships with partners throughout the County and region, and (iii) incorporating the Whole Community perspective into all programs.

2. PLANNING. KCDEM will assist Cities in the development of executable disaster-related plans. KCDEM will maintain emergency management plans in accordance with applicable state and federal law, regulations, and guidance. KCDEM will use, and encourage the use of, systematic planning processes that engage the Whole Community.
 - A. KCDEM will maintain the County Comprehensive Emergency Management Plan and provide technical assistance (e.g., templates, meeting facilitation, and plan review) to Cities to assist the Cities in maintaining an EOP, as either a standalone plan or as an annex to the County's EMP, as provided in RCW 38.52.030 and WAC 118-30-060 (Emergency Plan). Plans will include an analysis of the natural, technological, or human caused hazards that could affect the County or a City, respectively. Plans will also describe a NIMS compliant incident management structure for use during multiagency and multijurisdictional operations and include the procedures to be used during emergencies for coordinating local resources, as necessary, and the resources of County agencies, departments, commissions, and boards.

 - B. KCDEM will maintain the County Natural Hazards Mitigation Plan, a FEMA-approved multi-jurisdictional hazard mitigation plan that complies with the Disaster Mitigation Act of 2000 and 44 CFR §201.6 (Local Mitigation Plan). Upon request, KCDEM will provide technical assistance (e.g., templates, meeting facilitation, and plan review) to the Cities to maintain an annex to the County's FEMA-approved hazard mitigation plan that meets the requirements of law.

 - C. KCDEM will maintain the County Disaster Recovery Framework. Upon request, KCDEM will provide technical assistance (e.g., templates, meeting facilitation, and plan review) to the Cities desiring to develop a jurisdictional Disaster Recovery Framework.

 - D. KCDEM will maintain standard procedures for an emergency operations center. Upon request, KCDEM will provide technical assistance (e.g., templates, meeting facilitation, and document review) to the Cities to assist in the development of

complementary procedures for their respective local emergency operations centers.

- E. KCDEM will participate in regional and state level planning efforts, representing the County and, unless otherwise specified, the Cities within the County. Examples of such efforts include the Statewide Catastrophic Incident Planning Team, and State Emergency Response Commission. The Cities have the option to participate.
3. TRAINING AND EXERCISE. KCDEM will assist the Cities to develop, maintain, or expand their emergency management capabilities. The prioritized capabilities to train and exercise are operational coordination, operational communications, situational assessment, logistics, public information, and planning. Each party will bear the cost of participating in training opportunities.
- A. KCDEM will conduct an annual training and exercise planning workshop to develop a coordinated training and exercise calendar. KCDEM will also send representatives on behalf of the County and Cities to the State's annual Integrated Preparedness Planning Workshop.
 - B. KCDEM will maintain a multi-year training and exercise plan that describes the outcomes of the exercise. KCDEM will produce and electronically distribute a monthly training and exercise calendar to the Cities.
 - C. KCDEM will maintain a training program that adheres to state and federal guidance, including the NIMS training plan and FEMA's Core Capability development sheets. This training program includes:
 - 1. KCDEM will assist the Cities in the development of a jurisdiction-specific NIMS compliance plan. This includes assistance in determining applicable courses and identifying online and in-person resources that can provide compliance-related courses. Cities retain the responsibility to track the individual training of their staff members and submit NIMS compliance reports per the State's policy.
 - 2. KCDEM will facilitate the delivery of two ICS-300 (Intermediate ICS for Expanding Incidents) courses and two ICS-400 (Advanced ICS for Complex Incidents) courses each year countywide.
 - 3. KCDEM will facilitate the delivery of one G191 (Emergency Operations Center/Incident Command System Interface) workshops each year, or as requested.
 - 4. KCDEM will facilitate the delivery of the Catastrophic Event Playbook, micro-island concept and use of Neighborhood Gathering Sites and Community Points of Distribution, as requested.
 - 5. KCDEM will deliver ICS-402 (ICS Overview for Executives/Senior Officials) or its equivalent to each requesting Cities in order to educate the Cities policy makers and to help them meet NIMS requirements as requested.
 - 6. On behalf of each City, KCDEM will process applications to host training opportunities available through FEMA's Emergency Management Institute and/or the National Disaster Preparedness Consortium. Cities requesting such courses will be responsible for identifying a location and any costs associated with course delivery, such as refreshments and the like.

- D. KCDEM will maintain an exercise program that adheres to state and federal guidance, including the Homeland Security Exercise and Evaluation Program and applicable grant requirements. Unless otherwise specified, the intent of KCDEM's exercise program is to evaluate established plans and/or procedures and identify ways to improve those plans and/or procedures. The exercise program includes, without limitation:
 - 1. Every three (3) years KCDEM will conduct a countywide functional exercise that evaluates the County's EMP, the procedures used in the EOC and the ability to coordinate with jurisdictions throughout the County. KCDEM strongly encourages all Cities to participate in that exercise and will provide technical assistance in the development of an exercise plan.
 - 2. Countywide, KCDEM will facilitate two (2) tabletop exercises per year. These exercises will evaluate the Cities' response plans and capabilities against various hazards that threaten the County.
 - 3. Countywide, KCDEM will facilitate four (4) stop the bleed courses per year.
 - 4. KCDEM will facilitate jurisdiction EOC workshops as requested. These workshops will be used to develop or update the scheduled Cities' EOC procedures.
 - 5. KCDEM will facilitate Jurisdiction EOC drills as requested. These drills will be used to validate the scheduled Cities EOC procedures.
 - 6. Countywide, KCDEM will conduct monthly communications drills with the Cities to ensure the viability of the disaster communication systems.
4. COORDINATING DISASTER RESPONSE ACTIVITIES. KCDEM and the Cities will coordinate their emergency response activities in order to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human-caused disasters.
- A. KCDEM will maintain a 24-hour per day Duty Officer, who will serve as the primary point of contact to address emergency management-related requests on behalf of the Cities. The Duty Officer is available through direct phone call, or by request through Kitsap 911.
 - B. KCDEM will utilize multiple means of communication to notify, warn, and/or provide information and instruction to the general public regarding impending or occurring disasters, subject to available resources.
 - C. KCDEM will maintain and, when necessary, activate the EOC and implement the County CEMP and applicable procedures. The EOC may activate in anticipation of, or immediately after, catastrophic incidents or disasters. The EOC may also activate to provide support during pre-planned events or at the approved request of a City. Requests to activate the EOC will be made to the Director. The decision to activate the EOC, and at what level, is made by the Director.
 - D. KCDEM will maintain and, when necessary, facilitate the County Joint Information Center (JIC) and applicable procedures. The JIC may activate in anticipation of, or immediately after, disasters or emergency or to provide support during pre-planned

events or at the request of a City. Requests to activate the JIC will be made via the Duty Officer. The decision to activate the JIC, and at what level, is made by the Director.

- E. When activated, the EOC will coordinate resource requests among affected jurisdictions within the County. The EOC will also make available the County's emergency resources not required for use elsewhere during emergencies, the use of which shall be determined and prioritized by EOC. When necessary, KCDEM will request state and federal resources on behalf of the Cities through Washington's established emergency management protocols. Cities agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.
 - F. When activated, the EOC will coordinate situational awareness among affected jurisdictions within the County with its regional and state partners.
 - G. When activated, the EOC shall coordinate the delivery public information and messaging about critical lifesaving and life-sustaining information as necessary to expedite the delivery of emergency services and aid the public to take protective actions. Cities will identify appropriate points of contact with whom the EOC will communicate to form the information network commonly referred to as the JIC.
 - H. The Director may, in his/her discretion, deploy a liaison to one or more City to directly assist with incident management, technical support and assistance, and/or use of mobile assets. During activation of the EOC, KCDEM may request that the Cities deploy liaisons to the County EOC to enhance communication between the EOC and the incident site(s).
 - I. In the event, or anticipation, of a catastrophic incident or disaster, the Director may issue a proclamation of emergency or disaster anywhere within unincorporated Kitsap County, to be confirmed or rescinded by the board of county commissioners. KCC 2.104.090. Cities may do the same and should provide KCDEM with a copy of their respective proclamation as soon as practicable.
5. COORDINATING DISASTER RECOVERY ACTIVITIES. KCDEM and the Cities will coordinate their disaster recovery activities in order to endeavor to restore critical serves and establish a new normal for the affected area(s) as quickly as possible.
- A. KCDEM, in conjunction with the State's Emergency Management Division and FEMA will coordinate the formal post-disaster Preliminary Damage Assessment. Cities will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each City remains solely responsible for the payment of all costs and expenses the City incurs when responding to, or related to, an emergency event in the City and reimbursing for the same the other Party(ies) to this Agreement for the same in the event assistance is provided.
 - B. In the aftermath of a catastrophic incident or disaster, KCDEM will initiate the

transition of disaster response to disaster recovery. This includes implementing the County disaster recovery framework and establishing the recovery support functions found therein. When requested, the Cities will identify points of contact to be integrated into this process.

6. VOLUNTEER/EMERGENCY WORKER MANAGEMENT.

- A. KCDEM will maintain an emergency volunteer program that augments disaster and emergency response efforts. DEM will register volunteer emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers. The KCDEM will provide to the Cities a list of the volunteers living within each jurisdiction's respective boundaries.
- B. KCDEM will work in collaboration with the Cities to develop volunteer capabilities that augment the Cities local disaster response efforts; specifically, disaster assistance response teams and/or the Kitsap Auxiliary Radio Service (KARS).
- C. Cities will identify potential KARS volunteers. The KCDEM will facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers. The KCDEM will maintain a list of KARS volunteers living within each jurisdiction's respective boundaries.
- D. KCDEM will provide oversight to the county auxiliary communications service function, which provides redundant emergency communications services to KCDEM, its Cities, and stakeholders and partners as requested. KCDEM will assign trained KARS volunteers to augment the Cities' EOCs.
- E. Volunteers used for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180, chapter 118-04 WAC, and this Agreement cannot be afforded protection under the Washington State Emergency Workers Program. Cities desiring to expand the use of volunteers beyond the scope established by KCDEM are required to provide coverage in accordance with L & I industrial Insurance regulations.

7. OUTREACH AND EDUCATION. KCDEM will work in conjunction with the Cities to provide disaster-related outreach and education to improve overall community resilience.

- A. KCDEM will develop, promote, and make available to the Cities preparedness materials related to the County's identified hazards of concern, and procure and make available FEMA produced preparedness materials. The amount of preparedness materials provided will be made on a case-by-case basis and based upon available supply.
- B. KCDEM will develop and promote individual preparedness messages to be delivered via its affiliation with local radio and TV stations, and across social media platforms.
- C. KCDEM will deliver preparedness presentations on behalf of the Cities, upon

request and when practicable. Such requests should be made at least 30-days prior to the presentation. Cities are responsible for providing an adequate facility and incurs any extraordinary costs associated with such events (e.g., refreshments, room rental costs, etc.)

- D. KCDEM will produce a quarterly report that summarizes its major activities for the previous quarter.
8. KCDEM RESOURCES. KCDEM maintains a number of resources that, when practicable, will be made available to the Cities. Requests for their deployment shall be made to the KCDEM duty officer or, when activated, the EOC. These resources include but are not limited to the items below. This is not intended to be an exhaustive list. Other services and/or resources may be available upon request.
- A. Mobile Command Vehicle (“MCV”). A command vehicle provides a motorized, self-contained, climate-controlled capability to augment incident management. Upon request of the MCV, KCDEM provides the MCV, and as needed, a pilot car to assist in routing the MCV to the requested ICP location.
 - B. Communications support.
 - C. Mobile emergency response trailer. This trailer provides a towed capability that can be used to augment community points of distribution, volunteer reception centers, or emergency operations centers.
 - D. Alert Warning System. KCDEM will manage and maintain an alert warning system that provides alerts and warnings to County residents. Access to this system for local alerting will be through the Duty Officer. Use of the system for wireless emergency alerts or other IPAWS protocols, is available only through the Duty Officer.

ATTACHMENT B
RESPONSIBILITIES OF THE CITIES

The Services provided by KCDEM are intended to augment the services provided internally by the Cities. This Attachments outlines some, but not all, of the areas for which the Cities retain primary responsibility. Fulfillment of the specific responsibilities of the Expectations of the Cities will be commensurate with and appropriate for each individual jurisdiction.

1. GENERAL

- A. Each City will appoint an Administrator who will serve as that City's primary point of contact for KCDEM.
- B. Each City mayor shall be a member of the Kitsap County Emergency Management Council and may appoint one designee representative as an alternate, in accordance with KCC 2.104.060, to attend meetings. The name of and contact information for the mayor's designee shall be provided to the Director prior to February 1 of each calendar year, and as soon as possible following the designation of a new representative. The Council shall advise the Director of Emergency Management in matters such as: emergency management plans and programs, the Department's budget, rate schedules for emergency management service charges paid by contracting agencies, and other matters as requested by the Director and as provided in the Agreement.

2. PLANNING

- A. Cities will develop and maintain continuity of government and continuity of operations (COG/COOP) plans for their respective jurisdictions. Plans will include, at a minimum: for the preservation, maintenance, and/or reconstitution of the jurisdiction's government accomplished through succession of leadership; for the continued performance of minimal essential functions; and the necessary plans, procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records/databases.
- B. Cities will maintain an EOP that describes a NIMS-compliant incident management structure for use during multiagency/multijurisdictional operations and includes the procedures to be used during emergencies for coordinating that jurisdiction's resources.
- C. Cities will identify a primary and alternate point of contact for each planning effort. Cities will convene work groups and provide meeting space as necessary to facilitate the development of plans including the jurisdiction's emergency operations plan, hazard mitigation plan, functional emergency management plans, and the like, as applicable.

3. TRAINING AND EXERCISE

- A. Cities will develop jurisdiction-level NIMS compliance plans, with assistance from the KCDEM. Cities are responsible for tracking the training of their staff members.
- B. Cities desiring to schedule specific training and exercise opportunities should do so by sending a representative to the annual training and exercise planning workshop.

Facilitating training and exercise opportunities not scheduled during the annual workshop shall be at the discretion of the Director.

4. DISASTER RESPONSE ACTIVITIES

- A. Cities will coordinate their emergency response activities with and through KCDEM in order to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human-caused disasters.
- B. During, or in anticipation of, catastrophic incident or disaster, the Cities will activate their incident management structure and emergency operations plan and notify KCDEM as soon as practicable.
- C. When activated, the Cities will request County, state and/or federal resources through established emergency management protocols (i.e., from the KCDEM to the Washington State Emergency Operations Center). The Cities agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.
- D. Cities are responsible for the costs of response services provided specifically to their jurisdiction. The jurisdiction will participate in negotiating those costs with the vendor or service provider at time of request and prior to any expenditure. There is no expectation or responsibility implied by this agreement that a jurisdiction would subsidize the response costs of another jurisdiction.
- E. Cities shall submit incident-related information to the KCDEM and the KCDEM shall develop and provide comprehensive situation reports to the Cities, as well as to regional and state partners.
- F. Cities will identify appropriate points of contact with whom the KCDEM will communicate to form the information network. In the event both the Cities and the County EOC are activated for a major event, the Cities will ensure liaisons are assigned to coordinate information sharing.
- G. When requested and practicable, the Cities will deploy liaisons to the County EOC to enhance communication between the KCDEM and the incident site(s).
- H. Upon determining that a catastrophic incident or disaster has occurred or is imminent, the Cities will, under the provisions of applicable code, initiate through the Cities' appropriate authority a Proclamation of Emergency for their jurisdiction. Cities will notify KCDEM as soon as practicable of their intent to proclaim a disaster and provide KCDEM with a copy of the proclamation as soon as practicable.

5. COORDINATING DISASTER RECOVERY ACTIVITIES

- A. KCDEM and the Cities will coordinate their disaster recovery activities in order to endeavor to restore critical services and establish a new normal for the affected area(s) as quickly as possible.
- B. Cities will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each City remains responsible for the costs it incurs.
- C. In the aftermath of a catastrophic incident or disaster, KCDEM will initiate the transition of disaster response to disaster recovery. When requested, the Cities will identify points of contact to be integrated into this process.

6. VOLUNTEER/ EMERGENCY WORKER MANAGEMENT. KCDEM will work in collaboration with the Cities to develop volunteer capabilities that augment the Cities' local disaster response efforts.
7. OUTREACH AND EDUCATION. KCDEM will work in conjunction with the Cities to provide disaster-related outreach and education in order to improve overall community resilience. Cities desiring presentations will make such requests to the Director at least 60 days prior to the proposed presentation date.



Bremerton City Council Meeting



Jan Glarum
Acting Director

Kitsap County
Department of
Emergency Management

www.kitsapdem.com

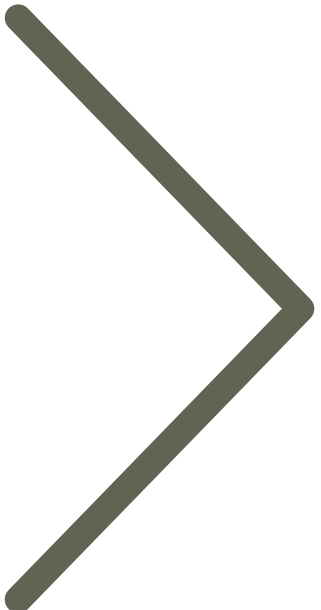


Changes to Interlocal Agreement (ILA) Contributions

2023

\$106,930 annual contribution under the per capita model

Adjusted annually



2024

\$84,049 annual contribution under the new square miles model

Stable for three years



What else changes?

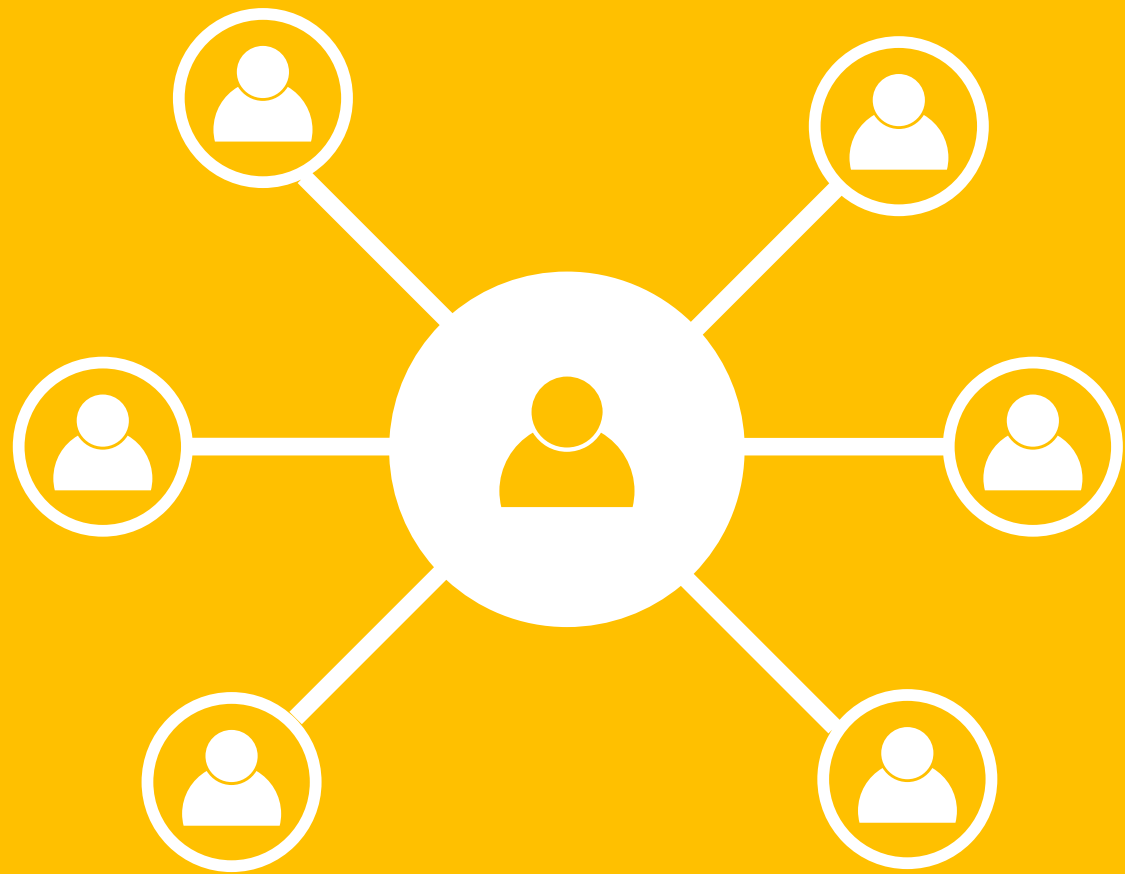
- Mayor appoints a representative, someone who can collaborate with KCDEM. The person in this role can be changed as necessary.
- Emergency Management Council function changed to an advisory role. The City of Bremerton's representative will:
 - Participate in long-range strategic planning
 - Evaluation of program objectives
 - Assess outcomes

The ILA provides a clear statement of expectations from both KCDEM and the cities who sign the new ILA.

KCDEM Program Structure



Emergency Management Program



The Kitsap County Comprehensive Emergency Management Plan (CEMP) requires a robust emergency management program to address local threats and hazards.

The program must be able to mitigate against, prepare for, respond to, and recover from the emergencies that can harm the people, property, economy, and environment of the region.

A comprehensive emergency management program consists of four foundational areas:

- Support Systems
- Stakeholder Readiness
- Operations and Operational Readiness
- Community Resilience



Support Systems

Support Systems include administration and technological processes and systems that support the remaining three areas - Stakeholder Readiness, Operations, and Community Resilience. In addition to human capital and program strategy, this includes:

- Budget, grants, and finance
- Facilities and equipment
- Technology
 - Example: Community Warning System (CWS)
- Policies, procedures, and processes
- Staff training and professional development



Stakeholder Readiness

Stakeholder readiness includes anything that ensures the preparedness of the local emergency and disaster response organizations. This includes the development and maintenance of a CEMP and plans, annexes that contribute towards a coordinated response and recovery effort for any disaster that may occur or threaten each local entity.

Stakeholder Readiness also consists of:

- Training and exercise activities
- Program support
- Continuity of Operations planning and other planning support for all phases of emergency management (preparedness, mitigation, response and recovery).



Operations

For emergency management, Operations includes two areas:

- **Response:** Response is event-driven and includes field operations and incident support, 24/7 Duty Officer watch, resource acquisition (Logistics), and information coordination through the Emergency Operations Center Joint Information Center.
- **Recovery:** Actions taken to return the community to normal or near-normal conditions, including the restoration of basic services, and the repair of physical, social, and economic damages. This includes the coordination of state and federal resources and emergency worker volunteer efforts, as well as documentation and the development of a recovery plan.

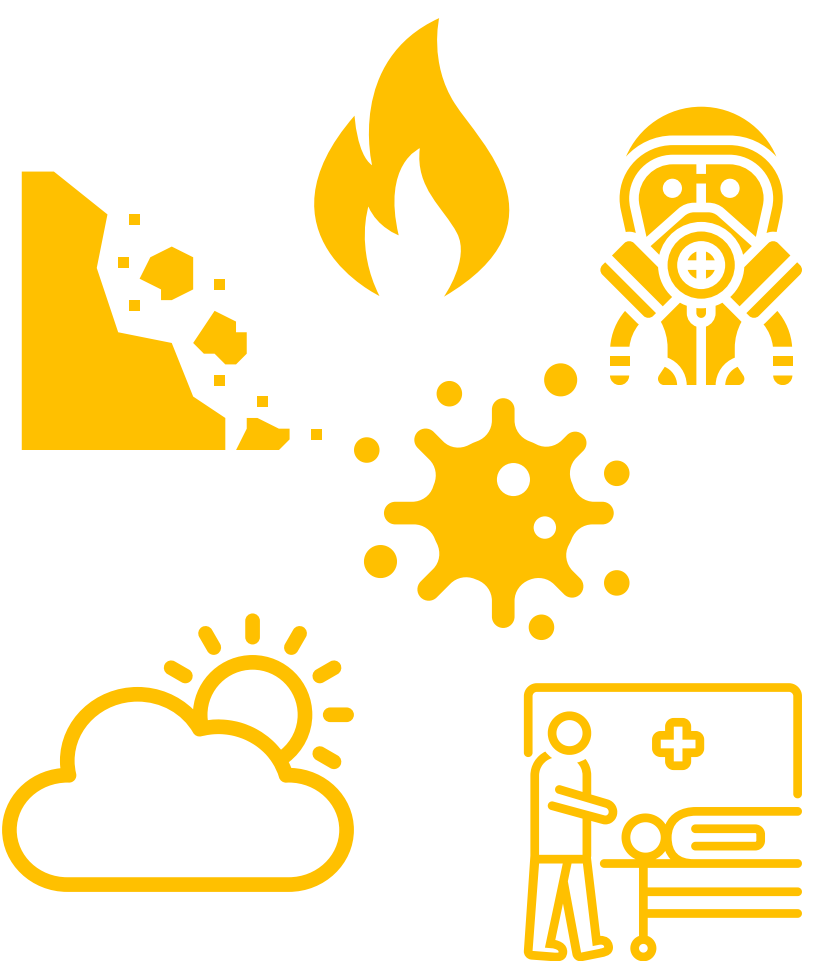
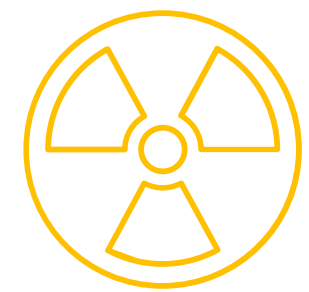
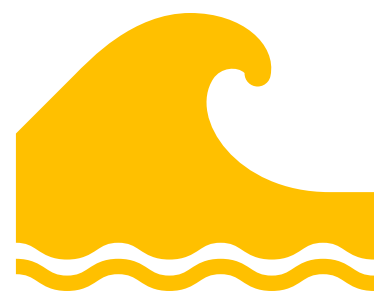
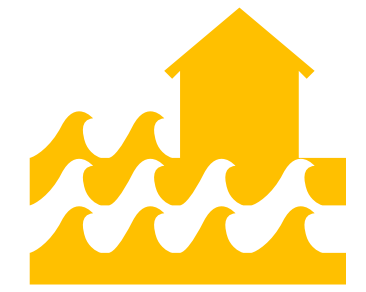
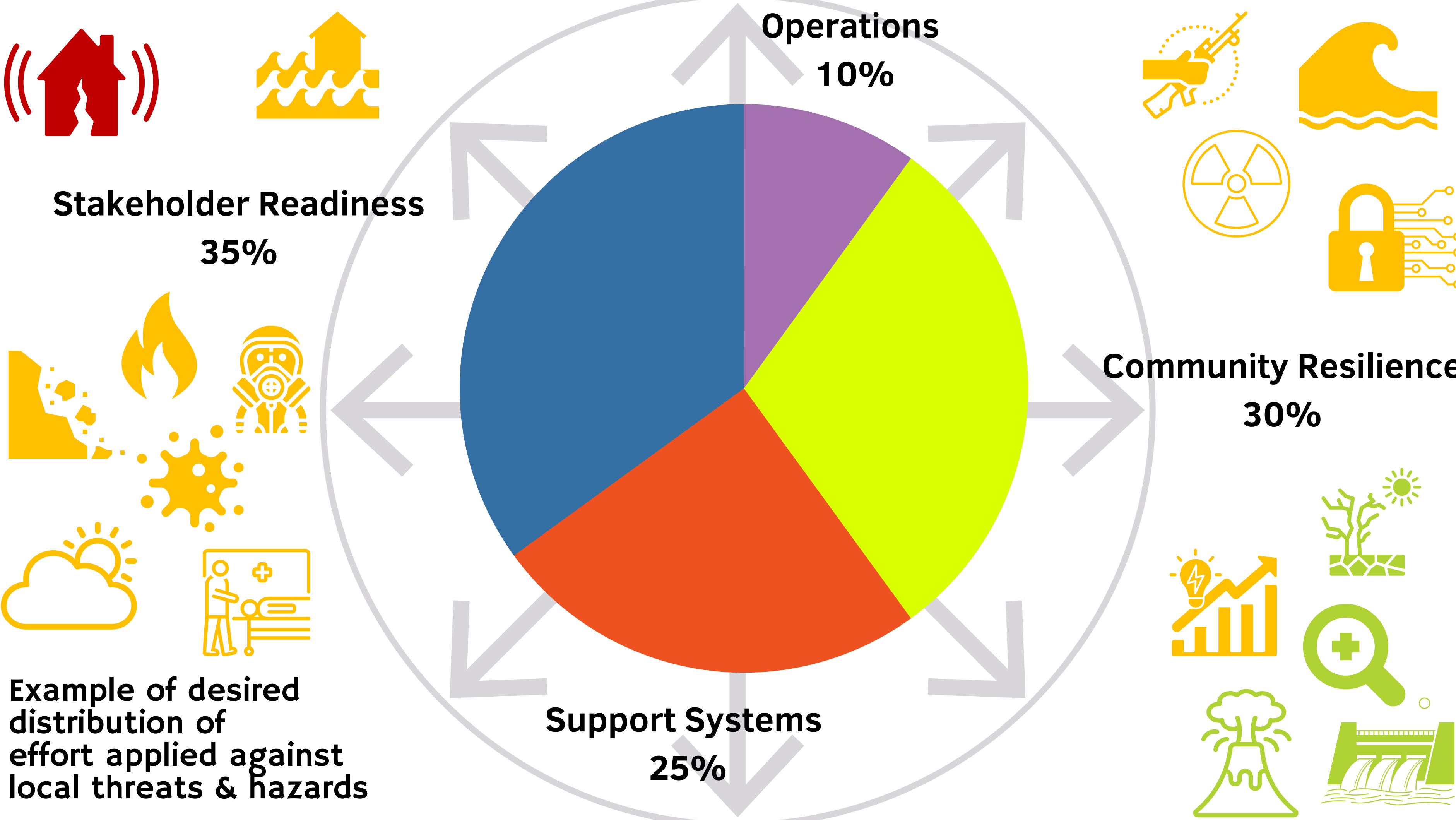


Community Resilience

Community Resilience includes both the preparedness of individuals, families, and institutions, as well as the overall local capacity to respond to and recover from a disaster. Hazard mitigation, which is any effort to reduce the threat or impact of a disaster, is part of community resilience.

Other areas of focus include:

- Public outreach and education activities
- Capacity building
- Sustainable development
- Advocacy and public policy



Questions?



AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

6A
Updated

SUBJECT: Final Public Hearing on Ordinance No. 5487 to approve and adopt the FY-2024 City of Bremerton Budget

Study Session Date: November 8, 2023
COUNCIL MEETING Date: November 15, 2023
Department: Financial Services
Presenters: Karen Wikle
Phone: (360) 473-5296

SUMMARY: Tonight's public hearing is to take comments on the 2024 Proposed Budget. Budget workshops were held on October 23, October 26, and November 2 where an overview of the Mayor's proposed budget was presented to Council. Public comments will be taken into consideration before Council adopts a final ordinance.

This is the second of two public hearings on the budget; the first public hearing was held on November 1, 2023. The attached ordinance represents the final proposed 2024 Fiscal Budget.

If adopted, this ordinance would become effective January 1, 2024.

ATTACHMENTS:

- 1) Ordinance No. 5487; and 2) Exhibit A
Updated 4:26 PM

FISCAL IMPACTS (Include Budgeted Amount):

Total proposed general fund expenditures, without ending fund balance, is \$59,608,442. With ending fund balance, total general fund expenditures are \$69,832,036. Total proposed expenditures city wide, without ending fund balance, is \$177,255,848. With ending fund balance, total expenditures city wide is \$228,012,747.

STUDY SESSION AGENDA: No Presentation Full Presentation - Budget Workshops

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to pass Ordinance No. 5487 to approve and adopt the City of Bremerton Budget for fiscal year 2024, and appropriating the amounts set forth in each fund in accordance with RCW 35.33.075.

COUNCIL ACTION: Approve Deny Table Continue No Action

ORDINANCE NO. 5487

AN ORDINANCE of the City Council of the City of Bremerton, Washington, approving and adopting the budget for the City of Bremerton for the fiscal year 2024, and appropriating the amounts set forth in each fund in accordance with RCW 35.33.075.

WHEREAS, Pursuant to Chapter 35.33 RCW, the City of Bremerton (“City”) is required to adopt an annual budget and provides procedures for the filing of estimates, a preliminary budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, a proposed annual budget for the fiscal year 2024 has been prepared and filed in the Office of the City Clerk for the City; public hearings have been held for the purposes of fixing the final City budget; and the City Council, during its November 2, 2023 Budget Workshop meeting, deliberated and made adjustments and changes to the proposed budget deemed necessary and proper; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF BREMERTON, WASHINGTON,
DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The proposed 2024 annual budget for the City, as amended by the City Council during its November 2, 2023, Budget Workshop meeting, (“2024 Annual Budget”), on file in the office of the City Clerk, is hereby incorporated herein by this reference.

SECTION 2. The 2023 Annual Budget, covering the period from January 1, 2024, through December 31, 2024, establishing;

- 1) authorized positions for employment,
- 2) the City-wide Capital Improvement Program, and
- 3) fund balances as set forth in Exhibit A, attached hereto and incorporated herein by this reference, including regular revenues and unencumbered fund balances of \$228,012,747.00 expenditures, and ending fund balances of \$228,012,747.00, and funding of category groups pursuant to BMC 3.02.010,

is hereby adopted and approved, and the totals for these funds as noted in Exhibit A are hereby appropriated for the fiscal year 2024.

SECTION 3. Certain revenues received by the City shall be transferred to specific funds as follows:

- (a) The administrative fee, less the costs of administering the contract, received by the City from the “Agreement for Garbage, Recycling and Compostable Organics Collection, and Disposal” between the City of Bremerton and Waste Management of Washington, Inc. shall be allocated and transferred to fund No. 315, the Transportation Capital Fund, for street improvements, unless otherwise allocated by motion or other action of the City Council.

(b) All rent and other revenues received by the City from the telecommunication tower “Option and Lease Agreement” between the City of Bremerton and Vertical Bridge Development, LLC shall be allocated and transferred to fund No. 310, the Park Facilities Construction Fund, for capital improvements, for park capital improvements, unless otherwise allocated by motion or other action of the City Council.

(c) Accelerating tax exemption amounts for business and occupation taxes pursuant to BMC 3.48.050(2)(c) as follows:

For the year 2024, the tax exemption for business and occupation taxes is accelerated to \$1,040,000.

SECTION 4. Nothing contained herein shall be construed to require the City or its officers to fill any vacancy in any of the positions established by this ordinance resulting from the discharge, resignation or retirement of such employee. Nothing herein contained shall require the City or its officers to pay the maximum amount budgeted for any position shown therein.

SECTION 5. Severability. If any one or more sections, subsections, or sentences of this Ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance and the same shall remain in full force and effect.

SECTION 6. Effective Date. This ordinance shall take effect and be in force ten (10) days from and after its passage, approval and publication as provided by law.

PASSED by the City Council the _____ day of _____, 2023

JEFF COUGHLIN, Council President

Approved this _____ day of _____, 2023

GREG WHEELER, Mayor

ATTEST:

APPROVED AS TO FORM:

ANGELA HOOVER, City Clerk

KYLIE FINNELL, City Attorney

PUBLISHED the _____ day of _____, 2023

EFFECTIVE the _____ day of _____, 2023

ORDINANCE NO. _____.

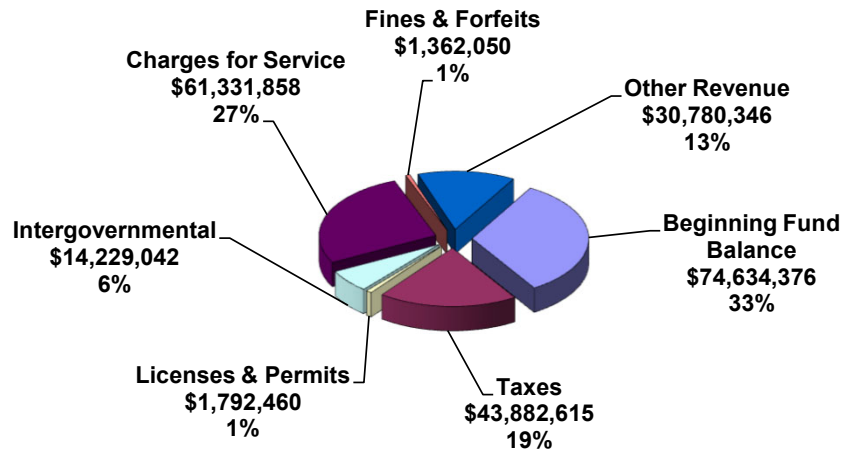
2024 REVENUE - ALL FUNDS

FUND	BEG FUND BAL.	TAXES	LIC. AND PERMITS	INTER-GOV'T REVENUE	CHARGES FOR SERVICE	FINES AND FORFEITS	OTHER REVENUE	2024 TOTAL BUDGET
General Fund								
<u>General Government:</u>								
City Council					176,032			176,032
Executive					220,208			220,208
Financial Services					893,686			893,686
Legal					742,670			742,670
Human Resources					353,819			353,819
Community Development		3,265,000	1,250,750	75,000	679,550	20,000		5,290,300
Municipal Court				183,000	189,260	146,550	10,300	529,110
City Auditor					57,133			57,133
Law Enforcement			3,910	888,151	357,500	1,000	20,000	1,270,561
Fire/Emergency Medical		2,200,000	800	800,554	650,150			3,651,504
Police & Fire Pension				100,671				100,671
General Facilities					194,442		677,500	871,942
Parks					184,200		70,000	254,200
Engineering			100,000		3,111,501			3,211,501
Non-Departmental		31,751,715	32,000	1,834,270	257,838	700,000	837,000	35,412,823
Beginning Fund Balance	16,795,876							16,795,876
Total General Fund	16,795,876	37,216,715	1,387,460	3,881,646	8,067,989	867,550	1,614,800	69,832,036
<u>Special Revenue Funds:</u>								
Street	387,953	780,000		820,000	98,000		1,522,000	3,607,953
Contingency Reserve	1,951,802						160,000	2,111,802
Lodging Tax	823,487	755,000					15,000	1,593,487
Parking System	381,892					410,500	1,613,358	2,405,750
Comm. Dev. Block Grant	212,000			500,000	5,000		90,500	807,500
Abatement Revolving Fund	444,783					50,000	15,000	509,783
Police Special Projects	763,562						20,000	783,562
Public Access Television	497,991		230,000		162,521		81,500	972,012
Gift & Donations Fund	95,160						5,000	100,160
Trial Improvement	103,362			22,000			3,000	128,362
One Percent for Arts	8,393						100	8,493
Conference Center Oper	218,267				1,225,588		460,000	1,903,855
Total Spec. Rev. Funds	5,888,651	1,535,000	230,000	1,342,000	1,491,109	460,500	3,985,458	14,932,718
<u>Debt Service Fund:</u>								
2010 UTGO	94,865	900,000					3,000	997,865
Government Center LTGO	87,393						332,000	419,393
2015 Public Safety Bond	240,853	550,000					7,000	797,853
2019 Refunding LTGO	67,717	330,000		3,500			147,000	548,217
Total Debt Service Fund	490,827	1,780,000	0	3,500	0	0	489,000	2,763,327
<u>Capital Improvement Funds:</u>								
General Govt Capital Improv.	6,229,098	1,500,000					250,000	7,979,098
Park Facilities Construction	367,065						137,000	504,065
Residential Street & Sidewalk Fund	0							0
Transportation Projects Fund	1,551,029	1,850,900	175,000	7,183,963			2,263,269	13,024,161
Fire Public Safety Capital	6,385							6,385
Affordable Housing Capital Fund	79,791			1,100,000			303,000	1,482,791
Total Capital Improv. Funds	8,233,368	3,350,900	175,000	8,283,963	0	0	2,953,269	22,996,500
Total General Gov't Funds	31,408,722	43,882,615	1,792,460	13,511,109	9,559,098	1,328,050	9,042,527	110,524,581

2024 REVENUE - ALL FUNDS

FUND	BEG FUND BAL.	TAXES	LIC. AND PERMITS	INTER-GOV'T REVENUE	CHARGES FOR SERVICE	FINES AND FORFEITS	OTHER REVENUE	2024 TOTAL BUDGET
Enterprise Funds:								
Water Utility	2,278,981				16,069,040	13,000	606,000	18,967,021
Water Capital	10,740,300						5,222,561	15,962,861
Wastewater Utility	2,459,405				18,650,500	15,000	27,000	21,151,905
Wastewater Capital	12,109,408			127,933			8,643,856	20,881,197
Stormwater Utility	805,303			40,000	6,248,500	6,000	81,000	7,180,803
Stormwater Capital	6,174,189			550,000			1,310,000	8,034,189
Utility Debt Reserve	1,712,238							1,712,238
Gold Mountain Golf Complex	2,576,072				6,351,792		66,000	8,993,864
Total Enterprise Funds	38,855,896	0	0	717,933	47,319,832	34,000	15,956,417	102,884,078
Internal Service Funds:								
Risk Management	582,915						3,864,844	4,447,759
Employment Security	317,717						41,000	358,717
Accumulated Leave Liability	1,185,949						382,000	1,567,949
ER&R Operations & Maint.	(47,795)				2,297,107		1,950	2,251,262
ER&R Equipment Reserve	1,819,298						1,456,308	3,275,606
Information Services	511,673				2,155,821		35,300	2,702,794
Total Internal Service Funds	4,369,757	0	0	0	4,452,928	0	5,781,402	14,604,087
Total Business Type Funds	43,225,654	0	0	717,933	51,772,760	34,000	21,737,819	117,488,165
Total All Funds	74,634,376	43,882,615	1,792,460	14,229,042	61,331,858	1,362,050	30,780,346	228,012,747

Revenue Sources - All Funds



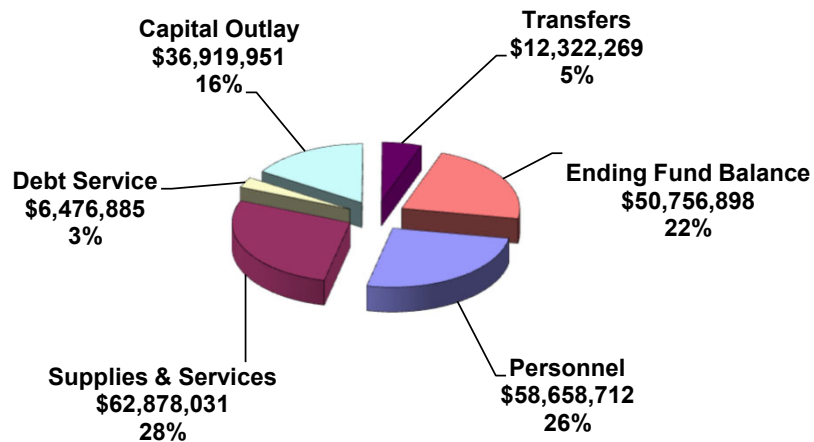
2024 EXPENDITURES - ALL FUNDS

FUND	PERSONNEL	SUPPLIES & SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TRANSFERS	ENDING FUND BAL.	2024 TOTAL BUDGET
General Fund							
General Government:							
City Council	396,492	44,967					441,459
Executive	474,226	78,020					552,246
Financial Services	1,385,371	351,475					1,736,846
Legal Department	1,671,654	298,572					1,970,226
Human Resources	562,124	325,197					887,321
Community Development	2,231,243	966,673			80,000		3,277,916
Municipal Court	1,270,505	759,150					2,029,655
City Auditor	136,649	6,630					143,279
Law Enforcement	12,350,974	2,515,501					14,866,475
Fire/Emergency Medical	12,830,007	1,598,079					14,428,086
Police & Fire Pension	1,205,400	477,700					1,683,100
General Facilities	558,757	1,579,322		120,000			2,258,079
General Parks	2,575,881	891,741					3,467,622
Engineering	3,821,039	443,181					4,264,220
Non-Departmental	744,500	5,324,411			1,533,000		7,601,911
Ending Fund Balance						10,223,595	10,223,595
Total General Fund	42,214,822	15,660,620	0	120,000	1,613,000	10,223,595	69,832,036
Special Revenue Funds:							
Street	1,571,042	1,842,132				194,779	3,607,953
Contingency Reserve						2,111,802	2,111,802
Lodging Tax		505,000			250,000	838,487	1,593,487
Parking System		1,336,141	577,033	20,000	70,000	402,576	2,405,750
Comm. Dev. Block Grant	144,717	119,181			273,000	270,602	807,500
Abatement Revolving Fund		355,100				154,683	509,783
Police Special Projects		256,596				526,966	783,562
Public Access Television	471,382	78,466		77,000		345,164	972,012
Gift & Donations Fund		2,500				97,660	100,160
Trial Improvement		37,000				91,362	128,362
One Percent for Arts		8,000				493	8,493
Conference Center Oper		1,745,988	28,050	80,000		49,817	1,903,855
Total Spec. Rev. Funds	2,187,141	6,286,103	605,083	177,000	593,000	5,084,391	14,932,718
Debt Service Fund:							
2010 UTGO			855,625			142,240	997,865
Government Center LTGO			330,863			88,530	419,393
2015 Public Safety Bond			502,800			295,053	797,853
2019 Refunding LTGO			533,834			14,383	548,217
Total Debt Service Fund	0	0	2,223,122	0	0	540,206	2,763,327
Capital Improvement Funds:							
General Govt Capital Improv.					3,311,269	4,667,829	7,979,098
Park Facilities Construction						504,065	504,065
Residential Street & Sidewalk Fund						0	0
Transportation Projects Fund		1,370,000		10,354,093	495,000	805,068	13,024,161
Fire Public Safety Capital						6,385	6,385
Affordable Housing Capital Fund		1,400,000				82,791	1,482,791
Total Capital Improv. Funds	0	2,770,000	0	10,354,093	3,806,269	6,066,138	22,996,500
Total General Gov't Funds	44,401,963	24,716,723	2,828,204	10,651,093	6,012,269	21,914,329	110,524,581

2024 EXPENDITURES - ALL FUNDS

FUND	PERSONNEL	SUPPLIES & SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TRANSFERS	ENDING FUND BAL.	2024 TOTAL BUDGET
Enterprise Funds:							
Water Utility	5,180,452	8,762,165	727,228		2,600,000	1,697,175	18,967,021
Water Capital		2,048,000		7,679,186		6,235,675	15,962,861
Wastewater Utility	4,070,865	10,365,153	1,758,025		3,175,000	1,782,862	21,151,905
Wastewater Capital		1,250,000		10,937,672	60,000	8,633,525	20,881,197
Stormwater Utility	1,931,207	3,377,642	730,513		475,000	666,441	7,180,803
Stormwater Capital		275,000		6,102,000		1,657,189	8,034,189
Utility Debt Reserve						1,712,238	1,712,238
Gold Mountain Golf Complex	11,516	5,570,921	432,915			2,978,512	8,993,864
Total Enterprise Funds	11,194,040	31,648,881	3,648,681	24,718,858	6,310,000	25,363,618	102,884,078
Internal Service Funds:							
Risk Management	625,000	3,514,638				308,121	4,447,759
Employment Security	40,000					318,717	358,717
Accumulated Leave Liability	500,000					1,067,949	1,567,949
ER&R Operations & Maint	636,097	1,575,893		35,000		4,272	2,251,262
ER&R Equipment Reserves		10,496		1,515,000		1,750,110	3,275,606
Information Services	1,261,612	1,411,400				29,782	2,702,794
Total Internal Service Funds	3,062,709	6,512,427	0	1,550,000	0	3,478,951	14,604,087
Total Business Type Funds	14,256,749	38,161,308	3,648,681	26,268,858	6,310,000	28,842,569	117,488,165
Total All Funds	58,658,712	62,878,031	6,476,885	36,919,951	12,322,269	50,756,898	228,012,747

Expenditures - All Funds



**Published for
November 15
Council Meeting**

ITEM 6A – Public Comments

From: dianne iverson <diverson1950@gmail.com>

Sent: Wednesday, November 15, 2023 1:54 PM

To: City Council <City.Council@ci.bremerton.wa.us>; Jeff Coughlin <Jeff.Coughlin@ci.bremerton.wa.us>; Jennifer Chamberlin <Jennifer.Chamberlin@ci.bremerton.wa.us>; Denise Frey <Denise.Frey@ci.bremerton.wa.us>; Quinn Dennehy <Quinn.Dennehy@ci.bremerton.wa.us>; Michael Goodnow <Michael.Goodnow@ci.bremerton.wa.us>; Anna Mockler <Anna.Mockler@ci.bremerton.wa.us>; Eric Younger <eric.younger@ci.bremerton.wa.us>

Subject: Thank you!

Council President Coughlin and Council-members Chamberlin, Frey, Dennehy, Goodnow, Mockler, and Younger,

I am Dianne Iverson, resident of district 7 in Bremerton. I would prefer to thank you in person tonight at Council meeting but I came down with covid this week. So at this time, this email will have to do.

Thirtyseven years ago, I served on a city council in a small rural town in Central Oregon. I learned a lot from that experience. One of the most important lessons for me was it is a lot of work to be an effective city council member. In addition to the work-load, for me it was a high learning curve. There's a lot to learn and very little training and time to help you, especially if you're working full time.

The entire Bremerton City Council has my utmost admiration. You work hard and you care a lot about Bremerton. I admire your values and your determination and your respectful dialogue with each other, and with the community.

This budget cycle has been a difficult one. Our city is changing, and to prioritize spending is necessary, but you already know that and have struggled with the task at hand. Tonight you vote on your final budget.

Specifically, I want to thank you for your support of the 6th street road diet, and the investment of planning and design that is needed to make it a successful project. If done correctly and in partnership with the community, it will transform and connect the small business district of Charleston, 6th street, and downtown. It not only will make this a safer east/west route for bikes and pedestrians, but research shows, small businesses will begin to thrive.

I look forward to 2024 and our commitment to a more livable community, one that welcomes and supports all of our residents. Thank you again for all the work that you do for Bremerton.

Dianne Iverson
district 7

**Published for
November 15
Council Meeting**

Item 3 – Mayor’s Report



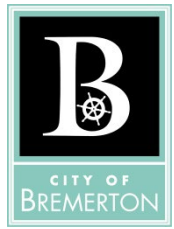
MAYOR'S REPORT

November 15, 2023

BREMERTON
WASHINGTON



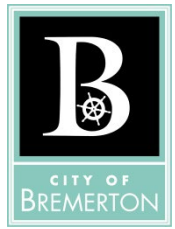
Shelter Opening and Encampment Removal



- On Nov. 1, Salvation Army opened its winter low-barrier walk-up shelter
- With availability of the shelter for those in need, City was able to begin enforcement of City's new non-camping ordinance
- As part of these efforts:
 - City conducted outreach and communicated to encampment occupants in October about opening of shelter on Nov. 1 and upcoming ordinance enforcement
 - On Nov. 1, began posting notices of encampment removal to begin after 3 days; notices provided in subsequent neighborhoods over next several days
 - City began removing and cleaning up encampments after 72 hours of notice
 - City worked with our Bremerton Police Department Navigators, Kitsap's HEART Team, REAL Team and other volunteers to provide assistance as part of effort



Shelter Opening and Encampment Removal



Totals

- Total garbage disposed of: 27.95 tons.
- Valuables recovered awaiting owners to reclaim: two bicycles, one wheelchair, one walker
- No encampment occupants were forcibly removed during encampment removal

On-going Operations

- City staff are observing past encampment locations to ensure they do not recur and monitoring other areas for encampments





Update on Shelter Capacity

Kitsap Rescue Mission

- 170-person waiting list
- Must go through background checks prior to being on waitlist
- Additional background check and screening process once at top of waiting list

Benedict House (Men's Shelter) – 30-person waiting list

Georgia's House (Women and Children) - Currently full

St. Vincent de Paul – Approximately 13 beds open for women and children

November 14, 2023

The Honorable Mike Johnson
Speaker
U.S. House of Representatives
H-232 U.S. Capitol
Washington, D.C. 20515

The Honorable Chuck Schumer
Majority Leader
U.S. Senate
322 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Hakeem Jeffries
Minority Leader
U.S. House of Representatives
2433 Rayburn HOB
Washington, D.C. 20515

The Honorable Mitch McConnell
Minority Leader
U.S. Senate
317 Russell Senate Office Building
Washington, D.C. 20510

Dear Speaker Johnson, Leader Jeffries, Leader Schumer, and Leader McConnell:

As mayors representing millions of Americans, we strongly urge you to pass President Biden's supplemental funding request, which includes urgently needed resources to address the fentanyl and synthetic opioid crisis which is killing 150 people a day. Cities are experiencing record fentanyl overdoses, and additional funding is needed to ensure federal law enforcement, first responders, and our public health systems have the tools they need to combat this epidemic and keep our communities safe. We greatly appreciate the Biden Administration's efforts on this critical issue, but more must be done.

The deadly fentanyl crisis impacts every corner of our country, from urban to rural areas. Fentanyl is potent, cheap, highly addictive, and can be fatal even in extremely small amounts. It is flooding our streets and, more often, is found in other narcotics. More than 100,000 Americans died from overdose in 2022, with the vast majority attributed to opioids. In 2023, fentanyl continues to victimize our most vulnerable, tear apart families, and kill at an alarming rate. The President's supplemental request reflects this grim reality and takes meaningful steps to address this issue with a dual public safety and public health approach.

The President's supplemental request includes \$1.2 billion to crack down on the trafficking of illicit fentanyl and halt its passage through U.S. borders. These funds will enable the Department of Homeland Security to hire over 1,000 new Customs and Border Protection officers and expand Homeland Security Investigations related to fentanyl trafficking. Law enforcement will also be provided with cutting-edge technologies required to detect and seize fentanyl at U.S. ports of entry, helping stop the flow of deadly narcotics into our communities.

The President's supplemental funding request would also allocate \$1.5 billion in grant funding to localities through the Department of Health and Human Services' State Opioid Response (SOR) grant program. These critical dollars will provide communities with life-saving treatment options, staffing, and other resources needed to prevent overdose deaths and expand access to recovery support services. Without these funds, cities will be left critically under-resourced in our fight against this deadly drug.

The President's request recognizes the multi-pronged approach needed to address the devastating impacts of fentanyl. We believe there is a bipartisan consensus on the urgency of this crisis and urge you to provide localities and federal law enforcement with the tools needed to save American lives.

Thank you,

Mayor Bruce Harrell
City of Seattle, WA

Mayor John Giles
City of Mesa, AZ

Mayor Lily Mei
City of Fremont, CA

Mayor Rex Richardson
City of Long Beach, CA

Mayor Matt Mahan
City of San Jose, CA

Mayor Martha Guerrero
City of West Sacramento, CA

Mayor Luke Bronin
City of Hartford, CT

Mayor Jane Castor
City of Tampa, FL

Mayor Tishaura Jones
City of St. Louis, MO

Mayor Aftab Pureval
City of Cincinnati, OH

Mayor Lucy Vinis
City of Eugene, OR

Mayor Jim Kenney
City of Philadelphia, PA

Mayor Sofia Aragon
City of Burien, WA

Mayor London N. Breed
City of San Francisco, CA

Mayor Kate Gallego
City of Phoenix, AZ

Mayor Jerry Dyer
City of Fresno, CA

Mayor Todd Gloria
City of San Diego, CA

Mayor Valerie Amezua
City of Santa Ana, CA

Mayor Mike Johnston
City of Denver, CO

Mayor Muriel Bowser
City of Washington, DC

Mayor Quinton Lucas
City of Kansas City, MO

Mayor Vi Lyles
City of Charlotte, NC

Mayor Justin Bibb
City of Cleveland, OH

Mayor Ted Wheeler
City of Portland, OR

Mayor Cassie Franklin
City of Everett, WA

Mayor Glenn Johnson
City of Pullman, WA

Mayor Allan Ekberg
City of Tukwila, WA

Mayor Janice Decio
City of Yakima, WA

Mayor Brett Gailey
City of Lake Stevens, WA

Mayor Cheryl Selby
City of Olympia, WA

Mayor Greg Wheeler
City of Bremerton, WA

Mayor Lynne Robinson
City of Bellevue, WA

Mayor Keith Scully
City of Shoreline, WA

Mayor Jason Whalen
City of Lakewood, WA

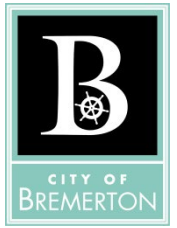
Mayor Christine Frizzell
City of Lynnwood, WA

Mayor Matt Mahoney
City of Des Moines, WA

Mayor Angela Birney
City of Redmond, WA



Bremerton Library Building Project



Before



After



Bremerton Library Building Project

Before



After



**Published for
November 15
Council Meeting**

Item 8 – Council Reports

District Six Council Report





DISTRICT SIX TOWNHALL

*Presented by Anna Mockler,
Bremerton City Council, District Six*

Every Second Monday, 4-6pm
100 Oyster Bay Ave N (Bremerton Public Works)

**What are your hopes and concerns?
Talk to your City Councilor**

**What Council did last month
and
What they'll look at soon**

Questions? Email Anna.Mockler@ci.bremerton.wa.us



2023 Dates:

Jan 9, Feb 13, Mar 13, Apr 10, May 8, June 12,
July 10, Aug 14, Sept 11, Oct 9, Nov 13, Dec 11





District 3 Report

November 15, 2023





Magic in Manette

FRIDAY
DECEMBER 1ST
5:00PM - 8:00PM

SANTA ARRIVES AT 5:00PM | TREE LIGHTING AT 7:00PM



KRAMPUSNACHT BREMERTON

December 1, 2023
Downtown Bremerton

2pm to 9pm: Krampus Craft Market at Marina Square

4pm to 9pm: Festival at 4th St & Pacific Ave

www.krampusbremerton.com





DOWNTOWN BREMERTON ASSOCIATION PRESENTS

WINTER

FEST

**DEC
1-2**

HOLIDAY SHOPPING | TREE LIGHTING

