



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

WEDNESDAY, NOVEMBER 8, 2023
CITY COUNCIL HYBRID STUDY SESSION AGENDA
Starting at 5:00 PM in Council Conference Room 603

*Council Conference Room 603 will be open to the public to attend the Study Session in-person, but there will be no opportunities for input. However, public questions or comments may be submitted at any time to City.Council@ci.bremerton.wa.us. Please remember that the content of the Agenda Bill items is subject to change; and no action at the Study Session is anticipated. If approved by the Council, these items will be placed on the **November 15, 2023** City Council Meeting Agenda, or as indicated...*

- *Members of the public may click the link below to join the webinar:
<https://us02web.zoom.us/j/87318266756?pwd=ZWlMVnVYbFBHbHlY5U1RlU0FmZlRlU09>*
- *Or One tap mobile:
US: +12532050468,,87318266756#,,,,*857582# or +12532158782,,87318266756#,,,,*857582#*
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Webinar ID: 873 1826 6756
Passcode: 857582

A. UPDATES & BRIEFINGS ON AGENDA BILL ITEMS

1. Update on Kitsap County Housing & Homelessness – Doug Washburn, Director for the Department of Human Services; and Carl Borg, Program Manager for the Housing and Homelessness Division
2. Update on Rejuvenation Community Day Center – Diana Sullivan, Director of Operations for the Foundation for Homeless and Poverty Management
3. Confirm Reappointment of Nick Wofford to the Bremerton Planning Commission
4. Confirm Reappointment of Ed Coviello to the Bremerton Planning Commission
5. Acceptance of FY-2022 State and Local Cybersecurity Grant
6. Supplemental Agreement No. 1 with SCJ Alliance for Design of the View Ridge Elementary – Almira Drive Safe Routes to School Project
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
9. Amendment to Minutes of Meeting – September 20, 2023

B. GENERAL COUNCIL BUSINESS

1. Discussion on Social Media Guidelines for Elected Officials *Information only*
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...*)

C. ADJOURNMENT OF STUDY SESSION



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



CITY COUNCIL HYBRID STUDY SESSION NOVEMBER 8, 2023

A. 1. Update on Kitsap County Housing & Homelessness –

Doug Washburn

Director for the Department of Human Services

Carl Borg

*Program Manager for the Housing and
Homelessness Division*



HEADING HOME

Kitsap Homeless Crisis Response and Housing Plan

2019 Update
Approved 11/25/19

Note: This is a Compliance Update to meet new Washington State Dept. of Commerce requirements. Changes from the 2018 Plan were made only in these sections: Action Plan – Detail Matrix, Appendix D, and Appendix E.



Kitsap County
Department of Human Services



Kitsap Housing and
Homelessness Coalition

City of Bremerton & Kitsap County Affordable Housing Recommendations Report

March 2020

Prepared for: The City of Bremerton and Kitsap County

FINAL REPORT

ECONorthwest

ECONOMICS • FINANCE • PLANNING

Park Place
1200 6th Avenue, Suite 615
Seattle, WA 98101
206-823-3060

Kitsap County Healthcare System Assessment

Delphi Study: Round 3
November 6, 2023



JOHNS HOPKINS
BLOOMBERG SCHOOL
of PUBLIC HEALTH

Center for
Health Security

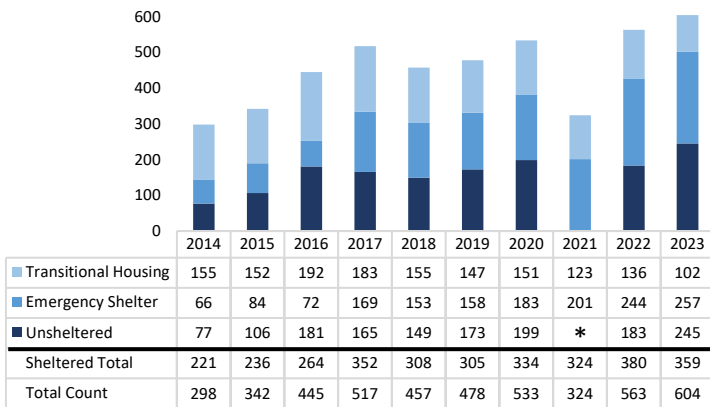


2023 Kitsap County Point in Time Count Overview – Preliminary Data

The "Point in Time" count is an annual survey that gathers information about people experiencing homelessness during a 24-hour period at the end of January. This survey provides critical information regarding the scope and nature of homelessness in our community and can impact funding for homeless housing and services. Because participating in the survey is voluntary, and relies on volunteers finding people experiencing homelessness, it is considered to be an undercount of the actual number of people experiencing homelessness. Participants are surveyed in a number of locations throughout the county including the Project Connect Resource Fairs^[1], food banks/meal sites, in encampments, and on the streets.

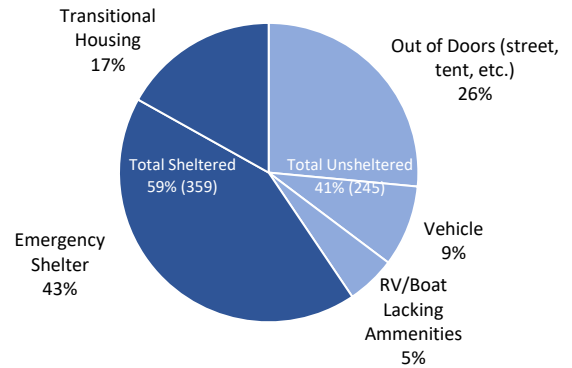
Increasing Numbers of Unsheltered Individuals

The 2023 count of 245 unsheltered individuals indicates an 34% increase from 2022 and a 23% increase from the prior highest count of 199 in the year 2020. Note that additional shelter beds were in operation during from 2021-2023. The unsheltered count was not performed in 2021 due to the COVID-19 pandemic*.



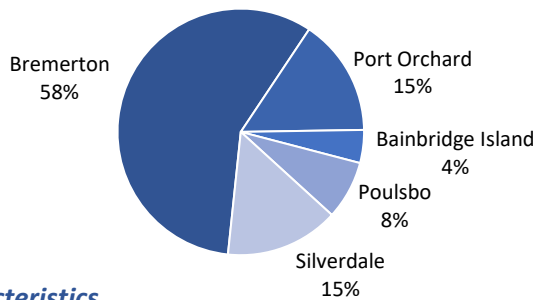
Defining Sheltered vs. Unsheltered

For the purposes of this survey, information is collected on sheltered (in emergency shelter or transitional housing) vs. unsheltered homelessness. In the 2023 count, 245 people said they were unsheltered. The majority of those who were unsheltered indicated they lived outside in places not meant for human habitation.



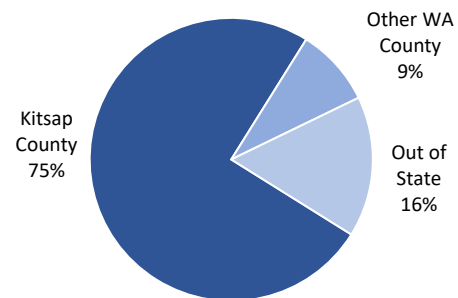
Current City

Efforts were made to survey widely across Kitsap County where households experiencing homelessness were anticipated to be encountered. Participants experiencing unsheltered homelessness (210 households, 245 individuals) were surveyed in the following locations throughout the county.



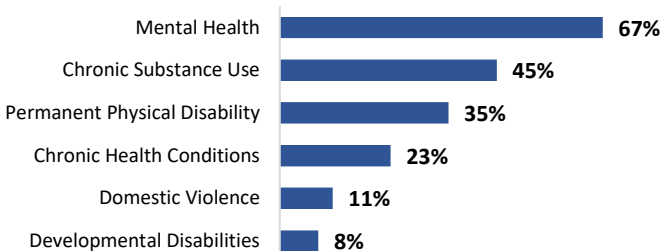
Last Place of Residence

Surveys also collected information about the last city of permanent residence, and 27% of unsheltered households provided this data. 42 (75%) of those households previously had stable housing in Kitsap County.



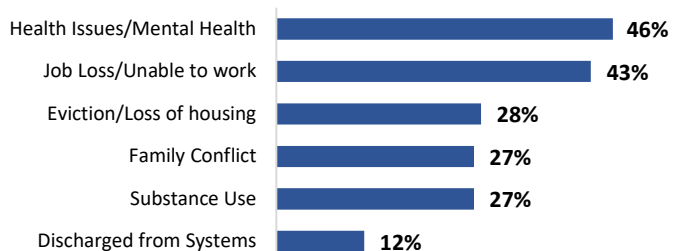
Characteristics

When asked about various personal characteristics, 142 unsheltered heads of households (68%) responded. The most common response from survey participants was that they experienced challenges related to mental health, followed by chronic substance use, permanent disability, and chronic health conditions.



Causes of Homelessness

When asked about the specific cause (or causes) of homelessness, 113 unsheltered households (54%) responded. The most common response was health issues (including mental health), economic issues (loss of job or unable to work) and housing issues (eviction or loss of housing).



[1] In 2023 the Project Connect Community Resource Fairs were hosted at the Salvation Army in Bremerton, Gateway Fellowship Church in Poulsbo, and at the United Methodist Church in Port Orchard.





September 2023

Kitsap County's response and strategies to homelessness and the housing crisis

Kitsap County's ongoing efforts to address a growing homeless and housing crisis, including challenging issues with unauthorized encampments on public property, focuses on a comprehensive response. County Commissioners and staff have developed a strategy leveraging community partnerships; the investment of local, state and federal funds; data gathering and reporting; and coordination of mental health, substance-abuse and employment services. The goal is to support a housing crisis response system that makes homelessness rare, brief, and one-time.

Homeless encampment clean-up and prevention

Encampment Response Policy – In December 2021, County Commissioners approved a new Encampment Response Policy, outlining specific steps and coordination to govern the County's approach to addressing encampments. It specifically directs County departments, other public agencies, and community non-profit social service providers how to coordinate efforts in responding to encampments while adhering to current legal requirements.

HEART Coordinator – In April of 2022 the County hired a Homeless Encampment Action & Response Team (HEART) Coordinator, a new full-time position dedicated specifically to encampment response and responsible for implementing the response policy, coordinating groups and resources, and directing clean-up efforts.

Encampment outreach team – The County is contracting with the Housing Solutions Center through Kitsap Community Resources for an additional two-person encampment outreach team to work closely with the HEART Coordinator, providing consistent and timely outreach to people living in encampments and other outdoor locations. The outreach team will focus on connecting people with shelter referrals, housing programs, and other resources.

REAL Team Outreach Teams - Recovery, Empowerment, Advocacy, and Linkage (R.E.A.L) Teams serve 700+ people in Kitsap. 88% of regional referrals responded to in 0-15 minutes.

Kitsap Recovery Center Detox/Inpatient Outreach – Work with the HEART Team and other navigators to get people into rehab now.

SALISH Rental Assistance – Increased from \$500,000 to \$1,200,000 in 2023.

Increased shelter beds – Since the beginning of the pandemic in March 2020, the County has continually supported an additional shelter beds, operated by the Kitsap Rescue Mission and the Salvation Army. This increased shelter bed capacity has provided more than 750 individuals with shelter during the pandemic. Funding to keep beds operational will continue through the end of 2024 to provide accommodations as people are moved out of encampments and off the streets.

Hotel voucher program – The County is contracting with Kitsap Community Resources for a hotel voucher program to expand the number of alternatives to immediately house people currently living outdoors who can't be accommodated with the limited shelter beds available. The program will include intensive case management and support services to assist people in moving from these brief hotel stays to permanent housing. The County also designated an additional \$2 million for rental and deposit assistance towards this effort.

Mile Hill temporary housing program – After purchasing a large building on Mile Hill Drive in South Kitsap, the County is working on renovations and expects to open the facility by 2024. The new shelter will provide 75 beds for 24/7 temporary housing with supportive services on-site for people staying in the housing program. Kitsap Rescue Mission will operate the site through a contract with the County. Services offered are anticipated to include meals, laundry, showers, mental health appointments, substance abuse treatment referrals, medical appointments, employment assistance, and connections with benefits.

Permanent supportive housing – Recognizing that many people who are currently living in encampments need long-term housing assistance and permanent supportive services, the County (and many other funders and social service partners) is supporting Pendleton Place, a new 72-unit housing complex targeted to people with severe and persistent mental health and substance-use disorders that might otherwise be experiencing homelessness.

Job placement and development – Job development, training and placement through Olympic Workforce Development One Stop centers.

Veterans Park restoration – Partnering with the non-profit group Northwest Hospitality. In total, 300 Northwest Hospitality volunteers have contributed close to 1,000 hours and cleared out over 56,000 pounds of trash at the park and a smaller team of 23 volunteers has put in 130 hours, gathering over 27,000 pounds of trash during weekly maintenance events that began in November 2021. The County hired a clean-up and hauling company, Layland Construction, to supplement the volunteer work and haul away the waste.

Responding to Kitsap's housing crisis

- **Preventing homelessness** – Kitsap County's housing crisis response is coordinated to increase housing stability by providing eviction prevention through rental and utility assistance, creating more temporary housing and lowering barriers for people to move into permanent, affordable, supportive housing.

Helping people stay in their homes is a vital part of Kitsap County's strategy. During the pandemic, the [Kitsap Eviction Prevention Assistance Program](#) distributed \$24.4 million to help keep people in their homes and an additional \$30 million is allocated through September 2023. From September 2020 through July 2022, nearly 3,328 households were served with an average distribution of \$7,352 in rental assistance and utilities assistance per household.

- **Increasing affordable housing inventory** – With the new affordable housing 1/10th of 1 percent sales tax Commissioners approved in January, the County can provide significant funding for the construction and acquisition of housing to support families and individuals whose income is below 60 percent of the area median income. This can also be used to leverage additional funding from state and federal governments. Collection of the tax begins April 1, 2022.

Kitsap Eviction Prevention Assistance (KEPA) – Data Summary

Report Date Range: September 1, 2020 - February 28, 2023

The COVID-19 pandemic has impacted many families and has led to an unprecedented number of households being behind on rent. In response to this need, federal, state and local policy makers have appropriated funding for rent assistance to pay back rent, utilities, and some future rent to help people stay housed.

Kitsap County was granted emergency Eviction Rental Assistance Program (ERAP) in Sept 2020, and Treasury Rental Assistance Program (T-RAP) funding from the WA Dept. of Commerce in April 2021. In addition, Kitsap County applied directly to the Treasury Eviction Rent Assistance program (Treasury ERA). These funds were granted for the purpose of supporting activities that will reduce the likelihood of eviction among low income households, with a focus on ensuring that historically underserved populations have information about and access to this resource.

In Kitsap County the KEPA program relies on several community partners. These partners consists of rent assistance distribution organizations (Kitsap Community Resources, Housing Kitsap, Bremerton Housing Authority, The Coffee Oasis, and the Port Gamble S'Klallam Tribe) and 6 outreach partner organizations (House of Refuge/Hope360, Gather Together Grow Together (G2G2), Foundation for Homeless & Poverty Management, Mt Zion Church/PYA, Surviving Change, and Kitsap Immigrant Assistance Center).

Over \$31.2 million in rent assistance provided

Between September 2020 – February 2023, a total of 3,887 Kitsap County households have been provided a combined total of over \$31.2 million dollars of rent and utility assistance, paid to landlords and utility providers to prevent eviction.

Households with the greatest needs are assisted

KEPA funds are targeted toward households most likely to become homeless after eviction in Kitsap County. Qualifying households must be at or below 50% of Area Median Income (AMI), AND have at least 1 month of unpaid rent.

Qualifying households must qualify by: meeting income limits (at or below 50% AMI); be at risk of homelessness or experiencing housing instability; and have a financial hardship directly or indirectly due to COVID-19 which threatens the ability to pay rent due.

Households were provided with an average of 7 months of assistance

Households that are assisted by the KEPA program have been provided with an average number of 7 months of rent assistance. The average amount of rent provided was \$1,091 per month. KEPA rent assistance is able to pay for rent due, with limits of up to 150% of Fair Market Rent (FMR) for qualifying households for rent owed to the landlord.

Equity outcomes and benchmarks

The KEPA program promotes equity in who is served and focuses on populations that historically have not been provided equitable access to rent assistance, and those populations most impacted by the COVID-19 pandemic. This includes ethnic and racial minorities, LGBTQ+, people with mental health or substance issues, people with limited English proficiency, and other people who may not have access to supports.

To reach these underserved and diverse populations, several outreach organizations assisted in targeted outreach within their communities to directly assist with applying for assistance.

Funding for this program includes a requirement to meet or exceed benchmarks based upon equitable access among these populations. Kitsap County far exceeded these requirements to work towards racial equity.

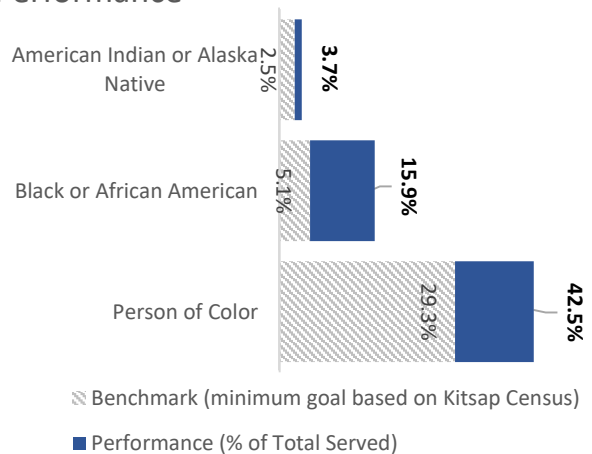
Over \$31.2 million in unpaid rental assistance paid to landlords for 3,887 most vulnerable low-income households at risk of eviction

70% of households served have incomes less that 30% Area Median Income

Household Size	30% AMI
1	\$21,630
2	\$24,720
3	\$27,810
4	\$30,870

Including rent, utilities, and other allowable housing costs, an average total amount of \$8,031 of assistance has been provided per qualifying household.

Racial Equity Benchmarks and Performance



Kitsap County Department of Human Services
 Housing & Homelessness Division
 345 6th St, Suite 400
 Bremerton, WA 98337

Kirsten Jewell, Division Manager
 360-337-7286
 kjewell@kitsap.gov
<http://kcowa.us/kepa>

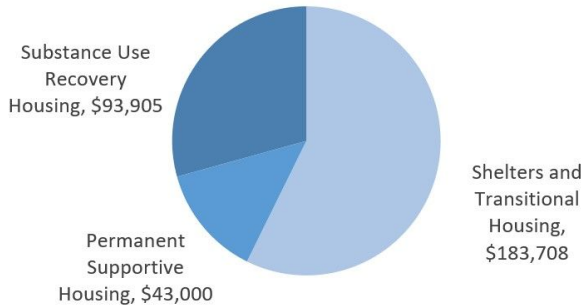
Updated: 03/21/2023

Investments of Public Funds

Affordable Housing Grant Program

\$320,613

Invested in Operations & Maintenance of Shelter and Affordable Housing Units



Affordable Housing Grant Program funds are authorized by the Washington State legislature and are collected through a fee on certain transactions recorded at the Auditor's Office.

These grant funds are distributed through a competitive process to Kitsap organizations that provide affordable housing in a variety of ways, including shelters, transitional housing, and substance use recovery housing. For more information on the grant process please visit:

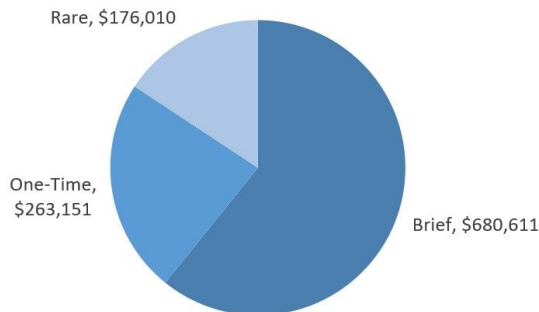
<https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>

The authorizing legislation defines the allowable use of funds as: operations and maintenance support for existing affordable housing, acquisition, rehab, or development of new affordable housing, rental assistance voucher programs, and support for overnight shelters. With such a small annual total, in Kitsap the funding has been prioritized to fund operations and maintenance.

Homeless Housing Grant Program

\$1,119,772

Invested to Make Homelessness Rare, Brief, and One-Time



Homeless Housing Grant Program funds are authorized by the Washington State legislature and are collected through a fee on certain transactions recorded at the Auditor's Office.

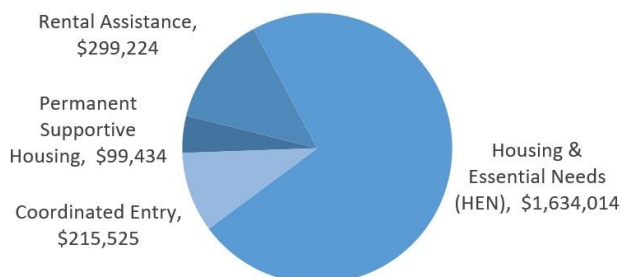
These grant funds are distributed through a competitive process to Kitsap housing programs and social service providers working to implement the strategies and action steps identified in the Kitsap Homeless Crisis Response and Housing Plan.

The Kitsap Homeless Crisis Response and Housing Plan outlines five goals for addressing homelessness (listed on the following pages). Each goal includes specific strategies and action steps. The Plan is available at <https://www.kitsapgov.com/hs/Pages/HH-Homeless-Crisis-Response-and-Housing-Plan.aspx>

Consolidated Homeless Grant

\$2,248,197

Invested in Permanent Supportive Housing for Chronically Homeless Families, Coordinatred Entry, HEN, and Rental Assistance









The Consolidated Homeless Grant (CHG) program is funded through the portion of document recording fees that are not retained locally and are transmitted to the Washington State Department of Commerce. Commerce distributes these funds back to counties through contracts for specific homeless housing and services. These grant funds are administered by the Division and sub-contracted to eligible service providers. The funds are governed by Commerce's CHG Guidelines.

The Housing and Essential Needs (HEN) program provides access to essential needs items and rental assistance for low-income individuals who are unable to work for at least 90 days due to a physical and/or mental incapacity and are ineligible for Aged, Blind, or Disabled (ABD) cash assistance. While DSHS/CSD determines eligibility for the referral to the HEN program, actual eligibility for rental assistance and essential needs items is determined by the Department of Commerce through a network of homeless service providers.




Distribution of Grant Funding by Plan Goals



The Kitsap Homeless Crisis Response and Housing Plan includes goals, strategies, action steps, and metrics for measuring the effectiveness of the countywide homeless crisis response system. Grant funding is distributed to service providers that are implementing strategies outlined in the plan to meet the following goals.

Strategies	Investments	2021 Results
Goal 1: Make homelessness rare.		
Homeless Prevention  Targeted prevention resolves imminent homelessness with housing-focused case management and temporary rent subsidies.	Housing Kitsap <i>HHGP (\$66,310)</i>	13 low-income households retained housing
	Housing Resources Bainbridge <i>HHGP (\$50,857)</i>	6 low-income households retained housing
	North Kitsap Fishline <i>HHGP (\$17,724)</i>	31 households prevented from eviction/able to secure housing
	Olive Crest <i>HHGP (\$57,158*)</i>	28 foster youth retained stable housing and received supportive services
Goal 2: Make homelessness brief.		
Coordinated Entry  Connects households that are homeless or at risk of homelessness to appropriate housing interventions at one-stop housing resource offices located across the county.	Kitsap Community Resources Housing Solutions Center <i>HHGP (\$205,409), CHG (\$215,525)</i>	1,757 households connected to shelter and housing 780 individuals were contacted by outreach specialists in the community, at events, the jail, and treatment facilities
	Continuous Stay Emergency Shelters  Emergency housing that provides a short-term stay at no cost. Beds are reserved for residents until they exit the program. Shelter stays typically include housing case management and connections with resources with the goal of securing appropriate permanent housing.	Catholic Community Services Benedict House <i>HHGP (\$100,752)</i>
	Kitsap Community Resources Emergency Housing <i>AHGP (\$43,500), HHGP (\$28,097)</i>	16 beds for families 20 individuals served
	St Vincent de Paul Stella Maris House <i>AHGP (\$18,492), HHGP (\$65,023)</i>	21 beds for women and women with children 104 individuals served
	Weaver Foundation Georgia's House <i>AHGP (\$23,945), HHGP (\$62,707)</i>	22 beds for women and women with children 118 individuals served
	Coffee Oasis Youth Shelter <i>AHGP (\$25,188)</i>	6 beds for youth 16-20 years of age 23 youth served
	YWCA of Kitsap County ALIVE Domestic Violence Shelter <i>AHGP (\$32,583), HHGP (\$21,991)</i>	13 beds for women and women with children fleeing domestic violence 71 individuals served

Strategies	Investments	2021 Results
<p>Seasonal Shelters</p> <p>Emergency shelter beds function similarly to drop-in shelter beds, but are only available during a specified period, or dependent on severe weather.</p> 	<p>Severe Weather Shelters <i>not funded by AHGP, HHGP, or CHG</i></p>	<p>34 max beds in 4 locations - availability is weather dependent 298 overnight stays</p>
<p>Transitional Housing</p> <p>Subsidized housing for up to 2 years with rent typically set at no more than 30% of client's income. Case management services are included to prepare individuals to obtain housing and live self-sufficiently.</p> 	<p>Kitsap Community Resources Transitional & Supportive Housing <i>AHGP (\$40,000), HHGP (\$46,621*)</i></p>	<p>22 units for families 29 households served</p>
<p>Homeless Services</p> <p>Provides supportive services to help homeless or unstably housed individuals meet basic needs, seek employment, participate in training programs, and to address barriers to housing or engagement in services.</p> 	<p>Kitsap Community Resources <i>HHGP (\$28,937*)</i></p> <p>North Kitsap Fishline <i>HHGP (\$33,431*)</i></p> <p>The Coffee Oasis <i>HHGP (\$100,670)</i></p>	<p>1 adult provided with safe parking 95 households provided case management and services</p> <p>18 adults provided safe parking or camping space with services</p> <p>91 homeless youth provided life skills training, 52 youth engaged in housing case management, and 23 entered into supportive housing</p>

Goal 3: Make homelessness one-time.

<p>Permanent Supportive Housing</p> <p>Permanent subsidized housing serves individuals or households in need of ongoing supportive services and assistance such as people with mental health issues, substance abuse disorders, physical disabilities, or more than one of these.</p> 	<p>Housing Resources Bainbridge Permanent Affordable Housing <i>HHGP (\$34,794)</i></p> <p>YWCA of Kitsap County Home Safe <i>AHGP (\$8,000), HHGP (\$12,000)</i></p>	<p>14 units for low-income adults and families 15 households served</p> <p>10 units for women with children fleeing violence 15 households served</p>
<p>Permanent Housing</p> <p>Permanent subsidized housing that serves low-income individuals or households without a disability, but who need ongoing supportive services and assistance.</p> 	<p>Catholic Housing Services Max Hale Center <i>AHGP (\$35,000), HHGP (\$20,000)</i></p> <p>Kitsap Community Resources Housing for Chronically Homeless <i>CHG (\$99,434)</i></p> <p>Kitsap Homes of Compassion Shared Housing Program <i>HHGP (\$34,550)</i></p>	<p>53 units for single adults 57 households served</p> <p>5 units for families 8 households served</p> <p>23 rooms for single adults 37 households served</p>
<p>Substance Use Recovery Housing</p> <p>Clean and sober living for individuals and families in recovery from addiction. Includes peer support and connection to services which reinforce a substance-free lifestyle and promote long-term recovery.</p> 	<p>Agape Unlimited Sisyphus II Permanent Housing <i>AHGP (\$27,986), HHGP (\$30,132)</i></p> <p>Koinonia Inn Transitional Housing <i>AHGP (\$48,779)</i></p> <p>West Sound Treatment Center O'Hana House and Lighthouse <i>AHGP (\$17,140), HHGP (\$17,860)</i></p>	<p>24 units for single adults and families 60 households housed with recovery supports</p> <p>6 units for pregnant and parenting women in recovery 13 households housed with recovery supports</p> <p>6 units for single women and women w/children 4 units for single men 20 households served with recovery housing and supports</p>

Strategies	Investments	2021 Results
<p>Rapid Re-Housing</p> <p>Helps to quickly move households from homelessness into permanent housing by providing move in assistance, temporary rent subsidies, and housing-focused case management.</p> 	<p>Kitsap Community Resources Rapid Re-Housing CHG (\$299,224*), HHGP (\$78,774)</p> <p>Olive Crest Independent Living Skills HHGP (\$1,684*)</p> <p>North Kitsap Fishline Rapid Re-Housing HHGP (\$4,290*)</p>	<p>81 households obtained stable housing 49 households assisted with housing case management</p> <p>1 foster youth obtained stable housing</p> <p>5 households obtained stable housing</p>
<p>HEN - Housing & Essential Needs</p> <p>Provides program participants with rent assistance, utility and transportation assistance, as well as hygiene supplies.</p> 	<p>Catholic Community Services Housing & Essential Needs CHG (\$1,634,014)</p>	<p>600 households helped to obtain or retain housing and provided essential needs</p>

Goal 4: Continuously improve the homeless crisis response system.

- Purchased a building in Port Orchard to be converted into a low-barrier homeless shelter, the Pacific Building project, and conducted a feasibility review on the best utilization of the building for this purpose.
- Partnered with other Kitsap agencies to create, fund, and launch a new Foster Youth Independence (FYI) program to support youth transitioning out of foster care and into permanent housing.
- Launched the Kitsap Eviction Prevention Assistance Program, providing rental assistance to landlords to prevent evictions (see COVID-19 page for details) of low-income households.
- Supported operations of the county's COVID-19 Quarantine and Isolation Center, providing safe lodging, meals, and medical support for people who needed housing during recovery from COVID-19. (See COVID-19 page for details).

Goal 5: Expand community engagement.

- Worked to improve housing equity among under-served populations of color through developing relationships and contracting with community-based organizations serving racially diverse households.
- Coordinated a new Eviction Planning Work Group including Kitsap Legal Services, the Northwest Justice Project, the Dispute Resolution Center of Kitsap County, the Superior Court, Kitsap Community Resources, the Educational Services District, Coffee Oasis, and others.
- Coordinated the community-wide homelessness response to COVID-19, including providing shelter and housing-related COVID-19 information to the public and decision-makers.

Ashley came to the Stella Maris house in need childcare, employment, affordable housing, and assistance with move-in costs. Ashley's immediate needs were healthcare a dental appointment for her child. The Stella Maris case manager assisted Ashley in obtaining healthcare for herself and booking appointments for her and her child. Ashley's desired line of work was reception or an office environment, she quickly found work at a local business working in their main office. Once the schedule was determined for her new employment, a childcare subsidy became available to Ashley. Ashley put her child into a temporary daycare until a daycare closer to her employment had an opening. Ashley is still searching for housing but has successfully established herself in her new job.

St Vincent de Paul Stella Maris Guest

A single mom of two children left a severe DV situation. She was staying at a shelter when her application was selected for KCR Transitional Housing. She was income qualified, leased up, and moved in on the same day. Later that day, KCR employees helped her locate free furniture and moved it into the apartment for her. The client's kids were visiting their grandparents on move-in day, and when they returned, she was able to surprise them with a new, safe home. Her case manager is currently working on getting her connected to KCR's Early Learning and Family Services for preschool and childcare, DV support services, and is helping to get a protection order in place.

Kitsap Community Resources Client



DRAFT

2024 ACTION PLAN Year Four

**Kitsap County
Community Development Block Grant (CDBG)**

**Kitsap County/City of Bremerton
HOME Consortium**

Kitsap County, WA

**In Cooperation with the Cities of:
Bainbridge Island,
Port Orchard, Poulsbo,
City of Bremerton, HOME Consortium**

(Lead Agency: Kitsap County)

for more info email: Bonnie Tufts, Kitsap County
Block Grant Manager at btufts@kitsap.gov

Capital Grant Recommendation Committee Funding Recommendations

Agency	Project	Request	Total Funding Recommendation	CIAH	KC CDBG	KC HOME	KC HOME CHDO	KC HOME-ARP	COB HOME
Agape	Koinonia Inn O&M	\$ 53,594.00	\$ -						
Agape	Sisyphus II Housing	\$ 90,411.00	\$ -						
Bremerton Housing Authority	Evergreen Bright Start Property	\$ 5,000,000.00	\$ 4,000,000	\$ 3,424,697					\$ 575,303
Eagle's Wings Coordinated Care	Supportive Housing	\$ 1,328,368.00	\$ 245,556	\$ 245,556					
Foundation for the Challenged	FFC Home XIII	\$ 150,000.00	\$ 150,000	\$ 150,000					
Helpline House	Neighbor Helping Neighbor Campaign	\$ 300,000.00	\$ 50,000		\$ 50,000				
Housing Kitsap	Almira Affordable Housing	\$ 350,000.00	\$ 350,000	\$ 350,000					
Housing Kitsap	Conifer Woods Exterior Painting/Siding	\$ 532,296.00	\$ -						
Housing Kitsap	Home Rehabilitation Program	\$ 225,000.00	\$ 160,000		\$ 160,000				
Housing Kitsap	Housing Stabilization Program	\$ 250,000.00	\$ 149,810	\$ 149,810					
Housing Kitsap	Madrona Manor Roof Replacement	\$ 155,000.00	\$ 100,000		\$ 100,000				
Housing Kitsap	Southern Cross Affordable Housing	\$ 400,000.00	\$ 400,000			\$ 400,000			
Housing Resources Bainbridge	Ericksen Affordable Housing	\$ 2,000,000.00	\$ 1,947,542			\$ 171,170	\$ 238,591	\$ 1,537,781	
Kitsap Community Resources	BE\$T	\$ 40,000.00	\$ 30,000		\$ 30,000				
Kitsap Community Resources	Weatherization	\$ 130,000.00	\$ 130,000		\$ 130,000				
Kitsap Mental Health Services	ADU Project	\$ 730,415.00	\$ 730,415	\$ 730,415					
Kitsap Mental Health Services	Pendleton Place O&M	\$ 1,029,000.00	\$ 699,522	\$ 699,522					
Peninsula Community Health Serv	Medical Respite Facility	\$ 1,500,000.00	\$ 1,500,000	\$ 1,500,000					
Peninsula Community Health Serv	Sage Apartments Workforce Housing	\$ 2,000,000.00	\$ -						
Postpartum Mamas	Postpartum Mamas	\$ 290,000.00	\$ -						
South Kitsap Helpline	Expanded Food Distribution Site	\$ 800,000.00	\$ 222,924		\$ 222,924				
Totals		\$ 17,354,084.00	\$ 10,865,769	\$ 7,250,000	\$ 692,924	\$ 571,170	\$ 238,591	\$ 1,537,781	\$ 575,303

CDBG and HOME recommendations are based on funding estimates. The GRC recommended increases or decreases in funding be applied to the following:

- Kitsap County CDBG - South Kitsap Helpline Expanded Food Distribution Site
- Kitsap County HOME - Housing Resources Bainbridge Ericksen Affordable Housing
- Bremerton HOME - Bremerton Housing Authority Evergreen Bright Start Property

Services Grant Recommendation Committee Funding Recommendations

Agency	Project	Total Funding Recommendation	AHGP	HHGP
Agape	Koinonia Inn O&M	\$ 42,500	\$ 19,960	\$ 22,540
Agape	Sisyphus II Housing	\$ 50,000	\$ -	\$ 50,000
Catholic Housing Services	Max Hale	\$ 25,000	\$ -	\$ 25,000
Housing Kitsap	Housing Stabilization Program	\$ -	\$ -	\$ -
Housing Resources Bainbridge	Permanent Affordable Housing	\$ 61,563	\$ -	\$ 61,563
Kitsap Community Resources	Transitional and Community Case Management	\$ 240,000	\$ 72,500	\$ 167,500
Kitsap Homes of Compassion	Homes Not Benches	\$ 150,000	\$ 20,000	\$ 130,000
Kitsap Mental Health Services	Housing Team	\$ 150,000	\$ -	\$ 150,000
Kitsap Mental Health Services	Pendleton Place	\$ -	\$ -	\$ -
North Kitsap Fishline	Homeless Supportive Services	\$ 100,000	\$ 400	\$ 99,600
Northwest Hospitality	Vehicle Repairs for Vulnerable Neighbors	\$ 30,000	\$ -	\$ 30,000
Olive Crest	OC Independent Living Skills	\$ 75,041	\$ -	\$ 75,041
The Coffee Oasis	Homeless Youth Services	\$ 200,000	\$ -	\$ 200,000
The Salvation Army	Homeless Support Services	\$ 75,000	\$ -	\$ 75,000
West Sound Treatment Center	Transitioning the Unsheltered with Grace	\$ 60,000	\$ 53,355	\$ 6,645
YWCA of Kitsap County	Transitional Housing / Wrap Around Services for Survivors	\$ 50,000	\$ -	\$ 50,000
Totals		\$ 1,309,104	\$ 166,215	\$ 1,142,889

Notes:

Total Funding Recommendations are made up of both Affordable Housing Grant funds and Homeless Housing Grant funds. In the 2024 NOFA, agencies were able to request both types of funds for different purposes in a single application. Both funding sources will be included in a single contract for each program, but will be tracked separately.

The minimum grant award amount is \$10,000; there is no maximum award amount.

These funding recommendations are for two years of funding at the indicated amount. Contracts will be for a single year of funding, with a second year of funding at the same level through a renewal process and contract extension, unless there are any contract performance issues or a change in funds available. Any changes in the amount of funds available will be address through the contingencies noted below.

Contingencies:

If less funding is available, split the available funding in the same proportion as the 2024 funding was awarded to agencies.

If more funding is available, split the available funding in the same proportion as the 2024 funding was awarded to agencies.

Conditional Funding: In some cases, the Grant Recommendation Committee recommends funding being released to the agency only if the agency meets specific conditions. The following conditions are recommended for the 2024 awards:

Northwest Hospitality: Funds to be released upon the submission of a screening tool and processs for direct applicants (not referred from a homeless services agency).

2024 Shelter Operations RFP Summary									
Agency	Project	Type of Beds	Number of Beds	Annual Bed Rate	Total	EHF	ARPA	AHGP	HHGP
Catholic Community Services	Benedict House Shelter	Continuous Stay	24	\$5,038	\$ 133,032	\$ 120,912	\$ -	\$ -	\$ -
Kitsap Community Resources*	Family Shelter Plus	Enhanced Services	24	\$4,466	\$ 119,082	\$ 107,184	\$ -	\$ -	\$ -
St. Vincent de Paul	Stella Maris Shelter	Continuous Stay	22	\$5,038	\$ 121,946	\$ 110,836	\$ -	\$ -	\$ -
The Coffee Oasis	Oasis Youth Shelter	Continuous Stay	6	\$5,038	\$ 33,258	\$ 30,228	\$ -	\$ -	\$ -
Weaver Foundation	Georgia's House	Continuous Stay	24	\$5,038	\$ 133,032	\$ 120,912	\$ -	\$ -	\$ -
YWCA of Kitsap County	ALIVE Shelter	Continuous Stay	13	\$5,038	\$ 72,059	\$ 65,494	\$ -	\$ -	\$ -
Totals			113		\$ 612,409	\$ 555,566		\$ -	\$ -

Due to the availability of a new funding source, the Emergency Housing Fund (EHF), shelter programs are being moved to the State Fiscal Year grant cycle; the awards reflected are for a single year of funding. The first year will be effective July 1, 2023 through June 30, 2024, with a second year of funding at the same level through a renewal process and contract extension, unless there are any contract performance and compliance issues or a change in funding.

An additional 10% in funding is available for SFY 2024 and SFY 2025, thanks to funding provided to Kitsap County from the Washington State Department of Commerce (KC-344-23).

* Family Shelter Plus: Different bed rate and occupancy rates due to the beds being in apartment units.

Rejuvenation Community Day Center



SUNDBERG
KENNEDY
LY-AU YOUNG
ARCHITECTS



SOUTH AND EAST ELEVATIONS

Rejuvenation Community Day Center

- Client
 - Restrooms and Lockers
 - Laundry and Barber
 - Activities and Programs
 - Breathe Easy Room
- Staff
 - Counseling and Services
 - Offices and Security
 - Business
 - Day Care
- Commons
- ▼ Entry



UPPER LEVEL FLOOR PLAN

Rejuvenation Community Day Center

- Client**
- Restrooms and Lockers
- Laundry and Barber
- Activities and Programs
- Breathe Easy Room

- Staff**
- Counseling and Services
- Offices and Security
- Business
- Day Care

- Commons

- Entry



LOWER LEVEL FLOOR PLAN

Rejuvenation Community Day Center



NORTH ELEVATION



SUNDBERG
KENNEDY
LY-AU YOUNG
ARCHITECTS



Rejuvenation Community Day Center



SOUTH ELEVATION (VIEW FROM HIGHWAY)



SUNDBERG
KENNEDY
LY-AU YOUNG
ARCHITECTS

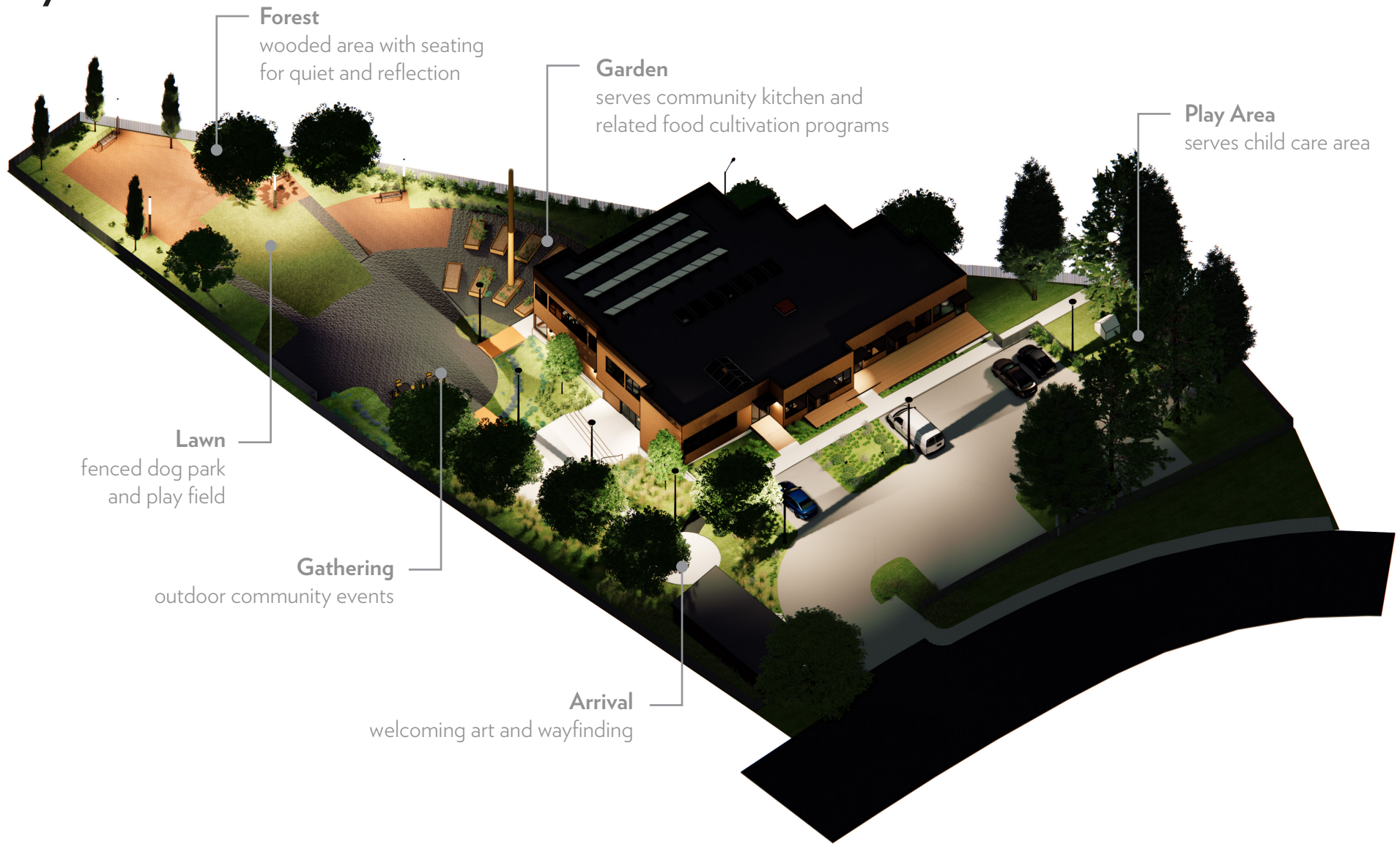


Rejuvenation Community Day Center



Project Totals — costs	ROM	Received	Needed
Pre-Development Phase	\$460,000.00	\$460,000.00	\$0.00
Construction Management and Administration	\$953,884.73	\$69,716.00	\$884,168.73
Construction	\$9,817,097.40	\$124,300.00	\$9,692,797.40
Annual Operating Budget			\$4,072,424.00
Total infrastructure costs	\$11,230,982.13	\$654,016.00	\$14,649,390.13

Rejuvenation Community Day Center



AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

A3

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

A4

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

A5

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

A6

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 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: <u>253-201-0777</u>	
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 \$ <u>934,385.00</u>		
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.
 - Curblineline 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 MAP

DATE: 9/21/2023



CITY OF BREMERTON
 DEPARTMENT OF PUBLIC WORKS & UTILITIES
 ENGINEERING DIVISION

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

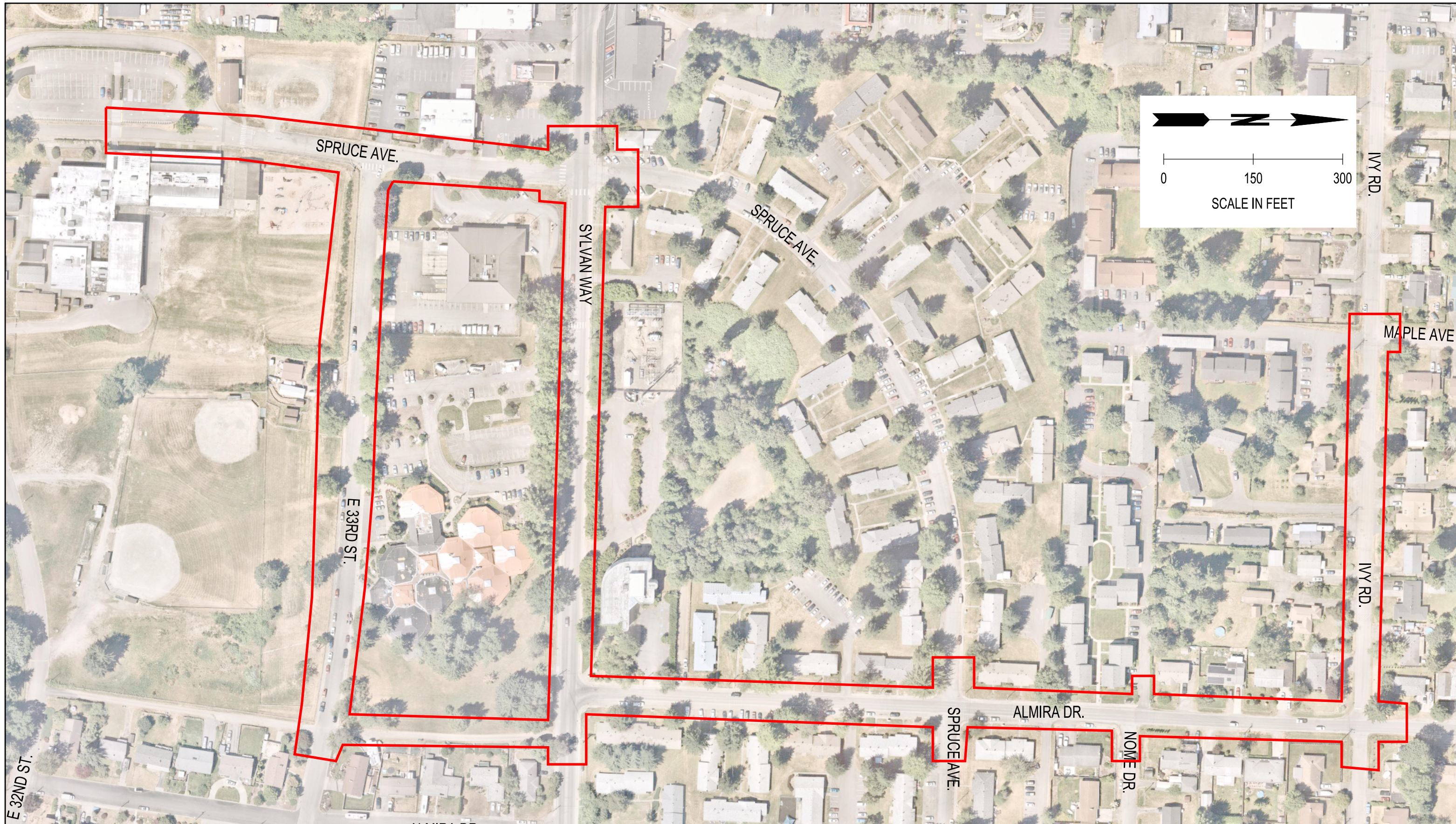
VIEW RIDGE ELEMENTARY - ALMIRA DRIVE SAFE ROUTES TO SCHOOL (PHASE 1)

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.:

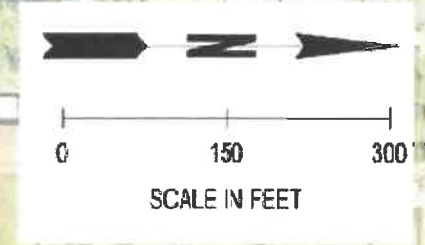
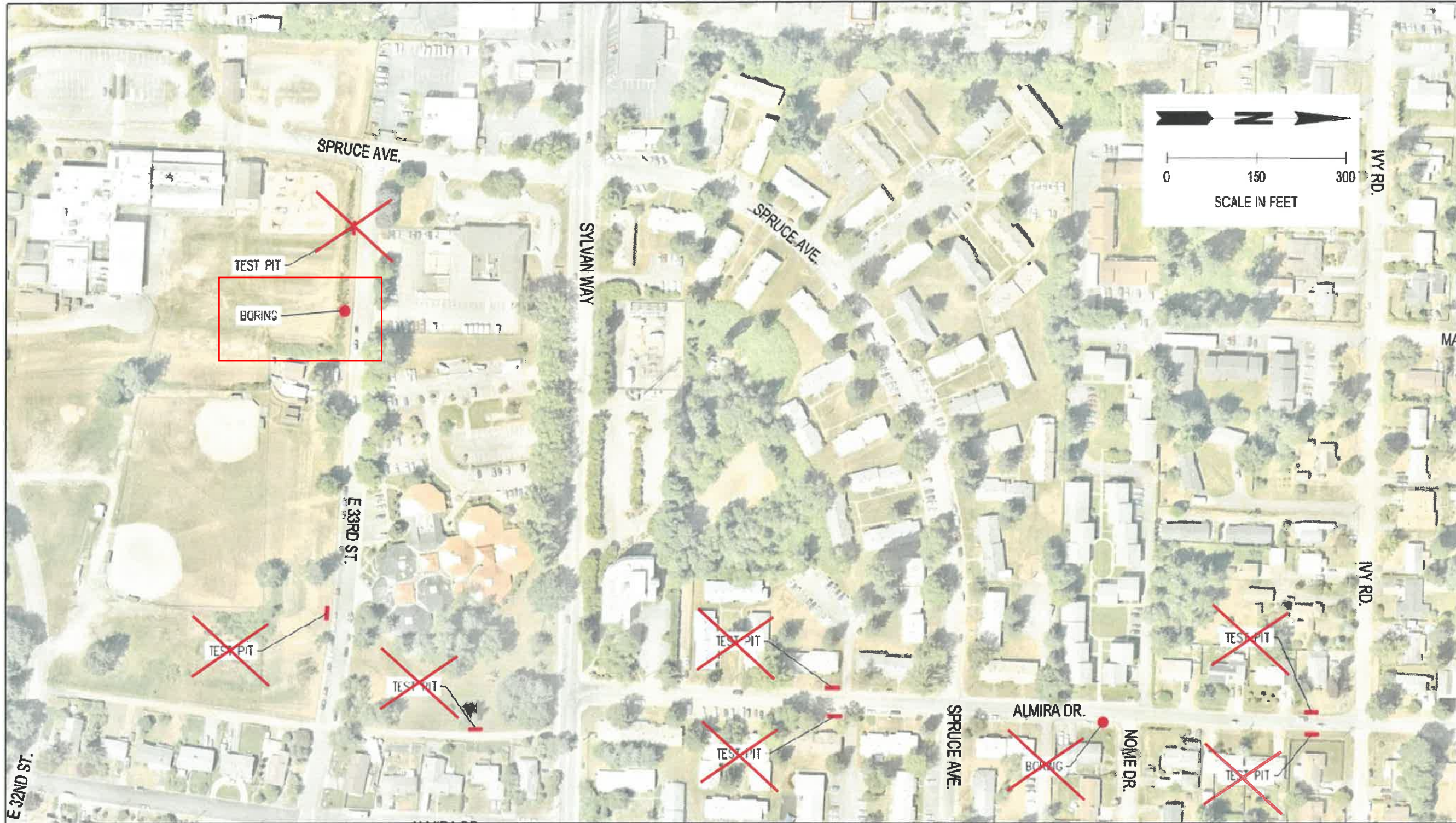
VIEW RIDGE ELEMENTARY - ALMIRA DR SRTS
SURVEY LIMITS

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	0.0	\$ -
Total Phase Hours:		0.0	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	\$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	0.0	\$ -
Total Phase Hours:		0.0	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	\$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	0.0	\$ -
Total Phase Hours:		0.0	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	\$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	0.0	\$ -
Total Phase Hours:		0.0	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	\$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	0.0	166.0	\$ 29,539.35
Total Phase Hours:		2.0	58.0	46.0	0.0	60.0	0.0	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	\$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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7345 Linderson Way SW
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
Department of Transportation**

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Olympia, WA 98504-7408
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

A7

SUBJECT: Proposed Final Public Hearing on Ordinance to 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. _____ and 2) Exhibit A

FISCAL IMPACTS (Include Budgeted Amount):

Total proposed general fund expenditures, without ending fund balance, is \$59,517,442. With ending fund balance, total general fund expenditures are \$69,749,036. Total proposed expenditures city wide, without ending fund balance, is \$175,764,848. With ending fund balance, total expenditures city wide is \$227,229,747.

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. _____ 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. _____

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 **\$227,229,747.00** expenditures, and ending fund balances of **\$227,229,747.00**, 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. _____.

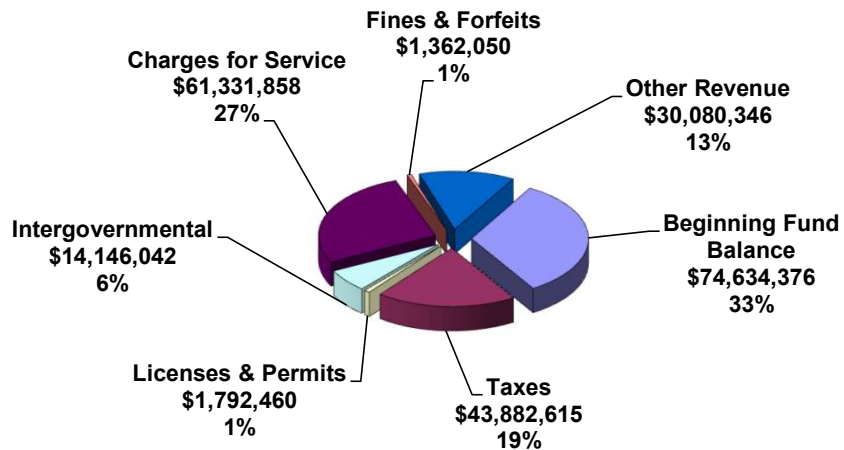
2024 REVENUE - ALL FUNDS

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				100,000	189,260	146,550	10,300	446,110
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	3,798,646	8,067,989	867,550	1,614,800	69,749,036
<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			1,763,269	12,524,161
Fire Public Safety Capital	6,385							6,385
Affordable Housing Capital Fund	79,791			1,100,000			103,000	1,282,791
Total Capital Improv. Funds	8,233,368	3,350,900	175,000	8,283,963	0	0	2,253,269	22,296,500
Total General Gov't Funds	31,408,722	43,882,615	1,792,460	13,428,109	9,559,098	1,328,050	8,342,527	109,741,581

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	14,146,042	61,331,858	1,362,050	30,080,346	227,229,747

Revenue Sources - All Funds



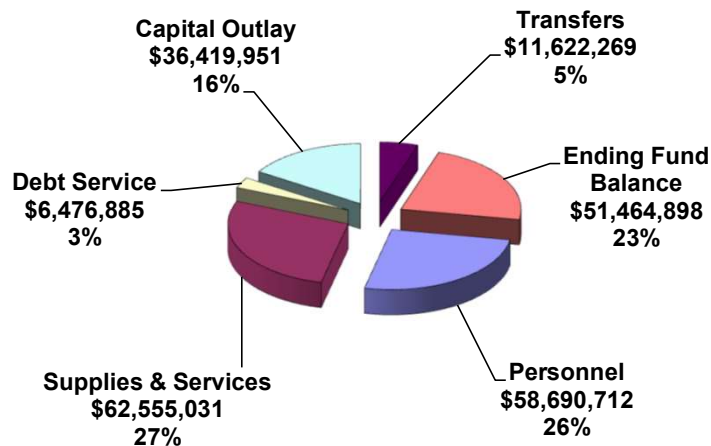
2024 EXPENDITURES - ALL FUNDS

FUND	PERSONNEL	SUPPLIES & SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TRANSFERS	ENDING FUND BAL.	2024 TOTAL BUDGET
General Fund							
<u>General Government:</u>							
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	1,302,505	644,150					1,946,655
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	5,316,411			1,533,000		7,593,911
Ending Fund Balance						10,231,595	10,231,595
Total General Fund	42,246,822	15,537,620	0	120,000	1,613,000	10,231,595	69,749,036
<u>Special Revenue Funds:</u>							
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
<u>Debt Service Fund:</u>							
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
<u>Capital Improvement Funds:</u>							
General Govt Capital Improv.					2,611,269	5,367,829	7,979,098
Park Facilities Construction						504,065	504,065
Residential Street & Sidewalk Fund						0	0
Transportation Projects Fund		1,370,000		9,854,093	495,000	805,068	12,524,161
Fire Public Safety Capital						6,385	6,385
Affordable Housing Capital Fund		1,200,000				82,791	1,282,791
Total Capital Improv. Funds	0	2,570,000	0	9,854,093	3,106,269	6,766,138	22,296,500
Total General Gov't Funds	44,433,963	24,393,723	2,828,204	10,151,093	5,312,269	22,622,329	109,741,581

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	58,690,712	62,555,031	6,476,885	36,419,951	11,622,269	51,464,898	227,229,747

Expenditures - All Funds



**Published for
November 8
Study Session**

ITEM A7 – Public Comments

From: Travis Merrigan <bikebremerton@gmail.com>
Sent: Wednesday, November 8, 2023 10:33 AM
To: City Council <City.Council@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; Jane Rebelowski <janerebelowski@yahoo.com>
Subject: Low cost Engineering for 6th Street

:
City Council,

In my opinion, the higher the 6th Street engineering planning cost, the worse.

Expensive engineering planning is necessary if we plan to break concrete, widen streets, and mover sewer drains and telephone poles. All that costs hundreds of thousands of dollars to plan and millions more to build, and requires a grant that may be many years off.

Instead, let's come up with a low-cost option similar to [these engineering drawings](#). The drawings are not fully detailed (aka 'cartoons' as Director Knuckey said). But those cartoons outline a real, PW-created plan to make the street safer by simply adding paint to the street.

Turning the 'cartoons' into real engineering drawings should be relatively inexpensive and quick. Construction (which need break no concrete) would be inexpensive enough to be funded for less than the cost of the City match on a multi-million dollar project.

If there's any extra money, please consider inexpensive protection for cyclists/pedestrians like this intersection from a recent PDX road diet (Rosa Parks @ I-5)



Street safety need not be expensive and we need not wait years and years for it to happen. Let's be awesome and get it done!

Thank you,

Travis Merrigan
Bremerton

From: City Council <City.Council@ci.bremerton.wa.us>
Sent: Wednesday, November 8, 2023 5:08 PM
To: Kelsey S <kelsey.e.stedman@gmail.com>
Cc: City Council <City.Council@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; Mike Riley <Mike.Riley@ci.bremerton.wa.us>; Karen Wikle <Karen.Wikle@ci.bremerton.wa.us>; City Clerk <City.Clerk@ci.bremerton.wa.us>
Subject: FW: Homelessness response and 2024 Budget comments (Kelsey Stedman)

Ms. Stedman,

In response to your concerns, your earlier email with the attachment have been confirmed to be part of the November 1 Council Meeting Record. And that your email received today will be included in the final record for tonight's Study Session. My personal apologies for the delayed online publishing process.

Lastly, due to your comments made relating to the Proposed '24 Budget, a copy will also be forwarded to City Officials.

Christine Grenier

Legislative/Auditor Assistant
Bremerton City Council
(360) 473-5280
www.BremertonWA.gov



From: Kelsey S <kelsey.e.stedman@gmail.com>

Sent: Tuesday, November 7, 2023 11:02 PM

To: Anna Mockler <Anna.Mockler@ci.bremerton.wa.us>; jennifer.chamberlain@ci.bremerton.wa.us; Jeff Coughlin <Jeff.Coughlin@ci.bremerton.wa.us>; Eric Younger <eric.younger@ci.bremerton.wa.us>; Denise Frey <Denise.Frey@ci.bremerton.wa.us>; City Council <City.Council@ci.bremerton.wa.us>; Quinn Dennehy <Quinn.Dennehy@ci.bremerton.wa.us>; Michael Goodnow <Michael.Goodnow@ci.bremerton.wa.us>; City Clerk <City.Clerk@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>

Subject: Homelessness response and 2024 Budget comments

Hello Mayor Wheeler and City Council,

I am writing to follow-up on last week's City Council meeting around the 2024 budget and public comments around the homelessness crisis in Kitsap, specifically to address comments made that solutions were not being offered.

I have spent significant time and effort, as many others have, sending multiple emails to Mayor Wheeler and City Council, and making multiple public comments offering specific feedback and recommendations for consideration. Aside from a mass email response sent to all commenters on one or two occasions, I have not had any responses. Many emails and comments included specific suggestions for consideration and included evidence-based interventions, including links, and I try my best to include actionable suggestions in my 2-3 minute public comments as well, but there is a lot to try and say in that short time, and speaking in public! I understand not each of us can be responded to, but it is extremely disheartening to hear, multiple times over multiple council sessions, that solutions are not being offered when they are. If these are off base, please, someone, take the time to tell us that.

Also disheartening, I submitted a Call to Action created by Rock the Block and community advocates, now signed by over 200 people in less than a week, that included specific solutions supported by constituents and Kitsap residents alike. **I received a confirmation email that my Call to Action email and attachment would be included in the 11/1 packet for item 6B, but it was not**, so I am re-attaching it again here.

I am also recapping the various suggestions I have made for City Council and City Administration consideration here, and added specific links to peer-reviewed data, national organizations, and local work, to hopefully offer meaningful public input on proposed options for City Council to consider as they review the 2024 budget and 2024 priorities. The first 3 are items highlighted in the attached Call to Action that failed to be included in last week's packet.

1. **Declare homelessness an emergency.** I have heard concern from council and other government officials that this will not accomplish anything because it didn't work for Seattle. However, Bremerton/Kitsap is not Seattle, and many cities and counties more similar to Bremerton/Kitsap have successfully used emergency declarations to expedite change, and more are following suit.

- Tacoma-Pierce is much larger than Bremerton/Kitsap, but the *proportion* of people experiencing homelessness compared to the total population is similar to the *proportion* of the total population experiencing homelessness in Bremerton/Kitsap according to Point in Time Counts. Tacoma started this process with [an ordinance](#) stating, "That the Interim City Manager is directed to promptly prepare and present to the City Council an Emergency Temporary Aid

and Shelter Program to respond to the homelessness crisis." and "..That the Interim City Manager is directed to promptly prepare and present to the City Council an ordinance declaring a state of emergency relating to the current homeless crisis, authorizing the suspension of certain regulations to facilitate the Emergency Temporary Aid and Shelter Program, and providing for approval of such emergency services contracts as are necessary to support this program." Presentation slides showing the initial results and lessons learned after the first few months can be found [here](#) and [here](#). This ordinance is still in effect today and will remain in effect until 95% of unsheltered individuals identified during the point-in-time count have access to shelter for three consecutive years. Recent updates on the improvements made through this declaration and other efforts can be found [here](#). Of note, national organizations focused at addressing homelessness do not support the "compelled shelter" approach that Tacoma chose to pursue and Bremerton is currently pursuing. For additional information on how current enforcement practices does not solve homelessness, and case studies of better ways, including work done by the US Interagency Council on Homelessness, visit [here](#).

- City of Vancouver (WA) very recently [declared a civil emergency](#) followed by two other emergency orders, along with FAQs available [here](#).
- City of Bremerton COVID emergency declaration has great examples of what an emergency declaration for homelessness could entail. I heard concern about waiving public notification during the last council session, this provision could be removed to address this concern, and the order could still require council support over a certain dollar amount to avoid unchecked action.
- Other examples, and overall benefits can be found on the National Alliance to End Homeless website, [endhomelessness.org here](#).

2. Demand Funding in 2024 for Assertive Outreach. Rock the Block presented an internationally recognized evidence-based solution (Assertive Outreach) to supporting people to exit homelessness, with evidence of local success-- results in helping over 30 people exit homelessness in downtown Bremerton in 60 days time, with over 83% of those individuals remaining off the downtown Bremerton streets as of Nov. 1 when the sweep occurred. However, City Council was unable to act on our request and deferred to Mayor Wheeler. While the Mayor has agreed to a public question and answer session on Nov. 14th, for which we are grateful for, Mayor Wheeler has yet to agree to meet with Rock the Block for a private meeting to discuss possible options for collaboration, even though those requesting an in-person meeting are Bremerton constituents. And despite suggestions from council, and many public comments, there is no funding allocated for 2024 that could be utilized for Assertive Outreach efforts. We want to help! and partner! and collaborate! Yet we are looking for guidance on how to do so...

3. Advocate for Bremerton to have their own Human Services Coordinator position in the 2024 budget. There was an **unmet** 2023 goal to explore creation of a City Health and Human Services Coordinator position. Not only was this goal not accomplished for 2023, but despite multiple public comments and support for such a position from local agencies such as Kitsap County Human Services, including HEART, BPD, etc, **there is no goal or funding for a City Human Services Position in the 2024 budget.** The Mayor cannot be expected to be able to oversee all the work needed to address homelessness, and conduct all the necessary research, collaboration, and planning to ensure the shelter is a success, evidenced by the many examples of misinformation shared during meetings about the current and proposed homeless services in the city and County.

4. Advocate for a diverse Work Group/Advisory Council dedicated to address homelessness, especially to ensure evidence-based, collaborative input is taken into consideration for the new shelter(s),

including the type, services, entry-requirements, etc. to increase the chance of success. There are major concerns that Mayor Wheeler is only hearing input from specific organizations in making his decisions, and constituents and other organizations ought to be included if the shelter is to be successful.

- [International studies](#) looking at effective strategies to address homelessness, and the barriers to implementation, highlight the importance of collaboration across government, non-profits, local public health, people with lived experience, and city and county officials, in addition to other suggested strategies, such as Assertive Outreach.
- Both the National Institute to End Homelessness and the National Healthcare for the Homeless Council highlight the importance of a multidisciplinary approach in the planning and execution of homeless response work.
- See [this case study](#) highlighting the importance of multi-agency collaboration from US Interagency Council on Homelessness.
- Kitsap Public Health District's Health Officer Dr. Morrow, spoke about homelessness in his address to the KPHD Board of Health today, and their Policy Analyst presented priorities for 2024 that include housing and the importance of community partnerships, highlighting the need for different government systems and community partners to come together on this issue.

4. Amend the current anti-camping ordinance. The current ordinance does not define disability, or who determines whether an individual is banned due to a disability or voluntary action, a differentiation that can be the difference between threatening arrest or leaving them be. I have been bringing this up as a concern since the draft including this language was suggested. We saw this situation play out last Friday when two men with disabilities were threatened with arrest and told they were required to move. One man is known to Rock the Block to have a diagnosed development disability, and a DDA (Developmental Disabilities Administration) Case Manager. The second man is barely 18, has sensory issues and is deaf, which causes him to yell loudly and get upset easily. Because of behaviors *associated with their disabilities*, RTB confirmed with the Salvation Army that they were not eligible for shelter, yet officers continued to tell them they had to leave and were threatened with arrest after this information was shared. These two men became very upset and confused and ended up taking a ferry to Seattle and walking around all night without sleep for fear of arrest if they had stayed, and then returning in the morning. As a result of this situation, we (RTB) reached out to HEART, who had been trying to help this family for some time. It was only after advocacy to executive level leadership and elected officials, combined with this traumatic situation, that this family was able to access case management and a hotel through KCR. This situation occurred one day after the ordinance was enforced. It will not be the last.

5. Amend the current temporary encampment ordinance to be more timely and achievable by non-profits and/or churches. With the uncertainty of what Mayor Wheeler's shelter plan will be, council could take a proactive approach and lessen restrictions for temporary encampments. For example, reducing the parcel size required, reducing the 150 ft space/resident if allowable, allowing for two encampments at a time within city limits so that one could operate as an alternative or supplement to the Mayor's site, and expediting neighborhood notification and permitting timeframes.

Thank you for your time reading my comments for consideration.

Best,

Kelsey Stedman, RN, MSN
Rock the Block-Volunteer Nurse

From: Kelsey Stedman <kelsey.e.stedman@gmail.com>

Sent: Wednesday, November 1, 2023 3:19 PM

To: Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; City Council <City.Council@ci.bremerton.wa.us>; City Clerk <City.Clerk@ci.bremerton.wa.us>

Subject: Public comment for 11.01 Council Meetinf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mayor Wheeler and City Council,

Please find an attached Call to Action supported by nearly 200 people in less than 4 days as you deliberate on the 2024 Budget and your response to homelessness within the city. See you tonight!

Best,

Kelsey Stedman, RN, MSN, CWCN
360.908.6751



November 1, 2023

Mayor Greg Wheeler
City of Bremerton, Office of the Mayor
345 6th St. Bremerton, WA 98337

Council President Jeff Coughlin
Bremerton City Council
City of Bremerton, Suite 600
345 6th St. Bremerton, WA 98337

RE: Call to Action - Recognize Homelessness as an Emergency

We, the undersigned community members, urge Mayor Wheeler to equitably provide meaningful engagement and outreach to our unhoused community leading up to the opening of the Salvation Army overnight shelter on November 1 and beyond. To do this, we call on the Mayor to convene a coordinated outreach group, and budget for options to sustainably fund case management services, such as Rock the Block (RTB,) in order to be fairly resourced by the City of Bremerton and effectively address the time-sensitive needs of unhoused individuals in downtown Bremerton. Connecting any individual interested and able to exit homelessness is an urgent priority.

Recently, a fact sheet was distributed to unhoused neighbors describing the details of the unauthorized camping ordinance, failing to include accurate information on how to access available resources, such as the Salvation Army winter shelter opening Nov. 1. This sheet did not inform individuals in the face of limited shelter options and inclement weather in an equitable way. This form of “engagement” is not conducive to promoting health and wellbeing of our community, nor effectively provides links to basic human needs, so that individuals have connections to address their higher needs such as healthcare, mental health, or recovery services.

Even though recommended by City Council, RTB has been unsuccessful in their requests to get a meeting with the Mayor, even as voting Bremerton constituents, or be considered as an essential contracted community partner who can respond to ongoing needs daily. This is a missed opportunity. We stand with RTB and believe their unique outreach efforts are fundamental to turning the curve on the increasing trend of homelessness in our community as cost of living rises.

RTB volunteers have provided consistent engagement, supplies and services to over **90 individuals in just over 90 days**. In addition, **30** individuals successfully entered inpatient drug detox, treatment and/or housing placements in that same time frame through collaborative efforts of RTB volunteers and local agencies. Twenty-five **(25) of those individuals (83%) have not returned to homelessness in downtown Bremerton**. This is the progress we wish to see continue in our community. These volunteered efforts must be honored, compensated, and sustained by the City of Bremerton in a coordinated fashion. Any decision that hinders equitable access to care and services should not be acceptable to any of us.

To do this in a timely manner, we call on the Mayor to respond by declaring a state of emergency in the City of Bremerton to confront the homelessness crisis by December 1, 2023. An emergency declaration, with provisions similar to those implemented by the city for COVID response, would provide the city the ability to more rapidly adapt policy, allocate funding, and bolster collective impact to meaningfully address homelessness in our community for the long term. The opening of the Salvation Army overnight shelter on November 1 will not address all immediate needs, and many individuals using the shelter services could also benefit from continued intensive outreach while in shelter to end their homelessness. We recommend the following actions be taken under this declaration:

- **Contract:** provide funding requests to contract with service providers such as RTB to continue evidence-based, intensive case management, intensive meaningful outreach, and care coordination to support those experiencing homelessness to enter into stable living situations, expedited through an **Emergency Declaration**.
- **Connect:** prioritize meaningful community engagement, consistent, dependable connection - recognizing social connection is a key component to exiting homelessness, stopping substance use, and more.
- **Collaborate:** strengthen opportunities to advance community-led decision making to advance health equity and address factors that lead to homelessness at the individual, organizational, community, and systemic level.

This approach is critical to meeting the needs of unsheltered community members. As stated by community members:

- “I’m homeless please help me find a home” - Lisa Lewis, District 3
- “The city must share in responsibility for resolving the homelessness crisis in Bremerton. The county is already doing their part. The inaction and lack of funding for resources has escalated the crisis unnecessarily.” - Christi Lyson, District 3
- “Mayor Wheeler, I used to be your neighbor on High Ave. Please help us with affordable housing. Thank you.” - Chris Ormbrek, District 3
- “Please help me with a home. I don’t want to be homeless.” - Shellee Easley, District 3
- “Homelessness has become an epidemic in our city, it absolutely pains me to see virtually nothing being done by the city to help these individuals....what are you doing about this, Mayor? How are you, as the Mayor of our city, helping these individuals and families?” - Alexa Kempf, District 6
- “Everyone deserves a safe place to lay their head!” - Jolinda Eckard, District 7
- “Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy (Proverbs 31:8-9 niv).” - Jillian Turnbull, District 7
- “Let’s get people off the street voluntarily.” -Joslyn LaMadrid, District 2
- “Please stop turning a blind eye to the problem. It’s NOT going to correct itself. Our city leaders were elected to listen to ALL its citizens and too many are saying HELP ME. it’s time we stop

giving breaks and support to big builders and give that support to our unhoused neighbors.”

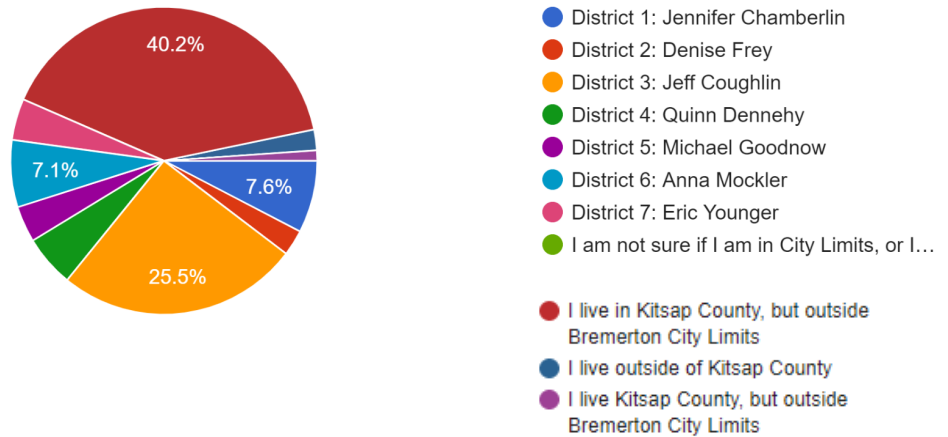
-Wendie Pond, District 3

- “They are human too.” Jenelle Santos, District 4
- “The number of tents in my immediate neighborhood grows larger every day. And it gets colder every night.” - Alison Loris, District 4 “Please support RTB in getting these people off the streets” - Christy Linkemeyer, District 4
- “To save a life is a real and beautiful thing. To make a home for the homeless, yes, it is a thing that must be good; whatever the world may say, it cannot be wrong.— Vincent Van Gogh” - Jeff Sanders, District 6
- “Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy. Proverbs 31:8-9 niv” - Jillian Turnbull, District 7

Sincerely, the undersigned (184 signatures between October 29 (4pm) - November 1, 2023 (3pm)):

Do you reside in the City of Bremerton? If so, what District are you in?

184 responses



1	April Borik	District 1: Jennifer Chamberlin
2	Bri H	District 1: Jennifer Chamberlin
3	Carmelita M Manglona	District 1: Jennifer Chamberlin
4	Daniel Gardner	District 1: Jennifer Chamberlin
5	Dawn Michele Wilson	District 1: Jennifer Chamberlin
6	Jay Elliott	District 1: Jennifer Chamberlin
7	John Fontana	District 1: Jennifer Chamberlin
8	Kimmy Siebens RN	District 1: Jennifer Chamberlin
9	Michelle Fleetwood	District 1: Jennifer Chamberlin
10	Phillip Fontana	District 1: Jennifer Chamberlin

11	Rebecca Gale	District 1: Jennifer Chamberlin
12	Sherly Pantouw Jones	District 1: Jennifer Chamberlin
13	Sheryl Piercy	District 1: Jennifer Chamberlin
14	Theressa Schroeder	District 1: Jennifer Chamberlin
15	Chelan Hoffman	District 2: Denise Frey
16	Debra Kindt	District 2: Denise Frey
17	Joslyn lamadrid	District 2: Denise Frey
18	Kasidey Lewis	District 2: Denise Frey
19	Natassja Shaffer	District 2: Denise Frey
20	Adam Simmons	District 3: Jeff Coughlin
21	Alexander Kemp	District 3: Jeff Coughlin
22	Antone Groves	District 3: Jeff Coughlin
23	Bernard Lee	District 3: Jeff Coughlin
24	Brent Smith	District 3: Jeff Coughlin
25	Brian Schweitzer	District 3: Jeff Coughlin
26	Bruce Nichols	District 3: Jeff Coughlin
27	Chris Ormbrek	District 3: Jeff Coughlin
28	Christi Lyson	District 3: Jeff Coughlin
29	Christopher Lee Kaneakalau	District 3: Jeff Coughlin
30	Cybelle Burns	District 3: Jeff Coughlin
31	Daniel Crawford	District 3: Jeff Coughlin
32	Emily Anderson-Hobbs	District 3: Jeff Coughlin
33	Jackie Baird	District 3: Jeff Coughlin
34	James Covey	District 3: Jeff Coughlin
35	James Ramsay	District 3: Jeff Coughlin
36	Jason Tronson	District 3: Jeff Coughlin
37	Jay Beer	District 3: Jeff Coughlin
38	Jeff Allen	District 3: Jeff Coughlin
39	Jeremy Schmitt	District 3: Jeff Coughlin
40	Jessica hutnh	District 3: Jeff Coughlin
41	John Hampton	District 3: Jeff Coughlin
42	Katie Allen	District 3: Jeff Coughlin
43	Kristen Booth	District 3: Jeff Coughlin
44	Laura Westervelt	District 3: Jeff Coughlin
45	Lauren Carstens	District 3: Jeff Coughlin
46	Lisa Lewis	District 3: Jeff Coughlin

47	Mark Engdahl	District 3: Jeff Coughlin
48	Morgan Davis	District 3: Jeff Coughlin
49	Nathan Anderson-Hobbs	District 3: Jeff Coughlin
50	Patricia Hennessy	District 3: Jeff Coughlin
51	Ralph Soper	District 3: Jeff Coughlin
52	Ranae Beeker	District 3: Jeff Coughlin
53	Rian-Mcnaire	District 3: Jeff Coughlin
54	Ricky Sanders	District 3: Jeff Coughlin
55	Ronald Roe	District 3: Jeff Coughlin
56	Scott Duhon	District 3: Jeff Coughlin
57	Shane Dutterer	District 3: Jeff Coughlin
58	Sharpie Knutson	District 3: Jeff Coughlin
59	Shawn Habener	District 3: Jeff Coughlin
60	Shawna Freitas	District 3: Jeff Coughlin
61	Shellee Easley	District 3: Jeff Coughlin
62	Stacie Sharp	District 3: Jeff Coughlin
63	Tena Turner	District 3: Jeff Coughlin
64	Wendie Pond	District 3: Jeff Coughlin
65	William Robinson	District 3: Jeff Coughlin
66	Zachariah Anderson	District 3: Jeff Coughlin
67	Alison S Loris	District 4: Quinn Dennehy
68	Amanda Rodgers	District 4: Quinn Dennehy
69	Derrick Atkins	District 4: Quinn Dennehy
70	Jenelle Santos	District 4: Quinn Dennehy
71	Marwan Cameron	District 4: Quinn Dennehy
72	Mike Lozelle	District 4: Quinn Dennehy
73	Ray Calvert	District 4: Quinn Dennehy
74	Victor Vaona	District 4: Quinn Dennehy
103	Christy Linkemeyer	District 4: Quinn Dennehy
104	Joseph procell	District 4: Quinn Dennehy
75	Amanda Trent	District 5: Michael Goodnow
76	Annabelle Massie	District 5: Michael Goodnow
77	Jen Martinez	District 5: Michael Goodnow
78	Linda Dyer	District 5: Michael Goodnow
79	Linette Morawczynski	District 5: Michael Goodnow
80	Neal Foley	District 5: Michael Goodnow
81	Rosanne Boone	District 5: Michael Goodnow

82	Alexa Kempf	District 6: Anna Mockler
83	Cindy Hjelmaa	District 6: Anna Mockler
84	Frank Allen	District 6: Anna Mockler
85	Jeff Sanders	District 6: Anna Mockler
86	John Sitton	District 6: Anna Mockler
87	Katrina Acacio	District 6: Anna Mockler
88	Lisa Ragsdale	District 6: Anna Mockler
89	Lucy Hoskins	District 6: Anna Mockler
90	Mark White	District 6: Anna Mockler
91	Sheila Sutton	District 6: Anna Mockler
92	Tim Shriner	District 6: Anna Mockler
93	Victoria Hilt	District 6: Anna Mockler
102	Ariana Miller	District 6: Anna Mockler
94	Ashleigh Vandersluys	District 7: Eric Younger
95	Deborah Loong	District 7: Eric Younger
96	Jake Garland	District 7: Eric Younger
97	Jillian Turnbull	District 7: Eric Younger
98	Jolinda Eckard	District 7: Eric Younger
99	Kenzie Wagner	District 7: Eric Younger
100	Paul Roane	District 7: Eric Younger
101	Roy McCuaig	District 7: Eric Younger
105	Adalinda Lundt	I live in Kitsap County, but outside Bremerton City Limits
106	Alex Jacobson	I live in Kitsap County, but outside Bremerton City Limits
107	Alix Black	I live in Kitsap County, but outside Bremerton City Limits
108	Amanda Sitton	I live in Kitsap County, but outside Bremerton City Limits
109	Ana Cuprill	I live in Kitsap County, but outside Bremerton City Limits
110	Angie Berger	I live in Kitsap County, but outside Bremerton City Limits
111	Annika Turner	I live in Kitsap County, but outside Bremerton City Limits
112	Anton Preisinger	I live in Kitsap County, but outside Bremerton City Limits
113	Barry Myers	I live in Kitsap County, but outside Bremerton City Limits
114	Belinda Grzybowski	I live in Kitsap County, but outside Bremerton City Limits
115	Ben Clark	I live in Kitsap County, but outside Bremerton City Limits
116	Bethany Combs	I live in Kitsap County, but outside Bremerton City Limits
117	Betty Myers	I live in Kitsap County, but outside Bremerton City Limits
118	Brooke Erickson	I live in Kitsap County, but outside Bremerton City Limits
119	Charis Iro s	I live in Kitsap County, but outside Bremerton City Limits
120	Chris Vernon-Cole	I live in Kitsap County, but outside Bremerton City Limits

121	Christina Mayfield	I live in Kitsap County, but outside Bremerton City Limits
122	Chrysztyna Rowek	I live in Kitsap County, but outside Bremerton City Limits
123	Chuck Svac	I live in Kitsap County, but outside Bremerton City Limits
124	Cindy Kleinfelter	I live in Kitsap County, but outside Bremerton City Limits
125	Cory Anderson	I live in Kitsap County, but outside Bremerton City Limits
126	Courtney mosby	I live in Kitsap County, but outside Bremerton City Limits
127	Daniel Juarez	I live in Kitsap County, but outside Bremerton City Limits
128	Elissa Matos	I live in Kitsap County, but outside Bremerton City Limits
129	Ellaina Vezina	I live in Kitsap County, but outside Bremerton City Limits
130	Evelyn M.F. Hemming	I live in Kitsap County, but outside Bremerton City Limits
131	Fawn Wagnet	I live in Kitsap County, but outside Bremerton City Limits
132	Grayson Boyzo	I live in Kitsap County, but outside Bremerton City Limits
133	Heather Wood	I live in Kitsap County, but outside Bremerton City Limits
134	Holly Cruz	I live in Kitsap County, but outside Bremerton City Limits
135	Janet King	I live in Kitsap County, but outside Bremerton City Limits
136	Jayme Stuntz	I live in Kitsap County, but outside Bremerton City Limits
137	Jill Armstrong	I live in Kitsap County, but outside Bremerton City Limits
138	John S Sitton	I live in Kitsap County, but outside Bremerton City Limits
139	Juliana Guyt	I live in Kitsap County, but outside Bremerton City Limits
140	Kaci Campbell	I live in Kitsap County, but outside Bremerton City Limits
141	Kaela Moontree	I live in Kitsap County, but outside Bremerton City Limits
142	Karla Crowell	I live in Kitsap County, but outside Bremerton City Limits
143	Kim Campbell	I live in Kitsap County, but outside Bremerton City Limits
144	Kim Risher	I live in Kitsap County, but outside Bremerton City Limits
145	Kristen Halley	I live in Kitsap County, but outside Bremerton City Limits
146	Kylee McWilliams	I live in Kitsap County, but outside Bremerton City Limits
147	Kylie Bell	I live in Kitsap County, but outside Bremerton City Limits
148	LC Jones	I live in Kitsap County, but outside Bremerton City Limits
149	Lindsay McWhorter	I live in Kitsap County, but outside Bremerton City Limits
150	Maggie Brassil	I live in Kitsap County, but outside Bremerton City Limits
151	Mandy Thompson	I live in Kitsap County, but outside Bremerton City Limits
152	Mike Fairchild	I live in Kitsap County, but outside Bremerton City Limits
153	Neda Maghsadi	I live in Kitsap County, but outside Bremerton City Limits
154	Nicholas Mayfield	I live in Kitsap County, but outside Bremerton City Limits
155	Nicole Anderson	I live in Kitsap County, but outside Bremerton City Limits
156	Nicole Cotton	I live in Kitsap County, but outside Bremerton City Limits
157	Pamela Turner	I live in Kitsap County, but outside Bremerton City Limits

158	Patricia Eckton	I live in Kitsap County, but outside Bremerton City Limits
159	Rachel Whitman	I live in Kitsap County, but outside Bremerton City Limits
160	Raelenea Copus	I live in Kitsap County, but outside Bremerton City Limits
161	Randie Lee	I live in Kitsap County, but outside Bremerton City Limits
162	Rebecca Scott	I live in Kitsap County, but outside Bremerton City Limits
163	Rosemarie Ide	I live in Kitsap County, but outside Bremerton City Limits
164	Sabrina Juarez	I live in Kitsap County, but outside Bremerton City Limits
165	Sarah Clark	I live in Kitsap County, but outside Bremerton City Limits
166	Sasha Abdon	I live in Kitsap County, but outside Bremerton City Limits
167	Shawn C	I live in Kitsap County, but outside Bremerton City Limits
168	Shawna Dudley-Pry	I live in Kitsap County, but outside Bremerton City Limits
169	Steve Taylor	I live in Kitsap County, but outside Bremerton City Limits
170	Susan A. Vargas	I live in Kitsap County, but outside Bremerton City Limits
171	Talia Soifer	I live in Kitsap County, but outside Bremerton City Limits
172	Talia Speer	I live in Kitsap County, but outside Bremerton City Limits
173	Tobbi Stewart	I live in Kitsap County, but outside Bremerton City Limits
174	Vandana Navroop	I live in Kitsap County, but outside Bremerton City Limits
175	Xiomara Montenegro	I live in Kitsap County, but outside Bremerton City Limits
176	Yvette Stewart	I live in Kitsap County, but outside Bremerton City Limits
177	Adrienne Hampton	I live Kitsap County, but outside Bremerton City Limits
178	Kelsey Stedman	I live Kitsap County, but outside Bremerton City Limits
179	Pam Cone	I live in Kitsap County, but outside Bremerton City Limits
180	Angela Cox	I live in Kitsap County, but outside Bremerton City Limits
181	Jarrood Moran	I live outside of Kitsap County
182	Summer Hill	I live outside of Kitsap County
183	Vanessa Franson	I live outside of Kitsap County
184	Katherine Iurbecki	I live outside of Kitsap County

From: Kelsey S <kelsey.e.stedman@gmail.com>

Sent: Sunday, October 29, 2023 10:39 AM

To: City Council <City.Council@ci.bremerton.wa.us>; City Clerk <City.Clerk@ci.bremerton.wa.us>

Subject: 2024 City of Bremerton Budget Comments

Hello Bremerton City Council,

In review of the proposed 2024 budget, I would like to provide the following feedback:

1. There was an **unmet** 2023 goal to explore creation of a City Health and Human Services Coordinator position. Not only was this goal not accomplished for 2023, but despite multiple public comments and support for such a position from local agencies such as Kitsap County Human Services, including HEART, KPHD, BPD, etc, **there is no goal or funding for a City Human Services Position in the 2024 budget**. The Mayor cannot be expected to be able to oversee all the work needed to address homelessness in Bremerton, evidenced by the many examples of misinformation shared during meetings about the services in the city and County. **Bremerton needs their own Human Services division.**

2. I appreciate the funding for the shelter, Stand By Me, and the BH navigators, and the mobile crisis response units (REAL team). However, we have repeatedly heard the need for consistent, field-based, case management service providers to meet people where they are at, and be the "hub" in a hub and spoke model to refer to the supported programs, such as Stand By Me and REAL teams.

FACTS:

1. Stand By Me is a very needed service, but it is **not** Kitsap Connect, and needs to stop being compared to it. I was the Program Coordinator for Kitsap Connect. Kitsap Connect was a multi-agency program that performed street outreach, home visits, jail visits, and intensive, wrap-around case management. Stand by Me is **not** able to provide intensive case management. They are **not** able to perform any street outreach off Salvation Army property AKA they are **not** allowed to outreach on MLK/Broadway, or 8th St. They **cannot** support individuals banned from Salvation Army. They **cannot** outreach to individuals in encampments, or provide services offsite of Salvation Army property. They **cannot** support people experiencing unsheltered homelessness unless these individuals come to Salvation Army for support or a PCHS location (including mobile unit sites). **THIS LEAVES MANY GAPS. WE NEED FIELD-BASED CASE MANAGEMENT AND OUTREACH that can then connect folks into services such as Stand By Me for care coordination. There is local, state, and international evidence to support this approach.**
2. BH Navigators do fantastic work, but they do **not** carry a caseload. Their ability to follow-up with individuals after initial referrals to services is limited because they must remain available to respond to BPD requests for in-the-moment for support. **THIS LEAVES PEOPLE TO FALL THROUGH THE CRACKS AFTER INITIAL REFERRAL.**
3. The REAL teams provide invaluable linkage to services for substance use disorder. However, the mobile response units (REAL teams) **cannot** perform outreach unless requested by a community advocate, BPD, or EMS. They **cannot** perform blanket outreach, it is **not allowed through their grant funding**. They can only respond to a specific request for a specific individual. They can only support that individual if they sign on for services, and are challenged to coordinate care across agencies due to strict confidentiality criteria and need for ROIs to even confirm if they are helping any given individual. **THIS LEAVES NO ONE TO COORDINATE CARE ACROSS**

AGENCIES/NEEDS, nor PERFORM OUTREACH TO ENGAGE PEOPLE INTO THESE PROGRAMS. THEY ARE NOT A CRISIS SERVICE.

4. The City Shelter will not be operational until mid-late 2024, at the earliest this does **not** address the need for additional shelter **now or for possible gaps between closure of Salvation Army and opening of the new shelter.**

3. Despite repeated public comment from constituents, agencies, and City Council, there is **no funding included for agencies such as Rock the Block** to provide the case management and linkage to care services needed to those experiencing homelessness. RTB requests for meetings with the mayor to discuss this have resulted in either no response, or referral to the REAL teams and/or HEART, even from Bremerton constituents who have a right to a meeting with their elected official. **HEART IS IN THE CITY BECAUSE OF RTB's ADVOCACY FOR THIS. WE INITIATE THE REFERRALS to REAL TEAM and HEART.**

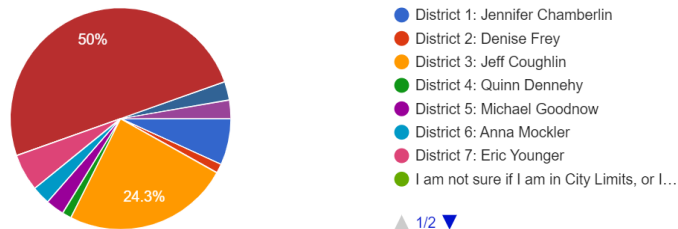
PLEASE PLEASE PLEASE, City Council, do **not** accept a budget that has no funding for the operations that can help people actually **exit homelessness, permanently.**

Finally, RTB has initiated a local [Call to Action](#) to declare homelessness an emergency, with guidelines similar to those utilized by the City during COVID, and funding opportunities for agencies such as Rock the Block. In the 18 hours since we've gone live, we are quickly approaching 100 signatures, with the majority in Bremerton City Limits. We will continue to provide you updates, but here is a snapshot of the results so far:

Do you reside in the City of Bremerton? If so, what [District](#) are you in?

 Copy

74 responses



I have seen some great comments come from City Council, and I hope you continue to show, through your actions, that the above mentioned issues need to be addressed before you can vote YES on the 2024 budget.

Best,

Kelsey Stedman, RN
Rock the Block Volunteer

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

A8

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

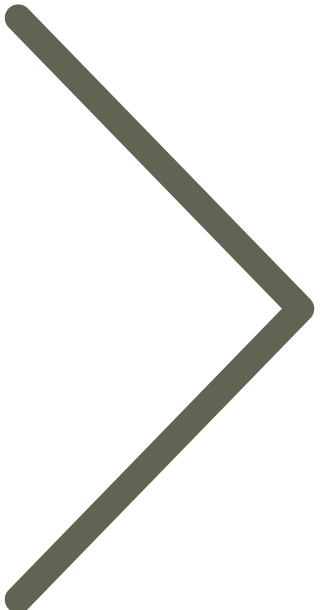


Changes to Interlocal Agreement (ILA) Contributions

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?

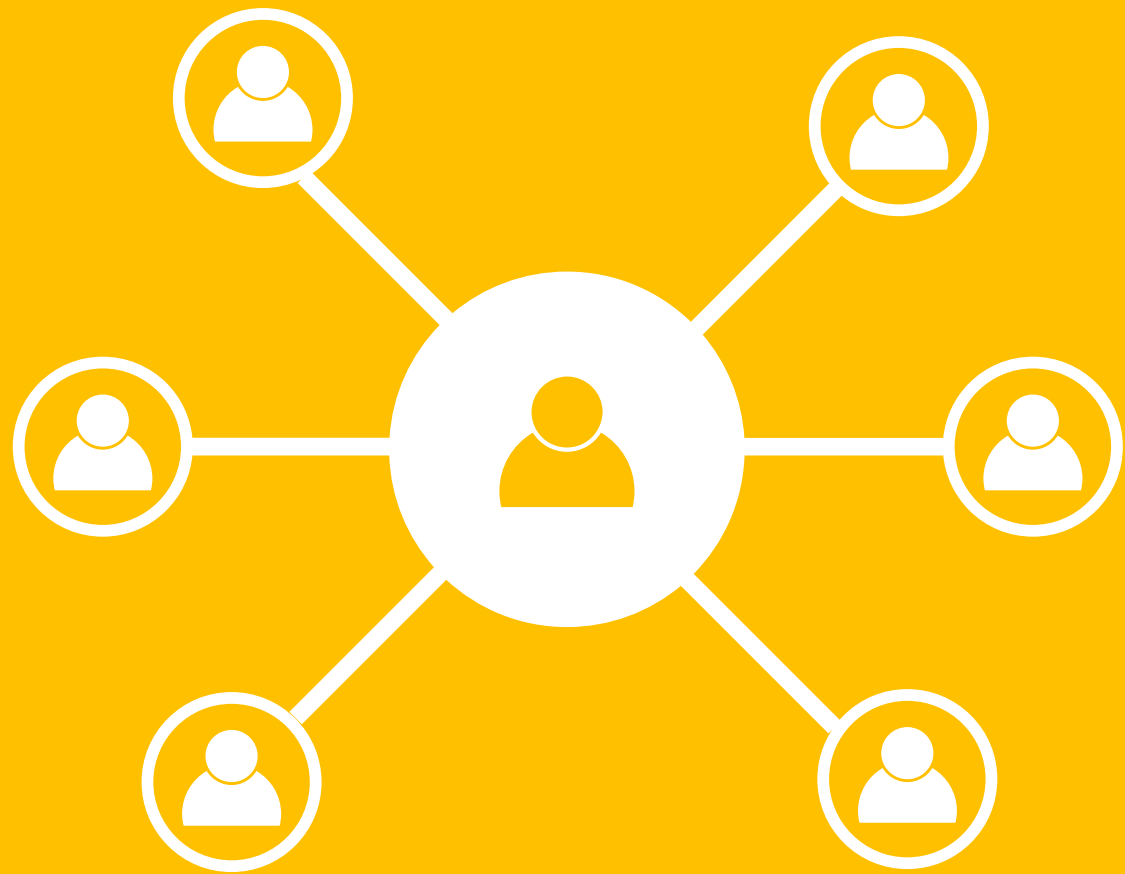
- Mayor appoints a representative, someone who can collaborate with KCDEM. The person in this role can be changed as necessary.
- Emergency Management Council function changed to an advisory role. The City of Bremerton's representative will:
 - Participate in long-range strategic planning
 - Evaluation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

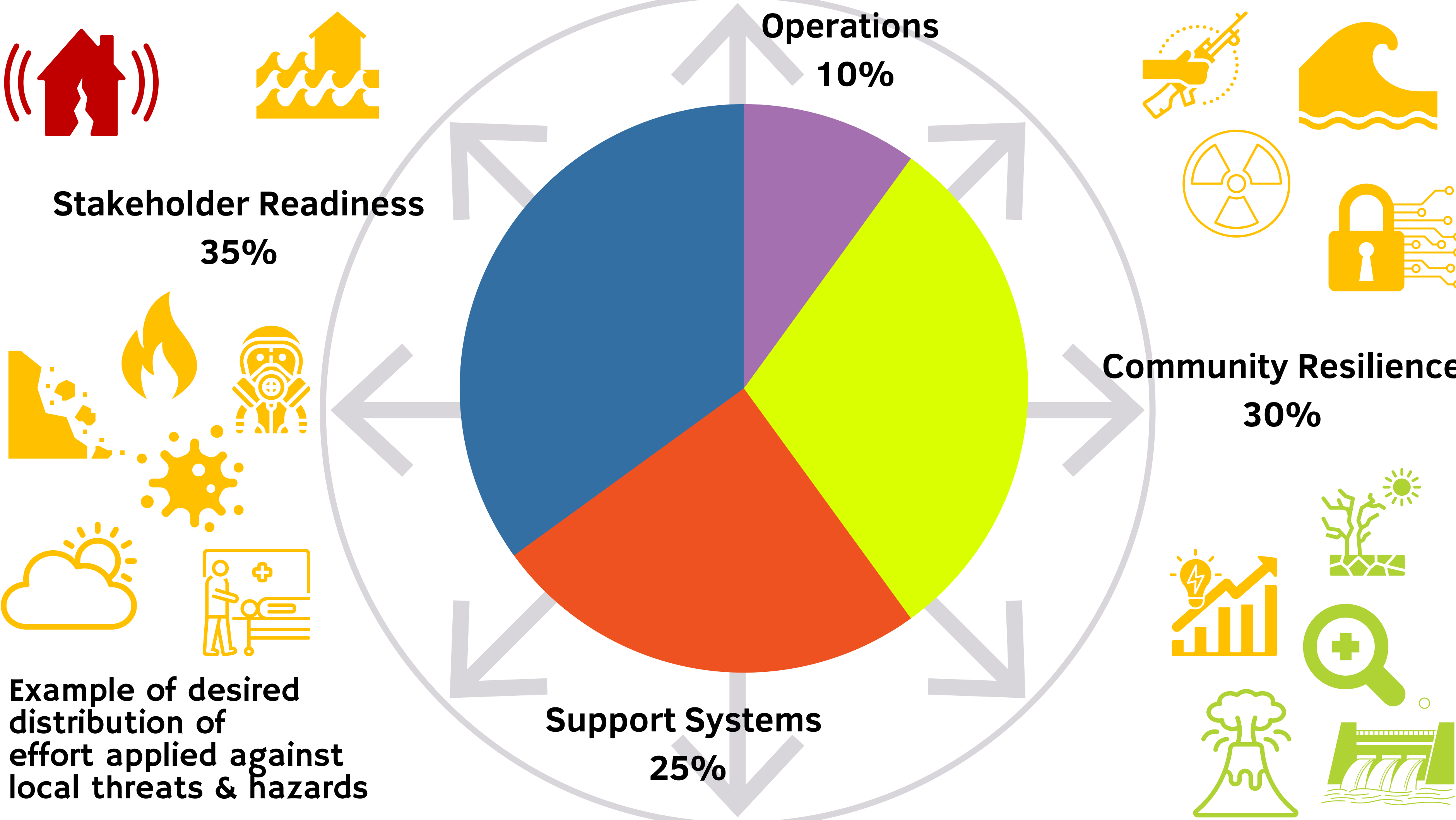


Community Resilience

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



Operations
10%

Stakeholder Readiness
35%

Community Resilience
30%

Support Systems
25%

**Example of desired
distribution of
effort applied against
local threats & hazards**

Questions?



AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

A9

SUBJECT:

Amendment to Minutes of Meeting -
September 20, 2023

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

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