



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

***** AMENDED *****

**WEDNESDAY, FEBRUARY 12, 2025
CITY COUNCIL 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 **February 19, 2025** City Council Meeting Agenda, or as indicated...*

- Members of the public may click the link below to join the webinar:
<https://bremertonwa.gov.zoom.us/j/8738266756?pwd=ZWlMVnVYbFBHYjY5U1RJUmFreDFXUT09>
- Or One tap mobile:
US: +12532050468,,87318266756#,,, *857582# or +12532158782,,87318266756#,,, *857582#
- Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833
Webinar ID: 873 1826 6756; Passcode: 857582

A. INFORMATION ONLY BRIEFING *Item added*

1. Update on Executive Order Impacts to City Operations – Mayor Greg Wheeler

B. AGENDA BILL BRIEFINGS

1. Purchase of 2025 Excess Workers' Compensation Insurance with Safety National Casualty Corporation
2. Conservation Grant Agreement with Puget Sound Energy for LED Retrofit Phase 3 & 4

C. INFORMATION ONLY PRESENTATIONS

1. Update on the 2026 – 2030 CDBG/HOME Consolidated Plan Process (*For full presentation at the February 19, 2025 City Council Meeting to receive Public Comment*)
2. Overview of 2024 Comprehensive Plan Transportation Element (*For full presentation at the February 19, 2025 City Council Meeting to receive Public Comment*)

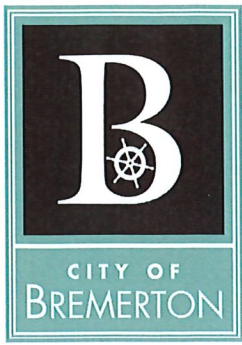
D. GENERAL COUNCIL BUSINESS

1. Review 2025 Legislative Priorities prior to AWC Action Days Conference on February 19 & 20 – Council President Eric Younger
2. Briefing on February 8 Joint Planning Session – Council President Eric Younger
3. Proposal to amend BMC Title 20 to expand Public Notice on Land Use Action – Council Member Anna Mockler
4. Audit Committee Briefing (*Last Meeting 1/27/25*) – Chair Anna Mockler
5. Finance, Invest & Parking Committee Briefing (*Last Meeting 1/28/25*) – Chair Jeff Coughlin
6. Public Safety Committee Briefing (*Last Meeting 2/6/25*) – '24 Chair Denise Frey
7. Lodging Tax Advisory Committee Briefing (*Last Meeting 2/7/25*) – Chair Jennifer Chamberlin
8. Regional and Other Committee/Board Briefings
9. Other General Council Business (*As necessary, and as time allows...*)

E. 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.



Office of the City Attorney
Kylie Finnell, City Attorney

Memorandum

To: Bremerton City Council

From: Kylie Finnell, City Attorney
Mike Riley, Director of Finance and Administration

Re: Executive Order Impacts to City operations

Date: February 12, 2025

Timeline – Last Three Weeks

- Week of January 20 – 24: President Trump was inaugurated on January 20 and began issuing Executive Orders some of which related to Diversity, Equity and Inclusion practices. The City was in process of filling the Diversity and Community Engagement Manager position. Candidate interviews with the Mayor, staff and Councilmembers Chamberlin and Goodnow occurred on January 23 and 24.
- Week of January 27 – 31: City staff continued to work towards filling the position while monitoring activity at the federal level with growing concern. On January 28 the web portals for federal funding were closed. Mike Riley and I advised the Mayor to pause filling the position so we could advise the City Council of the potential risks to federal funding. On January 28 we provided a briefing to the Finance Committee and Council President Eric Younger. On January 29 the access to federal funds were restored but emphasis on the federal government reviewing programs remained. Mike Riley contacted Finance Committee Chair Jeff Coughlin and Council President Eric Younger with an update.
- Week of February 3 – Present: The Mayor and City staff have continued to gather information, and we are sharing an overview of what we are learning with Council tonight.

Targeted Practices

- Use of protected characteristics in any employment action. This includes but is not limited to hiring quotas, tiebreaker decision-making, specific group internships or other opportunities, and tying manager compensation or evaluations to meeting diversity quotas. The City has not engaged in these practices.

Practices that do not appear to be Targeted

- Actions that are identity-neutral that remove bias from the workplace and create equal opportunity. Think “level” not “lift”.

Bremerton Human Resources practices support equal opportunity

- In 2021, to protect civil rights and eliminate opportunities for discrimination the City expanded recruitment distribution lists to a wider audience, redacted employment applications, and standardized interview processes.
- In 2024, the Washington Cities Insurance Authority reviewed the City’s personnel policies and procedures as a part of a voluntary audit and the City received a stellar review.
- No current practices in Human Resources appear to be in violation of any interpretations of federal or state law.
- We will continue to monitor relevant legal authority and update our practices as necessary so they continue to identify and eliminate discrimination, support equal opportunity, and protect civil rights.

Funding that is threatened

- The most immediate issue is likely to be answering grant certifications. 2025 awards contracts are already including language that require grant recipients to agree that they comply in all respects with all applicable Federal anti-discrimination laws and certify that they “do not operate any programs promoting DEI that violate any applicable Federal anti-discrimination laws.”
- The attached table shows funding that might be at risk.

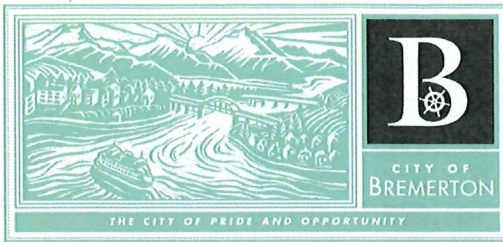
Mayor and Council Roles under the City Charter

- As the chief executive and administrative officer of the City, the Mayor is vested by Article IV (19)(1) with general supervision of the administrative forces of the city “and all city interests.” Article IV (19)(3).
- In situations where the Mayor ascertains changes in circumstances or new concerns, such as these threats to the federal funding the City receives, it is appropriate for the Mayor to pause and report his concerns to the City Council for its consideration.
- The City Council is vested by virtue of Article III, Section 12 of the Charter with the power to adopt and enforce ordinances relating “to...and regulating its local or municipal affairs and appropriate to the good government of the city...”
- The Charter also authorizes the City Council “to define the functions, power, and duties of the City’s officers and employees.” *Ibid.*

- These broad powers authorize the City Council to adopt an ordinance directing the Mayor to fill the Diversity and Community Engagement Manager position.
- While the ordinance would be subject to Mayoral veto, a supermajority of the Council could require the administration to take such an action.

Next Steps

- City Administration will continue to collaborate with our partners at the local, state, and federal levels and keep Council up to date on developments through communication with the Council President and the Finance Committee Chair.



FOR IMMEDIATE RELEASE

Revision of release dated January 29, 2025

January 30, 2025

The memo issued by the Office of Management and Budget dated January 27, 2025 requires Federal agencies to identify and review all Federal financial assistance programs.

“To implement these orders, each agency must complete a comprehensive analysis of all of their Federal financial assistance programs to identify programs, projects, and activities that may be implicated by any of the President’s executive orders. In the interim, to the extent permissible under applicable law, Federal agencies must temporarily pause all activities related to obligation or disbursement of all Federal financial assistance, and other relevant agency activities that may be implicated by the executive orders...”¹

This freeze may impact various programs, including those designed to support local governments that may have already incurred eligible expenses but have not yet submitted claims for reimbursement.

The federal funds awarded to the City of Bremerton that could be affected by this memorandum are detailed below:

West Kitsap Way Planning Study	12,388
Edward Byrne Memorial Justice Grant	30,503
Pedestrian Priority 2023	60,138
Rectangular Rapid Flashing Beacons	76,378
Pedestrian Priority 2024	149,450
Bremerton Parrish Creek Fish Passage	389,600
SR 303 Adaptive Signals	428,195
SR 303 Corridor Improvements	1,600,000
6 th Street Phase III	1,617,026
Naval Avenue	2,495,275
Quincy Square	2,500,000
Central Bremerton Force Main	7,145,000
*CDBG Haddon Park	132,000
*CDBG KCR BEST	80,385
*CDBG KCR Weatherization	96,484
*2025 CDBG ADA Curb Ramps	10,000
*2025 CDBG Marvin Williams Center	53,000
*2025 CDBG Boost Microenterprise	64,000

*2025 CDBG Admin	73,000
*HOME KOR Manette	582,972
*HOME Community Frameworks	200,000
*HOME Evergreen Brightstart	575,303
*BHA Housing Navigator	161,537
*Wheaton Landing	579,922
*Wheaton Landing Acquisition	141,949

*Revised from original release dated 01/19/2025

At the time of preparation of this release, OMB Memorandum M-25-13 was rescinded per OMB Memorandum M-25-14.

¹ OMB Memorandum M-25-13

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10 Year Community Development Block Grant Funded Projects

Project	Year	Amount
Evergreen Accessible Playground Project	2014	159,100
ADA Curbscuts	2014	23,300
Teen Center	2014	42,635
Lillian Walker Park	2015-2017	167,500
Weatherization	2014-2024	705,193
WestHills Pre-School	2017	129,300
Boys & Girls Club Teen Initiative	2014-2015	24,700
Bremerton Food line	2014-2015	25,000
BEST Program	2014-2024	446,200
Educational Transition	2014	10,700
Dental Clinic for Children	2014	10,700
Alive Legal Advocacy	2014	17,350
West Hills Stem	2016	76,800
Meals on Wheels	2015-2016	30,000
Holly Ridge Baby Steps to Play	2015-2016	50,200
Down Payment Assistance	2015	15,000
Sound West 4th Street	2016-2018	44,000
Sound West 4 Street North	2016-2017	196,600
Evergreen Park ADA Improvement	2016; 2019-2020	56,500
1010 Housing Project Demo	2017-2018	178,362
Kitsap Preschool Equipment	2017-2018	91,000
Marvin Williams New Life Coding	2018	24,400
Coffee Oasis HOPE	2018-2022	219,788
Affordable Housing Market Analysis	2019	23,625
ADA Sidewalks and Curbscuts	2019-2024	731,754
Kitsap Mental Health Housing	2019-2020	135,000
YWCA Alive Shelter	2020-2021 & 2023-2024	451,135
Rental Assistance	2020-2024	563,282
Lions Park ADA Upgrade	2021-2022	67,891
Total CDBG Funded Projects (10 Year)	2014-2024	\$ 4,717,015

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B1

SUBJECT:

Purchase of 2025 Excess Workers'
Compensation Insurance with Safety
National Casualty Corporation

Study Session Date: February 12, 2025

COUNCIL MEETING Date: February 19, 2025

Department: City Attorney's Office /
Risk Management

Presenter: Kylie Finnell / Melisa
Folmer

Phone: (360) 473-5302

SUMMARY: The Bremerton Municipal Code authorizes the Risk Management Specialist, with the approval of the City Attorney, to bind insurance and requires City Council approval for the continuation of any bound coverage that exceeds an annual premium of \$25,000. Excess Workers' Compensation for 2025 has been bound with Safety National Casualty Corporation at an annual premium of \$150,523. The self-insured retention ("SIR") for first responders is \$1,000,000 and for all other employees \$500,000. There are no changes in retentions from last year. The only change is the insurance carrier (prior insurance carrier was Midwest Employers Casualty Company).

ATTACHMENTS: Aon's Details of Coverage / Policy Term / Premium

FISCAL IMPACTS (Include Budgeted Amount): Sufficient funds have been budgeted in the Risk Management Fund for this expenditure for 2025.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to approve the purchase of the 2025 Excess Workers' Compensation Insurance with Safety National Casualty Corporation in the amount of \$150,523.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

Details of Coverage / Policy Term / Premium

	Expiring 2024-25	Renewal Quote 2025-26	Safety Option for 2025-26
Insurance Company	Midwest Employers Casualty Company	Midwest Employers Casualty Company	Safety National Casualty Corporation
A.M. Best's Rating	A+ XV	A+ XV	AA++ XV
Exposure and Rate			
Work Hours	737,012	678,031	678,031
Premiums			
Deposit	\$152,856	\$147,743	\$150,523
TRIA	Included	Included	Included
Limit Each Accident			
Workers' Compensation	Statutory	Statutory	Statutory
Employers Liability	\$1,000,000	\$1,000,000	\$1,000,000
Retentions			
Each Accident except	\$500,000	\$600,000	\$500,000
Police, Firefighters and Volunteer Law Officers	\$1,000,000	\$1,250,000	\$1,000,000
Endorsements (Not Limited too)			
1) Aircraft Exclusion Endorsement	X	X	○
2) Wildland Fire Per Employee Specific Retention Endorsement	X	X	○
3) Authorized Volunteers	X	X	X
4) Voluntary Compensation	X	X	X
5) Waiver of Subrogation by Written Contract Surcharge	X	X	○
<ul style="list-style-type: none"> MECC must be notified of any aircraft changes occurring during the policy period *This premium is based on the work hours provided. If the work hours increase, this will have an increase in the premium 			<ul style="list-style-type: none"> Subject to receipt, review, and acceptance of information contained in SNCC's Watercraft Supplemental Application form prior to policy issuance

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B2

SUBJECT:

Conservation Grant Agreement with Puget
Sound Energy for LED Retrofit Phase 3 & 4

Study Session Date: February 12, 2025

COUNCIL MEETING Date: February 19, 2025

Department: Public Works

Presenter: Ron Moore

Phone: (360) 473-5333

SUMMARY:

In 2022 Puget Sound Energy (PSE) and the City of Bremerton entered into an agreement for PSE to convert streetlights to LED lighting for the entire City. The project was broken into fifteen phases and originally planned to take up to fifteen years to complete. Due to a change in the Tariff agreement with PSE the costs have dramatically reduced, such that the grants are currently covering nearly 100% of the conversion costs.

These grant agreements are for Phases Three and Four which were completed in late 2024. The invoice from PSE for the project in Phase Three was \$1,862.96, and the grant will pay \$1,862.00 for a net cost to the City of \$0.96 for the 92 lights. The invoice from PSE for the project in Phase Four was also \$1,862.96 and the grant will also pay \$1,862.00 for a net cost to the City of \$0.96 for those 81 lights.

Phases five, six and seven are expected to be completed in early 2025, and staff are working with PSE to try to expedite the full conversion.

ATTACHMENTS:

Street Lighting Conservation Grant Agreement #3 Project P_1511687
Street Lighting Conservation Grant Agreement #4 Project P_1509755
Project Map

FISCAL IMPACTS (Include Budgeted Amount): City of Bremerton funded amount is \$20,000 per year from the REET funds that have been set aside for the project. Phase three and four were completed for \$3,725.92 and the grant will reimburse \$3,724.00 for a net cost of \$1.92.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION: Move to approve conservation grant from Puget Sound Energy 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



Conservation Program: **Business Lighting**
Agreement No.: **1**
Project No.: **P_1511687**

CONSERVATION GRANT AGREEMENT

This AGREEMENT is made this 31 day of December, 2024, by and between **PUGET SOUND ENERGY** ("PSE") and **CITY OF BREMERTON** ("Participant").

RECITALS

- A. Under PSE's Electric Schedule 83 and Gas Schedule 183, as currently in effect and on file with the Washington Utilities and Transportation Commission (collectively, "Tariffs"), PSE offers grants for certain conservation measures installed or implemented at facilities that receive electric or natural gas service from PSE.
- B. Participant intends to install or implement conservation measures and is requesting a grant from PSE.

AGREEMENTS

PSE and Participant agree as follows:

1. **PROJECT PREMISES/METER LOCATION ADDRESS: LED PHASE 3 ST LIGHTS BREMERTON WA 98310 - CITY OF BREMERTON PHASE 3 - POLE SERVICES** (Please note: meter location/address may differ from the site mailing address). Participant will install or implement the conservation measures listed in paragraph 2 ("Conservation Measures") at the above located facilities (the "Premises"). Participant represents either (a) that it is the owner or otherwise has the lawful authority to make the statements herein on behalf of the owner of the Premises, or (b) that it is the lawful tenant of the Premises and that it has obtained written authorization from the owner of the Premises.
2. **Conservation Measures.** Participant represents that it will purchase equipment or materials or has entered or will enter into an agreement with one or more contractors (the "Contractor") for the purchase and installation or implementation at the Premises of the Conservation Measures which may be detailed in **Attachment C: Attachment to Conservation Grant**, at the following costs:

	Conservation Measures	Measure Life	Total Cost	Eligible Grant
1.	Lighting - Street - Custom	20	\$1,862.00	\$1,862.00
	TOTAL (includes sales tax)		\$1,862.00	\$1,862.00

Participant represents that the total cost of the Conservation Measures is the net amount of its obligation with respect thereto.

3. **Grant.** Upon the execution by all parties and PSE's receipt of this Conservation Grant Agreement within **90 days** of the agreement date, PSE agrees to grant the Participant, after installation by Participant and confirmation by PSE of the Conservation Measures, an amount equal to the Eligible Conservation Grant ("the Grant") set forth in Attachment C.
- The parties agree that the Conservation Measures must be installed and the Grant paid **within 12 months** for projects saving less than 100,000 kWh or **24 months** for projects saving 100,000 kWh or more of the signing of this Conservation Grant Agreement. Savings are shown on Attachment C-Lighting Installations.
- If for any reason the installed cost of the Conservation Measures is less than the amount shown above and on Attachment C-Lighting Installations, PSE may decrease pro rata the amount of the Grant. The Participant shall be responsible for paying any amount in excess of the amount of the Grant.
4. **Separate Contract.** Participant acknowledges and agrees that PSE is not, and shall not be deemed to be, a party to any purchase or installation contract relating to Conservation Measures, which shall be installed pursuant to a contract between Participant and its Contractor(s). Participant expressly acknowledges that PSE's involvement with respect to any aspect of the Conservation Measures is limited to the furnishing of the Grant. **PSE HAS NOT MADE AND DOES NOT MAKE (AND PARTICIPANT ACKNOWLEDGES THAT PSE DOES NOT MAKE) ANY IMPLIED OR EXPRESS WARRANTY (INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS) REPRESENTATION, OR PROMISE WITH RESPECT TO EITHER (A) THE CONSERVATION MEASURES, (B) ANY MATERIALS AND LABOR REQUIRED FOR OR USED IN THE INSTALLATION OF THE CONSERVATION MEASURES, OR (C) THE INSTALLATION OF THE CONSERVATION MEASURES.**
5. **Final Cost Documentation, Access & Inspection:** Participant agrees to promptly provide PSE, upon request, and for a period no shorter than the longest applicable measure life: (1) documentation verifying equipment purchased and/or work performed in connection with the Conservation Measures installed; (2) reasonable access to and inspection of the Facility and Conservation Measures installed therein before, during and/or after implementation; and (3) reasonable access to, inspection and use of energy usage data related to the Conservation Measures including release of utility bills and Facility energy consumption information following implementation.
6. **Release.** Participant releases PSE from any and all claims, losses, harm, costs, liabilities, damages and expenses directly or indirectly resulting from or in connection with (a) the Conservation Measures, (b) any materials and labor required for or used in the installation of the Conservation Measures, (c) the installation of the Conservation Measures, or (d) the identification, handling and disposal of any associated hazardous waste materials.
7. **Disclaimer.** PSE conducts energy analyses at the request of its customers to determine the extent to which conservation measures are cost-effective. Any estimate of energy savings made by PSE in connection with any such analyses is solely for the purpose of determining the cost-effectiveness of the particular conservation measures and not to be used for any other purpose. PSE has not and does not make any promise, warranty or representation with respect to any savings in energy consumption from Conservation Measures.
8. **Termination.** In the event a Participant's contribution to PSE's recovery of energy efficiency program costs is affected by all or a portion of Participant's electric and/or gas delivery service being provided by a party other than PSE, then Participant shall refund to PSE an amount equal to the ratio of the unused Measure Life of the measure(s) to the total Measure Life of such Conservation Measure(s) multiplied by the dollar amount of the Grant with respect to such Conservation Measure(s).
9. **Incorporation of tariffs by reference.** This Agreement and the *Attachment To Conservation Grant* are subject to the terms of the Tariffs, incorporated herein by reference. Specific terms and conditions from one or more conservation schedules from similar filed tariffs may also apply, as determined by PSE at its sole discretion, based on various criteria. A complete list of conservation schedules is available at:

https://www.pse.com/-/media/Project/PSE/Portal/Rate-documents/Electric/elec_sch_250.pdf




Conservation Program: **Business Lighting**
Agreement No.: **1**
Project No.: **P_1511687**

10. **Entire Agreement.** This Agreement and its attachments set forth the entire agreement between the parties and supersede any and all prior agreements with respect to the Conservation Measures. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in writing and signed by both parties.

PUGET SOUND ENERGY

PARTICIPANT

City of Bremerton

By: 
8:06 am, Dec 31 2024

By: _____

Name: Andrew Pultorak

Print Name: _____

Title: Supv Energy Mgmt. Engineering

Title: _____

Federal Tax I.D. No.: _____

ATTACHMENT C TO CONSERVATION GRANT

Conservation Measure(s) shall consist of the following:

This project shall implement the Business Standard Lighting project defined in the attached "Grant Attachment C - Lighting Installations" of the PSE Business Lighting Incentive Program Application.

At a minimum the project shall follow these specifications:

- 1) LED Fixtures and Lamps: All Fixtures and Lamps must be UL or ETL listed, have a Power Factor 90% or greater, and have a Manufacturer's Warranty of five years or greater. Data shall be listed on the required manufacturer's specification sheet and the sheet shall include the Total Input watts (LED module plus driver) of the fixture or lamp.
- 2) Advanced Controls (LLLC, NLC & AELC): All Advanced Controls are defined and shall meet the requirements listed on the Terms page of the Lighting Application. All Advanced controls shall be approved by PSE prior to installation.

The above specifications are solely for the purpose of defining energy-related components of Conservation Measure(s) for which the Grant is offered. Puget Sound Energy is not responsible for ensuring the health, safety, comfort, or well-being of workers or facility occupants or the suitability of equipment selected for the intended application. It is the responsibility of the grant Participant and the Participant's hired designers, contractors, consultants to ensure compliance of the Conservation Measure(s) with Participant's needs and all applicable codes and standards.

The following shall be submitted by Participant prior to Grant payment:

- ☒ Completed Request for Taxpayer I.D. Number ("W-9").
- ☒ Copies of invoicing (no purchase orders, quotes, or estimates) for all expenses, including but not limited to equipment, materials, and labor associated with installation of Conservation Measure(s).
- ☐ Other (specify):

ATTACHMENT C TO CONSERVATION GRANT

Conservation Measure(s) shall be verified as follows prior to Grant payment:

PSE shall conduct the following as the verification process:

- 1) A final site visit may be conducted by a PSE Representative to verify as built fixture types and quantities. PSE reserves the right to conduct onsite verifications for Projects with 25,000 kWh or less.
- 2) Projects may require additional back-up documentation as requested by PSE Representative.
- 3) All Advanced Controls shall require an onsite verification after the controls are installed and operational for at least 30 days.

If intended energy savings are not being achieved by Conservation Measure(s) because specified equipment efficiency parameters or performance parameters defined above are not used, Participant shall be required to correct such deficiencies prior to Grant payment. Failure to comply with specified equipment efficiency or performance parameters may result in forfeiture or reduction of Grant payment.



BUSINESS LIGHTING INCENTIVE PROGRAM
Pole Services – Street Lighting V24-01 - Valid through 12/31/2024

Estimated PSE Incentive **\$1,862**

Pole Services Installation Charge **\$1,862**

PSE Pole Services Projects ONLY

Rate Schedule	Street Lighting	
	Sch 5x	
	kWh	kW
Existing fixture	49,463	11.78
New fixture	16,960	4.04
Fixture savings	32,504	7.74
Control savings	4,579	
TOTAL SAVINGS	37,083	

Project Info	
Project Name (REQ)	City of Bremerton Phase 3 - Pole Services
PSE Account # (REQ)	220-037-059-478
Address (REQ)	various locations
City (REQ)	Bremerton
State	WA
Zip (REQ)	98337
Pole Services W/O #	110-115-9555

Fixture Counts	
Total Existing	92
Total New	92

Customer / Payee Info	
City/Company (REQ)	City of Bremerton
Contact, first and last (REQ)	Nick Atale
Email (REQ)	Nick.Atale@ci.bremerton.wa.us
Phone (REQ)	(360) 473-2306
Tax ID	

Location		Lighting Fixture / Lamp								Controls				Total Savings and Cost			Notes
		Qty	Lamp / Fixture	Description	Cost Each	Watts	kW	kWh	Qty	Control	Cost Each	Your save	Saved kWh	Final kWh	kWh	Cost	
1 Various	Complete	Exist	88	High Pressure Sodium		120	10.56	44,352	88	Exterior Photo Control		0%	0	44,352			
		New	88	Pole Services	\$20	39	3.43	14,414	88	Advanced Exterior Control	\$0	27%	3,892	10,523	33,829	\$1,781	
2 Various	Complete	Exist	1	High Pressure Sodium		170	0.17	714	1	Exterior Photo Control		0%	0	714			
		New	1	Pole Services	\$20	71	0.07	298	1	Advanced Exterior Control	\$0	27%	81	218	496	\$20	
3 Various	Complete	Exist	2	High Pressure Sodium		295	0.59	2,478	2	Exterior Photo Control		0%	0	2,478			
		New	2	Pole Services	\$20	149	0.30	1,252	2	Advanced Exterior Control	\$0	27%	338	914	1,564	\$40	
4 Various	Complete	Exist	1	High Pressure Sodium		457	0.46	1,919	1	Exterior Photo Control		0%	0	1,919			
		New	1	Pole Services	\$20	237	0.24	995	1	Advanced Exterior Control	\$0	27%	269	727	1,193	\$20	
5	Existing fixture	Exist		High Pressure Sodium		0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Advanced Exterior Control	\$0	27%	0	0	0	\$0	
6	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	
7	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	
8	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	
9	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	
10	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	
11	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	
12	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	
13	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		0	0.00	0	0	Exterior Photo Control	\$0	0%	0	0	0	\$0	

CONSERVATION GRANT AGREEMENT

This AGREEMENT is made this 31 day of December, 2024, by and between **PUGET SOUND ENERGY** ("PSE") and **CITY OF BREMERTON** ("Participant").

RECITALS

- A. Under PSE's Electric Schedule 83 and Gas Schedule 183, as currently in effect and on file with the Washington Utilities and Transportation Commission (collectively, "Tariffs"), PSE offers grants for certain conservation measures installed or implemented at facilities that receive electric or natural gas service from PSE.
- B. Participant intends to install or implement conservation measures and is requesting a grant from PSE.

AGREEMENTS

PSE and Participant agree as follows:

1. **PROJECT PREMISES/METER LOCATION ADDRESS: LED PHASE 4 ST LIGHTS BREMERTON WA 98310 - CITY OF BREMERTON PHASE 4 - POLE SERVICES** (Please note: meter location/address may differ from the site mailing address). Participant will install or implement the conservation measures listed in paragraph 2 ("Conservation Measures") at the above located facilities (the "Premises"). Participant represents either (a) that it is the owner or otherwise has the lawful authority to make the statements herein on behalf of the owner of the Premises, or (b) that it is the lawful tenant of the Premises and that it has obtained written authorization from the owner of the Premises.
2. **Conservation Measures.** Participant represents that it will purchase equipment or materials or has entered or will enter into an agreement with one or more contractors (the "Contractor") for the purchase and installation or implementation at the Premises of the Conservation Measures which may be detailed in **Attachment C: Attachment to Conservation Grant**, at the following costs:

	Conservation Measures	Measure Life	Total Cost	Eligible Grant
1.	Lighting - Street - Custom	20	\$1,862.00	\$1,862.00
	TOTAL (includes sales tax)		\$1,862.00	\$1,862.00

Participant represents that the total cost of the Conservation Measures is the net amount of its obligation with respect thereto.

3. **Grant.** Upon the execution by all parties and PSE's receipt of this Conservation Grant Agreement within **90 days** of the agreement date, PSE agrees to grant the Participant, after installation by Participant and confirmation by PSE of the Conservation Measures, an amount equal to the Eligible Conservation Grant ("the Grant") set forth in Attachment C.

The parties agree that the Conservation Measures must be installed and the Grant paid **within 12 months** for projects saving less than 100,000 kWh or **24 months** for projects saving 100,000 kWh or more of the signing of this Conservation Grant Agreement. Savings are shown on Attachment C-Lighting Installations.

If for any reason the installed cost of the Conservation Measures is less than the amount shown above and on Attachment C-Lighting Installations, PSE may decrease pro rata the amount of the Grant. The Participant shall be responsible for paying any amount in excess of the amount of the Grant.

4. **Separate Contract.** Participant acknowledges and agrees that PSE is not, and shall not be deemed to be, a party to any purchase or installation contract relating to Conservation Measures, which shall be installed pursuant to a contract between Participant and its Contractor(s). Participant expressly acknowledges that PSE's involvement with respect to any aspect of the Conservation Measures is limited to the furnishing of the Grant. **PSE HAS NOT MADE AND DOES NOT MAKE (AND PARTICIPANT ACKNOWLEDGES THAT PSE DOES NOT MAKE) ANY IMPLIED OR EXPRESS WARRANTY (INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS) REPRESENTATION, OR PROMISE WITH RESPECT TO EITHER (A) THE CONSERVATION MEASURES, (B) ANY MATERIALS AND LABOR REQUIRED FOR OR USED IN THE INSTALLATION OF THE CONSERVATION MEASURES, OR (C) THE INSTALLATION OF THE CONSERVATION MEASURES.**
5. **Final Cost Documentation, Access & Inspection:** Participant agrees to promptly provide PSE, upon request, and for a period no shorter than the longest applicable measure life: (1) documentation verifying equipment purchased and/or work performed in connection with the Conservation Measures installed; (2) reasonable access to and inspection of the Facility and Conservation Measures installed therein before, during and/or after implementation; and (3) reasonable access to, inspection and use of energy usage data related to the Conservation Measures including release of utility bills and Facility energy consumption information following implementation.
6. **Release.** Participant releases PSE from any and all claims, losses, harm, costs, liabilities, damages and expenses directly or indirectly resulting from or in connection with (a) the Conservation Measures, (b) any materials and labor required for or used in the installation of the Conservation Measures, (c) the installation of the Conservation Measures, or (d) the identification, handling and disposal of any associated hazardous waste materials.
7. **Disclaimer.** PSE conducts energy analyses at the request of its customers to determine the extent to which conservation measures are cost-effective. Any estimate of energy savings made by PSE in connection with any such analyses is solely for the purpose of determining the cost-effectiveness of the particular conservation measures and not to be used for any other purpose. PSE has not and does not make any promise, warranty or representation with respect to any savings in energy consumption from Conservation Measures.
8. **Termination.** In the event a Participant's contribution to PSE's recovery of energy efficiency program costs is affected by all or a portion of Participant's electric and/or gas delivery service being provided by a party other than PSE, then Participant shall refund to PSE an amount equal to the ratio of the unused Measure Life of the measure(s) to the total Measure Life of such Conservation Measure(s) multiplied by the dollar amount of the Grant with respect to such Conservation Measure(s).
9. **Incorporation of tariffs by reference.** This Agreement and the *Attachment To Conservation Grant* are subject to the terms of the Tariffs, incorporated herein by reference. Specific terms and conditions from one or more conservation schedules from similar filed tariffs may also apply, as determined by PSE at its sole discretion, based on various criteria. A complete list of conservation schedules is available at:

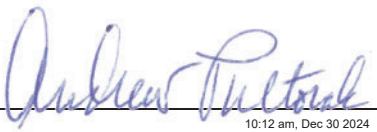
https://www.pse.com/-/media/Project/PSE/Portal/Rate-documents/Electric/elec_sch_250.pdf
10. **Entire Agreement.** This Agreement and its attachments set forth the entire agreement between the parties and supersede any and all prior agreements with respect to the Conservation Measures. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in writing and signed by both parties.



Conservation Program:
Agreement No.:
Project No.:

Business Lighting
1
P_1509755

PUGET SOUND ENERGY

By: 
10:12 am, Dec 30 2024

Name: Andrew Pultorak

Title: Supv Energy Mgmt. Engineering

PARTICIPANT

City of Bremerton

By: _____

Print Name: _____

Title: _____

Federal Tax I.D. No.: _____

ATTACHMENT C TO CONSERVATION GRANT

Conservation Measure(s) shall consist of the following:

This project shall implement the Business Standard Lighting project defined in the attached "Grant Attachment C - Lighting Installations" of the PSE Business Lighting Incentive Program Application.

At a minimum the project shall follow these specifications:

- 1) LED Fixtures and Lamps: All Fixtures and Lamps must be UL or ETL listed, have a Power Factor 90% or greater, and have a Manufacturer's Warranty of five years or greater. Data shall be listed on the required manufacturer's specification sheet and the sheet shall include the Total Input watts (LED module plus driver) of the fixture or lamp.
- 2) Advanced Controls (LLLC, NLC & AELC): All Advanced Controls are defined and shall meet the requirements listed on the Terms page of the Lighting Application. All Advanced controls shall be approved by PSE prior to installation.

The above specifications are solely for the purpose of defining energy-related components of Conservation Measure(s) for which the Grant is offered. Puget Sound Energy is not responsible for ensuring the health, safety, comfort, or well-being of workers or facility occupants or the suitability of equipment selected for the intended application. It is the responsibility of the grant Participant and the Participant's hired designers, contractors, consultants to ensure compliance of the Conservation Measure(s) with Participant's needs and all applicable codes and standards.

The following shall be submitted by Participant prior to Grant payment:

- ☒ Completed Request for Taxpayer I.D. Number ("W-9").
- ☒ Copies of invoicing (no purchase orders, quotes, or estimates) for all expenses, including but not limited to equipment, materials, and labor associated with installation of Conservation Measure(s).
- ☐ Other (specify):

ATTACHMENT C TO CONSERVATION GRANT

Conservation Measure(s) shall be verified as follows prior to Grant payment:

PSE shall conduct the following as the verification process:

- 1) A final site visit may be conducted by a PSE Representative to verify as built fixture types and quantities. PSE reserves the right to conduct onsite verifications for Projects with 25,000 kWh or less.
- 2) Projects may require additional back-up documentation as requested by PSE Representative.
- 3) All Advanced Controls shall require an onsite verification after the controls are installed and operational for at least 30 days.

If intended energy savings are not being achieved by Conservation Measure(s) because specified equipment efficiency parameters or performance parameters defined above are not used, Participant shall be required to correct such deficiencies prior to Grant payment. Failure to comply with specified equipment efficiency or performance parameters may result in forfeiture or reduction of Grant payment.



BUSINESS LIGHTING INCENTIVE PROGRAM
Pole Services – Street Lighting V24-01 - Valid through 12/31/2024

Estimated PSE Incentive **\$1,862**

Pole Services Installation Charge **\$1,862**

PSE Pole Services Projects ONLY

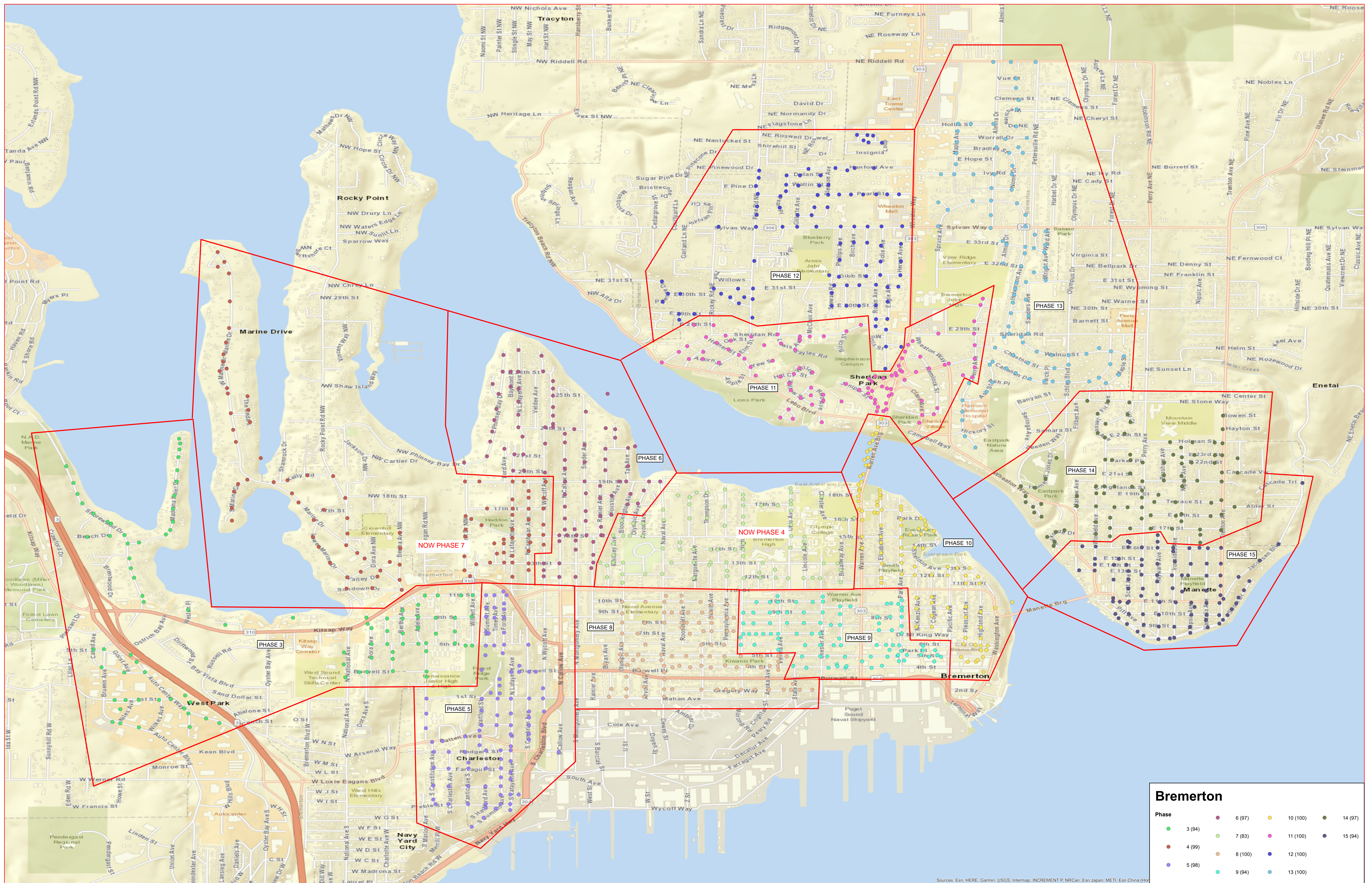
Rate Schedule	Street Lighting	
	Sch 5x	
	kWh	kW
Existing fixture	41,979	10.00
New fixture	13,973	3.33
Fixture savings	28,006	6.67
Control savings	3,773	
TOTAL SAVINGS	31,778	

Project Info	
Project Name (REQ)	City of Bremerton Phase 4 - Pole Services
PSE Account # (REQ)	220-037-059-478
Address (REQ)	various locations
City (REQ)	Bremerton
State	WA
Zip (REQ)	98337
Pole Services W/O #	110-115-9565

Fixture Counts	
Total Existing	81
Total New	81

Customer / Payee Info	
City/Company (REQ)	City of Bremerton
Contact, first and last (REQ)	Nick Atale
Email (REQ)	Nick.Atale@ci.bremerton.wa.us
Phone (REQ)	(360) 473-2306
Tax ID	

Location		Lighting Fixture / Lamp								Controls				Total Savings and Cost			Notes
		Qty	Lamp / Fixture	Description	Cost Each	Watts	kW	kWh	Qty	Control	Cost Each	Your save	Saved kWh	Final kWh	kWh	Cost	
1 Various	Complete	Exist	77	High Pressure Sodium		120	9.24	38,808	77	Exterior Photo Control		0%	0	38,808			
		New	77	Pole Services	\$23	39	3.00	12,613	77	Advanced Exterior Control	\$0	27%	3,405	9,207	29,601	\$1,770	
2 Various	Complete	Exist	1	High Pressure Sodium		245	0.25	1,029	1	Exterior Photo Control		0%	0	1,029	689	\$23	
		New	1	Pole Services	\$23	111	0.11	466	1	Advanced Exterior Control	\$0	27%	126	340			
3 Various	Complete	Exist	3	High Pressure Sodium		170	0.51	2,142	3	Exterior Photo Control		0%	0	2,142	1,489	\$69	
		New	3	Pole Services	\$23	71	0.21	895	3	Advanced Exterior Control	\$0	27%	242	653			
4	Existing fixture	Exist		High Pressure Sodium		0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		149	0.00	0	0	Advanced Exterior Control	\$0	27%	0	0			
5	Existing fixture	Exist		High Pressure Sodium		0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services		137	0.00	0	0	Advanced Exterior Control	\$0	27%	0	0			
6	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			
7	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			
8	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			
9	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			
10	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			
11	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			
12	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			
13	Existing fixture	Exist				0	0.00	0	0	Exterior Photo Control		0%	0	0	0	\$0	
		New		Pole Services			0.00	0	0	Exterior Photo Control	\$0	0%	0	0			



AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

7A

SUBJECT: Update on the 2026-2030
CDBG/HOME Consolidated Plan Process

Study Session Date: February 12, 2025
COUNCIL MEETING Date: February 19, 2025
Department: DCD-CDBG
Presenter: Sarah Lynam
Phone: (360) 473-5375

SUMMARY: CDBG staff have begun the process of updating the 5 year Consolidated Plan. The Consolidated Plan sets funding priorities for the City's Block Grant program. Included in this process is a community needs survey. At this time, we are coming to Council to share our process and timeline for the Consolidated Plan update and encourage public participation with the community survey which will be included in the presentation.

ATTACHMENTS:

1. Staff Memo with link to community survey 2. Power Point Presentation

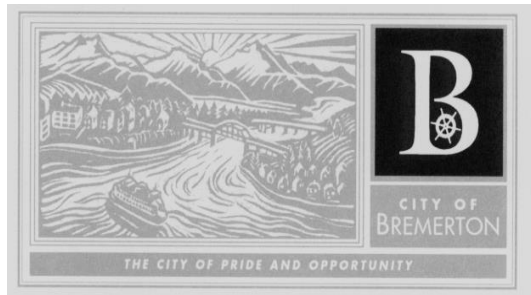
FISCAL IMPACTS (Include Budgeted Amount): None. Block Grant is a pass-through funding from the Department of Housing and Urban Development, and Federal Department of Treasury.

STUDY SESSION ACTION: ☐ Consent Agenda ☒ General Business ☐ Public Hearing

RECOMMENDED MOTION:

No action required at this time, public input and participation in the survey is requested

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☒ No Action



DEPARTMENT OF COMMUNITY DEVELOPMENT

MEMORANDUM

To: Bremerton City Council

From: Sarah Lynam, Community Development Block Grant Administrator

Date: January 31, 2025

Re: 2026-2030 Consolidated Plan

Kitsap County and the City of Bremerton receive Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funding each year from the US Department of Housing and Urban Development (HUD). These funds, along with the County's Community Investments in Affordable Housing (CIAH) funds, are used to provide housing, economic opportunity, public facilities and infrastructure principally for low and moderate-income households and neighborhoods.

In compliance with the U.S. Department of Housing and Urban Development (HUD) regulations (found at 24 CFR Part 91), a Consolidated Plan is adopted and submitted every five years. The City of Bremerton and Kitsap County Block Grant Programs began a joint planning process in late 2024 to update the Consolidated Plan. The Consolidated Plan is an overall strategy for housing and community development addressing the needs of primarily low- and moderate-income persons in Kitsap County and the City of Bremerton. The Plan further guides the City in its strategy for appropriating these funds.

The planning process involves the assessment of current housing and population needs through the analysis of available data, public meetings, an online survey, and consultations with service providers and key stakeholders. The online survey for community members and other interested parties, including local non profits and service providers, can be found here:

[2026-2030 ConPlan Community Needs Survey](#)

Please feel free to complete the survey and to pass the survey along to anyone who may be interested. The more feedback the better to help us in this process. The City will be releasing its Strategic Plan in May 2025 to help guide the 2026 funding process. The Consolidated Planning process will take place throughout 2025 and will culminate in the adoption of the plan in November of 2025. This plan along with the year 1 Action Plan will be due to HUD on November 15, 2025.

Should you have any questions or concerns, please contact me by email at sarah.lynam@ci.bremerton.wa.us or by phone at (360) 473-5375.

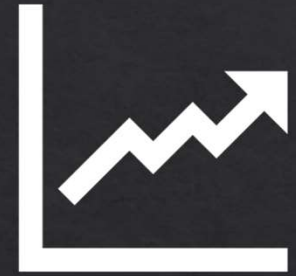
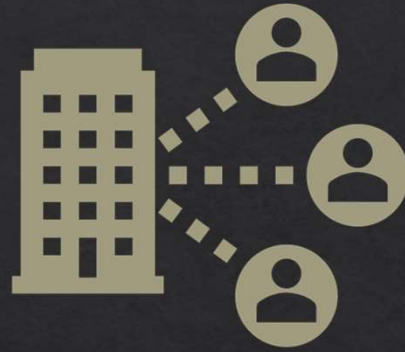
Thank you for your time,

Sarah Lynam
CDBG Administrator

2026-2030 Consolidated Plan

City of Bremerton
Community Development
Block Grant Program

CDBG





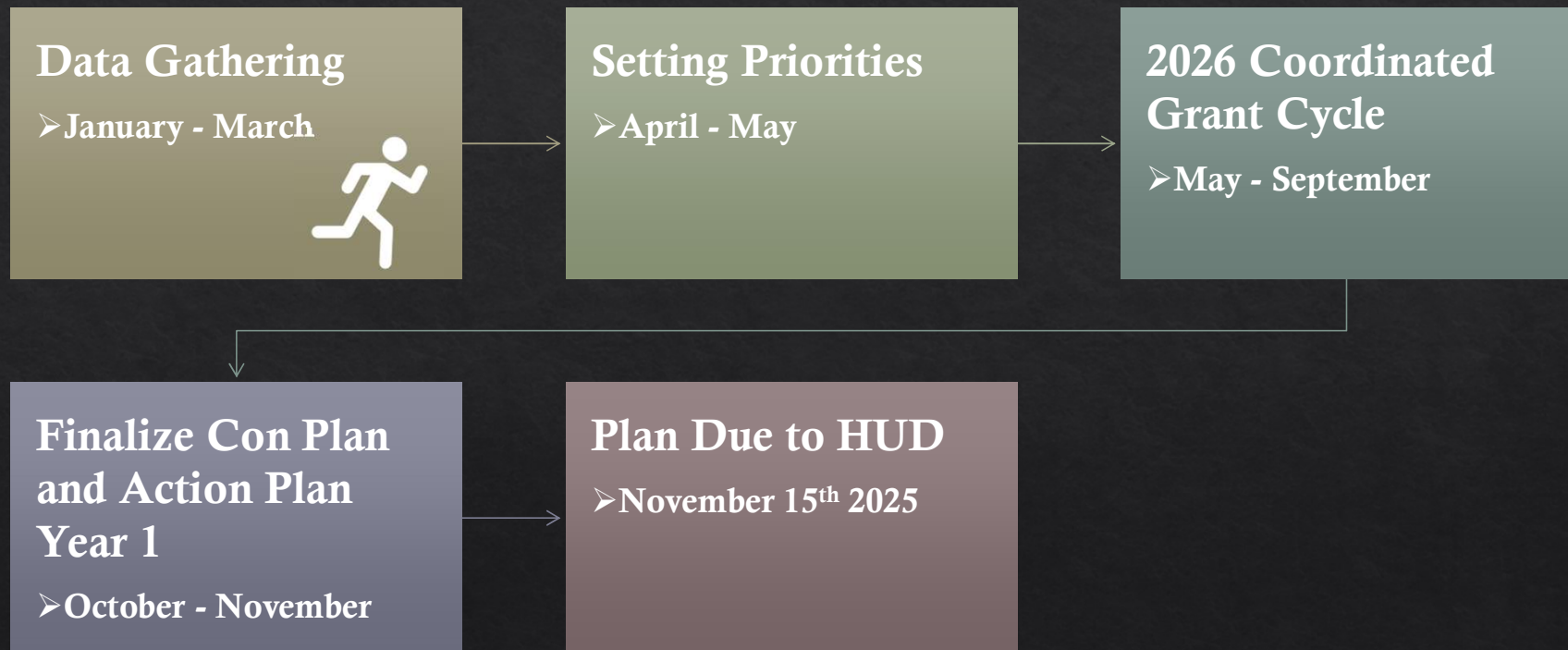
What is the Consolidated Plan?

- ◆ The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions of federal dollars.
- ◆ HUD Requirement – 5-Year Plan
 - ◆ Created in coordination with Kitsap County
 - ◆ Utilize available data and community input to identify needs and create a strategic plan to meet those needs.
 - ◆ Funds primarily benefit low-income individuals and families.

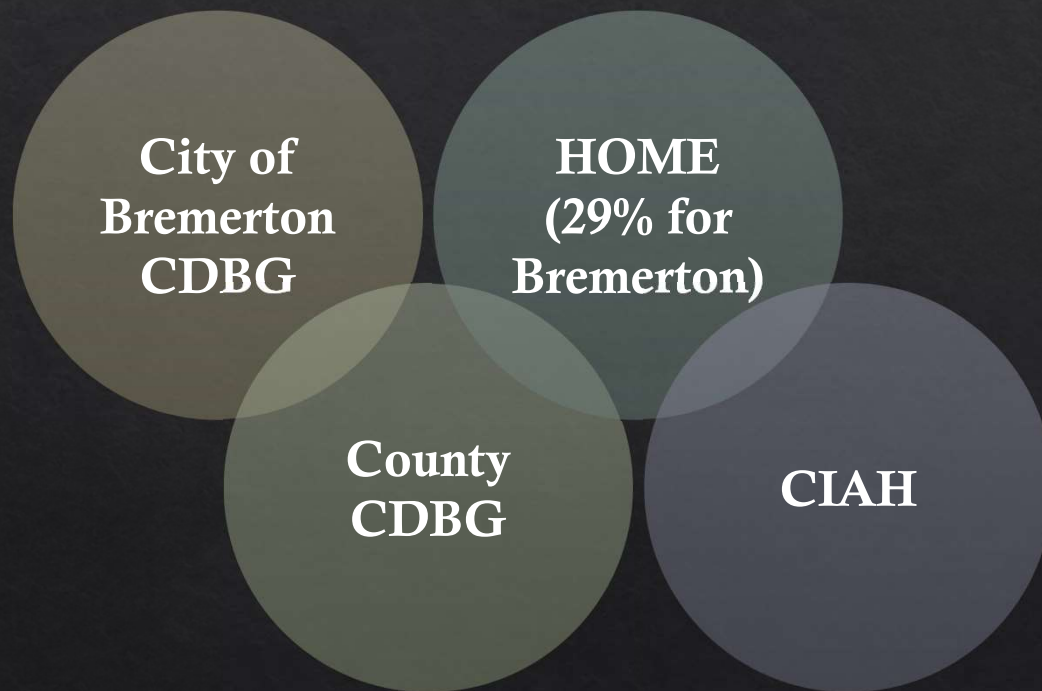
Consolidated Plan Components



Timeline



Funds Included – Coordinated Grant Process



- ◆ CDBG - Community Development Block Grant (HUD)
 - ◆ \$400,000 annually, decreasing
 - ◆ Housing rehabilitation, Public service, Public Facilities, Economic Development Microenterprise
- ◆ HOME - HOME Investment Partnership (HUD)
 - ◆ About \$250,000 annually
 - ◆ Affordable housing
- ◆ CIAH - Community Investments in Affordable Housing
 - ◆ \$5.5M Annually County-wide
 - ◆ Affordable housing + flexible housing/facility related projects

Community Outreach Plan

- ◆ Agency Consultations
 - ◆ Service & Housing provider Meetings
 - ◆ Regional Org Meeting
- ◆ Government Input
 - ◆ City Council Meetings
 - ◆ Council District Meetings
(March 10th District 6)
 - ◆ BOCC Presentations
- ◆ Community At-Large
 - ◆ Survey & public comments



Community Survey

- ◆ Receive input from community members and service providers on what types of funding priorities they feel are most important.
- ◆ Consists of 6 categories, within each category are various types of eligible projects.
- ◆ Survey respondents are asked to rank each project type by need on a 1-5 scale:
 - ◆ 1 = No need
 - ◆ 3 = Moderate Need
 - ◆ 5 = High Need



2026-2030 ConPlan Community Needs Survey

We are gathering community information for the 2026-2030 Consolidated Plan, and we need your input!

Kitsap County and the City of Bremerton receive Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funding each year from the US Department of Housing and Urban Development (HUD). These funds, along with the County's Community Investments in Affordable Housing (CIAH) funds, are used to provide housing, economic opportunity, public facilities and infrastructure principally for low and moderate-income households and neighborhoods.

Every 5 years the City and County work together to gather data, statistics and feedback from the community to develop a set of priorities to guide the allocation of funds for the next five years. We need YOUR input to ensure the new 5-Year Consolidated Plan reflects the knowledge and perspective of our community. Please take a few minutes to complete this survey.

The Needs Survey is seeking perspective from both community members at-large and agencies that provide services.

Identify how you are taking this survey:

☒ Individual ☐ Agency

What is your zip code?

Services

Human services are an important part of our community safety net. Based on your experience and knowledge of the needs in the community, rank each of the service categories below.

1 = No need

3 = Moderate Need

5 = High Need

1 2 3 4 5

Child care services

☐ ☐ ☐ ☐ ☐



COMMUNITY SURVEY NOW OPEN!



2026-2030 ConPlan Community Needs Survey

Questions

Comments

Data/Reports to Share



CITY OF BREMERTON (CDBG/HOME)

Sarah.Lynam@bremertonwa.gov

KITSAP COUNTY (CDBG/HOME)

Btufts@kitsap.gov

KITSAP COUNTY (CIAH)

Jwarren@kitsap.gov

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

7B

SUBJECT:

Overview of 2024 Comprehensive Plan
Transportation Element

Study Session Date: February 12, 2025

COUNCIL MEETING Date: February 19, 2025

Department: DCD

Presenter: V. Grover

Phone: (360) 473-5289

SUMMARY:

As part of the ongoing 2024 Comprehensive Plan Update, this discussion is intended to gather feedback from the City Council on the Transportation Element of the City's Comprehensive Plan. Policies within the Transportation Element are intended to promote, manage, and maintain a safe, efficient, and integrated multi-modal transportation system that is consistent with the City's overall vision and adequately serves anticipated growth. The Draft Transportation Element (TE), Draft Transportation Element Technical Appendices (TTA), and Draft Active Transportation Plan (ATP) are available for review and comment. Council should note, at the January 27, 2025 Planning Commission Workshop, the Planning Commission recommend the Public Works Department separate the ATP adoption from the Comprehensive Plan update timeline, and continue work on completion of the ATP following Comprehensive Plan adoption. The attached Memo contains resources documenting review of this Element that has occurred thus far.

ATTACHMENTS:

- 1) Staff Memo 2) Power Point Presentation

FISCAL IMPACTS (Include Budgeted Amount):

No Impact

STUDY SESSION ACTION: ☐ Consent Agenda ☒ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Informational only. No motion is required.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action



DEPARTMENT OF COMMUNITY DEVELOPMENT

MEMORANDUM

To: City Council
From: Garrett Jackson
Date: February 19, 2025
Subject: Comprehensive Plan Update Review

SUMMARY

As part of the ongoing 2024 Comprehensive Plan Update, this discussion is intended to gather feedback from the City Council on the Transportation Element of the City's Comprehensive Plan. This Memo contains resources documenting review of the Transportation Element that has occurred thus far. A presentation providing a full overview will be provided at the meeting by Public Works Engineering Project Manager Vicki Grover, P.E.

BACKGROUND

The Comprehensive Plan update is required by the Washington State Growth Management Act (GMA) in order to demonstrate that Bremerton has the capacity to absorb population and employment increases forecast to the year 2044. Population estimates indicate that the City will grow to 63,757 persons and 58,258 jobs by 2044; this means the City is forecast to increase its population by over 46%, with a 32% increase in the number of jobs. The Bremerton Comprehensive Plan must conform to the Washington State [Growth Management Act](#), Puget Sound Regional Council (PSRC) [Vision 2050](#), and the Kitsap Regional Coordinating Council (KRCC) [Countywide Planning Policies](#). More information about the Bremerton Comprehensive Planning process can be found at Bremerton2044.com.

TRANSPORTATION ELEMENT, REVIEW RESOURCES

Policies within the Transportation Element are intended to promote, manage, and maintain a safe, efficient, and integrated multi-modal transportation system that is consistent with the City's overall vision and adequately serves anticipated growth. The links below will provide information packets from individual workshops where the Transportation Element was discussed.

- [June 26, 2023 Planning Commission Workshop](#) and [video link](#)
- [November 20, 2023 Planning Commission Workshop](#) and [video link](#)
- [August 19, 2024 Planning Commission Workshop](#), and [video link](#)
- [January 27, 2025 Planning Commission Workshop](#) and [video link](#)

DRAFT TRANSPORTATION DOCUMENTS

Draft documents available for City Council review include the Draft Transportation Element (TE), Draft Transportation Element Technical Appendices (TTA), and Draft Active Transportation Plan (ATP). Council should note, at the January 27, 2025 Planning Commission Workshop, the Planning Commission recommend the Public Works Department separate the ATP adoption from the Comprehensive Plan update timeline, and continue work on completion of the ATP following Comprehensive Plan adoption. The Public Works Department will continue to analyze addressing individual transportation comments before final drafts are presented to the Planning Commission and City Council at a later date. Note, dates for scheduled public meetings and all public comments are posted on Bremerton2044.com. A description of available draft transportation documents is found below.

DRAFT TRANSPORTATION ELEMENT

The Draft Transportation Element is included in the published [June 17, 2024 Draft Comprehensive Plan](#) (pages 73 – 86). This document contains the Vision, Goals, and Policies of each element of the Comprehensive Plan which was discussed at the February 7, 2024 City Council meeting ([video link](#)).

DRAFT TRANSPORTATION ELEMENT TECHNICAL APPENDICES (TTA)

The transportation appendices contain the technical information analyzed and compiled to support the goals and policies of the Transportation Element. Draft documents are available on the Transportation Plan Update [webpage](#); a list of documents are provided below.

- *Bremerton2044 Transportation Technical Appendix (PDF)*
- *TTA Attachment A Project Summaries and Conceptual Design (PDF)*
- *TTA Attachment B 2023 LOS Results Memo (PDF)*
- *TTA Attachment C Future LOS Memo (PDF)*
- *TTA Attachment D Cost Estimate Methodology Memo and PLCE Spreadsheet (PDF)*
- *TTA Attachment E Summary of Public Engagement (PDF)*
- *TTA Attachment F Transportation Concurrency System Development (PDF)*

DRAFT ACTIVE TRANSPORTATION PLAN (ATP)

Active transportation refers to how the City plans for human-scaled methods of travel, such as walking, riding a bike, using a scooter, or rolling with an assistive mobility device such as a wheelchair. This document is separate from the Comprehensive Plan, and is not required to be adopted concurrently. Draft documents are available on the Transportation Plan Update [webpage](#); a list of documents are provided below.

- *Bremerton2044 Active Transportation Plan (PDF)*
- *ATP Attachment A Existing Conditions (PDF)*
- *ATP Attachment B Facility Types (PDF)*
- *ATP Attachment C Summary of Public Engagement (PDF)*
- *ATP Attachment D New AT Projects (PDF)*



CITY COUNCIL STUDY SESSION



DRAFT Transportation Element & DRAFT Active Transportation Plan

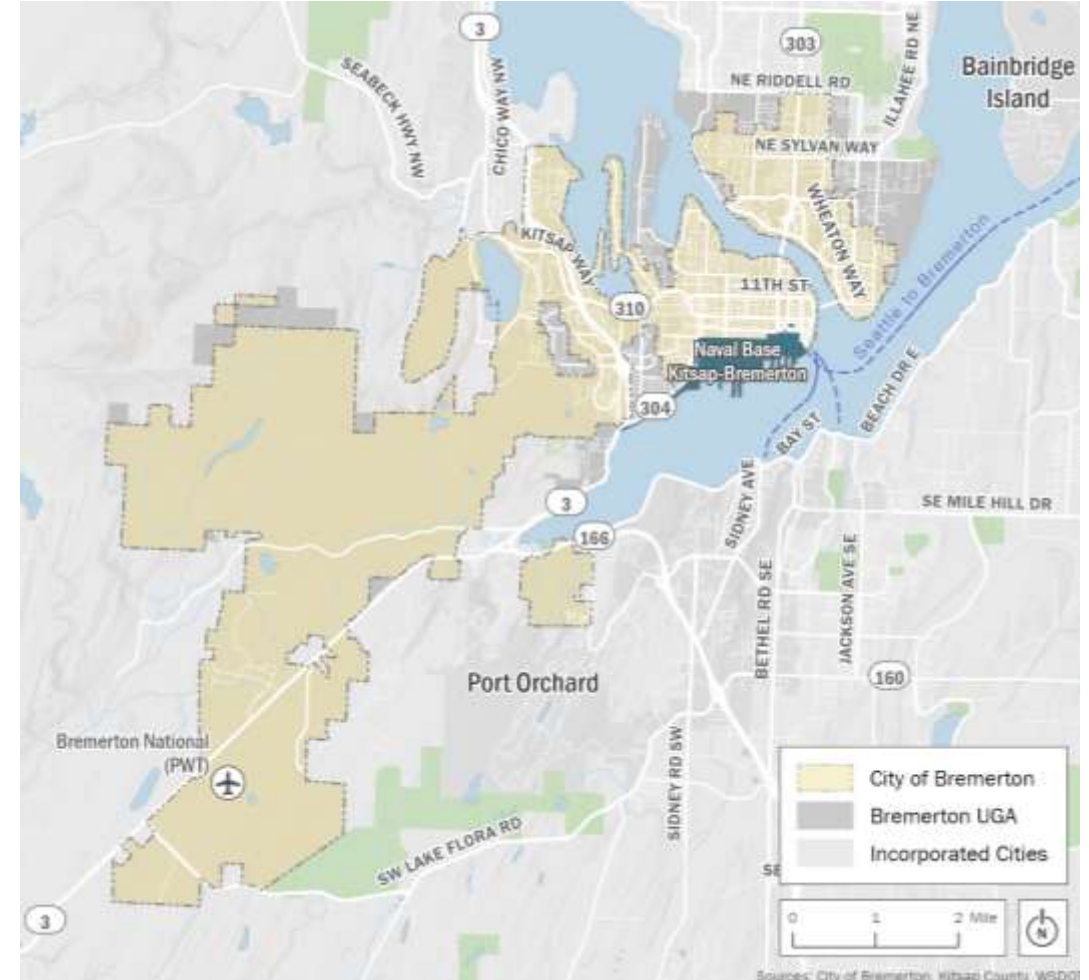
Parametrix



February 2025

Updates to 2 of Bremerton's key transportation planning documents:

- Transportation Element of the Comprehensive Plan adopted in 2016
- Active Transportation Plan (formerly known as the Non-Motorized Transportation Plan) adopted in 2007
- Draft **Transportation Element** with proposed policy revisions was published for comment in June 2024.



Responses: 605 total responses, 12.7% response rate

Survey Goals: **(1)** current travel behavior, **(2)** opportunities and barriers for different travel modes, **(3)** priorities for transportation improvements.

Key Findings: Respondents reported a lack of or incomplete bicycle (93%) and pedestrian (76%) facilities as the biggest barriers to biking and walking.

- Dangerous driver behavior was a common issue identified by people biking (83%) and driving (64%).
- There was a strong desire for new sidewalks and crosswalks (55%) and new bike facilities (42%), as well as support for adaptive “smart” systems to help manage congestion (67%) and more frequent ferry service (64%).
- The highest priority improvements for respondents were pedestrian (48%) and ferry (48%) improvements, and there was also broad support for traffic, biking, and transit improvements.

Responses: 225 comments, 8 emails and letters from the public

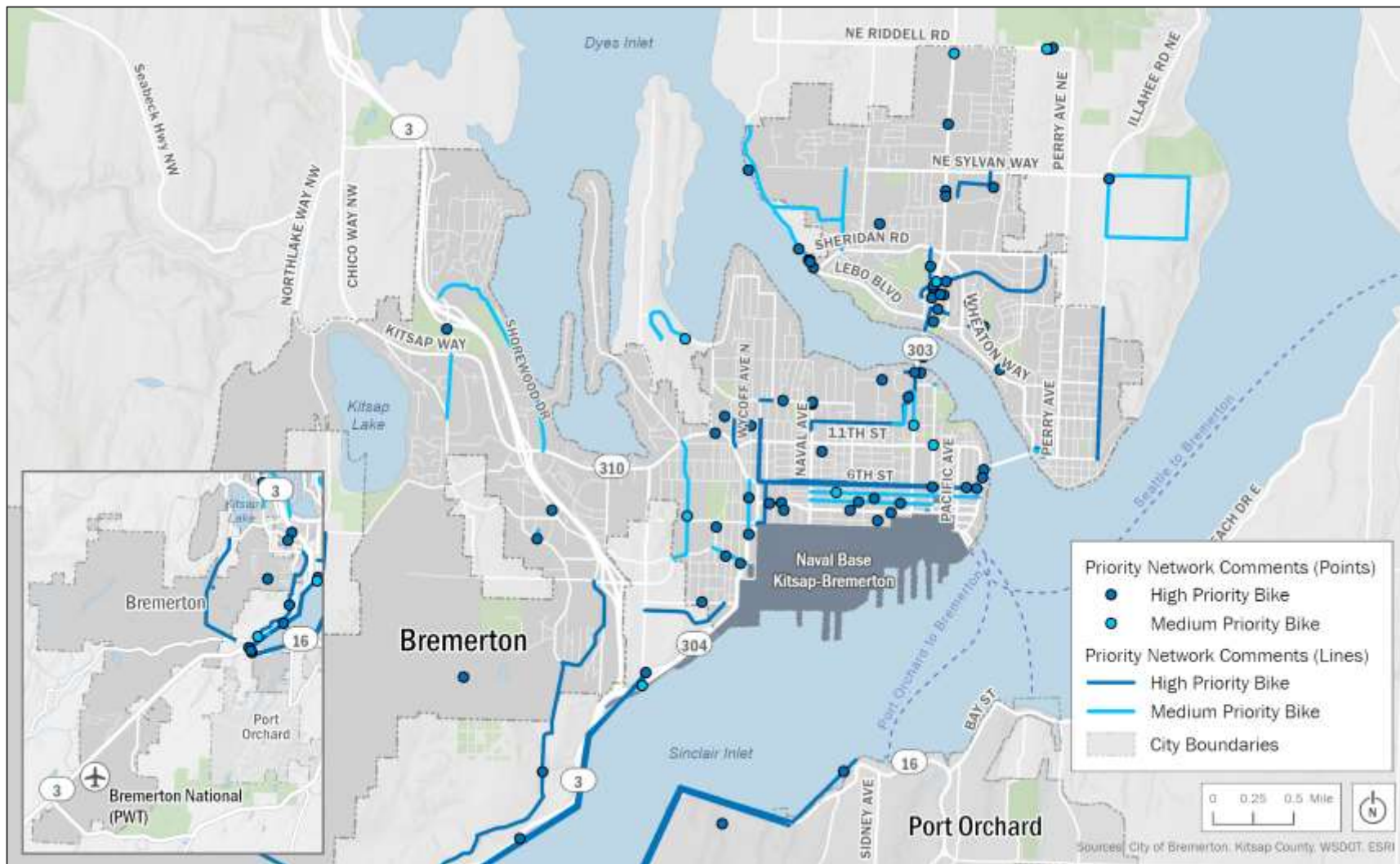
Web Map Content: a draft pedestrian priority network from the 2007 Non-Motorized Transportation Plan with some changes. We were seeking public input on preferred corridors for traveling on foot or on wheels. The draft priority network will help to prioritize future investments in the transportation system.

Findings:

- 68% of feedback focused on the bike priority network and shows strong community support for new and improved bicycle infrastructure.
- 36% of comments requested new facilities or raised concerns about existing conditions.
- Other comments related to preferred locations/corridors related to either walking or biking.



WEBMAP ENGAGEMENT



Public Comments on Bicycle Priority Network

- 68% focused on the bike priority network.
- Strong community support for new and improved bicycle infrastructure.
- 1/3 of all comments requested new facilities or raised concerns about existing conditions.

Two key documents that support the Transportation Element were available for public comment on January 13th thru January 27th, 2025.

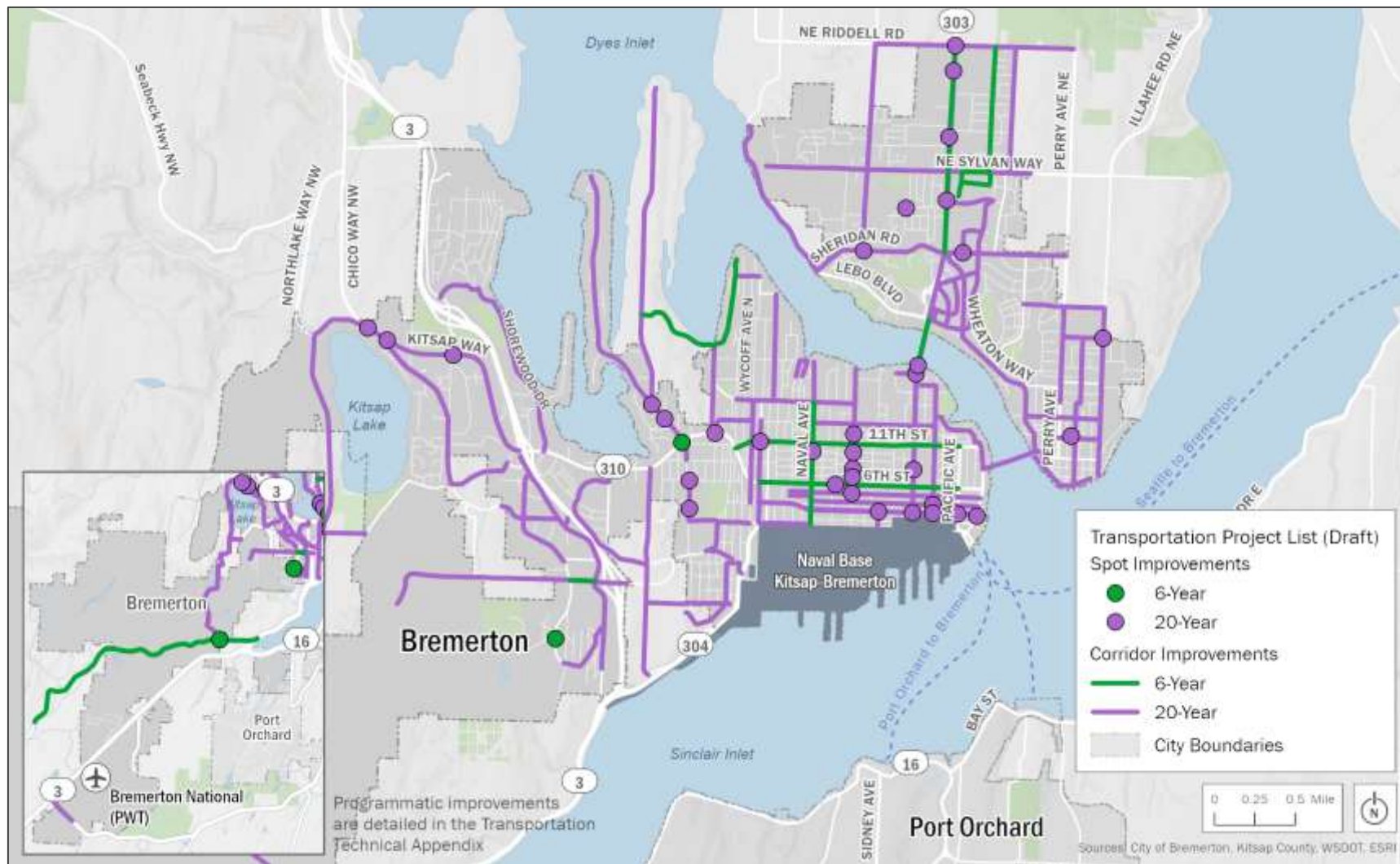
- The **Transportation Technical Appendix** includes technical analysis of existing and future level of service condition for 80 plus intersections, limited conceptual design of projects, a short-term and long-term project list, and a planning level cost estimate for the projects on the list. These documents were produced to support the Transportation Element.
- The **Active Transportation Plan** includes a vision for the future of active transportation. Includes a map of conceptual corridors/networks for potential future project development.

Plan Overview

1. **Existing Conditions:** summarizes current active transportation facilities, roadway and traffic conditions, transit network, and recent safety data.
2. **Coordinated Plans:** overview of City Plans and related efforts, County and Kitsap Transit Plans, PSRC regional plans, and WSDOT projects in Gorst and on SR 3.
3. **Community Engagement:** summary of engagement efforts to date including open houses, survey and web map engagement.
4. **Future Transportation Needs:** analysis of gaps in pedestrian and bike networks, future traffic operations, and mode share goals.
5. **Projects and Implementation:** capital project, financial forecasts (in progress), and 6-year and 20-year project lists



TRANSPORTATION TECHNICAL APPENDIX



Capital Improvement Plan (Future) Transportation Projects

- Short-term (6-yr) and long-term (20-yr) future transportation projects.

- Updated and built upon the 2007 Bremerton Non-Motorized Transportation Plan
- Compiled a comprehensive list of near- and long-term active transportation projects to be included in the Transportation Technical Appendix.
- Identified new projects through network analysis, priority locations, and integration of previous planning efforts

Active transportation refers to **human-scaled** methods of travel, such as walking, riding a bike, using a scooter, or rolling with an assistive mobility device such as a wheelchair.

PLANNING COMMISSION RECOMMENDATION



At the *January 27th, Planning Commission Workshop*, Planning Commission made a recommendation to separate the Active Transportation Plan adoption from the Comprehensive Plan adoption timeline. By completing the work on the Active Transportation Plan following the Comprehensive Plan adoption, sufficient time will be available to review and consider comments before the final Transportation Element documents are presented to the Planning Commission and City Council at later dates.



ENGAGEMENT TO DATE



Key Engagement Events and Methods

- Planning Commission Workshop June 26, 2023
- Planning Commission Workshop November 20, 2023
- Public Survey: January 19 – February 15, 2024
- Open House #1: online open house from January 19 – February 15, 2024
- Planning Commission Workshop August 19, 2024
- Web Map Engagement: August 19 – September 9, 2024
- Open House #2: online from October 2 – 16, 2024, in-person Open House October 8, 2024
- DRAFT Transportation Element Technical Appendices & Active Transportation Plan: online from January 13 – 27, 2025
- Planning Commission Workshop January 27, 2025
- Other public outreach events - Friday Night Art Walks, St Patrick's Day Parade, Armed Forces Parade, Island Fest, Kitsap Mesa Redonda, Kitsap Public Health Equity Collaborative Meeting, 7 District Meetings

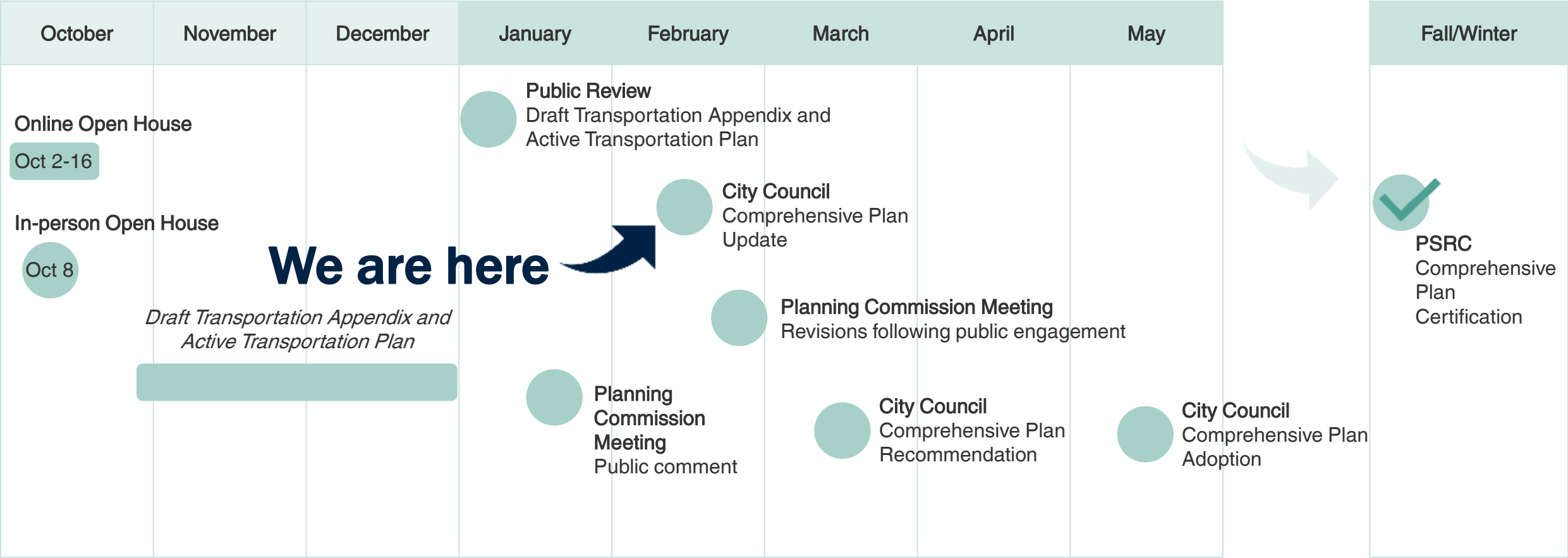


PROJECT SCHEDULE



2024

2025



NEXT STEPS



- **Receive public comments on Draft Plans at Council Meeting on 2-19-25**
- **Planning Commission Public Hearing on 4-21-25**
- **Council Study Session recommendation from Planning Commission on 4-23-25**
- **Council Public Hearing for adoption Comprehensive Plan 5-7-25**
- **Council Study Session revision/discussion prior to adoption 5-14-25**
- **Council Adoption of Plan via Ordinance on 5-21-25**
- **PSRC Certification of Comprehensive Plan June 2025**

2025 City Legislative Priorities

D1

Cities and towns are home to 65% of Washington's residents, drive the state's economy, and provide the most accessible form of government. The success of our cities and towns depends on adequate resources and community-based decision-making to best meet the unique needs of our communities.

Washington's 281 cities and towns ask the Legislature to partner with us and act on the following priorities:



Fiscal sustainability

Revise the arbitrary 1% property tax cap that has been in place for more than 20 years. Adopt a new cap tied to inflation and population growth factors, with a limit not to exceed 3%. This will allow local elected officials the option to adjust the local property tax rate to better serve our communities and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks.



Behavioral health treatment capacity

Expand funding for grants to establish and support ongoing funding for local behavioral health crisis co-responder programs. Support additional training and certification, and workforce development for co-responders. Seek increased investments in community behavioral health treatment funding – both capital start-up and operational expenses. Support continued expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient and continued expansion of forensic behavioral health treatment capacity. Provide additional mental health support for students.



Housing supply

Dedicate current funding and explore new funding options, such as the real estate transfer tax, to address needs across the housing continuum, including home ownership, senior, workforce, affordable, and permanent supportive housing. Ensure that funding availability extends to all communities with needs, including small and medium-sized cities and towns in both eastern and western Washington.



Public safety

Provide more resources and tools to cities and towns to address public safety and criminal justice challenges. Help cities hire new officers by covering 100% of the cost of attending the Basic Law Enforcement Academy (BLEA), and continue to expand existing—and create new—regional BLEA academies. Increase support for public safety and the overall criminal justice system with additional funding for the Municipal Criminal Justice Assistance Account, as well as enhanced local funding tools like the public safety sales tax. Increase programs to reduce gun violence, juvenile crime, and provide more juvenile behavioral health treatment and correctional capacity. Continue to support our officers and other first responders with wellness and injury prevention programs.



Infrastructure investment

Protect and expand direct and meaningful investments in traditional local infrastructure for needed expansion and ongoing operations and maintenance of aging systems, including expanded and reliable funding for the crucial Public Works Assistance Account. Support sustainable state transportation revenue that includes funding for local preservation, maintenance, and operations. Develop new fiscal tools to build infrastructure to support housing development and growth, including increased funding for the Connecting Housing and Infrastructure Program (CHIP). Expand cities' ability and flexibility to use the real estate excise tax (REET) for additional capital needs, including maintenance as well as to support affordable housing.

Contact:

Candice Bock
Government Relations Director
candiceb@awcnet.org

Notice of Proposed Land Use – Feb 12 2025 Presentation to Council

Most permit applications in Bremerton are Type I. Proposal is to add language to 20.02.040(a) to restrict Type 1 permits to those of limited or no public interest.

Poulsbo – Type 1 Permit	Bremerton – Type 1 Permit
No notice required	No notice required
Administrative review by Director	Administrative review by Director
SEPA exempt or completed	SEPA exempt or completed

The difference between Poulsbo and Bremerton is :

- A. Poulsbo Type 1 permit applications “have limited or no public interest”
- B. Bremerton Type 1 permit applications include “... building / construction / demolition permits ... final short subdivisions ... etc.”

Proposed Change to BMC 20.02.040(a):

(a) Type I Project Permits. These are administrative decisions by the Director who may approve, conditionally approve, or deny the application. Type I projects have limited or no public interest. They include permits categorically exempt from SEPA review or that have had SEPA review completed in connection with another application or permit. Type I project permit processing procedures are set forth in Table 040. Examples of Type I permits include administrative code interpretations, window replacement, water heater installation, ~~building/construction/demolition permits (SEPA exempt), final short subdivisions,~~ permit revocations, etc.

From: [Anna Mockler](#)
To: [City Council](#)
Subject: Agenda Item A9, 11 Dec 2024 Study Session
Date: Wednesday, December 11, 2024 3:58:12 PM

Please distribute to all Council re tonight's Agenda Item A9.

A proposed amendment to Chapter 20 of BMC that will expand the scope of Type I (most common) permits to include posting a placard: "Notice of Proposed Land Use Action" for all permit applications EXCEPT those that have little or no public interest, such as water heater replacement. A new building or short subdivision etc., would require a placard describing the project, comment period, and how to comment.

This supports our Council goal of increasing public engagement. Last presented to Council in September 2023. At that time, DCD objected that they would have to engage in public hearings to amend Chapter 20. Those public hearings are now scheduled. Let's involve Bremertonians in decisions about Bremerton's future.

Anna Mockler

Proposal to Amend BMC to Expand Public Notice of Proposed Land Use Action

Bremerton City Council Study Session, 9/13/2023 Presenter: Anna Mockler

Information Only. Fiscal Impacts: None.

Summary: Move to amend our BMC 20.02.040(a) to include language defining Type I permits as having "limited or no public interest." Where a proposed development has some public interest, require posting of an on-site placard "Notice of Proposed Land Use Action" easily visible from the street and nearest public intersection(s). Such placards will contain all the information now sent by mail to households up to 300 feet away from site, showing the proposed use, and when and to whom the public may comment. This helps meet one of Council's 2023 Goals.

Methodology: I reviewed the literature, i.e., public notification requirements of permit types in nearby jurisdictions. I underlined and highlighted particular portions thereof for Council's better review. Those jurisdictions are: Poulsbo, Port Orchard, and Kitsap County, chosen to ensure compliance with local Comprehensive Plans per the GMA.

Results: Port Orchard and Kitsap County have similar definitions of Type I permits: SEPA-exempt, minor revisions, etc. Poulsbo goes further to define Type I permits as having "limited or no public interest". Some Type I projects as defined by BMC 20.02.040(a) *are* of public interest. Note that Kitsap County considers "View Blockage" as a Type II permit. "Public interest" might be defined as being sparked by any proposed change of use, height, or footprint.

Neighboring jurisdictions use our main methods of notifying the public: they mail notices to households up to 300 feet away, post on city website, and publish notice in newspaper of record. Poulsbo also requires posting at City Hall, post office, and library.

One Council 2023 Goal is: "Look for opportunities to implement changes that encourage civic engagement". Opening comment to a wider public, with streetside placards that clearly announce the

process and period of public comment, certainly meets this goal.

Discussion: Our current procedure of public notice excludes many projects that are of public interest. Now, to find out about a permit application for a non-Type I permit, one has to join DCD's "NotifyMe" email list, or regularly scroll their website, or daily read the Legal Notices in the Kitsap Sun. Or live less than 300 feet from the site. For most of us, that means that buildings suddenly pop up.

There are more than enough uncertainties and plenty of powerlessness in the world around us. Our government should reduce surprise and increase empowerment as often as possible.

Conclusion: We should amend the definition of Type I permits in BMC 20.02.040(a) as shown underlined below, and require Public Notice placards for all other permit types.

City of Poulsbo

A. A Type I application permit process is an administrative review and decision by the appropriate department head or designee. These are applications which are generally categorically exempt from review under State Environmental Policy Act (SEPA) or permits for which environmental review has been completed in connection with another application, and which have limited or no public interest. A Type I application is subject to clear, objective and nondiscretionary standards or standards that require the exercise of professional judgment about technical issues

City of Bremerton 20.02.040 PROJECT PERMIT PROCESSING PROCEDURES.

Project permit applications are categorized as Type I, Type II, Type III or Type IV project permits. Permit processing procedures may include determination of completeness, notice of application, notice of public hearing and notice of decision. Applicable procedures for the processing of permits are pursuant to the following provisions:

(a) Type I Project Permits. These are administrative decisions by the Director who may approve, conditionally approve or deny the application. They include permits categorically exempt from SEPA review or that have had SEPA review completed in connection with another application or permit. Type I project permit processing procedures are set forth in Table 040. Examples of Type I permits include administrative code interpretations, building/construction/demolition permits (SEPA exempt), final short subdivisions, permit revocations, etc.

(b) Type II Project Permit. These are administrative decisions by the Director with limited public notice. The Director has the authority to approve, conditionally approve or deny the application. Type II project permit processing procedures are set forth in Table 040. Examples of Type II permits include administrative conditional use permits, short plats/binding site plans, site plan review (requiring SEPA), building/construction/demolition permits (requiring SEPA), stand alone nonproject SEPA, etc.

(c) Type III Project Permit. These are Hearing Examiner decisions. The Hearing Examiner may approve, conditionally approve, or deny the application. Type III project permit processing procedures are set forth in Table 040. Examples of Type III permits include nonadministrative conditional use permits, preliminary formal subdivisions, variances, etc.

(d) Type IV Project Permit. These are decisions by the City Council after a closed-record hearing. The City Council may approve, conditionally approve, modify and approve or deny the application. Type IV project permit processing procedures are set forth in Table 040. Examples of Type IV permits include site-specific rezones, development agreements, vacation of subdivisions, etc.

(e) Table 040 Permit Processing Procedures.

Application Type	Determination of Completeness	Notice of Application	Notice of Hearing	Notice of Decision
Type I Permit	No	No	No	No
Type II Permit	Yes	Yes	No	Yes
Type III Permit	Yes	Yes	Yes	Yes
Type IV Permit	Yes	Yes	Yes	Yes
Development Agreement	No	No	Yes	Yes
Final Subdivision ¹	No	No	No	No
Site Specific Rezone ²	Yes	Yes	Yes	Yes
Stand Alone Nonproject SEPA	No	No	No	No

1 The Hearing Examiner holds an open-record hearing for preliminary approval. The Director makes the final administrative decision.

2 The Hearing Examiner holds an open-record hearing. The City Council holds a closed-record hearing for final approval.

(Ord. 5345 §2, 2018: Ord. 5301 §3 (Exh. B) (part), 2016: Ord. 5091 §2 (part), 2009: Ord. 4938 §3 (part), 2005)

Kitsap County permit type definitions:

<https://www.codepublishing.com/WA/KitsapCounty/#!/Kitsap21/Kitsap2104.html#21.04.050>

Port Orchard permit type definitions:

<https://www.codepublishing.com/WA/PortOrchard/html/PortOrchard20/PortOrchard2022.html#20.22.020>

Poulsbo permit type definitions:

<https://www.codepublishing.com/WA/Poulsbo/#!/Poulsbo19/Poulsbo1920.html#19.20.010>

Anna Mockler
City Councilor, District Six
2024 Council Vice-President
Audit Committee Chair

2025 FUNDING REQUESTS & LTAC RECOMMENDATIONS

Applicants	Requests	Recommendations
Collective Visions Gallery	\$10,000	\$5,000
Bremerton Rotary	\$50,000	\$14,000
Bremerton Symphony	\$25,000	\$17,000
Puget Sound Navy Museum	\$7,500	\$6,000
Sunny Jack Events	\$150,000	\$60,000
Kitsap History Museum	\$60,910	\$24,000
Enoch Arts	\$19,000	\$5,000
Bremerton Historic Ships	\$55,000	\$50,000
Visit Kitsap	\$129,450	\$40,000
WayzGoose Kitsap	\$16,000	\$7,500
Kitsap Bazaar	\$10,000	\$3,500
Greater Kitsap Chamber of Commerce	\$202,505	\$50,000
Bremerton Roxy Foundation	\$25,000	\$20,000
WA State Science & Engineering Fair	\$47,500	\$35,500
Kitsap Building Association	\$75,000	\$15,500
Downtown Bremerton Association	\$125,000	\$30,500
New Life Community Development Agency	\$25,000	\$5,000
City of Bremerton - Quincy Square	\$45,000	\$11,500
Total of Requests Received	\$1,077,865	\$400,000