



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

WEDNESDAY, AUGUST 27, 2025
CITY COUNCIL STUDY SESSION
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@bremertonwa.gov. 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 **September 3, 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/87318266756?pwd=ZWIMVnVYbFBHYjY5U1RJUmFreDFXUT09>
- 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 PRESENTATION – Approx. 45 minutes

1. Salish Behavioral Health Administrative Services Organization Update – Salish BH ASO Executive Director Jolene Kron; and Kitsap County Substance Abuse & Services Program Supervisor Laura Hyde

B. AGENDA BILL BRIEFINGS

1. Resolution to establish October 1, 2025 as a Public Hearing date for the vacation of right-of-way on 26th Street, west of Phinney Bay Drive – Managing Engineer Gunnar Fridriksson
2. Resolution to establish October 1, 2025 as a Public Hearing Date for the vacation of the alley located between 5th & 6th Streets, west of Veneta Avenue – Managing Engineer Gunnar Fridriksson
3. Approve Upgrade of Budget Analyst to Budget Manager; and Approve Salary at Pay Band 14 of the Management, Professional, Confidential, and Fiduciary Salary Plan – Financial & Administrative Services Director Mike Riley
4. Approve Human Resources Director Salary at Pay Band 21 of the Management, Professional, Confidential, and Fiduciary Salary Plan; and Approve Job Description – Financial & Administrative Services Director Mike Riley; and Diversity & Community Engagement Manager Jeneise Briggs
5. Ordinance to amend Bremerton Municipal Code Chapter 3.78 entitled “Multifamily Property Tax Exemption” – Council Vice President Jane Rebelowski

C. GENERAL COUNCIL BUSINESS

1. Public Works Committee Briefing (*Last Meeting 8/19/25*) – Chair Jane Rebelowski
2. Audit Committee Briefing (*Last Meeting 8/25/25*) – Chair Anna Mockler
3. Parks, Finance, Investment, & Parking Committee Briefing (*Last Meeting 8/26/25*) – Chair Jeff Coughlin
4. Regional and Other Committee/Board Briefings
5. 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.

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B1

SUBJECT:

Resolution to establish October 1, 2025 as a
Public Hearing date for the vacation of
right-of-way on 26th Street, west of Phinney
Bay Drive

Study Session Date: August 27, 2025

COUNCIL MEETING Date: September 3, 2025

Department: Public Works & Utilities

Presenter: G. Fridriksson

Phone: (360) 473-5758

SUMMARY: The City recognizes and acknowledges an 1896 vacation by operation of law of a portion of 26th Street. The vacated portion of 26th Street lies west of Phinney Bay Drive.

ATTACHMENTS:

1. Resolution No. _____
2. Engineering Staff Report
3. Exhibit Drawing

FISCAL IMPACTS (Include Budgeted Amount): None

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

RECOMMENDED MOTION:

Move to adopt Resolution No. _____ to establish October 1, 2025 as a Public Hearing date to recognize and acknowledge the 1896 vacation by operation of law of a portion of 26th Street lying west of Phinney Bay Drive.

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

RESOLUTION NO. _____

A RESOLUTION of the City Council of the City of Bremerton, Washington, establishing a hearing date for the proposed vacation of public right of way.

WHEREAS, the adjacent property owner has initiated the vacation in accordance with Bremerton Municipal Code (BMC) 11.20.070; and NOW THEREFORE,

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

SECTION 1. A public hearing will be held on October 1, 2025, at 5:30 p.m. or later in the City Council Chambers at the Norm Dicks Government Center, First Floor, 345 Sixth Street, Bremerton, Washington, to take public comment or consider written objections to the vacation and dedication.

SECTION 2. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

SECTION 3. Effective Date. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council of the City of Bremerton, Washington this _____ day of _____, 20____.

ERIC YOUNGER,
Council President

APPROVED AS TO FORM:

ATTEST:

KYLIE J. FINNELL, City Attorney

ANGELA HOOVER, City Clerk

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ENGINEERING STAFF REPORT

CITY COUNCIL HEARING DATE: Study Session August 27, 2025; Resolution #XXX;
Public Hearing October 1, 2025

PREPARED BY: GF

SUMMARY

A. Applicant: City of Bremerton
 345 6th Street, Suite 100
 Bremerton, WA 98337

Location: 26th Street lying west of Phinney Bay Drive

BACKGROUND

The adjacent property owners met with City staff to discuss 26th Street adjacent to their properties. In researching the ROW, it was found:

- The Washington State Legislature passed a “Non-User” statute in 1890 that any County road which remains unopened to the public after five (5) years is vacated by operation of law.
- The roadway was created by the Plat of Sheridan, Volume 2 of the book of plats, Page 12 on May 18, 1891 and was originally called Clay Street.
- There is no evidence that the roadway was open to the public by May 18, 1896. The first adjacent home to this roadway was constructed in 1925.
- This area was not annexed into the City until May 12, 1961 with Ordinance #2442.
- The roadway remains unopened except for a sewer main that the City constructed in this area in 1974 with LID #311.
- The City has previously recognized a similar vacation by operation of law for Wycoff Avenue north of 26th Street in June of 2006 with resolution #2995. This portion of Wycoff was also part of the Plat of Sheridan.

<u>RIGHT-OF-WAY CONDITIONS</u>	<u>EXISTING ROADWAY</u>	<u>NEW ROADWAY</u>
<ul style="list-style-type: none">• Functional Classification	N/A	N/A
<ul style="list-style-type: none">• R-O-W Width	60’	N/A
<ul style="list-style-type: none">• R-O-W Areas	N/A	N/A

• Pavement Width	None	N/A
• Surface Type	N/A	N/A
• Curb and Gutter	No	N/A
• Sidewalks	No	N/A

HEARING CONSIDERATIONS

BMC 11.20.120 sets forth issues that the City Council needs to determine at the conclusion of the Vacation Hearing. These issues and the staff position are:

- 1. Whether the street, alley or portion thereof is no longer required for public use and vacation of the described portion will better serve the public good.**

Staff Position:

Not applicable, the street has been vacated by operation of law in 1896.

- 2. Whether the vacation is consistent with the City Comprehensive Plan.**

Staff Position:

The proposed vacation does not conflict with the Comprehensive Plan.

- 3. Whether continued use of the proposed vacation as a public way is not of such public benefit as to justify the costs of maintenance.**

Staff Position:

Not applicable, the roadway has not been opened. Existing topography for a roadway would result in an approximate 30% grade overall.

- 4. Whether substitution of a new and different thoroughfare would be more useful to the public.**

Staff Position:

Not applicable.

- 5. Whether conditions may so change in the future as to provide a greater public use or need than presently exists.**

Staff Position:

There are no anticipated future public transportation needs.

- 6. Whether objections to the proposed vacation are made by owners of private property abutting the same.**

Staff Position:

No objections have been received by the adjacent property owners, all four support the City honoring the vacation by operation of law.

PHOTOS



Looking west from Phinney Bay Drive down 26th Street.

SHORELINE ACCESS

This portion of right-of-way does provide shoreline access. However, RCW 35.79.035 prohibiting the vacation of public streets abutting bodies of water was enacted in 1987, roughly 91 years after the vacation by operation of law would have occurred.

UTILITIES

The city has a sewer utility in the area that the adjacent property owners have agreed to provide an easement for. Franchised utilities will need to coordinate with the adjacent property owners as well.

SUFFICIENCY OF SIGNATURES

RCW 11.20.070 Petition for Vacation by Abutting Property Owners: 2/3 signature requirement doesn't apply, as this is a recognition and honoring of the 1896 vacation by operation of law.

COMPENSATION

Class III Right of Way requires no compensation.

STAFF RECOMMENDATION

Staff recommends Approval to recognize and honor the vacation by operation of law.



FOR RECOGNITION OF 1896 VACATION,
PORTION OF G.L. 8 (SW 1/4, NE 1/4), SEC. 10, T25N, R1E, W.M.



CITY OF BREMERTON
DEPARTMENT OF PUBLIC WORKS & UTILITIES
ENGINEERING DIVISION

EXHIBIT 'A'
26th STREET LYING WEST OF
E. PHINNEY BAY DRIVE

SHEET
1
OF
1

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B2

SUBJECT:

Resolution to establish October 1, 2025 as a Public Hearing Date for the vacation of the alley located between 5th & 6th Streets, west of Veneta Avenue

Study Session Date: August 27, 2025

COUNCIL MEETING Date: September 3, 2025

Department: Public Works & Utilities

Presenter: G. Fridriksson

Phone: (360) 473-5758

SUMMARY: The adjacent property owner has petitioned the City to have the north half of the alley vacated in order to expand the existing school campus. This alley is bounded by 6th and 5th Streets, lying directly west of Veneta Avenue.

ATTACHMENTS:

1. Resolution No. _____
2. Engineering Staff Report
3. Exhibit Drawing

FISCAL IMPACTS (Include Budgeted Amount): The ROW is Class II requiring compensation from the applicant.

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

RECOMMENDED MOTION:

Move to pass Resolution No. _____ to establish October 1, 2025 as a Hearing Date to vacate the alley lying west of Veneta between 6th and 5th Streets.

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

RESOLUTION NO. _____

A RESOLUTION of the City Council of the City of Bremerton, Washington, establishing a hearing date for the proposed vacation of public right of way.

WHEREAS, the adjacent property owner has initiated the vacation in accordance with Bremerton Municipal Code (BMC) 11.20.070; and NOW THEREFORE,

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

SECTION 1. A public hearing will be held on October 1, 2025, at 5:30 p.m. or later in the City Council Chambers at the Norm Dicks Government Center, First Floor, 345 Sixth Street, Bremerton, Washington, to take public comment or consider written objections to the vacation and dedication.

SECTION 2. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

SECTION 3. Effective Date. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council of the City of Bremerton, Washington this _____ day of _____, 20____.

ERIC YOUNGER,
Council President

APPROVED AS TO FORM:

ATTEST:

KYLIE J. FINNELL, City Attorney

ANGELA HOOVER, City Clerk

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ENGINEERING STAFF REPORT

CITY COUNCIL HEARING DATE: Study Session August 27, 2025; Resolution #XXX;
Public Hearing October 1, 2025

PREPARED BY: GF

SUMMARY

A. Applicant: Corporation of the Catholic Archbishop of Seattle
710 Ninth Avenue
Seattle, WA 98104

Location: North half of the north-south alley lying west of Veneta between 6th and 5th
Streets

BACKGROUND

The adjacent property owner has petitioned the City to vacate the north half of the alley lying between 6th and 5th Streets west of Veneta Avenue lying in Block 1 of the Plat of Peter Hesser's First Addition to the City of Bremerton, as per plat recorded in Volume 3 of the book of plats, Page 38, records of Kitsap County.

This Vacation will allow for construction of a new building and the continuing development of the Star of the Sea Catholic Church campus which would be constrained due to setbacks from the existing alley.

<u>RIGHT-OF-WAY CONDITIONS</u>	<u>EXISTING ROADWAY</u>	<u>NEW ROADWAY</u>
• Functional Classification	Alley	N/A
• R-O-W Width	14'	N/A
• R-O-W Areas	N/A	N/A
• Pavement Width	14'	N/A
• Surface Type	Asphalt	N/A
• Curb and Gutter	No	N/A
• Sidewalks	No	N/A

HEARING CONSIDERATIONS

BMC 11.20.120 sets forth issues that the City Council needs to determine at the conclusion of the Vacation Hearing. These issues and the staff position are:

- 1. Whether the street, alley or portion thereof is no longer required for public use and vacation of the described portion will better serve the public good.**

Staff Position:

The alley vacation will better serve the community by allowing the adjacent property owner to expand the existing school campus and construct a new facility for students. In addition, this development will remove the existing non-compliant alley driveway and replace it with standard sidewalk, curb and gutter improving ADA passage and eliminating a potential vehicle conflict point along the 6th Street corridor.

- 2. Whether the vacation is consistent with the City Comprehensive Plan.**

Staff Position:

The proposed vacation does not conflict with the Comprehensive Plan.

- 3. Whether continued use of the proposed vacation as a public way is not of such public benefit as to justify the costs of maintenance.**

Staff Position:

The proposed area is a portion of the alley and circulation for the block will be maintained by the remaining portion of the alley.

- 4. Whether substitution of a new and different thoroughfare would be more useful to the public.**

Staff Position:

There are no plans to use this alley as a thoroughfare to improve circulation in this area. Elimination of the driveway for the alley on 6th Street will also remove a potential vehicle conflict point for the 6th Street corridor with the forthcoming Active Transportation Project.

- 5. Whether conditions may so change in the future as to provide a greater public use or need than presently exists.**

Staff Position:

There are no anticipated future public transportation needs.

- 6. Whether objections to the proposed vacation are made by owners of private property abutting the same.**

Staff Position:

No other private property abuts this Vacation.

PHOTOS



Looking north down alley towards 6th Street.



Looking south down alley towards 5th Street.

SHORELINE ACCESS

This portion of right-of-way does not provide shoreline access.

UTILITIES

The city has no utilities in the proposed area to be vacated. Franchised utilities have coordinated with Applicant on the proposed Vacation.

SUFFICIENCY OF SIGNATURES

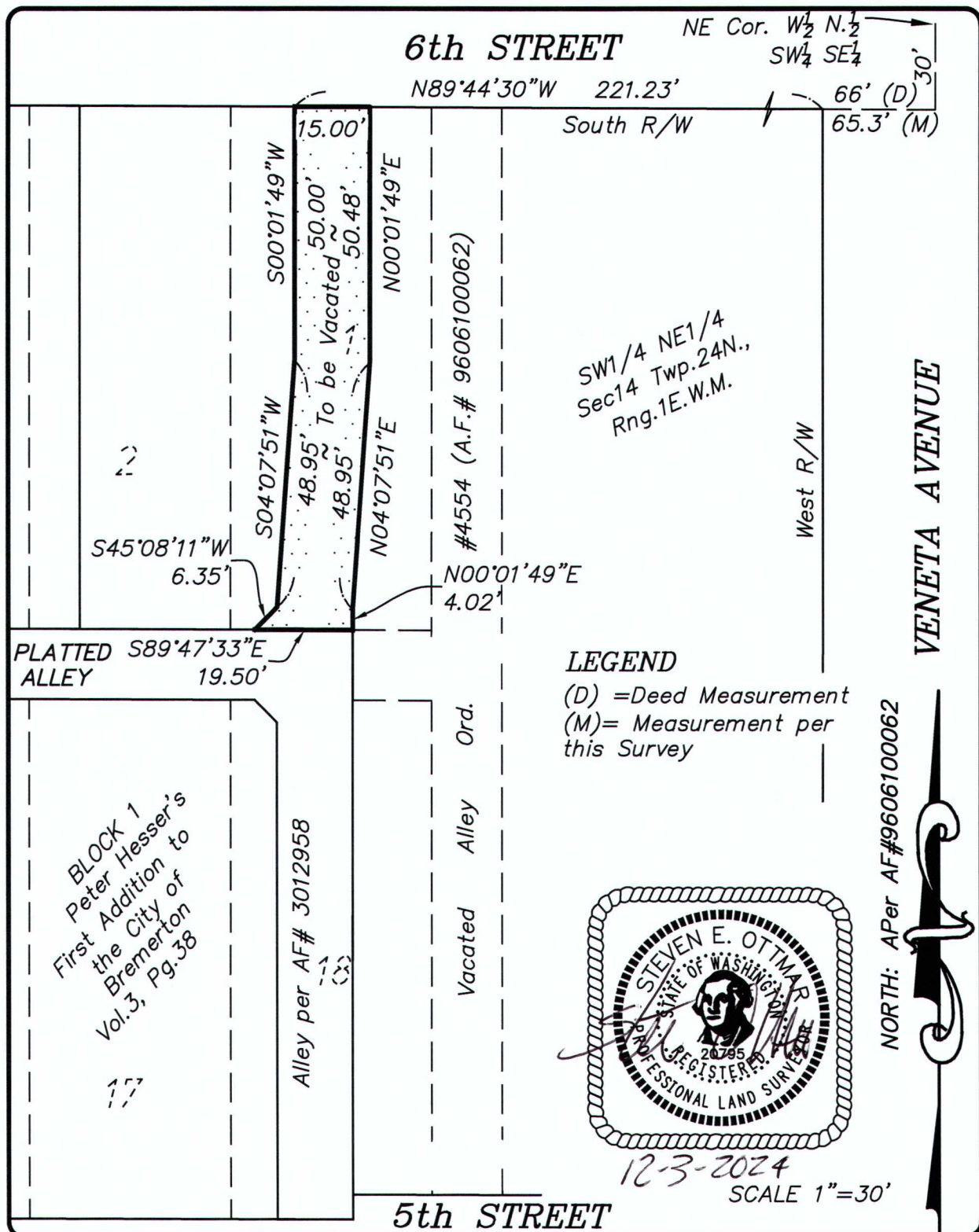
RCW 11.20.070 Petition for Vacation by Abutting Property Owners: 2/3 signature requirement doesn't apply, as the Vacation abuts the subject property and existing adjacent Right of Way on all sides of proposed Vacation.

COMPENSATION

Class II Right of Way requires 50% compensation.

STAFF RECOMMENDATION

Staff recommends Approval to vacate the north half of the alley to the applicant.



 AES CONSULTANTS INC P.O. BOX 930 • SILVERDALE, WA. 98383 • (360)692-6400	EXHIBIT MAP	DWN BY:	CHK. BY:
	for STAR OF THE SEA CHURCH	B.J.M.	S.E.O.
		DATE:	JOB No.
		12/03/24	7489

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B3

SUBJECT:

Approve Upgrade of Budget Analyst to Budget Manager; and Approve Salary at Pay Band 14 of the Management, Professional, Confidential, and Fiduciary Salary Plan

Study Session Date:	August 27, 2025
COUNCIL MEETING Date:	September 3, 2025
Department:	Finance & Admin
Presenter:	Michael Riley
Phone:	(360) 473-5303

SUMMARY:

Background & Purpose

As part of the City's ongoing efforts to strengthen financial management and ensure operational resiliency, staff recommends upgrading the current Budget Analyst position from Management Professional Confidential & Fiduciary Salary Plan (MPCFSP) Band 12 to Budget Manager, MPCFSP Band 14.

The position upgrade results in an overall wage increase of \$2,852. However, due to previously implemented reorganization efforts within the Finance Department, this adjustment will not increase the department's overall budget. The changes will be absorbed within the existing financial framework, resulting in **no net budgetary impact**.

Organizational Impact

To maximize efficiency, the Budget Manager role will provide direct supervision to two restructured positions:

- **Payroll Specialist**
- **Administrative Assistant III (Payroll focus)**

By realigning these roles under the Budget Manager, the Finance Department creates stronger oversight and coordination of payroll-related functions. This restructuring enhances redundancy in payroll operations, reduces risk, and provides greater continuity of service.

The upgrade to the Budget Manager reflects the City's commitment to aligning staffing structures with organizational needs, strengthening fiscal oversight, and ensuring reliable payroll operations, all while maintaining a balanced departmental budget.

ATTACHMENTS: Management Professional Salary Schedule; Budget Manager Job Description; Staffing Analysis Memo Budget Manager

FISCAL IMPACTS (Include Budgeted Amount): \$2,852 The changes will be absorbed within the existing financial framework, resulting in **no net budgetary impact**

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

RECOMMENDED MOTION: Move to approve the creation of the Budget Manager position.

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

BUDGET MANAGER**GENERAL FUNCTION AND POSITION SUMMARY**

Under the direction of the Director of Finance and Administration, the Budget Manager leads the development, implementation, monitoring, and analysis of the City's operating and capital budgets, capital improvement plan, and long-term financial forecasts. Supervises assigned staff and oversees payroll operations, ensuring compliance, accuracy, and alignment with approved budgets and staffing levels.

The position provides in-depth financial analysis, develops modeling tools for decision support, and prepares reports and presentations for the Mayor, City Council, and City leadership. The Budget Manager advises on fiscal policy, labor cost projections, and long-range financial planning strategies to promote sustainability and transparency in city operations.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Leads and manages the development, implementation, and oversight of the City's operating and capital budget, capital improvement plan, and long-range financial forecasts.
- Trains, develops, directs and evaluates assigned Finance Department staff to: 1) help expedite workflow and to improve efficiency and effectiveness of department operations; 2) achieve their individual goals; 3) foster teamwork; 4) collectively achieve the department's mission; and 5) lead to employees' growth and accountability for their actions.
- Reviews and analyzes departmental budget submittals for compliance with City goals, fiscal policy, and applicable laws and regulations.
- Conducts fiscal impact analysis of alternative budgetary policies, administrative actions, and new legislation; advises City leadership and elected officials on findings and options.
- Oversees citywide payroll budgeting and operational review; ensures accurate labor cost projections, position control alignment, and personnel budget integrity.
- Analyzes salary and benefits trends, union contract provisions, and payroll liabilities (e.g., retirements, excess compensation) and integrates them into financial forecasts.
- Develops and maintains financial models for scenario analysis, collective bargaining, compensation planning, and operating strategy.
- Prepares and delivers presentations for City Council meetings, budget workshops, and Finance Committee meetings.
- Monitors actual financial and payroll results compared to budget throughout the year; investigates variances and recommends corrective action.
- Coordinates preparation of carryover/mid-year and year end updates.
- Works closely with Human Resources and departments to ensure positions are filled and funded within authorized staffing levels and budget allocations.
- Administers automated budget and payroll systems; develops reporting tools and provides training to staff as needed.
- Provides technical financial advice to departments and external agencies; may represent the City at external budget or finance meetings.

BUDGET MANAGER

- Recommends improvements to internal controls, processes, and financial policies and procedures.
- Maintains confidentiality of City information including work-related issues, records and sensitive payroll and financial data.
- In the absence of the Director and Assistant Director of Finance and Administration, may assume supervisory responsibility for the Finance Division.

Other Duties:

- Regular attendance is an essential requirement.
- Performs related work as assigned or required.

KNOWLEDGE, SKILLS and ABILITIES (Entry Requirements)**Knowledge of:**

- Principles and practices of municipal budgeting, payroll administration, and financial forecasting.
- State of Washington Budgeting, Accounting and Reporting System (BARS) and Generally Accepted Accounting Principles (GAAP).
- Public sector payroll and position control systems.
- Collective bargaining agreements and their fiscal implications.
- Modern ERP systems and financial reporting software.
- Microsoft Office products, including Excel, Word, PowerPoint, and reporting tools.

Ability to:

- Supervise, coach, and evaluate staff effectively.
- Lead citywide budget development and payroll planning processes.
- Analyze financial and payroll data and present findings clearly.
- Ability to communicate effectively both orally and in writing; explain complex ideas to a variety of audiences including the Mayor, City Council, media, and the public in a clear, comprehensive, and professional manner; make public presentations and respond to questions from a variety of audiences.
- Apply independent judgment in interpreting and applying complex financial policies and regulations.
- Prioritize tasks and manage multiple deadlines in a fast-paced environment.
- Maintain confidentiality and situational awareness in sensitive contexts.
- Create a work environment that fosters teamwork and collaboration.

QUALIFYING EDUCATION and EXPERIENCE (Minimum Requirements)

Requires graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and at least seven (7) years of progressively responsible experience in finance, accounting, or budget management, including at least two (2) years of supervisory experience. Experience overseeing payroll or personnel budgeting is required. Municipal government experience is preferred.

BUDGET MANAGER**PHYSICAL REQUIREMENTS**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform the job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, or using specialized equipment. The working conditions described here are representative of those that must be met (with or without accommodation) by an employee to successfully perform the essential functions of this job.

- Reaching. Extending hand(s) and arm(s) in any direction.
- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move objects. Involves sitting most of the time.
- The worker is required to have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer terminal, and reading.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Public presentations and evening meeting are required on a frequent basis. Normal air-conditioned office situation. The noise level in the work environment is usually quiet.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: This position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Professional Employees exemption.

Representation: This position is excluded from bargaining unit representation.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.

CITY OF BREMERTON
MANAGEMENT, PROFESSIONAL, CONFIDENTIAL & FIDUCIARY SALARY PLAN - 2025
General Wage Adjustment 6% - Effective 1-1-25

PAY BAND	TITLE	SALARY BASE	RATE 1	RATE 2	RATE 3	RATE 4	RATE 5	RATE 6	RATE 7	RATE 8
16	ASSISTANT CITY ATTORNEY II	MONTH	9,506.42	9,987.68	10,237.32	10,493.26	10,755.58	11,024.50	11,300.08	11,582.64
	ASSISTANT FINANCE DIRECTOR	SEMI-MONTH	4,753.21	4,993.84	5,118.66	5,246.63	5,377.79	5,512.25	5,650.04	5,791.32
	CITY PROSECUTOR	ANNUAL	114,077.04	119,852.16	122,847.84	125,919.12	129,066.96	132,294.00	135,600.96	138,991.68
	ENGINEERING PROJECT MANAGER-CAPITAL	SEMI-MO DEF COMP	190.13	199.75	204.75	209.87	215.11	220.49	226.00	231.65
	ENGINEERING PROJECT MANAGER-TRANS.									
	FORESTRY MANAGER									
	INTERNAL SERVICES MANAGER									
	PLANNING MANAGER									
	PUBLIC WORKS OPERATIONS MANAGER									
	RISK MANAGER									
	UTILITY/FACILITIES MANAGER									
	WASTEWATER MANAGER									
	WATER RESOURCE MANAGER									
15	ASSET MANAGER	MONTH	9,048.32	9,506.42	9,744.08	9,987.68	10,237.32	10,493.26	10,755.58	11,024.50
	BUILDING OFFICIAL	SEMI-MONTH	4,524.16	4,753.21	4,872.04	4,993.84	5,118.66	5,246.63	5,377.79	5,512.25
	COURT ADMINISTRATOR	ANNUAL	108,579.84	114,077.04	116,928.96	119,852.16	122,847.84	125,919.12	129,066.96	132,294.00
		SEMI-MO DEF COMP	180.97	190.13	194.88	199.75	204.75	209.87	215.11	220.49
14	ASSISTANT CITY ATTORNEY I	MONTH	8,612.36	9,048.32	9,274.52	9,506.42	9,744.08	9,987.68	10,237.32	10,493.26
	ASSISTANT CITY PROSECUTOR II	SEMI-MONTH	4,306.18	4,524.16	4,637.26	4,753.21	4,872.04	4,993.84	5,118.66	5,246.63
	EQUITY, DIVERSITY, INCLUS MANAGER	ANNUAL	103,348.32	108,579.84	111,294.24	114,077.04	116,928.96	119,852.16	122,847.84	125,919.12
	PARKS OPERATIONS MANAGER	SEMI-MO DEF COMP	172.25	180.97	185.49	190.13	194.88	199.75	204.75	209.87
	PW&U FINANCIAL MANAGER									
13	CITY CLERK	MONTH	8,197.34	8,612.36	8,827.62	9,048.32	9,274.52	9,506.42	9,744.08	9,987.68
		SEMI-MONTH	4,098.67	4,306.18	4,413.81	4,524.16	4,637.26	4,753.21	4,872.04	4,993.84
		ANNUAL	98,368.08	103,348.32	105,931.44	108,579.84	111,294.24	114,077.04	116,928.96	119,852.16
		SEMI-MO DEF COMP	163.95	172.25	176.55	180.97	185.49	190.13	194.88	199.75
12	BUDGET ANALYST	MONTH	7,802.38	8,197.34	8,402.30	8,612.36	8,827.62	9,048.32	9,274.52	9,506.42
	CDBG ADMINISTRATOR	SEMI-MONTH	3,901.19	4,098.67	4,201.15	4,306.18	4,413.81	4,524.16	4,637.26	4,753.21
	RISK MANAGEMENT SPECIALIST	ANNUAL	93,628.56	98,368.08	100,827.60	103,348.32	105,931.44	108,579.84	111,294.24	114,077.04
		SEMI-MO DEF COMP	156.05	163.95	168.05	172.25	176.55	180.97	185.49	190.13
11	CONTRACTS ADMINISTRATOR	MONTH	7,656.94	7,802.38	7,997.34	8,197.34	8,402.30	8,612.36	8,827.62	9,048.32
	EXECUTIVE ASSISTANT	SEMI-MONTH	3,828.47	3,901.19	3,998.67	4,098.67	4,201.15	4,306.18	4,413.81	4,524.16
	LEGISLATIVE ASSISTANT	ANNUAL	91,883.28	93,628.56	95,968.08	98,368.08	100,827.60	103,348.32	105,931.44	108,579.84
	PARALEGAL	SEMI-MO DEF COMP	153.14	156.05	159.95	163.95	168.05	172.25	176.55	180.97
	PARKS PRESERVATION DEVELOPMENT MGR									
	PUBLIC ACCESS MANAGER									
10	PUBLIC WORKS & UTILITY FISCAL ANALYST									
	SENIOR PLANNER									
	ADMINISTRATIVE PROJECT MANAGER	MONTH	7,068.52	7,426.42	7,612.08	7,802.38	7,997.34	8,197.34	8,402.30	8,612.36
	ASSISTANT CITY PROSECUTOR I	SEMI-MONTH	3,534.26	3,713.21	3,806.04	3,901.19	3,998.67	4,098.67	4,201.15	4,306.18
	ASSISTANT COURT ADMINISTRATOR	ANNUAL	84,822.24	89,117.04	91,344.96	93,628.56	95,968.08	98,368.08	100,827.60	103,348.32
9	HUMAN RESOURCES ANALYST II	SEMI-MO DEF COMP	141.37	148.53	152.24	156.05	159.95	163.95	168.05	172.25
		MONTH	6,727.92	7,068.52	7,245.26	7,426.42	7,612.08	7,802.38	7,997.34	8,197.34
		SEMI-MONTH	3,363.96	3,534.26	3,622.63	3,713.21	3,806.04	3,901.19	3,998.67	4,098.67
		ANNUAL	80,735.04	84,822.24	86,943.12	89,117.04	91,344.96	93,628.56	95,968.08	98,368.08
		SEMI-MO DEF COMP	134.56	141.37	144.91	148.53	152.24	156.05	159.95	163.95



Department of Finance & Administration

Michael Riley

Director of Finance & Administration

Mike.riley@ci.bremerton.wa.us

To: Human Resources Director

From: Michael Riley, Finance & Administration

Date: August 20, 2025

Subject: Justification for Budget Manager Position Pay Scale – Band 14 (\$125,919)

Purpose

This memorandum provides justification for establishing the **Budget Manager** position at the **City Management Professional Schedule, Band 14**. The recommendation reflects both **internal equity across like job classes** and **external market competitiveness** as demonstrated by regional wage comparisons.

Internal Equity Analysis

The 2025 City Management Professional Salary Schedule places Band 14 roles alongside critical management positions such as:

- **Assistant City Attorney I**
- **Assistant City Prosecutor II**
- **Equity, Diversity, and Inclusion Manager**
- **Parks Operations Manager**
- **Public Works & Utilities Financial Manager**

These classifications share similar levels of responsibility, oversight, and organizational impact as the proposed Budget Manager. Assigning the Budget Manager at Band 14 ensures pay equity across roles with comparable scope, decision-making authority, and accountability for multimillion-dollar city functions.

External Market Competitiveness

A survey of peer jurisdictions demonstrates the following comparable salary ranges:

- **Kitsap County (Budget Manager):** \$118,188 - \$151,201
- **City of Olympia (Budget Manager)** \$128,960 - \$139,600
- **City of Gig Harbor (Senior Accountant):** \$128,711

Additional analysis across Kitsap and Pierce County indicates that a **mid-to-upper range placement between \$120,000 and \$140,000** is appropriate for a city of Bremerton's size and complexity. Tacoma represents the high end of the market, while smaller municipalities such as Port Orchard or Gig Harbor fall below Bremerton's market. Bremerton's proposed rate of **\$125,919** falls within the competitive mid-range, aligning well with Kitsap County and Olympia's midpoint, while maintaining fiscal responsibility.

Conclusion and Recommendation

Establishing the **Budget Manager** position at **Band 14, (Top Step; \$125,919)** is recommended and supported on the following grounds:

1. **Internal Equity:** Aligns the role with other Band 14 managers who oversee critical, high-responsibility city functions.
2. **External Competitiveness:** Places Bremerton's compensation at a fair market value, above smaller jurisdictions but below Tacoma's executive tier, supporting recruitment and retention of qualified candidates.
3. **Organizational Impact:** Recognizes the Budget Manager's central role in ensuring sound fiscal stewardship, strategic planning, and compliance with state/local reporting requirements.

This placement balances market competitiveness with internal consistency and supports the City's objective of attracting and retaining top financial management talent.

Recommendation: Approve Budget Manager placement at **City Management Professional Schedule, Band 14**

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B4

SUBJECT:

Approve Human Resources Director Salary at Pay Band 21 of the Management, Professional, Confidential, and Fiduciary Salary Plan; and Approve Job Description

Study Session Date: August 27, 2025

COUNCIL MEETING Date: September 3, 2025

Department: HR/Finance/Executive

Presenter: Mike Riley &
Jeneise Briggs

Phone: (360) 473-5303

SUMMARY: The Human Resources Director position will replace the current Human Resources Manager position. Comparable cities are served by a Human Resources Director earning a salary approximately within the City's pay bands 21 or 22. Attachment 1 shows salary ranges for comparable cities. The Human Resources Manager salary is currently set at pay band 18 and staff is recommending pay band 21 for the Human Resources Director position which is the same as the Director of Community Development. Attachment 2 is the applicable salary plan for 2025. Note, there is a difference of approximately \$20,000 per year between pay band 18 and pay band 21.

In addition to the duties performed by the Human Resources Manager, the job description for the Human Resources Director includes focus areas on creating a vision for the City's workforce and community and regional engagement to establish partnerships that support the City's workforce goals. The Director will also take on the role of the City's Americans with Disabilities Act (ADA) Coordinator which currently belongs to the City's Managing Engineer – Transportation. The City is required to have an ADA coordinator. The workload associated with serving as the City's ADA coordinator is not usually substantial but can fluctuate. Public Works leadership supports shifting the ADA Coordinator role to the Human Resources Director. This shift is appropriate because, like human resources, the ADA Coordinator works across all departments, not just issues related to transportation. This move is consistent with the organization of this duty in other Washington cities.

ATTACHMENTS:

Human Resources Director Salary Survey of Comparable Jurisdictions.
Management and Professional Salary Pay Scale.
Human Resources Director Proposed Job Description.

FISCAL IMPACTS (Include Budgeted Amount):

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

RECOMMENDED MOTION:

Move to approve the Human Resources Director salary at pay band 21 and job description as presented.

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

(JOB DESCRIPTION)

Human Resources Director Salary Survey - Comparable Jurisdictions

HUMAN RESOURCES DIRECTOR					
Rate 1			Rate 8		
Agency			Agency		
Monthly	Rank		Monthly	Rank	
LAKE STEVENS	14,559	1	LAKE STEVENS	18,422	1
MOUNT VERNON	12,456	2	MOUNT VERNON	16,392	2
OAK HARBOR	10,497	3	OAK HARBOR	13,959	3
LONGVIEW	9,236	5	LONGVIEW	12,472	5
Average	11,687		Average	15,311	
Median	11,477		Median	15,176	

Pay Band 21 \$12,168 - \$14,826

Pay Band 22 \$12,784 - \$15,777

Pay Band 23 \$13,432 - \$16,365

CITY OF BREMERTON
MANAGEMENT, PROFESSIONAL, CONFIDENTIAL & FIDUCIARY SALARY PLAN - 2025
 General Wage Adjustment 6% - Effective 1-1-25

PAY BAND	TITLE	SALARY BASE	RATE 1	RATE 2	RATE 3	RATE 4	RATE 5	RATE 6	RATE 7	RATE 8
26	MONTH		15,577.24	16,365.00	16,775.04	17,104.40	17,624.28	18,064.88	18,516.52	18,979.44
	SEMI-MONTH		7,788.62	8,182.95	8,387.52	8,567.20	8,812.14	9,032.44	9,258.26	9,489.72
	ANNUAL		186,926.88	196,390.80	201,300.48	206,332.80	211,491.36	216,778.56	222,198.24	227,753.28
	SEMI-MO DEF COMP		311.54	327.32	335.50	343.89	352.49	361.30	370.33	379.59
25	MONTH		14,826.66	15,577.24	15,968.82	16,365.90	16,775.04	17,104.40	17,624.28	18,064.88
	SEMI-MONTH		7,413.33	7,788.62	7,983.41	8,182.95	8,387.52	8,597.20	8,812.14	9,032.44
	ANNUAL		177,919.92	186,926.88	191,601.84	196,390.80	201,300.48	206,332.80	211,491.36	216,778.56
	SEMI-MO DEF COMP		296.53	311.54	319.34	327.32	335.50	343.89	352.49	361.30
24	MONTH		14,112.20	14,826.66	15,197.28	15,577.24	15,968.82	16,365.90	16,775.04	17,104.40
	SEMI-MONTH		7,056.10	7,413.33	7,598.64	7,788.62	7,983.41	8,182.95	8,387.52	8,597.20
	ANNUAL		169,346.40	177,919.92	182,367.36	186,926.88	191,601.84	196,390.80	201,300.48	206,332.80
	SEMI-MO DEF COMP		282.24	296.53	303.95	311.54	319.34	327.32	335.50	343.89
23	CITY ATTORNEY		13,432.26	14,112.20	14,465.06	14,826.66	15,197.28	15,577.24	15,968.82	16,365.90
	FIRE CHIEF		6,716.13	7,056.10	7,232.53	7,413.33	7,598.64	7,788.62	7,983.41	8,182.95
	POLICE CHIEF		161,187.12	169,346.40	173,580.72	177,919.92	182,367.36	186,926.88	191,601.84	196,390.80
	SEMI-MO DEF COMP		268.65	282.24	289.30	296.53	303.95	311.54	319.34	327.32
22	ASSISTANT FIRE CHIEF		12,784.98	13,432.26	13,768.06	14,112.20	14,465.06	14,826.66	15,197.28	15,577.24
	DIRECTOR OF FINANCIAL SERVICES		6,362.49	6,716.13	6,884.03	7,056.10	7,232.53	7,413.33	7,598.64	7,788.62
	DIRECTOR OF PUBLIC WORKS & UTILITIES		153,419.76	161,187.12	165,216.72	169,346.40	173,580.72	177,919.92	182,367.36	186,926.88
	SEMI-MO DEF COMP		255.70	268.65	275.36	282.24	289.30	296.53	303.95	311.54
21	DIRECTOR OF COMMUNITY DEVELOPMENT		12,168.96	12,784.98	13,104.62	13,432.26	13,768.06	14,112.20	14,465.06	14,826.66
	SEMI-MONTH		6,084.48	6,392.49	6,552.31	6,716.13	6,884.03	7,056.10	7,232.53	7,413.33
	ANNUAL		146,027.52	153,419.76	157,255.44	161,187.12	165,216.72	169,346.40	173,580.72	177,919.92
	SEMI-MO DEF COMP		243.38	255.70	262.09	268.65	275.36	282.24	289.30	296.53
20	CITY ENGINEER		11,582.64	12,168.96	12,473.16	12,784.98	13,104.62	13,432.26	13,768.06	14,112.20
	DIRECTOR OF PARKS & RECREATION		5,791.32	6,084.48	6,236.58	6,392.49	6,552.31	6,716.13	6,884.03	7,056.10
	ANNUAL		138,991.68	146,027.52	149,677.92	153,419.76	157,255.44	161,187.12	165,216.72	169,346.40
	SEMI-MO DEF COMP		231.65	243.38	249.46	255.70	262.09	268.65	275.36	282.24
19	MONTH		11,024.50	11,582.64	11,872.20	12,168.96	12,473.16	12,784.98	13,104.62	13,432.26
	SEMI-MONTH		5,512.25	5,791.32	5,936.10	6,084.48	6,236.58	6,392.49	6,552.31	6,716.13
	ANNUAL		132,294.00	138,991.68	142,466.40	146,027.52	149,677.92	153,419.76	157,255.44	161,187.12
	SEMI-MO DEF COMP		220.49	231.65	237.44	243.38	249.46	255.70	262.09	268.65
18	ASSISTANT CITY ATTORNEY III		10,493.26	11,024.50	11,300.08	11,582.64	11,872.20	12,168.96	12,473.16	12,784.98
	HUMAN RESOURCE MANAGER		5,246.63	5,512.25	5,650.04	5,791.32	5,936.10	6,084.48	6,236.58	6,392.49
	INFORMATION TECHNOLOGY MANAGER		125,919.12	132,294.00	135,600.96	138,991.68	142,466.40	146,027.52	149,677.92	153,419.76
	MANAGING ENGINEER - DEVELOPMENT		209.87	220.49	226.00	231.65	237.44	243.38	249.46	255.70
17	MANAGING ENGINEER - TRANSPORTATION									
	MANAGING ENGINEER - UTILITIES									
	CITY AUDITOR		9,987.88	10,493.26	10,755.58	11,024.50	11,300.08	11,582.64	11,872.20	12,168.96
	SEMI-MONTH		4,993.84	5,246.63	5,377.79	5,512.25	5,650.04	5,791.32	5,936.10	6,084.48
16	MONTH		119,852.16	125,919.12	129,066.96	132,294.00	135,600.96	138,991.68	142,466.40	146,027.52
	SEMI-MONTH		59,926.08	62,959.56	64,533.48	66,147.00	67,800.48	69,495.84	71,193.20	72,903.76
	ANNUAL		1,198,521.60	1,259,191.20	1,290,669.60	1,322,940.00	1,356,009.60	1,389,916.80	1,424,664.00	1,460,275.20
	SEMI-MO DEF COMP		199.75	209.87	215.11	220.49	226.00	231.65	237.44	243.38

HUMAN RESOURCES DIRECTOR**GENERAL FUNCTION**

Under the general policy direction of the Mayor, the Human Resources Director leads the Human Resources Department by establishing its vision and direction, ensuring that the City fosters an inclusive and high-performing workforce that the Bremerton community can take pride in. This includes development and oversight of department goals, objectives, policies and procedures; budget development and oversight; and providing highly responsible and technically complex assistance to City leadership by applying knowledge of currently accepted human resources best practices and relevant employment laws and regulations.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Strategic Planning & Leadership

- Provides leadership, direction, and guidance in the development of a competent, well-trained, properly structured and motivated workforce capable of achieving the City's goals and commitments.
- Participates in administration of ADA and FMLA program.
- Serves as the ADA coordinator.
- Oversees, participates, and provides staff support for a variety of boards and commissions including the Commission on Council Salaries and Civil Service Commission.
- Prepares City Council meeting agenda items on a variety of human resources and labor relations action items.

Talent Management

- Provides guidance to department directors and managers in identifying staff development needs and coordinates activity to provide City-wide training programs at all levels to improve performance and promote staff retention.
- Develop and leads recruitment strategies that effectively attract talented and high performing public servants
- Develop and manage performance appraisal systems and provide feedback and coaching

Employee & Labor Relations

- Serves as chief management representative in labor negotiations. Researches and develops collective bargaining strategies. Analyzes, evaluates and interprets the applicability and intent of contractual language and provisions. Formulates, proposes, revises, and updates contracts, including interpretations and memorandums of understanding.
- Shape and maintain a positive and engaging work environment

Compliance & Administration

- Apply legally compliant employment practices by developing, overseeing, and conducting investigations, mediating disputes and grievances and otherwise responding to complaints and issues involving employee conduct.
- Develops compensation and benefits policies and procedures; advises and makes recommendations to appropriate City officials, implements the actions pertaining thereto

HUMAN RESOURCES DIRECTOR

- Coordinates, evaluates, and negotiates with benefit providers the levels and types of employee health, dental and disability insurance; oversees administration of benefits program to include medical, dental, life insurance and LEOFF I pension benefits and budget. Serves as deferred compensation plan administrator
- Maintains confidentiality of work-related issues, client records, and City information.

Data & Analytics

- Conducts compensation, classification and other personnel-related surveys, gathers relevant information, analyzes and organizes data and information supportive to decision making requirements of the Mayor and the City Council and clearly and professionally communicates the information in a variety of settings.
- Responds to inquiries from internal and external sources on department functions; produces effective and accurate written and verbal reports on human resources and policy subjects. This includes the ability to communicate technical information to audiences without technical expertise.
- Develops, recommends, and monitors the Human Resources Department budget by reviewing past expenditures and determining future resources needed to accomplish department goals.

Other Duties:

- **Regular Attendance is an essential requirement**
- **Performs related work as assigned or required**

KNOWLEDGE, SKILLS AND ABILITIES (Entry requirements)**Knowledge of:**

- Demonstrated knowledge of public agency human resource systems, including civil service, classification, compensation, labor relations, and benefits administration;
- Federal, state and local laws and regulations which relate to public employment and labor relations;
- Techniques used for gathering, evaluating and summarizing data and analytics to inform decisions and address workforce challenges;

Ability to:

- Ability to multi-task and effectively manage priorities on a daily basis.
- Ability to communicate effectively and inclusively to foster trust, transparency and collaboration.
- To manage complex high-impact decisions related to workforce strategy, policy development and labor relations.
- Skill in coaching, mentoring, and supporting leaders across the City as well as human resources staff. Carry out complex assignments independently and make decisions based on established policies and procedures.
- Identify resources, research and locate laws, regulations, data and information relevant to specific projects or situations;
- Interpret and apply the intent and specific provisions of laws and regulatory provisions to particular conditions;
- Quantify activities and costs, identify available alternatives and produce verbal and written reports on the probable costs, benefits and problems of differing courses of action;
- Provide verbal and written information, direction and advice to a wide variety of people and officials; Communicate effectively in oral and written form.
- Establish and maintain effective collaboration and stakeholder engagement with elected officials, union leadership, outside agencies, City employees and the general public.

HUMAN RESOURCES DIRECTOR**QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)**

Education: Graduation from college with a Bachelor's degree in human resources management, public administration or a closely related field.

Experience: Six (6) years of paid full-time experience as a public employer human resources professional including management of personnel programs and labor relations experience in collective bargaining including contract negotiations, administration grievance handling and arbitration, preferably for a similarly sized municipality. Must be proficient in the use of MS Word and Excel.

An equivalent combination of experience, education, and training sufficient to successfully perform the essential duties of the position as listed above must be demonstrated by the applicant.

PHYSICAL REQUIREMENTS

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require reasonable accommodation to apply for a job or to perform the job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, or using specialized equipment. The working conditions described here are representative of those that must be met (with or without accommodation) by an employee to successfully perform the essential functions of this job.

- Reaching. Extending hand(s) and arm(s) in any direction.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Public presentations and evening meeting are required on a frequent basis. Normal air-conditioned office situation. The noise level in the work environment is usually quiet.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

HUMAN RESOURCES DIRECTOR

Fair Labor Standards Act: The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Administrative Employees exemption.

Representation: This position is excluded from bargaining unit representation.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B5

SUBJECT:

Ordinance to amend Bremerton Municipal
Code Chapter 3.78 entitled "Multifamily
Property Tax Exemption"

Study Session Date: August 27, 2025

COUNCIL MEETING Date: September 3, 2025

Department: City Council

Presenter: Jane Rebelowski

Phone: (360) 473-5280

SUMMARY: The proposed ordinance would eliminate the 12-year and 20-year tax exemptions for multifamily housing as well as the 12-year extension option. The proposed ordinance would allow for one 8-year exemption and would require that the multifamily housing receiving the exemption not be owner occupied.

ATTACHMENTS: Ordinance No. _____

FISCAL IMPACTS (Include Budgeted Amount):

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

RECOMMENDED MOTION:

Move to approve Ordinance No. _____ amending Chapter 3.78 of the Bremerton Municipal Code (BMC) entitled "Multifamily Property Tax Exemption"

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

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of Bremerton, Washington, amending Chapter 3.78 of the Bremerton Municipal Code related to eliminating the twelve (12) year and twenty (20) year exemptions and eliminating the process for extensions, removing owner occupied multifamily housing from eligibility for exemptions, and administrative changes.

WHEREAS, exemptions from ad valorem property taxes for multifamily housing encourage increased residential opportunities within designated residential targeted areas, stimulate new construction and rehabilitation of existing buildings, assist in directing future population growth and help to achieve development densities which are more conducive to transit use in designated residential targeted areas; and

WHEREAS, on October 4, 2006, the City Council passed Ordinance No. 4968 establishing the Multifamily Tax Exemption in Bremerton; and

WHEREAS, on November 2, 2022, the City Council passed Ordinance No. 5463 providing for twenty (20) year exemptions and a process to extend exemptions; and

WHEREAS, the City Council finds that prioritizing rental housing in residential target areas is the most effective way to expand access to diverse housing options, ensure flexibility to meet changing community and workforce needs, and maintain a supply of homes that remain broadly accessible over time, thereby supporting Bremerton's economic growth, and fostering vibrant, mixed-use neighborhoods that leverage existing infrastructure investments; and

WHEREAS, the City Council desires to amend Chapter 3.78 of the Bremerton Municipal Code to eliminate twelve (12) and twenty (20) year tax exemptions, eliminate the extension of tax exemptions, remove owner occupied multifamily housing from eligibility for exemptions, and make other administrative changes; NOW THEREFORE,

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

SECTION 1. Section 3.78.020 of the Bremerton Municipal Code entitled "Definitions" is hereby amended to read as follows:

3.78.020 DEFINITIONS.

When used in this chapter, the following terms shall have the following meanings, unless the context indicates otherwise:

- (b) "Building codes" means the City and state building and fire codes as set forth in Chapters [17.04](#), [18.02](#) and [18.03](#) BMC.
- (c) "City" means the City of Bremerton.
- (d) "Department" means the City Department of Community Development.
- (e) "Director" means the Director of the Department of Community Development, or designee.
- (f) "Household" means a single person, family, or unrelated persons living together.
- (g) "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is at or below eighty (80) percent of the median family income adjusted for family size, for the county where the project is located, as reported by the United States Department of Housing and Urban Development.
- (h) "Multifamily housing" means a building having ten (10) or more dwelling units not designed or used as transient accommodations and not including hotels and motels. Multifamily units may result from new construction or rehabilitated or conversion of vacant, underutilized, or substandard buildings to multifamily housing.
- (i) "Multifamily property tax exemption" means an exemption from ad valorem property taxation for multifamily housing.
- (j) "Owner" means the property owner of record.
- (k) "Permanent residential occupancy" means multifamily housing that provides rental occupancy on a nontransient basis. This includes rental accommodation that is leased for a period of at least one (1) month. This excludes hotels and motels that predominantly offer rental accommodation on a daily or weekly basis.
- (l) "Rehabilitation improvements" means modifications to existing structures that are vacant for twelve (12) months or longer that are made to achieve a condition of substantial compliance with existing building, fire, and zoning codes, or modification to existing occupied structures which increase the number of multifamily housing units.
- (m) "Residential targeted area," also "residential target area," means the geographic area located within the areas set forth in Figures 3.78(a) through 3.78(g).
- (n) "Substantial compliance" means compliance with all local building, fire and zoning code requirements, which are typically required for rehabilitation as opposed to new construction.

SECTION 2. Section 3.78.040 of the Bremerton Municipal Code entitled "Terms of the Tax Exemption" is hereby amended to read as follows:

3.78.040 TERMS OF THE TAX EXEMPTION.

- (a) **Duration of Exemption.** The value of new housing construction, conversion, and rehabilitation improvements qualifying under this chapter is exempt from ad valorem property taxation for eight (8) successive years beginning January 1st of the year immediately following the calendar year of issuance of the certificate.
- (b) **Limits on Exemption.** The exemption does not apply:
- (1) To the value of land or to the value of nonhousing-related improvements not qualifying under this chapter.
 - (2) In the case of rehabilitation of existing buildings, to the value of improvements constructed prior to submission of the completed application required under this chapter.
 - (3) To increases in assessed valuation made by the Kitsap County Assessor on nonqualifying portions of building or other improvements and value of land nor to increases made by lawful order of a County board of equalization, the Department of Revenue, or Kitsap County, to a class of property throughout the County or specific area of the County to achieve the uniformity of assessment or appraisal required by law.
- (c) **Conclusion of Exemption.** At the conclusion of the exemption period, the new or rehabilitated housing cost shall be considered as new construction for the purposes of Chapter 84.55 RCW.

SECTION 3. Section 3.78.050 of the Bremerton Municipal Code entitled “Project Eligibility” is hereby amended to read as follows:

3.78.050 PROJECT ELIGIBILITY.

A proposed multifamily housing project must meet the following requirements for consideration for a property tax exemption:

- (a) **Location.** The project must be located within a residential targeted area as defined in BMC [3.78.020](#) and as set forth in Figures 3.78(a) through 3.78(g).
- (b) **Tenant Displacement Prohibited.** The project must not displace existing residential tenants of structures that are proposed for redevelopment. If the property proposed to be rehabilitated is not vacant, an applicant shall provide each existing tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate.
- (1) **General Notification.** The applicant shall provide each displaced household at least twelve (12) months’ moving notice, unless mutually agreed otherwise by household and applicant.
 - (2) **Relocation Assistance.** Low-income households shall be provided the following:
 - (i) Assistance in securing housing of comparable size, quality, and price which meets Housing and Urban Development’s Uniform Physical Condition Standards or a similar standard acceptable to the City; and

- (ii) First and last month expenses at the new housing location as defined above, and moving and relocating expenses as defined by the Department of Transportation Fixed Residential Moving Costs Schedule.
- (c) Noncompliance with Building Codes. Existing dwelling units proposed for rehabilitation must fail to comply with one or more standards of the applicable state or City building codes.
- (d) Size of Project. The new, converted, or rehabilitated multiple-unit housing must provide for a minimum of fifty (50) percent of the space for permanent residential occupancy. The project, whether new, converted, or rehabilitated multiple-unit housing, must include at least ten (10) units of multifamily housing within a residential structure or as part of an urban development. In the case of existing multifamily housing that is occupied or which has not been vacant for twelve (12) months or more, the multifamily housing project must also provide for a minimum of four (4) additional multifamily units for a total project of at least ten (10) units including the four (4) additional units. Existing multifamily housing that has been vacant for twelve (12) months or more does not have to provide additional units.
- (e) Type of Project. The new, converted, or rehabilitated multifamily housing shall not be owner-occupied.
- (f) Proposed Completion Date. New construction of multifamily housing and rehabilitation improvements must be completed within three (3) years from the date of approval of the application.
- (g) Compliance with Guidelines and Standards. The project must be designed to comply with the City's Comprehensive Plan, building, housing, and zoning codes, and any other applicable regulations. The project must also comply with any other standards and guidelines adopted by the City Council for the residential targeted area.

SECTION 4. Section 3.78.070 of Bremerton Municipal Code entitled "Application for Conditional Certificate" is hereby amended to read as follows:

3.78.070 APPLICATION FOR CONDITIONAL CERTIFICATE.

- (a) The Director may certify as eligible an application which is determined to comply with the requirements of this chapter. A decision to approve or deny an application shall be made within ninety (90) calendar days of receipt of a complete application.
- (b) Approval of Application. If an application is approved, the applicant shall enter into a contract with the City, regarding the terms and conditions of implementation of the project, and the Director shall issue a conditional certificate of acceptance of tax exemption. The conditional certificate shall expire three (3) years from the date of approval unless an extension is granted as provided in this chapter.

(c) Denial of Application. If an application is denied, the Director shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within ten (10) calendar days of the denial.

(d) Appeal. Per RCW 84.14.070, an applicant may appeal a denial to the City Council within thirty (30) calendar days of receipt of the denial by filing a complete appeal application and fee with the Director. The appeal before the City Council will be based on the record made before the Director. The Director's decision will be upheld unless the applicant can show that there is no substantial evidence on the record to support the Director's decision. The City Council's decision on appeal will be final.

SECTION 5. Section 3.78.140 of Bremerton Municipal Code entitled "Extension of Tax Exemption" is hereby stricken in its entirety as follows:

SECTION 6. *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 7. *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 _____, 20__.

ERIC YOUNGER, Council President

Approved this _____ day of _____, 20__.

GREG WHEELER, Mayor

ATTEST:

APPROVED AS TO FORM:

ANGELA HOOVER, City Clerk

KYLIE J. FINNELL, City Attorney

PUBLISHED the _____ day of _____, 20__.

EFFECTIVE the _____ day of _____, 20__.

ORDINANCE NO. _____.

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