



CITY OF  
BAINBRIDGE ISLAND

## Memorandum

Date: 11/19/2020  
To: City Council  
From: Morgan Smith, City Manager  
Subject: Chronology of Council Discussions and Recent Public Outreach Related to Police/Municipal Court Replacement Project

---

This memo provides background information related to the work of the City Council and City staff during 2013-2020 related to planning for the project to replace the City's Police Station and Municipal Court facilities.

Included are:

1. A summary-level chronology of City Council discussions related to facility needs assessment, consideration of various site options, financing decisions and other project planning. This chronology is informal, and may not be fully complete, as the work on this project has spanned more than six years. The information presented is intended simply to summarize various steps in the project, and to identify key Council meeting dates in the event interested individuals would like to review the meeting materials or video from key decision points.
2. A summary-level chronology of recent (2018-2020) City communications and public outreach related to the most recent phases of the project.

## **Summary Chronology - City Council Discussions Police and Court Building Project**

### **I. City Council Meetings 2013 – Mid-2015: Assessments to learn/confirm the need for a new facility, investigate potential to co-locate with BIFD, and evaluation of other potential sites:**

- July 1, 2013 -- Interlocal Agreement for Joint Facility Planning with Bainbridge Fire Department  
Approval for ILA with BIFD to explore the possibility of a joint facility and to hire a space planning consultant.
- January 8, 2014 – RFQ with Fire Department for Facilities Planning  
Update to convey that an RFQ for facility assessment was issued in October, 2013 and four firms have responded.
- March 3, 2014 – Joint Facilities Assessment with Bainbridge Fire Department  
Update to convey that Mackenzie, Inc. is selected as the project consultant, and to review and approve the City's share of the proposed project scope, budget and schedule.
- March 24, 2014 – Public Safety Facilities Assessment Update  
Briefing from Mackenzie, Inc. to present report on findings related to the existing Police Station and summarize first community meeting (held on March 5, 2014).
- April 28, 2014 -- Public Safety Facilities Assessment Update  
City decided to seek additional assistance from Mackenzie, Inc. to help review the feasibility of various sites for a potential stand-alone Police station, and to provide information on which sites could also support a new Municipal Court. This work was intended to supplement the original project and to help to narrow the options for a stand-alone site to a smaller set of best candidates.
- June 16, 2014 -- Public Safety Facility Assessment Final Report, Mackenzie, Inc.  
Mackenzie study confirmed that the existing Police station has critical operational and safety deficiencies, does not meet "essential building" requirements, and is significantly undersized for the community's policing functions. The report provided a detailed assessment of the deficiencies of the current Police Station (PDF) and initial estimates for a stand-alone Police Station. The City also received a detailed analysis of the feasibility and estimated costs for a joint BIFD-COBI Police option.

- July 21, 2014 -- Next Steps on Planning for Police and Municipal Court Facilities  
City Council decided to move forward with a more thorough analysis of the two stand-alone Police station options (North and South of City Hall), so that all three alternatives (including the BIFD-Police option) could be compared using equivalent information.
- August 11, 2014 – Police Facilities Planning  
Approval for additional professional services from Mackenzie to assist site-ranking and site feasibility assessment for stand-alone facilities for Police and Municipal Court.
- September 23, 2014 -- Public Safety Facility Co-Location Decision  
Moved the conversation to the next study session with the anticipation that Council would make a decision following further public comment and an opportunity to hear additional information.
- October 7, 2014 -- Police Facility Site Considerations  
Council resolved to remove Island Fitness as a possible site consideration for the Police Facility; directed the City Manager to communicate the City Council's lack of interest regarding a combined Police and Fire Department facility to the Bainbridge Island Fire Department.
- November 4, 2014 -- Police Facility Site Considerations  
Council recommended to limit consideration to sites within the Winslow Master Plan area and, preference should be given to the site located immediately north of City Hall and the site of the City-owned gravel parking lot. Council also recommended the City Manager review the Coultas property adjacent to the fire department on Madison and the Visconsi property on High School Road as other alternatives.
- November 18, 2014 -- Police Facility Site Considerations  
Council's stated position: request a decision from Visconsi by January; the three other sites (north of City Hall, the gravel lot and Coultas property) are still in consideration; and police and court would be co-located.
- January 20, 2015 -- Public Safety Facility Site Options  
Council directed the City Manager to remove both the gravel lot and the Visconsi property off the table as possible locations for the Public Safety Facility.

- March 3, 2015 -- Public Safety Facility Site Selection  
City Manager led a brief discussion on factors that should be measured as Council evaluates the three remaining sites in consideration for the public safety facility.

**II. City Council Meetings Mid- to End of 2015: Selection of preferred site and ballot measure for voter consideration of funding mechanism which failed in Nov. 2015:**

- May 19, 2015 -- Public Safety Facility Site Discussion  
City Manager led a discussion on the advantages and disadvantages of each potential site for the police facility. A motion to direct staff to explore the development opportunities (a) North of City Hall as presented and (b) the Sakai property.
- June 9, 2015 -- Public Safety Facility Site Selection  
Council approved N. Madison properties (just north of City Hall) as the preferred site for the proposed public safety facility and directed City Manager to continue negotiations to complete a purchase and sale agreement for the property acquisition at this site. Council also directed that the public safety building includes a municipal court and police station.
- June 16, 2015 -- Public Safety Facility Discussion  
The City's financial advisor David Trageser and Finance Director Schroer provided information on financing options and the City's general fiscal capacity. Council instructed staff to size the potential bond based on the construction cost of the project with adjustments later on as we are able to surplus property.
- June 23, 2015 -- Select Public Safety Facility Project Funding Mechanism  
Council directed the City Manager to develop a ballot proposition ordinance for the public safety facility project for City Council consideration at the Council meeting on July 7. Staff to develop options for a conceptual master plan of the municipal center, including a future parking structure.
- July 7, 2015 -- Public Safety Facility Ballot Proposition  
Council forwarded Ordinance 2015-18 to the July 21 City Council meeting for second reading and consideration of approval.
- July 21, 2015 -- Public Safety Facility Ballot Proposition

Council approved Ordinance No. 2015-18.

- August 11, 2015 – Public Safety Facility Interim Financing  
Staff provides briefing about timing issues related to interim financing and upcoming ballot initiative.
- August 25, 2015 – Review Public Safety Facility Contract Options  
Briefing on contract options including alternative contracting procedures.
- November 17, 2015 -- Update on the Public Safety Facility  
Council directed the City Manager to abandon the processes to evaluate both properties north of City Hall as a site for Public Safety Facility and not to spend any more money on any issues associated with those sites.

### **III. City Council Meetings 2016 – Identification and assessment of refreshed group of potential sites**

- March 15, 2016 -- Police Station Options  
Discussion regarding next steps on sites identified in 2015: (Existing Site, New Brooklyn Road (Coultras), Wintergreen Way (Visconsi)); and newly identified sites: 9191 Moran Road NE, 9657 NE Yaquina Avenue, 8954 Madison Avenue N, 600 Ericksen Avenue.
- June 7, 2016 -- Police Facility Next Steps  
Discussion on complexities related to existing Police Station site and 600 Ericksen Avenue site. New option located at Vineyard Lane is introduced. Other sites still under consideration include New Brooklyn Rd., Visconsi property, 9191 Moran Rd., and 9657 Yaquina Ave. 8954 Madison Ave. is mentioned but assessed as being too small. Council direction to move forward with RFQ for architectural services to include a review of previous needs assessments and the possibility of co-locating the Police and Municipal Court facilities.
- July 5, 2016 – Process for Selecting Police Facility Site  
Discussion related to process and criteria to be used to select site for new police facility.

- August 23, 2016 – Public Safety Facility Design Request for Qualifications  
In anticipation of pending completion of process to select preferred consulting firm, review of preliminary agreement for design services for Public Safety Facility and schedule for final Council approval of anticipated agreement with selected consulting firm (TBD) for September 27, 2016 [Note: agreement is actually presented for approval on October 25, 2016].
- October 25, 2016 – Law and Justice Center Design Professional Services Agreement  
Approval of agreement with selected firm Coates Design for site analysis and review of space needs assessment.

**IV. City Council Meetings 2017 – 2018: Assessment of various sites continues, Coultas site is no longer available, Harrison offer of interest received, selection of Harrison building as preferred site.**

- January 25, 2017 – Update on Police and Municipal Court Building Project  
Briefing from Coates Design on space needs validation and next steps for project planning and site assessment.
- April 12, 2017 -- Special Council Meeting Open House  
Open House on site options for the new Police and Municipal Court Building. During the Open House, community members had the opportunity to see the results of the site analysis completed by Coates Design regarding the benefits and challenges of each site option being considered.
- May 2, 2017 -- Update on Police and Municipal Court Building – Site Selection and Next Steps  
City Council approved moving forward with additional site assessment and studies for the New Brooklyn Road site (Coultas).
- August 8, 2017 -- Police/Court Project – Site and Building Options  
Council direction to proceed with design development for a two- story building design for a police station and municipal court building on the New Brooklyn Road site (Coultas) with the indoor firing range included.
- September 26, 2017 -- Police/Court Facility Budget Impacts  
After Coultas site option rejected by owner, Council authorized the investigation of a private/public partnership for construction of the Police Facility.

- March 6, 2018 -- Police/Municipal Court Facility Update  
Results of site investigations, project scoping and cost estimating for Yaquina and Harrison sites presented. Site selection moved to March 13, 2018 meeting.
- March 13, 2018 -- Police/Municipal Court Facility Site Selection  
Council will hold an executive session prior to a more in-depth discussion with the design team. Further consideration will take place after the two remaining ward meetings.

**V. City Council Meetings July 2018 – March 2019: Work to complete purchase and sale agreement for Harrison site.**

- July 17, 2018 -- Update on Police/Municipal Court Facility  
Authorization for City Manager to enter into letter of intent for acquisition of Harrison site forwarded to July 24 unfinished business.
- July 24, 2018 -- Authorization for City Manager to Pursue a Letter of Intent Related to the Acquisition of the Harrison Medical Center Building.  
City Manager is authorized to pursue letter of intent to purchase Harrison Medical Center property.
- January 29, 2019 -- Consider Next Steps Related to Property Acquisition for Police Station and Municipal Court Project  
City Manager is authorized to execute a letter of intent with Harrison Medical Center and/or CHI-Franciscan Health for the purchase of the Harrison Medical Center Building, located at 8804 Madison Avenue North.
- March 26, 2019 -- Purchase and Sale Agreement for Harrison Medical Building.  
City Manager is authorized to execute the purchase and sale agreement for the Harrison Medical Center Building and site for a purchase price of \$8,975,000.

**VI. City Council Meetings March 2019 - Current: Work on design and permitting for 8804 Madison property:**

- September 24, 2019 -- Delegation Ordinance No. 2019-22 Relating to the Sale of \$8.0 Million in 2019 Limited Tax General Obligation Bonds  
Appoint the Finance Director, or the Deputy City Manager or City Manager in the absence of the Finance Director, as the City's designated representative and authorize the designated representative to conduct the sale of bonds when the terms are deemed the most advantageous to the City.
- October 15, 2019 -- Police and Court Project Update and Sustainability Discussion  
Status of design development was discussed for the new facility, as well as potential options for increasing sustainability goals for the project.
- December 10, 2019 -- Police and Court Project Update and Sustainability Discussion  
Directed staff to return with analysis for increasing the project budget by \$800,000 to achieve LEED Gold certification.
- January 21, 2020 -- Police and Court Project Update and Sustainability Discussion  
Directed the City Manager to bring back for Council consideration of approval a professional services agreement amendment to investigate and estimate LEED Silver status for the project.
- June 2, 2020 -- Police and Court Project Update and Sustainability Discussion  
Council directed the City Manager to complete design and advertising for construction bids without pursuing LEED certification for the project. Council referred to the CCAC consideration of the Council making a commitment to seek a local offset of the amount of carbon that would have potentially been eliminated over time if the Council expended the resources to pursue LEED certification for that facility. The Council discussed a difference of approximately 64 metric tons between the facility as designed currently versus a facility that would achieve LEED certification.

## Recent Outreach/Communications on Police-Court Project

### Monthly COBI Connects

- March 2020: City finalizes \$9 million purchase of new Police-Court facility
- January 2020: Council requests analysis on Police-Court project budget increase for green building features
- December 2019: Police-court replacement project
- August 2019: Police-court building financing options
- July 2019: Funding options for new Police-Court facility
- May 2019: City moves forward with plans for new Police-Court facility

### Weekly City Manager's Report

2020

- Aug. 28: Hearing Examiner approves Police-Court facility proposal
- Aug. 14: Police-Court project goes before Hearing Examiner for review
- June 5: Police-Court project moving forward with final design, Council to seek carbon footprint reductions
- May 29: City Council to continue sustainability discussion for Police-Court project
- May 21: Design Review Board recommends approval of Police-Court project
- Feb. 7: City finalizes \$9 million purchase of new Police-Court facility
- Jan. 24: Council requests consultant analysis on LEED certification for Police-Court project

2019

- Dec. 13: Council requests analysis on Police-Court project budget increase for green building features
- Nov. 15: Credit rating
- Oct. 11: Staff to provide update on Police-Court replacement project
- Aug. 30: Calendar item on Sept. 5 Planning Commission meeting
- July 12: Council moves ahead with financing options for new police-court building
- June 21: Announcement that Barry will be the project manager
- March 22: City Council to consider approval of purchase and sale agreement for the Harrison Medical Center Building

2018

- Aug. 3: Council moves forward with Harrison site for new Police-Court location

### Bainbridge Community Broadcasting Podcast

- November 2019: <https://www.bestofbcb.org/city-hall-leaders-discuss-key-current-issues/>
- April 2019: <https://www.bestofbcb.org/cafe-088-cobi-police-station-and-transportation/>