



Kitsap Regional Coordinating Council

Chair
Commissioner Steve Bauer
Kitsap County

Vice-Chair
Mayor Patty Lent
City of Bremerton

Commissioner Josh Brown
Commissioner Charlotte Garrido
Kitsap County

Council Member Will Maupin
Council Member Dianne Robinson
Council Member Greg Wheeler *
City of Bremerton

Council Member Kim Brackett
Council Member Hilary Franz
Council Member Kirsten Hytopoulos *
City of Bainbridge Island

Mayor Lary Coppola
Council Member Carolyn Powers
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Mayor Becky Erickson
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Council Chair Leonard Forsman
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Council Chairman Jeromy Sullivan
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Commissioner Bill Mahan
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Captain Mark Olson
Tom Danaher, PAO *
*Naval Base Kitsap***

Mary McClure
*Executive Management
McClure Consulting LLC*

* *Alternate*
** *Ex Officio Member*
*** *Associate Member*

P.O. Box 1934
Kingston, WA 98346
360-377-4900 (voice)
360-297-7762 (fax)
www.KitsapRegionalCouncil.org

Executive Board Meeting Tuesday, December 7, 2010 Norm Dicks Government Center

AGENDA

- Study Session:** 8:00 a.m.
- Annual Address from Captain Mark Olson, Naval Base Kitsap
- Board Meeting:** 9:00 a.m.
1. Call to Order (5)
 2. Citizen Comments (PLEASE KEEP COMMENT TO THREE MINUTES)
 3. Consent Agenda *Action* (5)
 - a. Approve Minutes of November 2, 2010 Meeting *
 - b. Approve HHAA Grant Contract Amendment *
 4. From the Executive Committee: Organizational *Action* (30)
 - a. Board Leadership for 2011 *
 - b. Contract Amendment for Executive Management Services *
 - c. Budget & Work Program: 2011 *
 - d. Member Agency Cost Allocations: 2011 *
 - e. 2011 Board Meeting Schedule *
 - f. PSRC Coordination during 2011 *
 - i. Kitsap Representatives for Policy Boards *
 - ii. Method for Coordination among Kitsap reps *
 - iii. *Transportation 2040* Project Prioritization Process
 5. AHFA Low Income Housing Grant: Application Review Committee:
Revised Recommendations for 2011 Cycle * *Action* (15)
 6. Work Program Report:
 - a. Legislative Agenda: Finalize * *Discussion & Action* (30)
 - b. CPP Revisions: *Release for Public Comment* * *Action* (30)
 7. Member Agency Comments
 8. Citizens Comments (AS TIME PERMITS)
 9. Adjourn 11:00 a.m.

* *Materials in Board packet*
(ESTIMATED TIME)



Executive Board Meeting Materials





Kitsap Regional Coordinating Council

Executive Board Meeting

November 2, 2010

Draft Meeting Summary

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A Study Session was held to discuss legislative priorities for the 2011 State Legislative Session. Results of that discussion are shown as Agenda Item 6a in this packet.

1. Call to Order: Vice Chair Patty Lent called the Kitsap Regional Coordinating Council's Executive Board to order at 9:06 a.m. (*Attendance noted at end*)
2. Citizen Comments: *None.*
3. Consent Agenda:
 - a. Approve Minutes of October 5, 2010 Meeting
 - b. 2010 Budget Amendment
Motion: (Brackett) and second (Garrido) to approve the consent agenda, as presented. *Motion carried unanimously.*
4. From the Chair: Follow up to October Board Retreat
The October 29, Board Retreat focused on the KRCC 2011 Work Program and Public Works collaboration.
Points of Interest:
 - As requested by Board members, the proposed 2011 KRCC Work Program will be broken into mandated and optional program elements.
 - As an outcome of the Public Works collaboration discussion, jurisdictional representatives will each talk with their public works director about service sharing possibilities and quantifiable cost savings.
 - The Executive Committee will bring proposals on cost sharing issues to the full Executive Board.
 - As a next step, jurisdictional capital facilities' plans and land inventories will be reviewed collaboratively by the public works directors in early 2011: co-locating offers cost savings opportunities.
5. CDBG: Approve 2011-2015 Consolidated Plan
Shannon Bauman, Kitsap County Block Grant Program, commented that the Consolidated Plan is required by HUD to be updated every five years. The 2011 – 2015 Plan was created jointly by the Kitsap County CDBG and the Bremerton CDBG. Thank you to the many public officials and citizens who participated in developing the Plan. There were two written public comments received that are included in the Appendix of the Consolidated Plan.
*Public Hearing opened at 9:15am.
Public Hearing closed at 9:15, with no comments.*
Motion: (Brown) and second (Brackett) to approve the 2011-2015 Consolidated Plan, as presented. *Mayor Erickson recused herself from voting [based on her serving on the Board of Directors of one of the applicant agencies]. Motion carried unanimously.*
6. CDBG: Approve 2011 Kitsap County Action Plan
Bonnie Tufts, Kitsap County Block Grant Program Manager, noted that the 2011

Action Plan covers the first year of the new Consolidated Plan. Thanks to the Citizen Advisory Boards. One written public comment was received: Sound Works is the only jobs program in the North End.

Public Hearing opened at 9:20am.

Bill Stewart, Executive Director, Kitsap Economic Development Alliance:

- KEDA appreciates the recommended funding for the KEDA project.

Gwen Rogers, CDBG Citizen Advisory Board:

- Thanks to the Executive Board for the opportunity to serve.
- Developing the funding recommendations was very difficult.

Public Hearing closed at 9:22am.

Motion: (Garrido) and second (Coppola) to approve the 2011 Kitsap County Action Plan, as presented. *City of Bremerton representatives do not vote on Balance of County CDBG recommendations. Motion carried unanimously.*

7. Low Income Housing Grant Program: Affordable Housing for All: Funding Recommendations

Kirsten Jewell, Housing Grant Programs Manager, presented a summary of potential Executive Board actions on the Affordable Housing for All Grant Program Funding Recommendations from the Application Review Committee.

Public Hearing opened: 9:26 a.m.

Public Comments: Five.

[Public comment in its entirety is available on audio CD by request from KRCC staff.]

Linda Joyce, Executive Director, YWCA:

- The YWCA application was disqualified for being incomplete because the project budget was not submitted.
- I request that the Executive Board re-consider funding the ALIVE Shelter project.
- The program has been funded since the beginning of the grant program and has a good track record with this funding and this program.

The Executive Board asked several questions, which elicited the following key points:

- The program has been funded at varying levels in past cycles. Last year it was funded at \$30,000.
- The funding for this cycle would add some custodial help and a handy man for the ALIVE Shelter and Eli's Place, a transitional housing duplex. Both properties are in a residential area, so maintenance is important. Funding would also pay for utilities and supplies expenses.
- The Application Review Committee has finished its work for this cycle, but could be re-convened.
- The deadline for making the funding awards has some flexibility, but needs to be made in time to complete contracting by the end of the year.
- The grant program is designed with a Bidder's Conference, which all applicants are required to attend, at which clear instructions are given on how to complete the application. The grant review process is not currently interactive between the Application Review Committee (ARC) and the applicants. One of the reasons for this is to keep the administrative costs down.
- This situation may be a learning opportunity and instructive for ways to change the grant program process.
- A second application was also disqualified for being incomplete: Bremerton Housing Authority.
- The program has disqualified applications for incompleteness nearly every cycle. In past cycles, the ARC has not reviewed disqualified applications.

Larry Eyer, Executive Director, Kitsap Community Resources:

- The recommendations do not include funding for The Family Place project.

- The project is a partnership with Kitsap County, who donated the facility. It is emergency housing for women and their children.
- The grant application requested funding for two resident managers who act as “house parents.”
- Community leaders are seeking housing opportunities for 125 families on a waiting list.
- A letter was included in the Board Packet from Bert Furuda, suggesting a way to fund this project.

Bert Furuda, Director of Health and Human Services, Kitsap County:

- Kitsap County, because it is a partner in this project and wants to support it, is offering to shift the \$10,000 recommended award for the Kitsap Recovery Center to The Family Place. Although not the full requested amount, perhaps it can get them through to the next funding cycle.
- Closure of The Family place would be a huge loss to the community.
- The Prosecuting Attorney has opined that this is a permissible use of funds under the statute.

Sally Santana, Inter-faith Network:

- Of the 132 people on Kitsap Community Resources waiting list, 30 were in cars or tents.
- More emergency shelter is desperately needed because people are out on the streets every night.
- [Note: Narrative describing families helped Kitsap Community Resources was distributed to the Board at this time.]

Lori Oberlander, Executive Director, Habitat for Humanity of Kitsap County.

- Thanks to the Application Review Committee (ARC) for the extra effort it took in reviewing this application and recommending it for funding.

Public Hearing closed at 9:50am.

The Executive Board asked questions and discussed the recommendations.

Points of Discussion:

- The allowable use of funds for this grant program is very restricted in the original legislation. It is to be used for operation & maintenance of low-income housing. This has been interpreted as restricting allowable uses to things like utilities, supplies, and maintenance. The only salaries that have been funded are for maintenance people. This information is clearly presented at the Bidder’s Conference. The other companion grant program, the Homeless Housing Grant Program (HHAA) has a much wider scope of allowable uses. Typically, agencies apply for AHFA grants to pay for building and facility support and to the HHAA grant program for salaries for case managers and other programmatic expenses.
- The Application Review Committee (ARC) was very supportive of The Family Place project, but judged that the request was beyond the scope of the allowable use of funds.
- The Prosecuting Attorney has reviewed the allowable uses and is of the opinion that the resident manager salary arguably could be an allowable use. At the very least, a portion of that job is spent on light maintenance.
- The recommendations from the ARC are only recommendations; the KRCC Executive Board has the authority to make the actual funding awards.
- Several Executive Board members expressed a desire to find a way to fund the YWCA project and that it would be doing the right thing for the people served by the project.
- Many Executive Board members expressed appreciation for the ARC’s work.
- Various Executive Board members also expressed concern that this would set a bad precedent of undermining the established grant application and review process. The recommendations from the ARC should be respected and supported as they were presented.

- Kirsten Jewell commented that this grant program, as well as the HHAA program, hopefully will be coordinated next year with the two CDBG programs, which will be an opportunity to incorporate these suggestions for process changes.
- Mary McClure noted that the ARC had already re-convened to consider the Habitat for Humanity application. At that time, they discussed the letter from the YWCA and concluded that they did not want to change their recommendations; simply sending it back to them again without direction may not result in any change.

Motion: (Brackett) and second (Erickson) to re-convene the Application Review Committee to review the two disqualified applications, as if all application materials were submitted on time, and The Family Place application, as if it were an allowable use of funds, and to re-consider the Affordable Housing for All Grant funding recommendations.

Yeas: Brackett, Brown, Coppola, Erickson, Franz, Garrido, Lent, Mahan, Powers, Wheeler.

Nay: Maupin.

Motion carried.

8. Work Program Report

a. Transfer of Assets: Kitsap County Community Development Corporation to Olympic Finance Development Authority

Through consultation with the Kitsap County Prosecuting Attorney and the originators of the loan funds (USDA and Kitsap County and Bremerton CDBG's), a form for the transfer of assets from KCCDC to the OFDA has been established. Initially, KCCDC will contract with the OFDA to provide portfolio management ~ existing loans and \$25,000 in new loans. Both how and when to dissolve the KCCDC will be addressed in 2011 once all obligations to CDBG have been distinguished.

b. Revisions to Countywide Planning Policies (CPP)

i. Revisions

Included in the November Board Packet were the Planning Directors' recommendations regarding the Executive Board's October comments on specific elements of the draft revisions to the Kitsap CPP's. When the Planning Directors next meet they will make final recommendations on the following outstanding issues: (1) provisions for National Historic Towns and Fully Contained Communities and their impact on population allocations (2) the handling of housing units and employment targets ~ ensuring that the appended targets are based on data from jurisdictions' adopted comprehensive plans and act as a report rather than a set of targets to be met (3) review of PSRC staff-to-staff comments on revisions to date. Members of the Executive Board will receive the full CPP document with the final draft recommended changes before Thanksgiving, with the intent to allow Board Members sufficient time to review the final recommendations and, at the December Board meeting, make any final changes, and release the document for public comment.

Mary McClure reported that, further to the October Board meeting where the Tribes raised issues with the Fully Contained Community provision, the Port Gamble S'Klallam and Suquamish Tribes are engaged productively in this conversation at the Planning Directors' level.

The Executive Board did not raise additional comments or questions re: proposed changes to the Countywide Planning Policies.

ii. Revised Schedule

KRCC staff has revised the CPP schedule to anticipate adoption of the revised CPP's in summer 2011. While this is beyond the PSRC's 2010 deadline, PSRC staff is aware of, and in agreement with, the new schedule, and recognizes that Kitsap is making progress, dealing with substantive issues.

c. Revenue Sharing / UGA Program

The Port Orchard and Kitsap County revenue sharing negotiating teams will meet in the near future to review the agreed-upon deliverables of the revenue sharing program: the annexation template (applicable countywide), the template with Bethel Corridor information included (for use in planning for that specific annexation), and the revised annexation information sharing protocol (annexation tracking form). After this meeting, the countywide revenue sharing team will meet to discuss the applicability of these items in future annexations throughout the county.

d. Transportation

i. Contingency List for 2011

It is likely that there will be no new Federal Funding Cycle in 2011, but it is probable that some additional federal funds will become available in 2011. This contingency list will be used as a starting point for any additional funds that come available in 2011.

Motion: (Powers) and second (Coppola) to approve the Contingency List of Projects, as presented, as a starting point for funding discussion by the KRCC TransPOL if/when Federal Transportation Funding comes available to the KRCC, in 2011. *Motion carried unanimously.*

ii. Existing Federally Funded Kitsap Projects

Much of Kitsap's 2009 and 2010 funding through the 2011-13 Federal Funding Cycle has already been obligated. Two Kitsap projects, from previous Funding Cycles, are past their obligation date: these funds must be obligated before the end of March, 2011, or will be returned for re-distribution to other Kitsap projects on the Contingency List.

iii. FYI: Washington Transportation Commission: Request for Regional Priority Projects

Included in the Board Packet was the final list of projects submitted by Kitsap to the PSRC's Regional Priority Projects List, the use of which remains unknown.

e. Sustainable Communities: Regional Program at PSRC

PSRC was recently awarded a \$5.5m Sustainable Communities (HUD) Grant for work which focuses on the metro area's light-rail corridors. Kitsap Transit's Tiger II grant application for a Sustainable Communities Program was unsuccessful. Key Kitsap staff and elected officials will "walk along" the PSRC's Sustainable Communities work, to collect information that can be applied in Kitsap. Structuring this work for maximum efficiency and value will be approached in early 2011.

9. Member Agency Comments: Four.

Josh Brown, Kitsap County: \$1.1/\$1.2m of CDBG HOME funds was awarded to Kitsap County's Poplars Senior Housing Project in Silverdale, but not used for this project because it was not possible to commit to keeping the facility open for the time period required (40 years). The funds were used for other worthy projects in the County. Kitsap County is currently working on a financial plan that would enable us to provide and expand affordable housing indefinitely, and hopes to be able to provide such a plan in the next six months. Kitsap County feels that it owes the KRCC Board a plan for how to make senior housing viable. We will keep you apprised. In the meantime, the Silverdale Commons project is

moving forward, with the YWCA building underway. Depending on the outcome of the election today, the Kitsap Regional Library may build a new branch there as well.

Becky Erickson, City of Poulsbo: Kim Brackett and I are Kitsap’s representatives to the PSRC’s Transportation 2040 Prioritization Process. The first meeting was yesterday. Representatives from other regions shared information on their prioritization processes. Prioritizing the region’s wants and needs for transportation will be a tough task.

Kim Brackett, City of Bainbridge Island: Some other Metropolitan Planning Organizations (such as PSRC) have very specific performance metrics, rather than conceptual visions, for transportation projects. For instance, in some areas, capital assets cannot fall below 50% of their useful life. This kind of metric would prevent our region from getting into some of the issues that we currently face ~ with ferries, for example.

Ed Stern, City of Poulsbo: Revising the recommendations made by citizen boards is a sensitive topic. Working with the ARC to understand the intention of today’s recommendation is important. Revising the process to separate continuing program requests, of programs which there is an ongoing intention to fund, and new program requests, would create different bars and standards. Also, please note that the dedication and opening ceremony of the Poulsbo City Hall is at 5:00 p.m. on November 17th.

10. Citizen Comments: *None.*

11. Adjourn: 10:48 a.m.

Meeting Participants:

Kim Brackett, City of Bainbridge Island
 Lary Coppola, City of Port Orchard
 Hilary Franz, City of Bainbridge Island
 Kirsten Hytopoulos, City of Bainbridge Island *
 Bill Mahan, Port of Bremerton
 Carolyn Powers, City of Port Orchard
 Greg Wheeler, City of Bremerton *

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 Becky Erickson, City of Poulsbo
 Charlotte Garrido, Kitsap County
 Patty Lent, City of Bremerton
 Will Maupin, City of Bremerton
 Ed Stern, City of Poulsbo *

* Alternate

Executive Management by McClure Consulting LLC:

Mary McClure, Executive Manager
 Kirsten Jewell, Project Coordination

Vicky Clarke, Project Coordination
 Myrna Knode, Executive Assistant

Board Members Not in Attendance:

Steve Bauer, Kitsap County
 Jim Colebank, City of Port Orchard *
 Leonard Forsman, Suquamish Tribe
 Rob Purser, Suquamish Tribe *
 Jeromy Sullivan, Port Gamble S’Klallam Tribe

Kelly Baze, Port Gamble S’Klallam Tribe
 Tom Danaher, Naval Base Kitsap *
 Mark Olson, Naval Base Kitsap
 Dianne Robinson, City of Bremerton
 Roger Zabinski, Port of Bremerton *

* Alternate

Others in Attendance:

Shannon Bauman, Kitsap County CDBG
 Nancy Buonanno-Grennan, Kitsap County
 Bert Furuda, Kitsap Co. Personnel & Human Services Dept.
 Mark Gulbranson, PSRC
 Doug McIntyre, Kitsap County CDBG
 Shirley Rodney, Kitsap County CDBG
 Sally Santana, Inter-faith Network
 Bonnie Tufts, Kitsap County CDBG

Linda Berry-Maraist, Poulsbo City Council
 Larry Eyer, Kitsap Community Resources
 Linda Joyce, YWCA of Kitsap County
 Lori Oberlander, Habitat for Humanity
 Gwen Rogers, CDBG-CAB
 Bill Stewart, KEDA



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3b. Homeless Housing Grant Program Request for Contract Amendment: Kitsap Community Resources ~ Continuum of Care Coalition *December 7, 2010*

The 2009 Kitsap Continuum of Care Coalition (CoCC) grant award from the Homeless Housing Grant Program (HHAA) includes \$3,000 for incentive items for the 2011 Homeless Point-in-Time Count. Subsequently, other grant funds have been raised that can be used toward to pay for *some* of the incentive items. Instead, the CoCC is requesting that \$2292 of these funds be used to pay for dues for membership in the Washington State Coalition for the Homeless, a state-wide non-profit which advocates for the homeless. This use of funds is included in the Homeless Housing Plan, under Key Action Area 1: *Increase the efficiency of the housing system through data collection, planning and advocacy*, and under Strategy 2A: *Increase Funding – Work with legislators and funding sources to increase funding available for homeless programs*.

Please see the attached letter for details.

FROM	TO	AMOUNT
Homeless Point In Time Count Incentive Items	Washington State Coalition for the Homeless Dues	\$2292

Board Action Requested: Approve a contract amendment for Kitsap Community Resources, Continuum of Care Coalition program, contract KC-349-09, allowing a change in use of funds in the amount of \$2292 from paying for 2011 Homeless Count Incentive items to paying the 2010 – 2011 annual dues to the Washington State Coalition for the Homeless.



1201 Park Avenue · Bremerton, WA 98337 · 360-473-2028 · FAX 360-792-8708

November 30, 2010

Kirsten Jewell, Program Manager
Kitsap Regional Coordinating Council
P.O. Box 1934
Kingston, WA 98346-9201

Dear Ms. Jewell:

The Kitsap Continuum of Care Coalition (KCoCC) would like to request a change in use of funds in the Homeless Housing Grant, contract number KC-349-09 for the KCoCC Coordinator position. A portion of this grant included \$3000.00 intended for incentives for the Point In Time Count. We would like to move a portion of this, \$2292.00, to pay membership dues in the Washington State Coalition for the Homeless (WCSH), a state-wide non-profit organization which advocates for homeless persons.

Since we did not have a quorum at our November meeting, an email vote was taken and approved by a majority of the voting membership. The motion, made by Leif Bentsen and seconded by Bev Kincaid, stated, "I recommend that we move money from the incentive funds for the Point In Time Count that were approved in the Continuum of Care Coordinator grant, to pay for the WSCH dues." The amount of the dues that is due to the WSCH for Kitsap County is \$2292.00. The dues allow Kitsap County to have a voting position on the Board of the WSCH. We would request to have the full \$2292.00 moved from the \$3000.00 for incentives, to pay these dues.

The Kitsap Continuum of Care Coalition supports the mission of the WSCH and believes it is valuable to have a voting position on their board.

Sincerely,

Phedra Elliott, Chairperson
Kitsap Continuum of Care Coalition



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4. From the Executive Committee *December 7, 2010*

a. 2011 Board Leadership: Nominations

Chair: Patty Lent, Mayor, City of Bremerton

Vice Chair: Josh Brown, Commissioner, Kitsap County

Nominations from floor will also be accepted.

See attached Section 8 From the KRCC By-laws re:

OFFICERS, ELECTION, TERMS AND DUTIES:

b. Contract Amendment for Executive Management Services

During 2007-2008, the KRCC Executive Committee and a committee of member agencies' legal counsel developed and negotiated a contract for executive management services with McClure Consulting LLC. The contract was extended for 2010-2011. During 2010, the Executive Committee authorized services (for the Board Retreat, the WA Transportation Commission's Listening Session, and coordination of grant-related programs and processes) beyond the existing 2010 Work Program and Budget contract in an amount not to exceed \$18,000.

Recommended Action: Authorize the Chair of the Kitsap Regional Coordinating Council to amend the existing contract for executive management services with McClure Consulting LLC, to include services provided for an amount no greater than \$18,000 during 2010, and to incorporate the adopted Budget and Work Program for 2011, as per the existing contract provisions.

c. Budget & Work Program: 2011: *See attached.*

d. Member Agency Cost Allocations: 2011 *See attached.*

e. 2011 Board Meeting Schedule

At the Executive Board Retreat, agreed to a *six month pilot project*, to include:

- Executive Board meetings every other month, first Tuesdays:

February 1	August 2 *
April 5	October 4 *
June 7	December 6 *
- Meetings 8:00 – 10:00 a.m., followed by a 2 hour Study Session
- BKAT taping meetings (funded through member agencies' existing contracts)
- Regular reports to member agencies' Councils re: Work Program

* *assuming successful evaluation of pilot*

SECTION 8. OFFICERS, ELECTION, TERMS AND DUTIES:

- 8.1 The officers of the Council are a Chair and a Vice Chair, who are elected by the Council at the last regularly scheduled meeting during each calendar year. The Chair and Vice Chair shall be from different member agencies. Ex Officio Members and Associate Members are not eligible to serve as officers.
- 8.2 The Chair and Vice Chair serve a one-year term from the first day of January through the last day of December of each year.
- 8.3 In the event there is a vacancy in the office of the Chair, the Vice Chair succeeds to the office of Chair for the unexpired portion of the term. In the event there is a vacancy in the office of Vice Chair, the Council elects a new Vice Chair at the next regular meeting to serve the unexpired portion of the term. In the event both offices become vacant, the Council elects a new Chair and Vice Chair to serve the unexpired portion of the terms.
- 8.4 Duties of the Chair:
 - 8.4.1 The Chair is a member of the Executive Board, and presides at the meetings of the Council;
 - 8.4.2 Create, appoint, and discharge Council committees unless otherwise provided in these By-laws;
 - 8.4.3 Serve as Chair of the Executive Committee;
 - 8.4.4. Call for the vote on all motions properly presented and seconded;
 - 8.4.5 Enforce the procedural rules of the Council during meetings
 - 8.4.6 Participate in deliberations of the Council;
 - 8.4.7 Vote in all matters before the Council;
 - 8.4.8 Ensure that the functions of the Council are carried out to the best of his or her abilities;
 - 8.4.9 Make reports as necessary to the Council; and
 - 8.4.10 Execute on behalf of KRCC all contracts, agreements, and other documents and papers duly authorized by the KRCC that may require signature.
- 8.5 The Vice Chair performs the duties of the Chair in the absence of the Chair and is a member of the Executive Committee.



Kitsap Regional Coordinating Council

4c. From the Executive Committee: Proposed 2011 Budget December 7, 2010

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Commissioner Bill Mahan
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Expenses	2010 Adopted Feb 2, 2010	2010 Amended 11/2/10	2011 Proposed Budget
Core Program	264,517	347,043	248,087
Management Services	223,400	266,880 ^{2, 3}	199,400
Re-imburse Expenses	13,000	13,000	8,500
Unallocated	13,117	47,163	28,187
Organizational Expenses ¹	15,000	15,000	12,000
Kit~Net	19,000	19,000	17,100
Management Services	13,240	14,966	14,590
Re-imburse Expenses	600	600	1,300
Unallocated	5,160	3,434	1,210
AHFA/HH Grant Programs	96,439	101,439	75,300
Management Services	79,200	79,200	71,265
Re-imburse Expenses	5,800	5,800	4,035
Unallocated	11,439	16,439	5,139
Total KRCC Expenses	\$379,956	\$467,482	\$345,626

Core Program	264,517	347,043	248,087
Est Beginning Balance	53,127 ⁴	134,938 ⁴	49,300
Member Dues	211,390	211,390	198,787
Miscellaneous Income		715	
Kit~Net Member Ass'ments	19,000	19,000	17,100
AHFA/HH Grant Programs	96,439	101,439	75,300
Est Beginning Balance	10,439 ²		10,439
Doc Record Fee Admin	66,000		55,000
HMIS (WA Commerce)	20,000	25,000	15,000
Total KRCC Revenues	\$379,956	\$467,482	\$345,626

¹ Organizational expenses include website, phone, post office box, insurance, and NDGC facility use fees.

² Includes **2010** Services outside of Core Program: Coordinate jurisdictions' effort re: HUD Sustainability Grant; federal trans funding (New Jobs Bill Prep; federal Transportation Enhancements Program; WTC Listening Session; Board Retreat

³ Includes **2009** Services outside of Contract: ARRA Grant Process & WA State Housing Grant Programs

⁴ Beginning Balance adjustment, as per Kitsap County Finance Administration

⁵ **2010** Services outside of Kit~Net Program: ARRA Broadband Grant application; upgrade to website for Policy Advisory Group access



Kitsap Regional Coordinating Council

4c. Proposed 2011 Work Program

December 7, 2010

Core Mandated Program Elements (Federal / State)

1. Complete Revisions to the Countywide Planning Policies

- Sponsor Public Comment Process
- Coordinate environmental review (Kitsap County lead agency)
- Coordinate State Agency review
- City & Tribal Councils to review and signal support (1st Qtr) ★
- Coordinate adoption (Kitsap County) & ratification (Cities, Tribes)

2. Coordinate participation in Federal / Regional Planning

- Transportation
 - Conduct mid-cycle federal transportation funds (re-)distribution (starting point: Approved Project Contingency List)
 - Track federally-funded project obligations
 - Prepare for 2012 Federal Transportation Funding Cycle:
 - Organize Countywide Transportation Priorities Program
 - Refine Transportation Corridor Multi-Modal / Multi-Agency Overview
 - Begin identifying projects for regional funding competition
 - Promote grant “packaging” for regional project competitions
 - Coordinate effective participation in PSRC Transportation 2040 Project Prioritization Process
- Growth Management
 - Review Countywide Planning Policies for un-met policies
 - Technical Forecasting Update (PSRC)
 - Certification & Comprehensive Plan Review Process (PSRC)
 - Buildable Lands Analysis Update Cycle
 - Topics of shared interest *e.g.* Census results; transit-supportive development; Year of the Rural
- Strengthen Kitsap reps’ interaction within PSRC Boards & Committees

Continuing Non-Mandated Programs

- What next for successor (UGA/annexation) agreements to Revenue Sharing? (Not included in 2011 Work Program) ★

3. Cross-Agency Cost Efficiencies: Public Works

- Directors review Capital Facilities Plans & Land Inventories to identify co-location opportunities
- City & County interest in pursuing collaborations on storm water & vehicle fleet maintenance and repair? (Not included in 2011 Work Program) ★

4. Support Countywide Economic Development

- Coordinate with KEDA on issues of common action/discussion at Board level
- Coordinate *Government as Partner* elements of Kitsap 20/20 Strategy

5. Develop 2011 Legislative Agenda: Selected Strategic Issues that KRCC Members will support in Olympia ★

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Self-Funding Programs

- 6. Kit~Net Program, as per ILA & Program Goals for 2011 →
- 7. Low Income/Homeless Housing Grant Programs as per ILA
 - Manage Grant Cycles
 - Implement HMIS System/WA Commerce Pilot Project
 - Coordinate Housing Leadership Group:
 - Define Changes to Service Delivery System
 - Develop Integrated Funding Application Process
 - Other agreed functions, *within available funding*

Program Administration

- 8. Revenue Sources & Member Support:
 - Review possible financing strategies
 - Review different cost allocations

Through Policy Advisory Group

Collaborative sharing of specific information & operating strategies:

1. Disaster Recovery & Continuity of Operations
2. ARRA Stimulus Grant updates
3. Techno-Tools & Telework
4. Compliance with digital WAC
5. E-gov't initiatives
6. Promote legislation for PUD gov't-to-gov't provisioning
7. Challenge of social media for public agencies
8. Identify key technology issues for Kitsap's elected officials

2010 Budget & Work Program Assumptions

- ✓ Executive Board: (6) every other month meetings: ★

February	April	June
August	October	December

Supported by monthly Executive Committee meetings

6 month trial:
Review after June meeting

- ✓ Bi-monthly meetings of each of three standing committees: TransTAC
TransPOL
Planning Directors Forum

- ✓ Coordination with Puget Sound Regional Council:

Policy-level representatives' monthly teleconferences:
[details to be refined based on 18 months' experience]

Executive Board
Growth Management
Transportation
Economic Development

Director participates:
Regional Staff Committee (bi-monthly)
Transportation 2040 Project Prioritization Work Group (bi-monthly)
Regional Project Evaluation Committee (monthly)
Countywide Chairs Committee (monthly)

- ✓ Quarterly meetings of each of two standing committees: Public Works Group
Kit~Net Policy Advisory Group
- ✓ Director participates: KEDA Board of Directors (non-voting)
- ✓ Sponsor one Legislative Gathering pre-2012 Session with Legislative Agenda
Invite participation from our State Legislators in Board Study Sessions as useful.
- ✓ Office staffed Monday through Thursday, 8:30 – 11:30 a.m. with extensive staff tele-working.

The Proposed 2011 Work Program includes searching for other revenue opportunities.

The Proposed 2011 Budget includes the following measures:

Executive Board: (6) every other month meetings: ★

- ▶ City & Tribal Councils to review and signal support (1st Qtr) ★ : *prophylactic measure*

- ▶ What next for successor (UGA/annexation) agreements to Revenue Sharing? ★ *Not in 2011 budget*

- ▶ City & County interest in pursuing collaborations on storm water & vehicle fleet maintenance and repair
Not in 2011 budget beyond 4 Public Works Group meetings
Further savings: Eliminate entire Public Works program element: \$3,200 – 4,800

Develop 2011 Legislative Agenda: Selected Strategic Issues that KRCC Members will support in Olympia ★ *2011 Budget includes using part of one Board Study Session to identify KRCC Members' strategic issues, one Legislative Dinner*
Further savings: Eliminate Legislative Dinner: \$3,000 - 4,200

Further savings: Eliminate Economic Development Liaison program element: \$3,200 - 4,800

Housing Grant Programs Work Program for 2011

KRCC Board Packet: 12 of 46: Page 17 of 51 *December 7, 2010*



Anticipated Meetings for 2011:

1. Housing Funding Leadership Group (4)
2. Kitsap Continuum of Care Coalition Executive Committee (11) and Membership Meetings (11)
3. CoCC & HFLG Sub-Committee Meetings (20)
4. Application Review Committees (6)
5. Education/Outreach Opportunities (6)
6. Regional Conferences (3)
7. HMIS Group Meetings (10)
8. HMIS Trainings (8)

Budget Notes:

- Any unused funds will be rolled over into the following year's program budget or be distributed in the next grant cycle.
- Since the funds to administer these programs are dependent on the number of documents recorded, the final income total is unknown. Program income numbers were conservatively estimated.

Revenue	Proposed 2011
AHFA ~ Admin Portion (Est.)	\$10,000
HHAA ~ Admin Portion (Est.)	\$45,000
HMIS ~ Admin Contract	\$15,000
Carryover from 2010 (<i>estimated</i>)	\$10,439
Total Revenue	\$80,439

Work Element	2010 Adopted	Proposed 2011
Affordable Housing For All Program		
Overall Program Management		
<ul style="list-style-type: none"> • Coordinate & manage application cycle with CDBG: Bidder's Conference, ARC Meetings, Public Hearing et al • Develop funding priorities & ARC appointments w/Continuum of Care • Coordinate with Auditor's Office, including contract development • Review, monitoring, disbursement review & record-keeping for on-going contracts Periodic Reports to KRCC Board Materials & Expenses (\$460)		
Sub-Total AHFA	\$19,800	\$16,390

Homeless Housing Grant Program		
Overall Program Management		
<ul style="list-style-type: none"> • Coordinate & manage application cycle with CDBGs: Bidder's Conference, ARC Meetings, Public Hearing, et al • Develop funding priorities w/ Leadership Group & CoCC • Coordinate with Auditor's Office, including contract development • Review, monitoring, disbursement review & record-keeping for on-going contracts • Reporting requirements Periodic Reports to KRCC Board Data Collection & Analysis Coordinate System Change Legislative Tracking/Policy Analysis Agency Coord/Communication Public Outreach & Education Materials & Expenses (\$3025)		
Sub-Total HHAA	\$54,100	\$47,095

Homeless Management Information System		
Coordinate Kitsap HMIS Collaborative Program (16+ agencies) Materials & Expenses (\$550)		
Sub-Total HMIS	\$10,100	\$11,815
Total Housing Work Program	\$84,000	\$75,300



Kit~Net: Budget & Work Program for 2011

Approved by the KRCC Executive Board

September 13, 2010

Assumes 4 quarterly meetings for Kit~Net Policy Advisory Group

Through Policy Advisory Group
Collaborative sharing of specific information & operating strategies:

1. Disaster Recovery & Continuity of Operations
2. ARRA Stimulus Grant updates
3. Techno-Tools & Telework
4. Compliance with digital WAC
5. E-gov't initiatives
6. Promote legislation for PUD gov't-to-gov't provisioning
7. Challenge of social media for public agencies
8. Identify key technology issues for Kitsap's elected officials

Budget Notes:

- o Any unused funds will be carried over into the following year's program budget.
- o Substantive additional activity to be funded from other sources *e.g.* grants.

<i>Work Element</i>	2010	Proposed 2011
Kit~Net Core Program		
Policy Advisory Group 4 Meetings including agendas, meeting arrangements, website update, meeting summaries (40 Senior hours/32 support hours) Periodic Reports to KRCC Board (4) Written Annual Report to Members (4) Overall Program Mgmt (8/12) Materials & Expenses (\$200)		
Sub-Total Kit~Net	\$7,080	\$8,100

Broadband Infrastructure Initiative		
Liaison w/KEDA <i>e.g.</i> collaborate with KEDA Kitsap 20/20 point of contact on progress reports (3)		
Sub-Total KEDA	\$500	\$315

Techno Tools & Telework		
Kitsap Follow-up to Telework Pilot: Monthly e-outreach to Telework community (15/96) Expenses (\$1100)		
Sub-Total T3	\$6,260	\$7,475

Strategic Opportunities Fund	\$5,160	\$1,210
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Total Broadband Work Program	\$19,000	\$17,100
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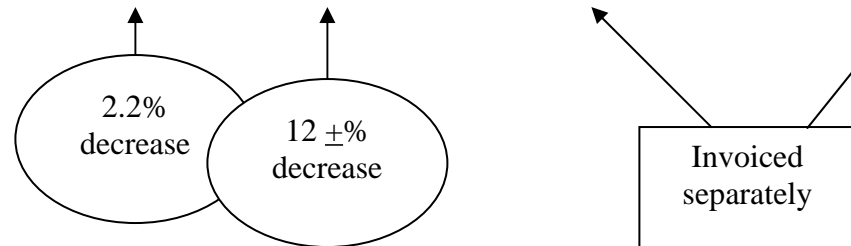
<i>Revenue</i>	2010	2011
Member Assessments	\$19,000	\$17,100

Member Assessments:		<i>Other Agencies e.g.</i>	
Kitsap County & KPUD	\$3,625	\$7,250	School Districts
Cities (4)	\$ 650	\$2,600	Dept. of Emergency Mgmt
Fire Districts (4)	\$ 900	\$3,600	Port of Bremerton
Kitsap Regional Library	\$ 650	\$ 650	Tribes
Other Agencies (6)	\$ 500	\$3,000	Kitsap Transit
Total Projected		\$17,100	CENCOM



**4d. From the Executive Committee:
Proposed 2011 Member Agency Cost Allocations**
December 7, 2010

	2007	2008	2009 Dues	2010 Dues	2010 Kit-Net	2011 Dues	2011 Kit-Net
Kitsap County <i>59.5%</i>	\$141,972	\$145,660	\$142,456	\$125,778	\$4,000	<12,603> \$113,175	<375> \$3,625
Bremerton <i>11.8%</i>	\$28,049	\$28,781	\$28,148	\$24,944	\$750	\$24,944	\$650
Bainbridge Island <i>13.3%</i>	\$31,725	\$32,550	\$31,834	\$28,115	\$750	\$28,115	\$650
Port Orchard <i>2.8%</i>	\$6,693	\$6,867	\$6,716	\$5,919	\$750	\$5,919	\$650
Poulsbo <i>3.1%</i>	\$7,331	\$7,523	\$7,358	\$6,553	\$1,000	\$6,553	\$650
Pt Gamble S'Klallam Tribe <i>0.5%</i>	\$1,124	\$1,155	\$1,130	\$1,057	\$500	\$1,057	\$500
Suquamish Tribe <i>0.5%</i>	\$1,124	\$1,155	\$1,130	\$1,057	\$500	\$1,057	\$500
Port of Bremerton <i>3.6%</i>	\$8,638	\$8,861	\$8,667	\$7,610	\$500	\$7,610	\$500
Kitsap Transit <i>4.9%</i>	\$11,612	\$11,916	\$11,651	\$10,357	\$500	\$10,357	\$500
TOTAL	\$238,268	\$244,468	\$239,090	\$211,390		\$198,787	





Kitsap Regional Coordinating Council

KRCC appointment

✓ indicates that person's interest in 2011 position
 ? indicates not confirmed

← Indicates interest in shifting from alternate to representative for 2011

Other jurisdiction's new appointment for 2011

Puget Sound Regional Council Kitsap Representatives: 2010

Commissioner Steve Bauer
Kitsap County
Chair

Mayor Patty Lent
City of Bremerton
Vice-Chair

Commissioner Josh Brown
Commissioner Charlotte Garrido
Kitsap County

Council Member Will Maupin
Council Member Dianne Robinson
Council Member Greg Wheeler*
City of Bremerton

Council Member Kim Brackett
Council Member Hilary Franz
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Transportation

Committee	Jurisdiction	Representative(s)	Alternate(s)
Transportation Policy Board (7 meetings, January - September, 2010)	Kitsap County City of Bremerton Kitsap Other Cities All Ports Kitsap Transit	Josh Brown (1) Carol Arends (6*) Kim Brackett (7) ✓ n/a Josh Brown (1)	Steve Bauer Jim MacDonald Jim Colebank (6) ✓ Bill Mahan (2) Dick Hayes
Regional Project Evaluation Committee	Kitsap County City of Bremerton Kitsap Other Cities Kitsap Transit KRCC	Greg Cioc Mike Meacham Vacancy ← Wendy Clark-Getzin Mary McClure ✓	Jeff Shea Larry Matel Andrzej Kasiniak ✓ John Clauson
Regional Staff Committee	Kitsap County City of Bremerton Kitsap Other Cities Kitsap Transit KRCC	Greg Cioc Andrea Spencer Barry Berezowsky ? Dick Hayes Mary McClure ✓	No alternates
Transportation Operators Committee	Kitsap Transit	Wendy Clark-Getzin	John Clauson
Regional Traffic Operations Committee	Kitsap County	Jeff Shea Mark Dorsey	Bill Edwards
Bicycle/Pedestrian Advisory Committee	All Kitsap County	Don Willott	No alternates

Growth Management

Committee	Jurisdiction	Representative(s)	Alternate(s)
Growth Management Policy Board (4 meetings, January - September, 2010)	Kitsap County City of Bremerton Kitsap Other Cities Suquamish Tribe	Charlotte Garrido (3) Will Maupin (2) Dale Rudolph (4) ← Rob Purser	Steve Bauer Greg Wheeler (2) Hilary Franz (3) ✓ Thomas Ostrom
Regional Staff Committee	Kitsap County City of Bremerton Kitsap Other Cities Kitsap Transit KRCC	Greg Cioc Andrea Spencer Barry Berezowsky ? Dick Hayes Mary McClure ✓	No alternates

* most via phone

Who will be alternate?

Economic Development District

Committee	Jurisdiction	Representative(s)	Alternate(s)
Economic Development District Board (5 meetings, January - September, 2010)	Kitsap County City of Bremerton Kitsap Other Cities Suquamish Tribe Port of Bremerton KEDA	Charlotte Garrido (5) Patty Lent (1) Ed Stern (3) ✓ Leonard Forsman Roger Zabinsky (2) Bill Stewart (3)	Steve Bauer vacancy Hilary Franz (5) ✓ Russell Steele Larry Stokes/Bill Mahan Kathy Cocus (1)

Executive Board

Committee	Jurisdiction	Representative(s)	Alternate(s)
Executive Board (7 meetings, January - September, 2010)	Kitsap County City of Bremerton Kitsap Other Cities Port of Bremerton	Josh Brown (<i>Vice Ch</i>) (4) Carol Arends (6*) Lary Coppola (2) ✓ Bill Mahan (5)	Charlotte Garrido (1) Patty Lent (1) Becky Erickson (5) ✓ Larry Stokes/Roger Zabinsky
Operations Committee (7 meetings, January - September, 2010)	Kitsap County/Cities Statutory Members	Carol Arends (6*) Bill Mahan (5) Josh Brown (<i>Chair</i>) (4)	Lary Coppola (1)

* most via phone

Note: Members of the Operations Committee are selected from among members of the Executive Board, by the Executive Board



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3f-ii. PSRC Coordination during 2011: Method for Coordination among Kitsap Representatives *December 7, 2010*

This November we asked Kitsap's PSRC Policy Board Reps. their thoughts on the conference calls we have coordinated over the past 18 months during the week prior to the PSRC Policy Board Meetings. Here's what we heard:

Josh Brown, 2011, Chair, Executive Board & Transportation Policy Board: "I think the calls work well. I have not attended regularly due to other distractions. I will endeavor to participate much more frequently."

Will Maupin, Vice Chair, Growth Management Policy Board: "It is difficult to have a meaningful discussion among Kitsap representatives based on the agenda. Most of the items are information only and the controversial issues are presented by PSRC staff at the meeting. I have a conference call with Norm Abbott and Sheila Rogers on the Monday before the meeting. At that time, they give me a lot more information about the specific items to be discussed. I think we should have our conference call after I talk to Norm and Sheila. I can fill everyone in on what we are going to discuss. I believe that the call with Norm and Sheila is at 3:00pm on Monday before the meeting. Let's schedule the Kitsap conference call on Tuesday.'

Bill Stewart, Economic Development District: "I usually participate in the calls to be sure I'm aware of any issues or opportunities for Kitsap not otherwise apparent in the agenda. I also appreciate that the calls are not too long. However, I'm okay with not having summary notes prepared by KRCC. In sum, this format works well for me."

Bill Mahan, Executive Board & Transportation Policy Board: "I appreciate your effort to create an opportunity for us to communicate about upcoming meetings with the phone conference calls. I have not been very good at participating in the phone calls but I think they should continue. It seems to me that you should make a decision prior to each meeting if there is a reason for the conference call before scheduling it. Further, I think the chair of KRCC should be asked if there is a need for the call prior to the meeting. I think the problem is trying to fit in a conference call that persons may think is unnecessary into a busy schedule."

Charlotte Garrido, Growth Management Policy Board & Economic Development District:

1. *Main reason for call participation or lack thereof?* Availability
2. *What has been of most value?* Just talking about Kitsap interests before the meetings.
3. *Is there a different format...?* This is fine as it is.

Jim McDonald, Transportation Policy Board:

1. *Main reason for call participation or lack thereof?* As an alternate to PSRC & KRCC TransPol Committee, I'm not required to attend these meetings unless a primary member can not attend. So I check in from time to time to try and stay current.
2. *What has been of most value?* Education! I'm still learning how KRCC & PSRC work as organizations.
3. *Is there a different format...?* I prefer face-to-face communication.



Kitsap Regional Coordinating Council

Dale C. Rudolph, Growth Management Policy Board:

1. What is your main reason for call participation or lack thereof? "I have always been a strong supporter and participant in the telecons, and usually only missed if I forgot the date. It would be helpful for remembering to get more consistent on the day of the week and time of day."

2. What has been of most value to you in the calls? I.e. call discussion time, summary notes. "These calls give the reps the opportunity to have dialogue about the PSRC agenda/issues, including helping participants understand the issues, consider how things may impact Kitsap County, and also receive some input from Mary about what the Planning Directors or KRCC Board (for any callers that don't attend KRCC) are thinking. The reps, especially the newer members, become better informed and better prepared to represent Kitsap County. This has the least value when folks from all the appropriate jurisdictions don't participate. I also feel this creates a sense of a team representing Kitsap rather than individuals."

3. Is there a different format you think would work better? I.e. a forum for communication among all the Boards; focus on specific PSRC work program elements rather than the PSRC agendas or; quarterly in-person meetings. "Realistically, the telecon approach is probably the most practical and expedient to get dialogue across our jurisdictions. I do think the concept of having the 3 Boards (Growth Management, Transportation and Economic Development) each reporting Quarterly to the KRCC Board was an excellent idea that didn't happen. Unfortunately, the Board meeting agendas appear to be too full. (In my opinion, the KRCC Board spends a disproportionate amount of time on social welfare issues and not nearly enough time on growth, transportation and especially economic development issues. That is probably because these topics have their associated working groups/policy boards, but the social welfare issues seems to only have the full Board as a forum)."

4. Any other feedback or suggestions? "If at all possible, it would be great to get specific input from the Planning Directors on the PSRC agenda items for Growth Management. Maybe this could be done by e-mails to Mary, who could share with the telecon callers. Thanks to Vicky and Mary for your leadership on these telecons."

Staff Recommendation for Board Action:

As part of 2011 Work Program, continue the telephone conference calls among representatives to the PSRC Policy Boards (Executive, Growth Management, Transportation, Economic Development District), recognizing the value of Kitsap representatives' communication and of the telcons themselves as a cost-efficient strategy. Refine protocols to incorporate feedback from users, e.g. timing of calls, reminder e-mails. Ask KRCC Executive Committee to determine an effective reporting structure within the KRCC Executive Board meeting/study sessions during 2011.



Kitsap Regional Coordinating Council

Board Action Requested:
Approve Recommendations from the Application Review Committee for grant awards for the 2011 Cycle, as presented.

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Kitsap County
- Vice-Chair
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City of Bremerton
- Commissioner Josh Brown
Commissioner Charlotte Garrido
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5. Affordable Housing For All Grant Program: Funding Recommendations

December 7, 2010

To: Kitsap Regional Coordinating Council Executive Board

From: Kirsten Jewell, Grant Program Manager
Affordable Housing for All Grant Program

Re: Revised Funding Recommendations for Cycle 8 (2011)

The 2011 Cycle of the Affordable Housing for All Grant program gave rise to several challenges. The Application Review Committee re-convened, as per the Executive Board's request/direction at the November 2 meeting, for re-consideration.

Summary

The Application Review Committee recommendations:

1. No change to original recommendations re: disqualified projects
2. \$15,000 for Habitat for Humanity
3. Board's discretion to approve shifting \$10,000 from Kitsap Recovery Center to The Family Place
4. If additional funds are available, fund the following projects:

KCCHA: Martin Avenue Duplex	\$ 10,500
West Sound Treatment Center: The Lighthouse	remainder

If the Executive Board chooses to revise those recommendations, possible actions rely on available funds. Possible sources of funds:

- Revise the original award (\$25,580 for new carpet) to Max Hale Center:
 - To \$22,077 (for HVAC system replacement) = \$ 3,503
 - To 0 or = \$25,580
- Use accumulated turn-back funds = \$19,474
- Commit future cycle grant funds to this cycle's awards = ??

Note: The challenges during this cycle underscore the value of developing a Coordinated Application Process. In addition, a re-designed process can address other issues such as early notification to applicants of missing pieces with a short grace period.

Background for the recommendations is outlined below.



Kitsap Regional Coordinating Council

1. Habitat for Humanity Application

Because of an administrative oversight, the grant application from Kitsap Habitat for Humanity (which was delivered ahead of the deadline and set aside for safe-keeping) was overlooked by the Auditor’s Office staff. When the Grant Program Manager collected the applications, the Habitat application was not included. The mistake was discovered after the ARC’s recommendations were released for public comment.

The Application Review Committee met and considered the Habitat application in late October. The ARC worked hard to consider the application fairly in light of the situation. The ARC has recommended \$15,000 for this project, in scale with the other capital funding awards for this cycle. It is intended to fund purchase of one lot (of the 6 lots requested) for a Habitat home in the Bay Vista development.

Funds for this grant award will be drawn from funds turned back from prior grant awards in earlier cycles, as reported by the Auditor’s Office (*see page 4*). This award recommendation has been incorporated into the ARC’s recommendations (*attached*).

2. Kitsap Community Resources ~ The Family Place

The ARC reviewed The Family Place application from KCR (requesting \$30,000) and determined that the requested use of funds for two resident managers does not meet the allowable uses of funds (operations & maintenance of low-income housing buildings), as they have been consistently interpreted by this program. Therefore, the application was not recommended for funding.

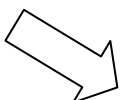
Subsequently, the Kitsap County Prosecuting Attorney issued an opinion that the resident manager salary arguably could be an allowable use, since some portion of the job is spent on light maintenance. Kitsap County, as a partner agency in this project, has suggested a plan to shift the grant funds recommended by the ARC for their Kitsap Recovery Center project (\$10,000) to The Family Place project. While unconventional, this would result in the funds being applied to allowable uses at The Family Place (addressing the Application Review Committee’s concern in denying the application) and would tide the program over until other funding becomes available.

The Application Review Committee, when it re-convened during November, did not change its recommendation for The Family Place, leaving it to the Board’s discretion to approve shifting the \$10,000 from the Kitsap Recovery Center to The Family Place.

3. Disqualified Applications

The application form clearly states the incomplete applications will be disqualified. At the Bidder’s Conference, (applicants are required to attend), this is also clearly stated. Each cycle, applications have been disqualified for being incomplete or providing incorrect budget information. Below are examples:

Cycle	Agency	Project
2007	LIHI	Serenity House
2008	Agape Unlimited	Sisyphus II
2008	KCCHA	Transitional Housing
2008	KCCHA	Serenity House
2009	Archdiocesan Housing Auth	Max Hale Center
2009	Bremerton Housing Authority	Rental Assistance Program
2010	KCCHA	Kitsap Apartments
2011	YWCA	ALIVE Shelter & Eli’s Place
2011	Bremerton Housing Authority	Rental Assistance Program for Mental Health Clients





Kitsap Regional Coordinating Council

The attached letter from the Application Review Committee explains their decision to *not* recommend funding for the two disqualified applications in 2011. If the Executive Board chooses to make a full or partial award to one of the 2011 disqualified applications, it would be fair to consider the other disqualified application as well.

Details of Disqualified Applications' Requests

YWCA ALIVE Shelter & Eli's Place		BHA: Rental Assistance for Mental Health Clients	
Maintenance/Custodial & Payroll Taxes	\$5,242	Rental Assistance	\$60,000
Handyman	\$2,400	Administration	\$ 4,500
Grounds Maintenance	\$2,400	Total Request	\$64,500
Insurance	\$6,000	According to the grant applications, either of these projects could be partially funded. For example: YWCA could be awarded: \$5,242 Maintenance/Custodial \$2,400 Handyman \$2,400 Grounds Maintenance \$10,042 Total BHA could be awarded: \$20,000 Rental Assistance only Or any combination/amount, with available funds.	
Audit	\$4,000		
Building & Equipment Maintenance	\$6,538		
Supplies, Printing, Postage	\$7,000		
Utilities	\$4,000		
Phone/Internet	\$4,620		
Shelter Food	\$4,000		
Shelter beds/mattresses	\$2,200		
Computer & Printer	\$1,000		
Total Request	\$50,000		

⇒⇒ If the Executive Board chooses to make a full or partial award to one or both of the disqualified applications, what funds are available?

A. Duplicate or Overlapping Funding

Max Hale Center applied for funds for a variety of building maintenance projects (new carpet, window repair, HVAC replacement) from the Kitsap CDBG, the Bremerton CDBG and the AHFA programs. The programs independently recommended the following awards during the past month:

- AHFA: new carpet & window repair: \$25,580
- Bremerton CDBG: new carpet: \$22,000
- Kitsap CDBG: most of the HVAC system: \$64,097

Thus, the carpet & most of the HVAC system is now funded by the two CDBG programs. As per the Max Hale Program Manager, an additional \$22,077 would complete the HVAC replacement project.

The KRCC Executive Board could choose to either:

- Award \$22,077 for the HVAC system replacement, leaving **\$3,503** available
- Or Use the entire **\$25,580** available for award elsewhere (recognizing substantial CDBG funding)

Note: The potential for this type of unintended “duplicate funding” between various grant programs is one of the key reasons for moving toward a Coordinated Application Process.



Kitsap Regional Coordinating Council

B. Turn-Back Funds

Grant awards are paid out to grantees as reimbursements. Occasionally a grantee does not spend their entire grant award, typically because expenses were less than expected. Rarely, a grant award has significant funds left over or doesn't draw any funds because a project is cancelled or does not meet a contingency requirement.

Periodically, these "turn-back" funds are identified and re-distributed during the next grant cycle. For example, in the 2010 Cycle, \$134,652 of turn-back funds were incorporated into the funds awarded to new projects. For the 2011 (current) cycle, \$4,251 was initially identified as turn-back funds for re-distribution and included in the original pool of available funds.

In response to the mistake with the Habitat for Humanity application, the Auditor's Office searched and identified \$15,000 more in projected turn-back funds for the Habitat application. Then, in light of the Executive Board's interest in possibly funding the 2011 disqualified applications, the Program Manager and the Auditor's Office "searched under the cushions for coins" – looking further at prior cycle contracts for potential turn-back funds.

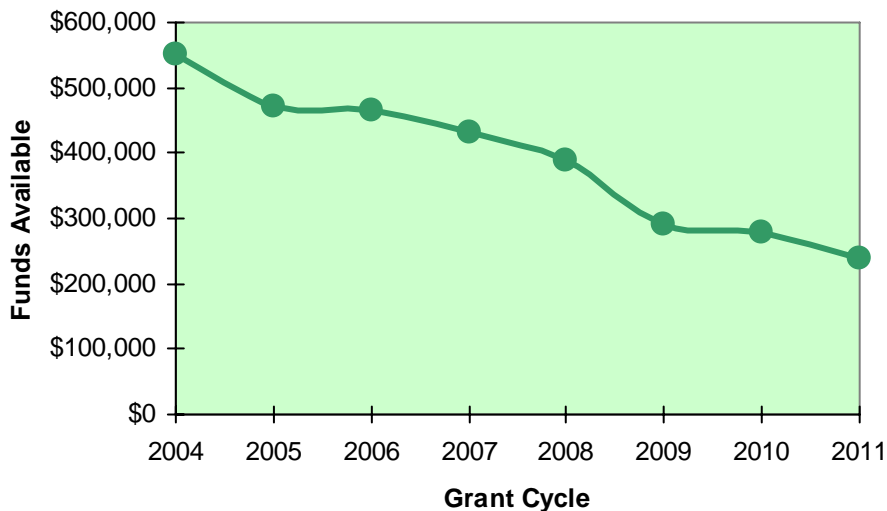
There is an additional **\$19,474** in turn-back funds from 2009 contracts available for re-distribution/award.

The ARC recommends that those funds be awarded to:

KCCHA: Martin Avenue Duplex	\$ 10,500
West Sound Treatment Center: The Lighthouse	\$ remainder

C. Future Year Funds Available

(Future) Funds collected during 2011 are another potential source from which to make additional grant awards. Each year, the grant funds available to distribute are based on funds collected during the prior year. This is a fiscally prudent method, only awarding funds that are "already in the bank". The program Guiding Principles specify that multiple-year awards can be made, committing future funds. However, in recent cycles, as funds have declined (*see chart below*), the ARC has consistently chosen to *not* make multiple-year recommendations in order to keep flexibility for emergent needs. Not surprisingly, the Auditor's Office projections for the 2012 Cycle are \pm 30% lower than 2011.





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To: Kitsap Regional Coordinating Council Executive Board December 7, 2010

From: Application Review Committee
Affordable Housing for All Grant Program

Re: Revised Funding Recommendations for Cycle 8 (2011)

At the request of the KRCC Executive Board, the Application Review Committee re-convened to discuss our original funding recommendations and to consider two incomplete applications.

When Kitsap's Affordable Housing for All Grant (AHFA) Program was designed nine years ago, the intent was to create a process that:

- 1) was simple for agencies to use
- 2) minimized the extent of administrative oversight, since little administrative funding came with the program
- 3) included a peer review process (the Application Review Committee)
- 4) was as fair and transparent as possible.

The program's Guiding Principles, developed at the program's inception, stipulated that the program be reviewed every three years. During the two program reviews that have taken place thus far, the program has consistently received high marks for its fairness, transparency, relatively low cost to administer, and easy application process. Each review process also yielded useful suggestions for minor improvements, which were then adopted by the Board as changes to the Guiding Principles and incorporated into the grant program.

During most of the program's eight grant cycles, one or two applications have been disqualified for being either incomplete or requesting an ineligible use of funds. At the Bidder's Conference, required for all applicants, the Program Manager carefully reviews what is required for complete applications and eligible uses of funds. The application itself states that "incomplete applications will be disqualified."

We agonized over our original recommendations. All the applicants' projects are worthy of funding, and all the people being served by these projects are worthy of assistance. It was an extraordinarily difficult task to mete out the meager funds available.

The ARC feels that our original application review process was equitable and thorough. The complete applications gave adequate information or evidence of fiscal responsibility and community need. The recommendations that we submitted were appropriate and consistent with the funding priorities and the program process. In light of this, the ARC declines to revise the original recommendations or recommend re-distributing the funds.



Kitsap Regional Coordinating Council

If extra funds are available, we do not recommend funding the incomplete applications. Instead, we recommend that any extra funds be awarded as follows:

- 1) Up to \$10,500 to Housing Kitsap's Martin Avenue Duplex,
- 2) any additional funds to West Sound Treatment Center's Lighthouse project.

We understand that the Board may wish to change the grant process in the future, and in fact Kirsten Jewell has told us of plans to develop a Coordinated Application with other grant sources for next year, that will mean significant changes to the program and process. For the current cycle, we feel strongly that changing the rules mid-process would be unfair to those applicants who submitted complete applications, and would also be unfair to applicants disqualified in prior cycles. As peers in the tight-knit Continuum of Care Coalition community, it is important to us that we maintain our integrity in this process. We also recognize that the Executive Board may choose to award grant funds however you deem necessary.

The confluence of issues during this cycle certainly underscores the impact of the shrinking funding of this grant source and the importance of coordinating this grant program with other grant programs with aligned priorities.

Thank you for the opportunity to assist you and to serve our community in this important way.

Respectfully,

Danielle Perez
Executive Manager
Bremerton Community Service Office, DSHS

Joanne Tews
Executive Director
Bainbridge Island Helpline House

Patti Petersen
Executive Director
Bremerton Foodline

Denise Agee
Program Coordinator
St. Vincent de Paul Women & Children's Shelter

Anna Wilderbuer
Administrative Services Manager
Auditor's Office, Kitsap County



Kitsap Regional Coordinating Council

Board Action Requested:
 Approve Recommendations from the Application Review Committee for grant awards for the 2011 Cycle, as presented.

5. Affordable Housing for All Grant Awards for 2011 Cycle: Recommendations from the Application Review Committee (Revised) December 7, 2010

A public hearing to review the Substitute House Bill 2060 – Affordable Housing for All Grant Program projected use of approximately \$236,478 in available funds was held by the Kitsap Regional Coordinating Council (KRCC) on Tuesday, November 2, 2010.

Substitute House Bill 2060 became law in Washington State on June 13, 2002. The law created a document-recording fee on certain documents to be utilized for low-income housing. Administration of the fund is shared between local governments and the State. The local portion of 2060 funds is administered by the Kitsap Regional Coordinating Council pursuant to an inter-local agreement between Kitsap County and the four Kitsap Cities.

Each year, the Kitsap Regional Coordinating Council appoints an Application Review Committee, drawn from members of the Continuum of Care Coalition who are recommended by its membership, and including one member from the Kitsap County Auditor’s office. Application Review Committee members are not eligible to submit applications from their agency during their term on the Committee.

Proposals selected for funding must fall under permissible uses as outlined in SHB 2060, and amended in ESSHB 2163 and ESSHB 1359, and the 2010 Project Funding Priorities adopted by the Kitsap Regional Coordinating Council on June 1, 2010 and described in the Notice of Funds Available.

The proposed projects requesting Affordable Housing for All Grant funds will be used for low-income housing projects throughout Kitsap County. Projects must benefit low and very low-income individuals and families. Operations & Maintenance projects must remain in use for low-income housing purposes for 40 years, in accordance with the 2060 legislation; Capital projects must be warranted for low-income housing use for 25 years.

The following are the recommended awards for the 2011 Cycle:

	2011	2012	2013
Total Funds Collected for 2011 Cycle	\$ 240,819		
Carryover from Prior Cycles	+\$ 0		
Returned (unused) to Grant Fund from Prior Awards	+\$ 4,251		
Additional Returned Grant Funds from Prior Awards	+\$15,000		
O&M Awards Committed in prior funding cycles	- \$ 0	\$ 0	\$ 0
Total Available to be Awarded for 2011 Cycle	= \$ 260,070	\$ 177,600	\$ 177,600
2011 Cycle Awards	\$ 260,070	\$ 0	\$ 0
Carryover Funds from 2011	\$ 0		

Because of the small amount of funds available, and the priority on funding that directly benefits clients, all recommendations for project funding specifically exclude funding for administrative overhead, indirect costs, or project fees.



Kitsap Regional Coordinating Council

2011 Rental Assistance Applications Award Recommendations		
Agency/Project/Description	Request	Award
Bremerton Housing Authority , Rental Assistance Program, a unique partnership, serving individuals or families in Bremerton in units owned by Kitsap Mental Health Services. <i>(Benefiting 24 individuals or families.)</i>	\$64,500	<i>Disqualified*</i>
Housing Resources Board , Rental Assistance Program, serving low-income families on Bainbridge Island by providing rental assistance for units in a variety of projects. <i>(Rental assistance for 8 existing units.)</i>	\$30,000	\$27,000
Total for Single Year Operations & Maintenance Award Recommendations		\$27,000

2011 Operations & Maintenance Single Year Applications Award Recommendations		
Agency/Project/Description	Request	Award
Agape Unlimited , Koinonia Inn, a Transitional Housing program in Port Orchard serving low-income chemically dependent women & their children, for Maintenance staff salary and O&M Expenses. <i>(Maintain 12 units.)</i>	\$49,909	\$44,000
Agape Unlimited , “Project Based” Sisyphus II Housing Program, permanent housing in Bremerton, serving low-income individuals in recovery, for a part-time maintenance staff position. <i>(Maintain 18 units.)</i>	\$22,324	\$18,000
Catholic Community Services , Benedict House, Transitional Housing in Bremerton for chronic & low-income homeless men, for O&M expenses. <i>(Maintain 25 beds.)</i>	\$40,000	\$20,000
Catholic Housing Services , Max Hale Center, Permanent housing for homeless adults, families, elderly & disabled, in Bremerton, for new carpet. <i>(Maintain 53 units.)</i>	\$83,888	\$25,580
Kitsap Community Resources , Homeless Family Transitional Housing & Services, throughout Kitsap County, for O&M expenses. <i>(Maintain 110 units.)</i>	\$35,000	\$33,200



Kitsap Regional Coordinating Council

Kitsap Community Resources , The Family Place, a new Emergency Shelter for homeless families with children in Silverdale for resident manager salary. (<i>Maintain 24 beds.</i>)	\$35,000	\$0
West Sound Treatment Center , O'Hana House, Transitional Housing for women recovering from addiction in Bremerton, for O&M expenses. (<i>Maintain 12 units.</i>)	\$28,470	\$12,000
West Sound Treatment Center , The Lighthouse, Transitional Housing for men recovering from addiction in Port Orchard, for O&M expenses. (<i>Maintain 8 units.</i>)	\$39,320	\$6,740
West Sound Treatment Center , Forest Drive Oxford House, serving extremely low-income women recovering from addiction and their children in Bremerton for O&M expenses, maintenance and repairs. (<i>Maintain 8 units.</i>)	\$13,476	\$9,000
YWCA, ALIVE Shelter & Eli's Place , Emergency & Transitional Housing, serving victims of domestic violence in Bremerton & Poulsbo, for O&M expenses. (<i>Maintain 23 beds/units.</i>)	\$50,000	<i>Disqualified*</i>
Total for Single Year Operations & Maintenance Award Recommendations		\$168,520

2011 Operations & Maintenance Multiple Year Applications Award Recommendations			
Agency/Project/Description	Request	Award	
		2011	2012 & 2013
Kitsap County , Kitsap Recovery Center, Emergency & Transitional Housing for individuals in crisis, for client supplies.	2011 - \$15,000 2012 - \$10,000 2013 - \$10,000	\$10,000	\$0
Total for Multiple Year Operations & Maintenance Award Recommendations (by Year)		\$10,000	\$0



Kitsap Regional Coordinating Council

2011 Capital Applications Award Recommendations		
Agency/Project/Description	Request	Award
Kitsap Habitat for Humanity , Bay Vista Lots, permanent affordable housing for families in Bremerton, for acquiring one building lot from Bremerton Housing Authority. <i>(Create 1 new home.)</i>	\$90,000	\$15,000
Hope in Christ Ministries , Oasis Teen Center, Emergency housing for youth in Bremerton, for building acquisition. <i>(Create 6 new beds.)</i>	\$50,000	\$20,000
Kitsap County Consolidated Housing Authority , Martin Avenue Duplex, Transitional housing for homeless families with children in Bremerton, for window replacement. <i>(Upgrade 2 units.)</i>	\$21,300	\$6,000
Kitsap County Consolidated Housing Authority , Chico Passage Duplex, Permanent housing for developmentally disabled adults in Port Orchard, for building rehab, replacement & repairs. <i>(Upgrade 2 units.)</i>	\$14,150	\$13,550
Martha & Mary Lutheran Services , Village Green Affordable Senior Housing, located in Kingston, for land acquisition. <i>(Create 40 new units.)</i>	\$25,000	\$0
Total for Capital Application Award Recommendations		\$54,550

* Disqualified due to incomplete application; required project budget spreadsheet was missing.



Kitsap Regional Coordinating Council

Affordable Housing for All Grant Awards 2011 Cycle Summary Breakdown Listed for Year 2011

By Agency

Agape Unlimited – \$62,000
Catholic Community Services – \$20,000
Catholic Housing Services – \$25,580
Habitat for Humanity – \$15,000
Hope in Christ Ministries – \$20,000
Housing Resources Board – \$27,000
Kitsap Consolidated Housing Authority – \$19,550
Kitsap Community Resources – \$33,200
Kitsap County – \$10,000
West Sound Treatment Center – \$27,740

By Geographic Location

Bainbridge Island – \$27,000
Bremerton – \$125,588
Port Orchard – \$64,290
Countywide – \$43,200

By Type of Housing/Priority

Emergency – \$50,000
Transitional – \$104,940
Permanent – \$78,130
Rental Assistance – \$27,000

By Population Served

Developmentally Disabled Adults – \$13,550
Homeless families – \$33,200
Homeless men – \$20,000
Homeless Teens – \$20,000
Individuals in Crisis – \$10,000
Low-Income Individuals – \$73,580
Individuals recovering from addiction – \$89,740

By Type of Unit

Rental Assistance Units – 8
New Beds – 6
Maintained Beds – 25
Maintained Units – 213
New Home – 1



Kitsap Regional Coordinating Council

Action Requested:

Review, discuss, and finalize the KRCC agenda – page 1.

Determine which issues to endorse – page 2.

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6a. Legislative Agenda 2011 *December 7, 2010*

Based on the productive study session at November's Board meeting, below is a set of legislative priorities for KRCC in 2011 for final clarification/reduction/approval (this page). A second task is to determine priorities for others' issues to endorse (page 2).

HIGH PRIORITY

- **Provide Sustainable Ferry Funding:** Create a sustainable source of funding for ferry operations and capital needs, including one or more new 144-car ferries
- **Solve the Gorst Bottleneck:** The Bremerton Economic Development Study (BEDS) did not address a bridge spanning Sinclair Inlet (of continuing interest to Kitsap). Kitsap seeks WSDOT collaboration in reviewing prior bridge studies and funding of the best solution to the Gorst bottleneck: additional lanes or new bypass bridge. Part of the review should be affirmation of the Belfair Bypass Project as a high priority ~ \$40 million for completion of design, right of way acquisition, and construction.
- **Fund Storm Water Grants:** Obtain a permanent revenue source for storm water project grants for local governments.
- **Ease the Burden of Public Records Requests:** Allow cities and counties to charge for staff time and for attorney review costs to be reimbursed.

MEDIUM PRIORITY

- **Provide Funding Mechanism for ADO's:** Local option tax/fee to fund Associate Development Organizations (*e.g.* KEDA) in the face of State budget reductions.
- **Support Safe Drug Disposal Legislation.**
- **Strengthen the Community Safety Net:**
 - Emergency & Low Income Housing
 - Disability Lifeline
 - Public Health Funding
 - Planning for People Leaving State Care
 - Restore & Maintain Adequate Mental Health Funding
- **Extend Criteria for Binding Interest Arbitration to Counties:** consider other factors such as ability to pay, economic conditions (state, regional, local), & other regional characteristics.

AGENCY	#	LEGISLATIVE PRIORITIES TO ENDORSE	VOTES		X <i>opposed</i>	YES TO LOBBY
			ORAL	WRITTEN		

HIGH PRIORITY

Association of WA Cities	1	Tax increment financing	6	3	3	3
Association of WA Cities	2	Continued Appropriation of Committed State Funds: streamlined sales tax; city-county assistance account; criminal justice assistance account, liquor excise tax account; funding for local public health.	5	5	1	3
Mason County	3	\$40 Million for completion of design, right of way acquisition, and construction of the Belfair Bypass project.	4	5	3	3

MEDIUM PRIORITY

Kitsap County	4	Assist counties and cities by encouraging expanded annexation territories for city services consistent with Boundary Review Board criteria, such as a temporary state sales tax contribution to cities	4	2	1	3
City of Poulsbo	6	Expand Recreational Users Statute – minimize local government jurisdiction liability for trails on transportation corridors.	2	4	1	1
Kitsap Transit	7	\$3 -\$5 million in WA State Department of Transportation toll credits	3	3	4	1
Port of Bremerton	8	\$1.1 million for infrastructure development at Port of Bremerton.	3	3	3	2
WA State Association of Fire Chiefs	9	Simple majority elections (50% plus 1) for Emergency Medical Services Levies and Benefit Charge elections.	3	3	6	0

HONORABLE MENTION

Kitsap County	10	Expand local infrastructure financing programs to unincorporated and newly annexed areas of counties	2	3	4	2
Association of WA Cities	11	City Fiscal Flexibility: Includes REET, lodging tax, eliminate restrictions on wine/beer taxes, reduce grant/loan matching requirements, & expanded drug forfeiture funds and parking tax.	2	1	1	3
City of Port Orchard	12	Revise law to allow a change in the makeup of the Hotel/Motel Tax committee members.	2	2	4	0
Association of WA Cities	13	Street utility authority	2	1	2	2
Kitsap County	14	Allow public operation & maintenance of large on-site septic systems in rural areas	2	1	3	0



Legislative Committee Voting Results November 16, 2010

Subcommittee Recommendation	Issue	Votes
Major Priority	Pursue pro-active public records proposals that address some of the problems that come with the burgeoning public records requests.	30
Major Priority	City fiscal flexibility	27
Major Priority	Pursue options for creating sustainable personnel related costs.	26
Major Priority	Pursue Tax Increment Financing as a local option	20
Major Priority	Infrastructure Funding	20
Major Priority	Street Maintenance Utility Authority	19
Major Priority	Ensure continued appropriation of committed state shared funds.	16
Major Priority	Additional tools for combating gang activity including funding for gang intervention and prevention activities.	15
Major Priority	SEPA Reform	14
Major Priority	Delay 2012 Stormwater permit requirements	13
Major Priority	Municipal Stormwater Funding	12
Major Priority	Preserve existing local revenue authorities and retain current authorities	11
Major Priority	Extend schedules for mandated land use and environmental plans.	11
Major Priority	Add flexibility on expenditure of impact fees	7
Major Priority	Extend period by which you have to spend impact fees	6
Major Priority	Real Estate Excise Tax reform	5
Other Significant Issue	Mitigating medical costs for offenders	4
Other Significant Issue	Preserve local government's current ability to purchase health care insurance.	3
Other Significant Issue	Photo Enforcement Authority	3
Other Significant Issue	Fund or repeal Buildable Lands provision in King, Pierce, Snohomish, Kitsap, Thurston and Clark counties	1
Other Significant Issue	City Transportation Funding – State Package	1



Kitsap Regional Coordinating Council



6b. CPP Revisions December 7, 2010

Appendix B-2: New Housing Units & Employment In Urban Areas: Comprehensive Plan Projections

		Local Jurisdictions' Comprehensive Plan:		Estimated New Units Accommodated in Local Plan:	
		Adoption Year	Planning Horizon Year	Housing Units	Employment
Bremerton	City	2004	2023	26,650	48,495
	East UGA	2006	2025	644	406
	West UGA	2006	2025	576	1,809
	Gorst UGA	2006	2025	21	692
	SKIA	2006	2025	0	3,726
Bainbridge Island	City	2004	2030	3,305	7,419
Poulsbo	City & UGA*	2009	2025	2,251*	3,903*
Port Orchard	City	2008	2025	9,420	9,420
	UGA	2006	2025	3,437	3,437
Central Kitsap UGA		2006	2025	2,594	5,905
Silverdale UGA		2006	2025	2,901	9,969
Kingston UGA		2006	2025	1,117	1,863

Notes:

Projections above, of new housing units and employment, represent an overview of jurisdictional intent, as expressed through their Comprehensive Plans.

Local jurisdictions utilize differing methodologies and assumptions.

All unincorporated UGA projections provided by Kitsap County.

Kitsap County employment numbers provided are projections from 2005-2025 and do not take into considerations annexations that have occurred since December 2006.

* The City of Poulsbo plans for its incorporated and unincorporated UGA in total. Within the County's Comprehensive Plan, the estimated new Housing Units are 840 & Employment 362 for the unincorporated UGA only.



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Mary McClure
*Executive Management
McClure Consulting LLC*

* *Alternate*
** *Ex Officio Member*
*** *Associate Member*

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6c. Countywide Planning Policy Revisions: Release for Public Comment December 7, 2010

Schedule for Adoption:

December 7	KRCC Executive Board: Review Element B-6 & release proposed revisions for public comment [Public Comment Period: Dec 7 thru January 14]
December 8	Submit for 60 day Agency Review: <ul style="list-style-type: none"> WA State agencies (<i>Dept.'s of Commerce, Corrections, Health, Fish & Wildlife, Ecology, Social & Health Services, Transportation and Archaeology & Historic Preservation; Puget Sound Partnership; WA Stat Dept. of Natural Resources; Recreation & Conservation Office; Parks & Rec. Commission</i>) KRCC Member Agencies (informal review ~ identify "sticky spots") Puget Sound Regional Council
January 27, 2011	Public Hearing (Quorum of KRCC Executive Board in attendance)
January 28, 2011	End Public Comment Period
March 2011	Planning Directors: Review public & state agency comments; prepare final proposed CPP revisions
April 5, 2011	KRCC Executive Board: Recommend proposed revisions to Kitsap County for adoption & jurisdictions for ratification
2nd Quarter, 2011	Kitsap County: SEPA checklist, public hearing, Planning Commission, adopt by ordinance (est. 60 days)
Summer, 2011	After Kitsap County adopt: Cities/Tribes ratify

Board Action Requested: Release the proposed revisions to the Kitsap Countywide Planning Policies for Public Comment, [as presented] / [as modified:].



**For
Your
Information**





Kitsap Regional Coordinating Council

MAKE NOTE: UPCOMING 2010 EVENTS!

Chair
Commissioner Steve Bauer
Kitsap County

Vice-Chair
Mayor Patty Lent
City of Bremerton

Commissioner Josh Brown
Commissioner Charlotte Garrido
Kitsap County

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Council Member Dianne Robinson
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2010 Fall Legislative Dinner

Thursday December 16, 2010

6:00 – 8:30 p.m.

**Amy's on the Bay
Port Orchard**

RSVP by Monday December 6th
to myrna@kitsapregionalcouncil.org

Remaining KRCC Committee Meetings for 2010

PSRC Transportation Telcon

*Among Kitsap reps to PSRC Transportation Policy Boards
& Staff Committees*

3:30 – 4:00 p.m.

December 7

Executive Committee

KCCHA Silverdale Conference Room

9:00 – 11:00 a.m.

December 14

Public Works Group

Kitsap Transit Conference Room

2:00 – 4:00 p.m.

December 16

Kitsap Regional Council to Cut Meetings, Focus on Transportation Policy

By Chris Henry
November 14, 2010

KITSAP COUNTY —

Local leaders aren't worried about the impact of a 10 percent cut in funding from Kitsap County to the Kitsap Regional Coordinating Council.

The cut of about \$12,000 triggered a change in KRCC's executive board schedule. The board in 2011 will meet every other month instead of monthly.

"I don't see any real negative effect," said Port Orchard Mayor Lary Coppola, a board member.

"Nobody on their death bed ever said they wish they'd spent more time in meetings."

KRCC distributes federal transportation funding, Community Development Block Grants and state housing grants to local projects. It also oversees planning for the county's growth, development and transportation.

The agency's budget has shrunk with the economy, forcing staff and the board to focus on priorities, Coppola said.

"I don't believe the reduced schedule will have an effect on the City of Bainbridge Island," said Kim Brackett, city council member and representative to the board. "KRCC works very efficiently and historically has delivered its work program on time, on schedule and on budget,"

Poulsbo Mayor Becky Erickson also welcomed the change. She said she's already in regular contact with KRCC staff outside of meetings to make sure the city's needs are being addressed.

If anything, fewer — though longer — meetings will allow the board to pay closer attention to regional policies, especially those related to transportation, said board Chairman Steve Bauer, a Kitsap County commissioner.

The board recently reviewed its proposed agenda for 2011, which includes updating countywide planning policies and crafting a regional transportation plan. TRANSPOL, the agency's committee tasked with addressing transportation matters, will meet more often in 2011.

In the past, Bauer said, the county and Kitsap's four cities have set separate transportation plans, and the board's focus has been vetting and prioritizing transportation projects to be funded. The idea will be to make the plans mesh.

"I really am pretty excited. This has been one of my concerns from day one," said Bauer, who took office in 2007. "There's never been a clear regional coordination of plans. Everyone's done their little piece. They haven't really connected them."

City governments — even on Bainbridge Island, which faced a nearly \$2 million budget gap — will maintain their 2010 funding levels for KRCC in 2011. But Kitsap County closed a revenue gap of more than \$4 million, systematically trimming its allocations to KRCC and other outside agencies, as well as to its own departments.

To address KRCC's budget concerns, the board may revisit the formula used for allocations from each jurisdiction, which is based on population and assessed property values, Bauer said. Another option would be assessing a percentage of transportation grants for KRCC operations.



CITY OF PORT ORCHARD Office of the Mayor

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Voice: (360) 876-4409 • Fax: (360) 895-9029
themayor@cityofportorchard.us
www.cityofportorchard.us

November 24, 2010

Ms. Mary McClure, Executive Director
Kitsap Regional Coordinating Council
P.O. Box 1934
Kingston, WA 98346

Dear Mary,

I hope your Thanksgiving holiday was pleasant. The intent of this letter is to document and reaffirm the position of the City of Port Orchard regarding the 2001 Revenue Sharing Interlocal Agreement. The City of Port Orchard officially considers itself withdrawn from the provisions of the Revenue Sharing Agreement as of November 24, 2010 and has fully met the requirements for withdrawal from that agreement.

As you may recall, this process began with a letter to KRCC from the City of Port Orchard, dated April 23, 2009 initiating the six month review. The six month review period, and the subsequent KRCC committee work during the one year withdrawal timeline has been very productive, yielding valuable information, and has resulted in improved communication and efficiency throughout the annexation process. I believe we should consider this effort and process enhancement as a victory, as both Cities and the County worked together cooperatively to benefit the citizens through improved government.

The City of Port Orchard will consider any annexations initiated after November 24, 2010 to be considered fully within the jurisdiction of the municipality upon said date of the annexation and will not be subject to any revenue sharing with Kitsap County. Again, I believe this process has been very positive in setting the tone for aligning the limited resources of local government in a professional and cooperative manner to benefit all parties. I look forward to working together in a similar manner in the future on annexation issues such as these as well as the myriad of issues that will confront us in the upcoming years.

Sincerely,



Lary Coppola, Mayor
City of Port Orchard

Cc: Commissioner Charlotte Garrido, Kitsap County
Commissioner Josh Brown, Kitsap County
Commissioner Steve Bauer, Kitsap County
Gregory Jacoby, City Attorney



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Study on Kitsap Homeless Housing & Services Delivery

By Clegg & Associates

Now available on the KRCC Website

www.kitsapregionalcouncil.org/housing_hhaa.php

For more information, contact Kirsten Jewell, KRCC,
360-377-4900, Kirsten@KitsapRegionalCouncil.org



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Executive Board Retreat October 29, 2010

Participants:

Mayor Patty Lent	Mayor Lary Coppola
Council Member Greg Wheeler	Council Member Carolyn Powers
Mayor Becky Erickson	Council Member Hilary Franz
Council Member Ed Stern	Council Member Kirsten Hytopoulos
Council Chair Leonard Forsman	Commissioner Roger Zabinski
	Council Member Linda Berry-Maraist

Public Works Directors:

Randy Casteel	Barry Loveless
---------------	----------------

Presented: 2010 Work Program & Budget Report

Background: 2011 Work Program Concepts

- Proposed 2011 KRCC Work Program will be categorized as mandated vs. optional program elements.
- Executive Board meetings every other month as a 6 month pilot test, noting the importance of continued or even heightened communication with members' Councils and the community.

Focus: Executive Committee reviewed possible cost-saving areas

Result: Public Works collaboration most promising.

Vehicle Fleet	}	Facilities	<i>see attached summary: Public Works Group Work Session</i>
Storm Water		Maintenance	
		Repair	

Next Step: Determine Jurisdictions' Interest

KRCC Board reps will each work with their Public Works Director about service sharing possibilities and quantifiable cost savings.

To consider. Other agencies & districts may be good candidates to include in collaborations ~ transit, ports, schools, utilities

Executive Committee will bring any concrete proposals to the Executive Board for further review & consideration.

During 2011:

Public Works Group proposes:

Analyze respective Capital Facilities Plans & Land Inventories to identify 2-5 year opportunities for co-location & service sharing

To consider. Include elected officials in Public Works Group discussions to balance entropy with urgency.



Kitsap Regional Coordinating Council

★ *not included in
Adopted Work Program*

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1. Complete Revisions to the Countywide Planning Policies

4th Qtr: Final draft of Proposed Revisions to public comment & hearing

4th Qtr: Finalize Population & Employment Distribution through 2030

2011: Jurisdictions to adopt & ratify Revised CPP's

2. Support Development of successor (UGA) agreements to Revenue Sharing

4th Qtr: Publish Guiding Principles / Table of Contents

4th Qtr: Port Orchard ~ Kitsap County agreement

3/4. Define Regional Services / Identify Cross-Agency Cost Efficiencies

✓ Identified specific areas for cost-sharing

4th Qtr: Determine what/how to pursue specific strategies in 2011

5. Support Countywide Economic Development

4th Qtr: Next steps for Kitsap County Community Development Corporation

4th Qtr: Review/Refresh *Government as Partner* Kitsap 20/20 elements

6. Coordinate participation in Federal / Regional Planning:

✓ On-going coordination: Kitsap's PSRC Committee & Board reps: *monthly telcons*

✓ Developed Transportation Corridor Multi-Modal / Multi-Agency Overview Report

✓ Coordinated member jurisdictions' review of Transportation 2040

✓ Developed New Jobs Bill funding priorities ★

✓ Represented Kitsap in WSDOT/PSRC Enhancement Project selection process ★

✓ Sponsored WTC Listening Session ★

✓ Coordinated Priority Project List for WTC, as per State Legislature ★

• Prepare for 2011/2012 Federal Transportation Funding Cycle:

✓ Organized & began tracking federally-funded project obligations

✓ Coordinated transfer of federal funds & use of 2009 ARRA funds

✓ Developed Non-Motorized Ad Hoc Committee Report & Recommendations

✓ TransPOL review of priorities for non-motorized funding

✓ Updated Project Contingency List for 2011 federal funding

7. Coordinate Implementation of Solid Waste Plan Update: ✓

8. Administer Low Income & Homeless Housing Programs:

✓ All local agencies on HMIS System!

✓ Grant Cycle 4: Homeless Housing Program

✓ Organized Consolidated Grant Concept: AHFA, HHAA, CDBG's ★

4th Qtr: Changes to Homeless Services Delivery System report & recommendations

4th Qtr: Grant Cycle 8: Affordable Housing for All Program

9. Kit~Net Program

✓ Coordinated ARRA Broadband Stimulus Grant Application ★

✓ Survey of Potential Interest: Shared Data Storage Space

4th Qtr: Organize Kitsap Telework Promotion to begin January, 2011

On-going: Review & Discuss: Member Agencies' Disaster Recovery Programs

10. Develop 2011 Legislative Agenda:

4th Qtr: Finalize Legislative Agenda

4th Qtr: Legislative Dinner

✓ **Organizational:** Committee Appointments, By-law change, Website Updates

★ **Transit-Supportive Development & Centers:** Coordinate Kitsap Transit & Planning Directors in defining approach to Spectrum of Densities/Intensities/Transit Service



Approved Budget for 2010
and
Year-to-Date Expenses
As of September 30, 2010

Expenses	2010 As Amended July 6, '10	2010 YTD: 9/30/10	YTD %	Notes re: Projected Remainder End of Year
Core Program				
Management Services	258,172	202,322.03	79%	
Re-imbursed Expenses	13,000	6,191.62	48%	\$2,500
Unallocated	60,871	8,707.50		\$47,000
Organizational Expenses	15,000	8,369.78	56%	\$2,000
Sub-Total	347,043	225,590.96		\$51,500
Kit-Net				
Management Services	14,861	11,551.22	78%	
Re-imbursed Expenses	600	245.90	41%	
Unallocated	3,539	105.00		???
Sub-Total	19,000	11,902.12		
AHFA/HH Grant Programs				
Management Services	79,200	59,400.00	75%	
Re-imbursed Expenses	5,800	3,149.05	55%	
Unallocated	16,439			
Sub-Total	101,439	62,549.05	62%	
Total Program Expenses	\$467,482	\$300,042.13		

Revenues				
Core Program				
Estimated Beginning Balance	134,938	134,938		
Member Dues	211,390	202,250.79	96%	
Other Miscellaneous Income	714.55	714.55		
Sub-total Core Program	347,043	337,903.34		
Kit-Net Member Assessments	19,000	14,500	77%	<\$4,500>
AHFA/HH Grant Programs				
Estimated Beginning Balance	10,439	10,439		
Document Recording Fee Admin	66,000	55,967.20	85%	
HMIS (WA Commerce Dept)	25,000	20,000	80%	
Sub-total Housing Program	101,439	86,406.20	86%	
Total Program Revenue	\$467,482	\$438,809.54		



Kitsap Regional Coordinating Council

Cost Strategies for 2011 Might Make Sense... Might Be Improvements...

①

Executive Board Meetings
Every Other Month (E-O-M)

2 hours of business
2 hours of discussion

②

Quarterly Meetings Don't Work
Planning Directors
TransPOL / TransTAC

For Getting Work Done...
...Lose Momentum
...Lose Our Place on the Page

③

Eliminate Legislative Program

Or Change Format

④

Administrative Sleeking *e.g.*

Expense Invoicing Quarterly
3 days/week phone coverage
Coffee Service "self-funded"

⑤

Communication Improvements
With Member Agencies

E-O-M Council E~Summaries
Continue to Explore
Use of Techno-Tools



Kitsap Regional Coordinating Council

2. Vehicle Fleets (vehicle & water)

<p>➤➤ Repair & Maintenance</p>	<p>➤➤ Including parts inventory. Exclude heavy equipment. Include schools, fire/water/sewer districts, transit. For police vehicles (turn over more rapidly): consider standardizing specs on law & justice vehicles.</p> <p>➤➤ Regional maintenance facility planning in future... effort to combine property? Co-location? (Learn a lesson from Kitsap Transit experience trying to co-locate in North Kitsap twice without success)</p>
<p>Centrally owned fleet</p>	<p><i>Low interest from Public Works</i></p>
<p>Cars</p>	<p>Not relevant ~ reducing fleets anyway</p>
<p>Maintenance Equipment</p>	<p><i>Developing inventory from each jurisdiction</i> <i>Low interest from Public Works</i></p>
<p>Specialist Vehicles</p>	<p><i>Developing inventory from each jurisdiction</i> <i>Low interest from Public Works</i></p>
<p>Boats</p>	<p><i>Developing inventory from each jurisdiction</i> ➤ Key issue is having/keeping trained staff</p>



Kitsap Regional Coordinating Council

What functions are possible to consolidate?

3. Storm Water:

- Kitsap Peninsula Clean Runoff Collaborative already working together (outreach/public education, surveying)
- **Moving target:** Everybody is already working towards own NPDES compliance but Phase 2 in 2012 could drive new requirements.
 - Maintenance of facilities, e.g.
 - Regional scale ponds ~ ½ acre +
 - Larger underground tanks
 - Disposal of material ~ Health Dist help standardize?
 - Possibility of economy of scale with regional contracts +/-or ??
 - Issues:
 - Liability
 - Priority of service spelled out
 - General maintenance vs. emergencies (*ixnay*: snow plows)
 - Filling in the schedule holes vs. staffing up to make sure everyone gets done (e.g. striping before school starts)



Kitsap Regional Coordinating Council

8. How to identify other opportunities e.g. Poulsbo recycling station

- Could establish a goal for Regional Planning for facilities needed 2020 / 2030:
 - ✓ Look at future growth patterns
 - ✓ Evaluate capital facility plans together & identify possible opportunities

Bad example: Port Orchard City Hall and County Courthouse sizing didn't fully consider UGA & annexations...



Kitsap Regional Coordinating Council

September 16, 2010
 Summary: Preparing for KRCC Board Retreat

From the Public Works Group

**Consolidations & Cost Efficiencies:
 Areas to Consider (High Potential)**

- 1. Traffic Signalization *
- 2. **Vehicle fleets**
- 3. **Storm water**
- 4. Sign shop *
- 5. Solid waste *

8. Review Capital Facilities Plans for possible facility partnerships

* Not considered further at this time

1. Traffic Signalization

- Who has a signal shop?
- Does Kitsap have volume to justify two local capabilities?

	<i>Kitsap County</i>	<i>Bremerton</i>	<i>Bainbridge</i>	<i>Poulsbo</i>	<i>Port Orchard</i>
Note: WSDOT does state routes and off-ramps	Yes ~ Not growing now but could scale up	Yes ~ already downsized	Use Brem's	Use Brem's	Use KitCo's
<i>Don't need policy emphasis to make this evolve...</i>					



Kitsap Regional Coordinating Council

➤ ➤ *Why not?* Need to be sure can be reasonably done given such things as slower drying paint... *need:*

- ★ Enough people
- ★ Enough equipment
- ★ Commitment on paper

<i>Kitsap County</i>	<i>Bremerton</i>	<i>Bainbridge</i>	<i>Poulsbo</i>	<i>Port Orchard</i>
Comments re: Maintenance				
Has rented pavers etc + operator in past	Pass for now	May not be interested in taking the time right now to do exploratory- but maybe a reg'l equip purchase + operator	Ponds near College Place Market Place ~ don't own yet but when they do, some interest	Already thinking about working on ILA w/KitCo
Permitted Decant Facilities				
Yes	Interest	Yes	Interest	Yes
Paving Overlays ~ Grind-outs ~ Chip Seal				
Some concern re: competing w/ Ace	Some interest	Some interest	Some interest	Some interest
Striping & Painting				
County already does it for PO & PBO		Open to idea	Already doing with County	Already doing with County
Potential opportunity: Pervious pavement requires suckers vs. sweepers. KT preparing to purchase one. County already has two.				



Kitsap Regional Coordinating Council

4. Sign Shop (Printed)

- How many are there throughout the county?
- Where are they?
- Issue: price competitive?

	<i>Kitsap County</i>	<i>Bremerton</i>	<i>Bainbridge</i>	<i>Poulsbo</i>	<i>Port Orchard</i>	<i>Suquamish</i>
Have Capacity	yes	yes	yes	Use private supplier	Use Zumar (private)	Don't need

Makes specialty signs for programs... can't compete on price for standard signs.
 Have an inventory of standard signs
 Not a very big deal here... for fabrication
 ☛ *There's nothing here – we're already doing it!*

5. Solid Waste

- Planning already done regionally through Kitsap County Public Works Solid Waste Division
- Collection Contracts: some possibility; coordinate existing contract expiration

<i>Kitsap County</i>	<i>Bremerton</i>	<i>Bainbridge</i>	<i>Poulsbo</i>	<i>Port Orchard</i>
No collection	Use Waste Management	Use Bainbridge Disposal (no contract)	Garbage collection in house. Recycling w/ Bainbridge Disposal	Use Waste Management
Contract expires:	<i>Date?</i>		Sept, 2011	July, 2015?