



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: January 17, 2024

To: City Council

From: Blair King, City Manager

Cc: City Attorney
Department Directors

Subject: Information on 2023 Workplan and Priority Project Status

The purpose of the workplan summary reports accompanying this memo is to provide an update on the City's current workplan projects. The summary table provides an update on current projects, including those designated by Council as their highest priority projects for 2021-2022 at the Council retreat on July 17, 2021, which are asterisked in the table.

The summary table includes nearly 100 projects. Though this is a long list, it is by no means a comprehensive or prioritized list of all City activities and represents a small portion of ongoing work. Staff tracks and reports on these high priority issues to keep the Council and community informed and to demonstrate the projects which would be assessed to identify tradeoffs should new projects be added. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge. Items marked Complete or Deferred will be removed from this table for similar reporting in 2024.

2023 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Adoption of a Housing Action Plan for the City of Bainbridge Island
- Approval of three-year labor agreement with International Association of Machinists
- Official acceptance of the Eagle Harbor Phase II non-motorized project
- Formation of Council ad hoc subcommittee to review and document practices related to City advisory committees, boards and commissions.
- Completion of a periodic water and sewer utility rate study and approval of new rates for those utilities.

- Celebration of the Grand Opening of the Ted Spearman Justice Center.
- Issuance of the Request for Proposals for the Community Art Plan.
- Determination of a preferred alternative for 30% design for the Eagle Harbor Drive/Wyatt Way non-motorized project.
- Removal of the Suyematsu Historic District from the Master Lease with Friends of the Farms.

It is important to recognize that each of these steps and decisions will be followed by months if not years of staff work to implement.

Some significant activities that emerged in the course of 2023 are listed below. When these emerging items required significant attention or support from Council and/or City staff, there was decreased capacity to address previously identified projects.

Key Added/Emerging Tasks During 2023 (grouped roughly by topic):

- Consider updates to Title II of the Bainbridge Island Municipal Code related to subarea planning
- Support Steering Committee of Councilmembers and Planning Commissions related to public outreach for Winslow Subarea Plan and the Comprehensive Plan Periodic Update
- Support application of climate lens and equity lens to Steering Committee activities
- Host community welcome event for diversity, equity and inclusion manager.
- Consider redevelopment of the Police Station site for affordable housing
- Consider options related to 180 Olympic Drive, also known as the “Notch property”
- Consider options management of the Suyematsu Historic District
- Consider options for solid waste management on Bainbridge Island
- Consider long-term plan for City’s shares at the Islander Mobile Home Park
- Prepare for expected end to president’s emergency order related to the COVID pandemic
- Develop long-term processes and procedures, policies and scheduling for telecommuting
- Complete labor negotiations with International Association of Machinists and Aerospace Workers
- Develop additional analysis related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building
- Develop project and identify non-City-owned location for a 120 kW solar panel installation to offset carbon emissions from the 8804 Madison Avenue Building (Police/Court Facility)
- Develop education materials and outreach related to updates to Bainbridge

Island Municipal Code 8.24, Waste Reduction

- Support City Thread Accelerated Mobility Playbook report distribution
- Support significant engagement around the Eagle Harbor Drive/Wyatt Way non-motorized project.
- Support consideration of regulations for Short Term Rental businesses
- Determine ongoing management approach for Public Farmland
- Consider new agreement with Bainbridge Island Senior Community Center

The reports that follow are sorted by the type of project, as well as the “driver” of, or reason for, the project. These organizational descriptions are intended to help with sorting and reviewing the list. Categories include Climate/Natural Resources, Land Use/Housing, Mobility, Safety, Community, and Accountability. Drivers include Policy, Operations, Capital and Required.

2023 Workplan Projects

Updated for City Council meeting on Feb 13, 2023

**** means on the 2021 Highest Priority Project List**

	Project	Status	Notes	Category	Project Driver	Dept
65	**Coordinate Update to Winslow Subarea Plan	Active	Project ongoing. Draft alternatives reviewed by the Council in Q3 2023.	Land Use/ Housing	Policy	PCD
67	**Implement Housing Action Plan Scorecard	Active	Staff will develop scorecard and report back to Council and community.	Land Use/ Housing	Policy	PCD
65	**Support Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Consultant engaged to support monthly meetings. Meetings to be held as public meetings.	Land Use/ Housing	Policy	PCD
66	Consider Sea Level Rise Adaptation policy	Active	Retaining consultant for revised scope of work.	Land Use/ Housing	Policy	PCD
69	Update Comprehensive Plan	Active	Consultants retained; initial project steps ongoing.	Land Use/ Housing	Required	PCD
	**Implement Climate Lens and Equity Lens with Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Developing climate and equity lenses for discussion with the Steering Committee in their outreach efforts.	Land Use/ Housing	Policy	Exec, PCD
111	Consider options related to ownership of 180 Olympic Drive property	Active	Considering options related to this property.	Land Use/ Housing	Operations	Exec
110	Consider redevelopment of the 625 Winslow Way Police Station site for affordable housing	Active	Developing financial feasibility options for City-led development of affordable housing at current site of police station	Land Use/ Housing	Operations	Exec
68	Consider updates to City sign code	Active	Council review anticipated in the first half of 2024. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Land Use/ Housing	Policy	Exec
69	Complete Manzanita Watershed Planning funded by National Transport Authority Grant	Active	Project completed; Council report and next steps planned for Q1 2024	Climate/ Natural Resources	Policy	PW
69	Groundwater Management Plan	Active	Council update on modeling planned for Q1; Plan completion estimated in Q3 2024	Climate/ Natural Resources	Operations	PW
69	Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q2 2024 on work plan.	Climate/ Natural Resources	Required	PCD

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46	CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	Council voted at their June 27, 2023 meeting to direct the City Manager to take next steps to implement the carbon offset project recommendation from the Climate Change Advisory Committee, specifically to install a 120kW photovoltaic (PV) system at a location on Bainbridge Island, and to install a 15kW PV system on the roof of the Police/Court facility. Staff contracted with Design West Engineering in November 2023 to help develop key criteria for soliciting applications and to identify viable sites for a 120kW system on the Island. An application for interested public agencies was released in January 2024 with applications due on February 8th. Staff anticipates presenting potential sites for Council consideration in Q2 2024.	Climate/ Natural Resources	Policy	Exec
45	CAP: Waste Reduction and Limit on Single Use Plastics	Active	On November 28, 2023, City Council adopted the list of food service ware items required in a home compostable form in 2024. Updated information was mailed to all retail food establishments on the island and posted on the City website with key materials available in English, Spanish and Vietnamese. Three businesses were also granted temporary waivers for the use of reusable food service ware for on-premises dining in 2024: Lynwood Cinemas, Bainbridge Cinemas, and Rolling Bay Cafe. Staff will continue to support businesses in complying with the 2024 waste reduction regulations.	Climate/ Natural Resources	Policy	Exec

Project	Status	Notes	Category	Project Driver	Dept
# CAP: Zero Emissions Landscaping Tools (community-wide regulations)	Active	Develop a community ordinance restricting the use of certain types of gas-powered landscaping equipment. A community survey was released in July 2023 to obtain feedback on current practices and types of incentives to help residents and businesses convert to non-gas-powered equipment. Over 500 resident responses and 51 business responses were received. Staff is working with Legal on a draft ordinance for Council consideration in Q1 2024. Per feedback from both REAC and CCAC, staff will promote sustainable alternatives to gas or electric landscaping tools and lawn care techniques, and identify outreach strategies targeting workers and businesses affected by the proposed ordinance.	Climate/ Natural Resources	Policy	Exec
# CAP: COBI Fleet Electrification	Active	Develop a comprehensive, system-wide assessment of EV needs for the City and recommend a strategy for a multi-tiered vehicle purchase and replacement process, inclusive of the support facilities required for charging. Project initiated in February 2023 and substantially completed in December 2023. Staff is currently working with the consultant to finalize an assessment of potential options for leasing EVs with a review planned with the City Manager in February/March.	Climate/ Natural Resources	Operations	Exec
# CAP: ETIPP Renewable Energy Technical Assistance	Active	Technical assistance program is currently underway to identify specific pathways towards 100% renewable energy for the island, and increase the community's energy resilience by allowing for portions or the entirety of the community to be able to operate as an islanded grid during outages. A second site visit was held with community stakeholders in September 2023, with presentations to the Climate Change Advisory Committee in November 2023 and January 2024. A final report is anticipated in Q1 2024.	Climate/ Natural Resources	Policy	Exec

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76	CAP: Evaluation of options for City approach to solid waste services	Active	City entered into a 12-month period of exclusive negotiation with Bainbridge Disposal to prepare a solid waste collection. Autumn Salamack became the City representative on the Kitsap County Solid Waste Advisory Committee.	Climate/ Natural Resources	Policy	Exec
71	Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Preliminary design direction approved in Q4; Permits; ROW and final design in Q1-Q2 2024	Mobility	Capital	PW
72	Madison Avenue Bundled Project	Active	Advertisement and construction contract award scheduled for Q4; Project intentionally delayed for advantageous bid period and weather.	Mobility	Capital	PW
73	Sound to Olympic Trail Planning	Active	Council brief on final alignment alternatives in Q2 2024	Mobility	Capital	PW
74	Trail Projects: Farm Trail; Lost Valley	Active	Permits partially received; planning completion of construction in Q1 2024	Mobility	Operations	PW
77	Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources - Increase boater safety inspections	Active	Additional officers will attend Basic Marine Law Enforcement Training in 2023 to replace trained officers lost in 2021 and 2022. Four officers completed the basic marine operations course during Q2 in 2023. Boating season operations have begun and tracking of hours and inspections are in progress.	Safety	Operations	POL
78	Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations. This project will continue in conjunction with island wide speed limit changes. IT is assisting with a data collection process from the City's radar feedback signs.	Safety	Operations	POL
76	Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort. Interlocal agreement with Parks District approved by Council in March 2023. Interlocal agreement with School District approved by Council in June 2023. Additional agreements are still in the review and approval phase.	Safety	Operations	Exec

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Bainbridge Island Senior Community Center Renovations Project	Active	Minor repair and maintenance will continue through 2024	Community	Capital	PW
American Rescue Plan Act (ARPA) project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022; reporting also completed in April 2023. Final reporting will be completed April 2027.	Community	Operations	Exec
CAP: Solar Panels and Battery Energy Storage project	Active	Evaluation of six disaster hubs completed. In Q4 2022, Council authorized funding for a solar panel project at the Senior Center and solar panels and battery energy storage at Hyla School Middle School. A structural analysis of the roof of the Senior Center was completed in the spring, and specs for this project are almost finalized for release. Timint for the Sr Center project is TBD pending an updated timeline for fundraising and renovation projects currently in discussion for that facility. Staff met with Hyla School representatives in January 2024 and are working on an updated MOU and associated bid package using ARPA funds to install solar panels and battery energy storage at this community disaster hub.	Community	Policy	Exec
Consider options related to ongoing management of Suyematsu Historic District	Active	Community process began in Q4 2023. Ongoing discussions occurring related to manner and scope of agreement. Council review anticipated in Q1 2024.	Community	Policy	Exec
Support Council consideration of public farmland master lease revisions	Active	Suyematsu Historic District removed from the Master Lease with Friends of the Farms in Q3 2023. Master Lease for remaining farmland terminated at yearend 2023. Discussions for ongoing services with Friends of the Farms continuing. Contract for management of cultivated land signed.	Community	Policy	Exec
Support Welcome Pole project on the Sound to Olympics Trail	Active	Partnering with the Suquamish Tribe, Bainbridge Island Parks & Trails Foundation and Public Art Committee. Funding for installation approved in Q1. Met to confirm support with Suquamish Tribe rep and PARks & Trails for interpretive signage.	Community	Capital	Exec
Country Club Road Reconstruction	Active	60% design complete in Q3 2023; permitting process underway. Construct in 2024.	Accountability	Capital	PW

Project	Status	Notes	Category	Project Driver	Dept
Hawley/Irene Sewer Upgrades	Active	Design complete and permitting in process; construction contract award in Q1 2024	Accountability	Capital	PW
Police and Court Facility Public Art Installation	Active	Funding approved; design and permitting in Q4; Installation in Q1 2024	Accountability	Operations	PW
Police/ Court Facility Replacement Project	Active	Court move-in scheduled for January; Police move in February	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design underway; permits submitted; Hearing scheduled for Q1 2024	Accountability	Capital	PW
Wastewater Beneficial Re-Use Project	Active	Phase II scope approved; preliminary concept design work in Q1 2024	Accountability	Operations	PW
Wastewater Treatment Plant Capacity Upgrades	Active	Equipment purchase bid and award in Q1 2024	Accountability	Operations	PW
Wastewater Treatment Plant Outfall Replacement	Active	Design contract award in Q4	Accountability	Capital	PW
Water and Sewer SCADA Upgrades	Active	Project to be complete in Q1; delays due to communication system coordination	Accountability	Capital	PW
Water System Business Plan	Active	Consultant services under contract; work completed in 2024	Accountability	Operations	PW
Winslow Water Tank Replacement Project	Active	Tank contract awarded; offsite improvements scheduled for award in late Q1 2024	Accountability	Capital	PW
Annual fleet and equipment procurement	Active	2023 procurements complete or underway	Accountability	Capital	PW
City Hall Security System Software Upgrades	Active	Construction contract award expected in Q1 2024	Accountability	Operations	PW
Ferndale water main extension	Active	100% design complete; Easements and construction contract award expected in Q1 2024	Accountability	Capital	PW
Negotiate Comcast Franchise Renewal	Active	Renewal expected in 2024; Delays associated with changes in City's legal team	Accountability	Operations	PW
Pavement Condition Report Update and Project Prioritization	Active	Draft plan expected in Q1 2024	Accountability	Operations	PW
PSE Franchise Renewal Process	Active	City's last round of reissues complete; expect Council review in Q1 2024.	Accountability	Operations	PW
Sands Ave Well Rehabilitation	Active	Complete	Accountability	Capital	PW
Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District started; Draft ILA expected in Q2 2024	Accountability	Operations	PW
Stormwater System Plan	Active	Plan completion expected in Q1 2024; Council briefing in Q2 2024	Accountability	Operations	PW
Yeomalt Drive Drainage Improvement Project	Active	Complete	Accountability	Capital	PW
Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Accountability	Operations	IT
MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosted software for City's Enterprise Resource Planning system, MUNIS.	Accountability	Operations	IT

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	American Rescue Plan Act (ARPA) Grant compliance and claims	Active	The City received \$7.061 million in two payments in 2021 and 2022. Annual compliance reports due and submitted in April 2022 and 2023.	Accountability	Operations	FIN
	Water and Sewer general obligation bond planning and issuance: \$4 - \$5 M Water, \$5.8 M Sewer	Active	Plan is for 2024 bond issuance	Accountability	Operations	FIN
	Develop and issue banking Request for Proposals (RFP)	Active	The Finance Department is intending to seek proposals for new banking services. An RFP was issued in Q4 2023 and will be evaluated in Q1 2024.	Accountability	Operations	FIN
	Develop Americans with Disabilities Act Transition Plan	Active	Working with Accessology, the City will create an ADA transition plan covering municipal policy, capital projects and operations. Accessology has visited sites on Bainbridge Island to review in Q2 and has been looking at City policies in Q3. In Q4 they will facilitate 10 hours of training for employees and develop their final report for submittal. In Q1 2024, the City will determine an implementation plan.	Accountability	Operations	Exec
	Develop racial equity toolkit	Active	Draft of racial equity lens complete. Next step is to identify a project in PW & PCD to pilot the lens in tandem with the climate lens.	Accountability	Operations	Exec
	Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities. Assembling a comprehensive list of activities, followed by a division of responsibilities and a monthly look-ahead meeting for all stakeholders.	Accountability	Operations	Exec
67	**Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Complete	Housing Action Plan adopted by City Council in June, 2023.	Land Use/ Housing	Policy	PCD
100	Update to Title II of the Bainbridge Island Municipal Code - Subarea Planning Process	Complete	Title II updated and Steering Committee formed and active.	Land Use/ Housing	Policy	PCD
	CAP: Zero Emissions Landscaping Tools (City use)	Complete	Equipment transition complete. Electrical upgrades at O&M facility for charging currently underway.	Climate/ Natural Resources	Operations	PW
	CAP: Develop options to offset carbon emissions related to Police/Court facility	Complete	Climate Change Advisory Committee presented recommendations for projects to create new carbon emissions reductions. This project stemmed from a prior decision not to pursue LEED certification at the Police/Court facility.	Climate/ Natural Resources	Policy	Exec
70	Eagle Harbor PH II Non-Motorized Project	Complete	Complete	Mobility	Capital	PW
75	All-Island Speed Limit Implementation	Complete	Project complete.	Mobility	Operations	PW

	Project	Status	Notes	Category	Project Driver	Dept
104	Receive Storm Ready and Tsunami Ready designation from the National Weather Service	Complete	StormReady designation received in March 2023. Hosted Washington State EMD Tsunami Program staff in August 2023. Reviewed island maps and completed site visits where new tsunami signage is needed. TsunamiReady visit with NOAA/NWS took place in December 2023 and TsunamiReady designation was approved.	Safety	Operations	Exec
	Consider removal of Suyematsu Historic District from Master Lease	Complete	With input from Friends of the Farms and the Historic Preservation Commission, brought proposal to Council.	Community	Policy	Exec
	Resolve shade covenant issues on Crawford and M&E properties	Complete	Project and mitigation work completed in Q4 2023.	Community	Operations	Exec
	Support City participation in opioid litigation	Complete	Statewide settlement has been reached. Agreement with Salish Behavioral Health of Kitsap County passed by City Council and Salish Behavioral Health.	Community	Policy	Exec
	Support development of Community Reads Program	Complete	In conjunction with BI Reads for Justice, community reads pilot program completed in Q1.	Community	Policy	Exec
	Pritchard Park Outfall Replacement	Complete	Construction complete.	Accountability	Capital	PW
	Taylor Well Rehabilitation	Complete	Construction complete.	Accountability	Capital	PW
	Water/Sewer Rate Study	Complete	Complete	Accountability	Operations	PW
	Halls Hill Revegetation	Complete	Project complete.	Accountability	Capital	PW
	Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Complete	The new system was implemented in the final week of May 2023. Troubleshooting and records migration continues.	Accountability	Required	POL
	Provide downloadable GIS maps on City website	Complete	Allow all GIS users to download existing maps.	Accountability	Operations	IT
	Increase business license requirement and payment threshold to \$3k	Complete	Eliminates the requirement for a City business license unless an annual \$3k de minimis gross income threshold is met.	Accountability	Policy	FIN
	Complete labor negotiations with International Association of Machinists	Complete	Complete	Accountability	Operations	Exec
	Consider and implement changes to Ethics Program	Complete	Council training completed in Q1 2023.	Accountability	Policy	Exec
79	Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec

	Project	Status	Notes	Category	Project Driver	Dept
	Continue to investigate options to improve community cellular service	Deferred	Work deferred pending staff availability.	Community	Operations	Exec
	Plan for Community Needs Assessment	Deferred	Consider scope and timing for 2024.	Community	Policy	Exec
	Complete changes to Code Compliance	Deferred	Work deferred pending staff availability.	Accountability	Policy	PCD
	Complete disposition of designated surplus property (IslandWood Easement)	Deferred	Continuing to work with the parties to the IslandWood easement to reach agreement. Work deferred pending staff	Accountability	Operations	Exec
	Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Deferred	Current priority is to renew existing franchises and then to determine which other franchises to pursue. Work deferred pending staff availability.	Accountability	Required	Exec
	Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations	Exec
63	**Consider Transfer of Development Rights (TDR) Implementation	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD
64	**Develop development regulations for small lots	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD
46	Consider Green Building Initiatives	Deferred	Will be considered by Council in Q4 2023	Climate/ Natural Resources	Policy	PCD
	Annual Sidewalk Repair Project	Deferred	Deferred to 2024	Accountability	Operations	PW
	Major vs Minor Home Based Business Code Review	Deferred	Research and possible code update.	Accountability	Policy	PCD
	Coordinate programming for ongoing Community One Reads Program	Ongoing	BI Reads 2023 was a success with approximately 600 people attending book discussions, nature walks, and a Story SLAM. Staff alongside the Bainbridge Island branch of the Kitsap Regional Library and the Senior Center are developing a timeline and plan for BI Reads 2024.	Community	Policy	Exec
	Expand communications efforts through "Questions and Answers" page on City website	Ongoing	Implementing website to provide information to community regarding topics current on social media	Community	Operations	Exec
	Support Race Equity Advisory Committee	Ongoing	Transition from Ellen to Anshu as liaison complete. REAC/Council trainings complete. Follow-up pending.	Community	Operations	Exec