



CITY OF  
BAINBRIDGE ISLAND

**EXECUTIVE DEPARTMENT MEMORANDUM**

Date: April 25, 2023

To: City Council

From: Blair King, City Manager

Cc: City Attorney  
Department Directors

Subject: Information on 2023 Workplan and Priority Project Status

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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.

The summary table includes nearly 100 projects. Though this is a long list, it is not 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.

2023 Q1 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Approval of joint equity training for Councilmembers and Race Equity Advisory Committee members.
- Hosting community engagement meetings for the Housing Action Plan and Winslow Subarea Plan.
- Formation of Council ad hoc subcommittee to review and consider implementation of waste reduction ordinances.
- Updated the municipal code to include e-bikes.
- Approval of an islandwide programmatic speed limit.

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
- Consider redevelopment of the Police Station site for affordable housing
- Consider options related to 180 Olympic Drive
- Consider options management of the Suyematsu Historic District
- Consider options for solid waste management on Bainbridge Island
- Develop additional analysis related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building
- 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

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.

The attached report includes 86 projects. In 2023, the status of the City's current year workplan priorities will be reported next at midyear (as of June 30, 2023).

2023 Workplan Projects  
Last updated March 31, 2023

\*\* means on the 2021 Highest Priority Project list

Project	Status	Notes	Level of effort	Category	Project Driver	Dept
67 **Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	Housing Needs Assessment completed in Nov 2022. Draft HAP expected in Q2 2023.	high	Land Use/ Housing	Policy	PCD
65 **Update Winslow Subarea Plan	Active	Contract approved and work has commenced. Community engagement ongoing. Project delay due to steering committee discussion.	high	Land Use/ Housing	Policy	PCD
66 Consider Sea Level Rise Adaptation policy	Active	Signed grant agreement with Dept of Commerce; this emerging policy area will be handled through the grant process	medium	Land Use/ Housing	Policy	PCD
100 Update to Title II of the Bainbridge Island Municipal Code - Subarea Planning Process	Active	Planning Commission and Council discussion began in Q1. Final action expected in Q2.	medium	Land Use/ Housing	Policy	PCD
68 Consider updates to Sign Code	Active	Currently scheduled for Council review in Q2 2023. Analysis and recommendations of regulations regarding options for regulation of signs.	medium	Land Use/ Housing	Policy	Exec
69 Update Comprehensive Plan	Active	Periodic update due Dec. 2024. RFO published Q4 2022.	high	Land Use/ Housing	Required	PCD
110 Consider redevelopment of the Police Station site for affordable housing	Active	Developing financial feasibility options for City-led development of affordable housing at current site of police station	high	Land Use/ Housing	Operations	Exec
111 Consider options related to ownership of 180 Olympic Drive property	Active	Considering options related to this property	high	Land Use/ Housing	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.	High	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.	medium	Land Use/ Housing	Policy	PCD
47 Complete Manzanita Watershed Planning funded by National Transport Authority Grant	Active	Project data collection and preliminary designs on schedule; scope expanded and expected complete mid 2023.	Medium	Climate/ Natural Resources	Policy	PW

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Consider Green Building Initiatives	Active	Will be considered by Council in Q4 2023	medium	Climate/ Natural Resources	Policy	PCD
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.	Low	Climate/ Natural Resources	Policy	Exec

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CAP: Evaluation of options for City approach to solid waste services	Active	Analyze recommendations of solid waste assessment from TetraTech and develop a solid waste project plan and timeline. Consider staffing and funding needs.	high	Climate/ Natural Resources	Policy	Exec
Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q2 2023 on work plan.	high	Climate/ Natural Resources	Required	PCD
CAP: Landscape Hand-tool Transition-to-Electric Plan	Active	Pilot started with two electric blowers; procurement of additional equipment underway	Medium	Climate/ Natural Resources	Operations	PW
Groundwater Management Plan	Active	Consultant agreement award in Q2.	Medium	Climate/ Natural Resources	Operations	PW
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 expected to be complete by the end of the year.	Medium	Climate/ Natural Resources	Operations	Exec
CAP: Waste Reduction and Limit on Single Use Plastics	Ongoing	Ordinances approved in 2021. Continued implementation of all waste reduction requirements in 2023, including monthly chat sessions with impacted businesses and the formation of a new Council sub-committee to review requests for temporary exemptions and waivers.	high	Climate/ Natural Resources	Policy	Exec
Eagle Harbor PH II Non-Motorized Project	Active	Construction complete. Project acceptance scheduled for Q2 2023.	Medium	Mobility	Capital	PW
Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Project 30% design review through public engagement and Council decision in Q2.	high	Mobility	Capital	PW
Madison Avenue Bundled Project	Active	Final design and grant obligation scheduled to meet June 1 deadline; bid in Q2.	High	Mobility	Capital	PW
Sound to Olympic Trail Planning	Active	Public engagement complete; final recommendations early Q3.	Medium	Mobility	Capital	PW

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75	All-Island Speed Limit Implementation	Active	Policy adopted; secondary arterial sign replacement and enhanced enforcement complete; local access signs complete in Q2.	Medium	Mobility	Operations	PW
74	Trail Projects: Farm Trail; Lost Valley	Active	Farm Trail construction started; project delay due to wetlands determination.	Medium	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.	medium	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.	medium	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.	low	Safety	Operations	Exec
104	Receive Storm Ready and Tsunami Ready designation from the National Weather Service	Active	StormReady designation received in March 2023. Working on achieving TsunamiReady status next.	medium	Safety	Operations	Exec
79	Consider rules related to Sexually Violent Predator Housing	Deferred		low	Safety	Policy	Exec

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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. Projects anticipated to begin in mid-2023 (Senior Center first). A structural review of the Senior Center roof is planned in late March/early April as a first step to requesting bids for adding solar panels at this facility.	medium	Community	Policy	Exec
Support City participation in opioid litigation	Active	Statewide settlement has been reached. Options for participating with either regional or neighboring jurisdictions for next steps will be discussed in Q2.	low	Community	Policy	Exec
Support Council consideration of public farmland framework	Active	Review of Master Lease and Exhibit B in Q1. Council briefing planned in Q2.	medium	Community	Policy	Exec
Support ongoing implementation of Community One Reads Program	Active	Building community on Bainbridge Island through reading one book together. City hosting three events per book to engage in discussion and build a stronger community. Community vote on book in Q2 with events starting in Q3	Medium	Community	Policy	Exec
Bainbridge Island Senior Community Center Renovations Project	Active	Project re-scoped as maintenance. Roof repair scheduled for Q2.	High	Community	Capital	PW
Support Welcome Pole project on the Sound to Olympics Trail	Active	Partnering with the Squamish Tribe, Bainbridge Island Parks & Trails Foundation and Public Art Committee. Funding for installation approved in Q1.	medium	Community	Capital	Exec
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022; next reporting due in April 2023.	high	Community	Operations	Exec
Consider redevelopment of Police Station Site	Active	Engaging with Real Estate Advisor to conduct a feasibility assessment to scope the potential for affordable housing on the site with emphasis on gap funding analysis.	Medium	Community	Operations	Exec

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Resolve shade covenant issues on Crawford and M&E properties	Active	Active project development and permitting ongoing. Mitigation plan and survey completed in Q1 2023. Council briefing planned in Q2 2023; project in Q2.	medium	Community	Operations	Exec
Support development of Community Reads Program	Complete	In conjunction with BI Reads for Justice, community reads pilot program completed in Q1.	low	Community	Policy	Exec
Plan for Community Needs Assessment	Deferred	Consider scope and timing for 2023.	medium	Community	Policy	Exec
Continue to investigate options to improve community cellular service	Deferred	Work deferred pending staff availability.	medium	Community	Operations	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	medium	Community	Operations	Exec
Support Race Equity Advisory Committee	Ongoing	2023 work plan approved in Q1.	medium	Community	Operations	Exec

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City Sign Evaluation	Active		Medium	Accountability	Policy	Exec
Country Club Road Reconstruction	Active	30% design to be completed in Q2.	Medium	Accountability	Capital	PW
Hawley/Irene Sewer Upgrades	Active	Design and permitting in process; construction in 2023.	Medium	Accountability	Capital	PW
Police/ Court Facility Replacement Project	Active	Project currently on schedule for completion in the fall of 2023.	High	Accountability	Capital	PW
Pritchard Park Outfall Replacement	Active	Construction complete.	Medium	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2023	High	Accountability	Capital	PW
Wastewater Treatment Plant Outfall Replacement	Active	Preliminary evaluation to start under new contract in Q2 2023.	Medium	Accountability	Capital	PW
Water and Sewer SCADA Upgrades	Active	Project construction underway	Medium	Accountability	Capital	PW
Winslow Water Tank Replacement Project	Active	30% design complete; permitting in Q2; award contract in Q3	High	Accountability	Capital	PW
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule.	Medium	Accountability	Capital	PW
Ferncliff water main extension	Active	Determine project funding approach and finalize design in Q1/Q2 2023.	low	Accountability	Capital	PW
Halls Hill Revegetation	Active	Construction started; complete in Q2.	Medium	Accountability	Capital	PW
Sands Ave Well Rehabilitation	Active	Construction started; complete in Q2.	Medium	Accountability	Capital	PW
Yeomalt Drive Drainage Improvement Project	Active	Construction contract awarded; start in Q3.	Medium	Accountability	Capital	PW
Coordinate as needed with Kitsap County transition to	Active	ILA presented to Council in Q1 2022. Migration to the new RMS underway.	medium	Accountability	Required	POL
Annual Sidewalk Repair Project	Active	Deferred to 2024	Medium	Accountability	Operations	PW
Wastewater Beneficial Re-Use Project	Active	Amend project scope and begin to develop alternatives in Q2	Medium	Accountability	Operations	PW
Wastewater Treatment Plant Capacity Upgrades	Active	Design and upgrade contract work to start in Q2 2023.	Medium	Accountability	Operations	PW
Water System Business Plan	Active	Planning to commence in late 2023	ADA	Accountability	Operations	PW
Water/Sewer Rate Study	Active	UAC review completed in Q1. Recommendations to Council in Q2 2023.	Medium	Accountability	Operations	PW

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City Hall Security System Software Upgrades	Active	Consultant hired; design underway.	Low	Accountability	Operations	PW
Negotiate Comcast Franchise Renewal	Active	Renewal expected in 2023.	Medium	Accountability	Operations	PW
Pavement Condition Report Update and Project Prioritization	Active	In Q2 2023 plan to develop scope of work and issue Request for Proposals.	Medium	Accountability	Operations	PW
PSE Franchise Renewal Process	Active	Negotiated franchise and partnership agreement underway; anticipate approval by Council in fall 2023.	Medium	Accountability	Operations	PW
Sewer District 7 Interlocal Agreement Update	Active	Negotiations to update to inter-local agreement started.	medium	Accountability	Operations	PW
Stormwater System Plan	Active	Consultant work underway and on schedule.	Medium	Accountability	Operations	PW
Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Medium	Accountability	Operations	IT
MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosted software for City's Enterprise Resource Planning system, MUNIS.	Medium	Accountability	Operations	IT
Provide downloadable GIS maps on City website	Active	Allow all GIS users to download existing maps.	Medium	Accountability	Operations	IT
ARPA Grant compliance and claims	Active	The City received \$7.061 million in two payments in 2021 and 2022. Annual compliance reports due in April.	medium	Accountability	Operations	FIN
Water and Sewer general obligation bond planning and issuance: \$2.5 M Water, \$5.8 M Sewer	Active	Plan is for 2024 bond issuance	high	Accountability	Operations	FIN
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	high	Accountability	Operations	FIN
Midbiennial Budget Modifications	Active	For 2024 Budget. Set hearing on Sept 12 for Oct 24	medium	Accountability	Operations	FIN
Complete labor negotiations with International Association of Machinists	Active	Intent is to complete in early Q2.	medium	Accountability	Operations	Exec
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.	medium	Accountability	Operations	Exec

Project	Status	Notes	Level of effort	Category	Project Driver	Dept
Develop racial equity toolkit	Active	Paused to accommodate hiring, onboarding of Equity and Inclusion Manager	medium	Accountability	Operations	Exec
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities. Consider amending BIMC to require earlier planning. Assembling a comprehensive list of activities, followed by a division of responsibilities and a monthly look-ahead meeting for all stakeholders.	medium	Accountability	Operations	Exec
Consider and implement changes to Ethics Program	Complete	Council training completed in Q1 2023.	medium	Accountability	Policy	Exec
Taylor Well Rehabilitation	Complete	Construction complete.	Medium	Accountability	Capital	PW
Increase business license requirement and payment threshold to \$3k	Completed	Eliminates the requirement for a City business license unless an annual \$3k de minimis gross income threshold is met.	medium	Accountability	Policy	FIN
Complete changes to Code Compliance	Deferred	Work deferred pending staff availability.	medium	Accountability	Policy	PCD
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.	medium	Accountability	Required	Exec
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 availability.	low	Accountability	Operations	Exec
Website improvements	Deferred	Deferred due to staff capacity.	high	Accountability	Operations	Exec