



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: July 21, 2023

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.

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 Q2 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.

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
- 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)
- Consider updates to Bainbridge Island Municipal Code 8.24, Waste Reduction
- Support City Thread Accelerated Mobility Playbook report distribution

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 over 90 projects. In 2023, the status of the City’s current year workplan priorities will be reported next at the end of the third quarter (as of September 30, 2023).

2023 Workplan Projects
Last updated July 10, 2023

** means on the 2021 Highest Priority Project list

Project	Status	Notes	Category	Project Driver	Dept	01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024
Consider Updates to Sign Code	Active	Currently scheduled for Council review in Q3 2023. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Land Use/ Housing	Policy	Exec								
Consider options related to ownership of 180 Olympic Drive property	Active	Considering options related to this property	Land Use/ Housing	Operations	Exec								
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								
CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	Project scope and location options under investigation.	Climate/ Natural Resources	Policy	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.	Climate/ Natural Resources	Policy	Exec								
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. Report is nearly finalized and will inform next steps regarding solid waste.	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 expected to be complete by the end of the year.	Climate/ Natural Resources	Operations	Exec								

Project	Status	Notes	Category	Project Driver	Dept	Category								
						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024	
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.	Safety	Operations	Exec									
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.	Safety	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 anticipated to be released for bids in Q3 2023. Next steps for the Hyla School project – and available ARPA funding to support that project - will be identified after a contract is signed for the Senior Center project.	Community	Policy	Exec									
Support City participation in opioid litigation	Active	Statewide settlement has been reached. Agreement with Salish Behavioral Health of Kitsap County passed by City Council. Awaiting approval from Salish Behavioral Health.	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.	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 voted on book in Q2 with announcement of book in Q3 and events in Q3 and Q4.	Community	Policy	Exec									
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.	Community	Capital	Exec									

Project	Status	Notes	Category	Project Driver	Dept	Category								
						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024	
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022; reporting also completed in April 2023.	Community	Operations	Exec									
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. Bid authorized in Q2 2023. Planning for tree work in Q3 2023.	Community	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. Accessology has visited sites on Bainbridge Island to review in Q2 and will be looking at City policies in Q3.	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.	Accountability	Operations	Exec									
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									
Support development of Community Reads Program	Complete	In conjunction with BI Reads for Justice, community reads pilot program completed in Q1.	Community	Policy	Exec									
Consider and implement changes to Ethics Program	Complete	Council training completed in Q1 2023.	Accountability	Policy	Exec									
Complete labor negotiations with International Association of Machinists	Complete	Complete	Accountability	Operations	Exec									
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec									
Plan for Community Needs Assessment	Deferred	Consider scope and timing for 2023.	Community	Policy	Exec									

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						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024	
Continue to investigate options to improve community cellular service	Deferred	Work deferred pending staff availability.	Community	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									
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.	Accountability	Operations	Exec									
Website improvements	Deferred	Deferred due to staff capacity.	Accountability	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.	Climate/ Natural Resources	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	2023 work plan approved in Q1.	Community	Operations	Exec									
Develop racial equity toolkit	Pending	Paused to accommodate hiring, onboarding of Equity and Inclusion Manager	Accountability	Operations	Exec									
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations	FIN									
Midbiennial Budget Modifications	Active	For 2024 Budget. Set hearing on Sept 12 for Oct 24	Accountability	Operations	FIN									
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: \$2.5 M Water, \$5.8 M Sewer	Active	Plan is for 2024 bond issuance	Accountability	Operations	FIN									

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						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024		
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										
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										
Provide downloadable GIS maps on City website	Active	Allow all GIS users to download existing maps.	Accountability	Operations	IT										
**Develop and Implement Housing Action Plan Scorecard	Active	Staff will develop scorecard and report back to Council and community.	Land Use/ Housing	Policy	PCD										
**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										
**Update Winslow Subarea Plan	Active	Project ongoing. Draft alternatives to be published in September. Community engagement on vision planned for July 2023.	Land Use/ Housing	Policy	PCD										
Consider Sea Level Rise Adaptation policy	Active	Retaining consultant for revised scope of work.	Land Use/ Housing	Policy	PCD										
Update to Title II of the Bainbridge Island Municipal Code - Subarea Planning Process	Active	Title II updated and Steering Committee formed and active.	Land Use/ Housing	Policy	PCD										
Update Comprehensive Plan	Active	Consultants retained; initial project steps ongoing.	Land Use/ Housing	Required	PCD										
Consider Green Building Initiatives	Active	Will be considered by Council in Q4 2023	Climate/ Natural Resources	Policy	PCD										
Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q4 2023 on work plan.	Climate/ Natural Resources	Required	PCD										

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						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024	
**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									
Complete changes to Code Compliance	Deferred	Work deferred pending staff availability.	Accountability	Policy	PCD									
**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									
**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									
Major vs Minor Home Based Business Code Review	Pending	Research and possible code update.	Accountability	Policy	PCD									
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									
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									

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						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024	
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									
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 to late 2023.	Climate/ Natural Resources	Policy	PW									
Groundwater Management Plan	Active	Consultant agreement awarded in Q2. Estimated completion in 12 months (mid-2024)	Climate/ Natural Resources	Operations	PW									
Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Council decision on final design in early Q3. Plans, permits and right-of-way need to be completed by 6/1/24.	Mobility	Capital	PW									
Madison Avenue Bundled Project	Active	Grant deadline met. Project construction advertisement and award in mid Q3.	Mobility	Capital	PW									
Sound to Olympic Trail Planning	Active	Public engagement complete; final recommendations in Q3.	Mobility	Capital	PW									
Trail Projects: Farm Trail; Lost Valley	Active	Farm trail wetland permits expected in late Q3; complete construction before the end of the year. Lost Valley Trail permit process starting in Q3.	Mobility	Operations	PW									
Bainbridge Island Senior Community Center Renovations Project	Active	Roof repair complete. Minor repair and maintenance will continue through end of year.	Community	Capital	PW									
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule.	Accountability	Capital	PW									
Ferncliff water main extension	Active	100% design complete in Q3. Construction award expected before end of the year.	Accountability	Capital	PW									
Sands Ave Well Rehabilitation	Active	Construction complete in Q3. Pump installation encountered unexpected setbacks due to manufacturer issues.	Accountability	Capital	PW									
Yeomalt Drive Drainage Improvement Project	Active	Construction contract awarded; start in Q3.	Accountability	Capital	PW									
City Hall Security System Software Upgrades	Active	Design expected to be complete in Q3.	Accountability	Operations	PW									
Negotiate Comcast Franchise Renewal	Active	Renewal expected in 2023.	Accountability	Operations	PW									

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						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024	
Pavement Condition Report Update and Project Prioritization	Active	Consultant selected; draft plan in Q3	Accountability	Operations	PW									
PSE Franchise Renewal Process	Active	Last round of revisions underway. Expected Council approval before the end of the year.	Accountability	Operations	PW									
Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District not yet started.	Accountability	Operations	PW									
Stormwater System Plan	Active	Consultant work underway and on schedule for adoption before the end of the year.	Accountability	Operations	PW									
All-Island Speed Limit Implementation	Complete	Project complete.	Mobility	Operations	PW									
Halls Hill Revegetation	Complete	Project complete.	Accountability	Capital	PW									
CAP: Landscape Handtool Transition-to-Electric	Active	Equipment transition complete. Electrical upgrades at O&M facility for charging currently underway.	Climate/ Natural Resources	Operations	PW									
Country Club Road Reconstruction	Active	60% design complete in Q3; permitting process underway. Construct in 2024.	Accountability	Capital	PW									
Hawley/Irene Sewer Upgrades	Active	Design and permitting in process; construction start in late 2023	Accountability	Capital	PW									
Police/ Court Facility Replacement Project	Active	Project currently on schedule for completion in the fall of 2023.	Accountability	Capital	PW									
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2023	Accountability	Capital	PW									
Wastewater Treatment Plant Outfall Replacement	Active	Funding approved with rate study; preliminary design and permitting underway in Q3	Accountability	Capital	PW									
Water and Sewer SCADA Upgrades	Active	Project to be complete by the end of the year; delays due to communication system coordination	Accountability	Capital	PW									
Winslow Water Tank Replacement Project	Active	Construction advertisement in Q3	Accountability	Capital	PW									
Police and Court Facility Public Art Installation	Active	Funding approved; design and permitting in Q3	Accountability	Operations	PW									
Wastewater Beneficial Re-Use Project	Active	Phase II scope approved; concept design work to start in Q3	Accountability	Operations	PW									
Wastewater Treatment Plant Capacity Upgrades	Active	Funding approved with rate study; final design complete by the end of the year	Accountability	Operations	PW									

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						01 2023	02 2023	03 2023	04 2023	01 2024	02 2024	03 2024	04 2024	
Water System Business Plan	Active	Planning to commence in late 2023	Accountability	Operations	PW									
Eagle Harbor PH II Non-Motorized Project	Complete	Complete	Mobility	Capital	PW									
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									
Annual Sidewalk Repair Project	Deferred	Deferred to 2024	Accountability	Operations	PW									