



CITY OF  
BAINBRIDGE ISLAND

**EXECUTIVE DEPARTMENT MEMORANDUM**

Date: October 20, 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 over 90 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 selected high priority issues to keep the Council and community informed. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

**2023 Q3 Results: Citywide Workplan Priorities**

Key steps and decisions included:

- Hiring the City's first Equity and Inclusion Manager;
- Hiring the City's first Sustainable Transportation Coordinator;
- Introduction of alternatives for the Winslow Subarea Plan for the City of Bainbridge Island;
- Meetings of a subcommittee of Councilmembers and Planning Commissions focusing on outreach related to the Comprehensive Plan and the Winslow Subarea Plan;
- Adopting updates to the Waste Reduction ordinance;
- Decision to remove the Suyematsu Historic District from the Master Lease with Friends of the Farms;
- Beginning tree management in compliance with a shade covenant related to the Crawford and M&E properties to support ongoing local agriculture, and
- Construction on the Yeomalt Drive drainage improvement project.

It is important to recognize that many Council decisions initiate significant staff work to implement.

Some high priority 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 or delay in 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
- 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 consideration of regulations for Short Term Rental businesses

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. The status of the City’s current year workplan priorities will be reported next at the end of the calendar year.

## 2023 Workplan Projects

*Updated for City Council meeting on October 24, 2023*

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

	Project	Status	Notes	Category	Project Driver	Dept
67	**Develop and 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
65	**Update Winslow Subarea Plan	Active	Project ongoing. Draft alternatives reviewed by the Council in Q3 2023.	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	Currently scheduled for Council review in Q4 2023. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Land Use/ Housing	Policy	Exec
47	Complete Manzanita Watershed Planning funded by National Transport Authority Grant	Active	Project data collection and preliminary designs on schedule; Plan to be completed in Q4 2023.	Climate/ Natural Resources	Policy	PW
64	Groundwater Management Plan	Active	Groundwater model analysis to be completed in Q4; Plan completion estimated in Q2 2024	Climate/ Natural Resources	Operations	PW

	Project	Status	Notes	Category	Project Driver	Dept
#46	Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q4 2023 on work plan.	Climate/ Natural Resources	Required	PCD
#49	CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	Council voted at their June 27th 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 released a request for proposals from solar project consultants to help identify viable sites for a 120kW system on the Island in September and plans to solicit potential locations by the end of the year.	Climate/ Natural Resources	Policy	Exec
#45	CAP: Waste Reduction and Limit on Single Use Plastics	Active	On September 12th, City Council adopted Ordinance 2023-24 amending BIMC 8.24, Disposable Food Service Ware and Waste Reduction. These changes were made based on feedback from local businesses and City staff experience implementing the disposable food service ware and waste reduction requirements that went into effect in 2022 and 2023. A proposed list of food service ware items required in a home compostable form is planned for public review in October with Council review in November.	Climate/ Natural Resources	Policy	Exec
#	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 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. Working with REAC to think through direct outreach to workers, as well as more sustainable alternatives to gas or electric landscaping tools and lawn care techniques.	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. A Council presentation is currently planned for November 14th.	Climate/ Natural Resources	Operations	Exec

	Project	Status	Notes	Category	Project Driver	Dept
#	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 and a final report is anticipated in Q1 2024.	Climate/ Natural Resources	Policy	Exec
46	CAP: Evaluation of options for City approach to solid waste services	Active	Solid waste assessment from TetraTech submitted in Q2. In Q3, City Council authorized the City Manager to offer to Bainbridge Disposal a period of exclusive negotiation to prepare a solid waste collection and disposal contract, and further directed the City Manager, with the concurrence of the City Council, to assign a staff member to represent the City on the 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 Q3; Right-of-way acquisition to begin and final design review in Q4.	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	Final recommendations in Q4.	Mobility	Capital	PW
74	Trail Projects: Farm Trail; Lost Valley	Active	Expecting permit issuance and completion of construction in Q4.	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

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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.	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. 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 on track for end of year.	Safety	Operations	Exec
	Bainbridge Island Senior Community Center Renovations Project	Active	Minor repair and maintenance will continue through end of year.	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.	Community	Operations	Exec
76	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. Next steps for the Sr Center are pending Council direction on if/when to install solar panels given potential fundraising and renovation projects in current discussions with the City	Community	Policy	Exec
	Consider options related to ongoing management of Suyematsu Historic District	Active	Community process planned to begin in Q4 2023.	Community	Policy	Exec

Project	Status	Notes	Category	Project Driver	Dept
Coordinate programming for ongoing Community One Reads Program	Active	Building community on Bainbridge Island through reading one book together. Community voted on book in Q2 with announcement of book in Q3. In Sept, City partnered with IslandWood to host 2 nature walk events. In Oct, they will host their final naturewalk. BI Library is hosting book discussion on Oct 17 and BI	Community	Policy	Exec
Expand communications efforts through "Questions and Answers" page on City website	Active	Implementing website to provide information to community regarding topics current on social media	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. Tree work in Q3/Q4 2023.	Community	Operations	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 and Salish Behavioral Health.	Community	Policy	Exec
Support Council consideration of public farmland master lease revisions	Active	Council approved removing the Suyematsu Historic District from the Master Lease with Friends of the Farms in Q3 2023. Next steps will include further discussion of the Master Lease and associated exhibits.	Community	Policy	Exec
Support Race Equity Advisory Committee	Active	2023 work plan approved in Q1. Transition from Ellen to Anshu as liaison underway.	Community	Operations	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; permitting process underway. Construct in 2024.	Accountability	Capital	PW
Hawley/Irene Sewer Upgrades	Active	Design complete and permitting in process; construction contract award in Q4	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	Project currently on schedule for public open house in November 15, 2023; Move-in late 23 or early 24	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design underway; permits submitted; delays due to lack of Hearing Examiner for permit hearing	Accountability	Capital	PW
Wastewater Beneficial Re-Use Project	Active	Phase II scope approved; preliminary concept design work in Q4	Accountability	Operations	PW
Wastewater Treatment Plant Capacity Upgrades	Active	Final design technical memos and basis of design in early Q4; Award construction contract in Q1	Accountability	Operations	PW

Project	Status	Notes	Category	Project Driver	Dept
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	RFQ for consultant services advertised in Q3; work to begin in Q1	Accountability	Operations	PW
Winslow Water Tank Replacement Project	Active	Construction advertisement in Q4	Accountability	Capital	PW
Annual fleet and equipment procurement	Active	Majority of procurements on-track with exceptions for vehicles that are unavailable due to supply-chain issues.	Accountability	Capital	PW
City Hall Security System Software Upgrades	Active	Construction contract award expected in Q4.	Accountability	Operations	PW
Ferncliff water main extension	Active	100% design complete; Easements and construction contract award expected before end of the year.	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 Q4	Accountability	Operations	PW
PSE Franchise Renewal Process	Active	City's last round of reisions complete; expect Council approval in Q1 2024.	Accountability	Operations	PW
Sands Ave Well Rehabilitation	Active	Construction expected to be complete before end of year; setbacks due to manufacturuer-related equipment issues.	Accountability	Capital	PW
Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District started.	Accountability	Operations	PW
Stormwater System Plan	Active	Plan completion expected in Q1 2024.	Accountability	Operations	PW
Yeomalt Drive Drainage Improvement Project	Active	Project will be completed in Q4.	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
Provide downloadable GIS maps on City website	Active	Allow all GIS users to download existing maps.	Accountability	Operations	IT
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

	Project	Status	Notes	Category	Project Driver	Dept
	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
	Develop and issue banking Request for Proposals (RFP)	Active	The Finance Department is intending to seek proposals for new banking services. An RFP will be issued in Q4 2023.	Accountability	Operations	FIN
	Midbiennial Budget Modifications	Active	For 2024 Budget. Set hearing on Sept 12 for Oct 24	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	In Q3, Equity and Inclusion Manager joined City staff. Work on a race equity lens is proceeding in tandem with a climate lens.	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
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
45	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
45	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

	Project	Status	Notes	Category	Project Driver	Dept
75	All-Island Speed Limit Implementation	Complete	Project complete.	Mobility	Operations	PW
76	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
	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
80	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
81	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
	Continue to investigate options to improve community cellular	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

	Project	Status	Notes	Category	Project Driver	Dept
	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
	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
66	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