



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: May 3, 2024
To: City Council
From: Blair King, City Manager
Cc: City Attorney
Department Directors

Subject: Information on 2024 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 the City Council as their highest priority projects for 2021-2022 at the Council retreat on July 17, 2021, which are asterisked in the attached table.

Staff has tried to focus this list on the highest priority projects for 2024. The summary table includes nearly 80 different 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.

2024 Q1 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Completion of a license agreement with Friends of the Farms for activities on certain city-owned properties
- Decision to provide non-profit organizations with priority processing for land use and building permits
- Decision on alignment of future segment of the Sound to Olympics Trail
- Selection of a consultant team for the Community Arts Plan project
- Formation of Council ad hoc subcommittee related to sustainable transportation.

- Move of police and municipal court functions to the Ted Spearman Justice Center

It is important to recognize that each of these steps and decisions are the result of significant work, and in many cases will be followed by months if not years of staff work to implement.

Some significant activities that emerged in the course of 2024 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 2024 (grouped roughly by topic):

- Develop Bainbridge Island Municipal Code amendments related to electrical transmission at the request of an applicant
- Develop Bainbridge Island Municipal Code amendments to address requests related to unlisted/unidentified uses for property on Bainbridge Island
- Develop regulations related to crematoria and code as directed by City Council
- Host community welcome event for sustainable transportation coordinator
- Implement recommendations of the Council ad hoc subcommittee on committees
- Host community meeting related to redevelopment of the Police Station site for affordable housing
- Develop project and consider funding options for a water line to serve a visitor center at the Japanese American Exclusion Memorial
- Develop regulations for Short Term Rental businesses
- 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.

2024 Workplan Projects

Project	Status	Notes	Progress	Category	Project Driver	Dept
180 Olympic Drive property options	Active	Considering options related to this property.	As planned	Land Use/ Housing	Operations	Exec
625 Winslow Way affordable housing development options	Active	Developing financial feasibility options for City-led development of affordable housing at 625 Winslow Way.	As planned	Land Use/ Housing	Operations	Exec
Sign Code Update	Active	Council review anticipated in the first half of 2024. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Delayed	Land Use/ Housing	Policy	Exec
Winslow Subarea Plan and Comprehensive Plan Steering Committee Climate Lens and Equity Lens Implementation	Active	Developing climate and equity lenses for discussion with the Steering Committee in their outreach efforts.	As planned	Land Use/ Housing	Policy	Exec, PCD
Code Amendments Related to Electrical Transmission, applicant request	Active	Applicant submitting revised package; Planning Commission planned for February/March.	As planned	Land Use/ Housing	Required	PCD
Code amendments to address Unlisted/Unidentified Uses for Planning Commission	Active	City Council direction expected on May 14, 2024	As planned	Land Use/ Housing	Policy	PCD
Comprehensive Plan Update	Active	Scoping process complete, alternatives in development, EIS work beginning	Delayed	Land Use/ Housing	Required	PCD
Crematorium policy and code as directed by City Council	Active	City Council direction expected on April 23, 2024	As planned	Land Use/ Housing	Required	PCD
Design Review Legislation Compliance (HB 1293)	Active	Work to be done by Design Review Board	As planned	Land Use/ Housing	Policy	PCD
Hotels as a Permitted Use in Commercial Zones	Active	Research initiated and will be presented to the Planning Commission.	As planned	Land Use/ Housing	Policy	PCD
Housing Action Plan Scorecard Implementation	Active	Staff will develop scorecard and report back to Council and community.	As planned	Land Use/ Housing	Policy	PCD
Permit Review Timelines Legislation Compliance (SB 5290)	Active	Project initiated. Expect grant dollars to support reeseach and code updates	As planned	Land Use/ Housing	Required	PCD
Sea Level Rise Adaptation policy	Active	Consultant retained, work ongoing	As planned	Land Use/ Housing	Policy	PCD
Winslow Subarea Plan and Comprehensive Plan Steering Committee Support	Active	Consultant engaged; meetings held monthly.	As planned	Land Use/ Housing	Policy	PCD

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Winslow Subarea Plan Update	Active	Project ongoing. Draft alternatives reviewed by the Council in Q3 2023. Initiating Environmental Impact Statement process to analyze alternatives.	As planned	Land Use/ Housing	Policy	PCD
CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	Staff soliciting applications for viable sites for a 120kW system on the Island. A consultant has conducted site visits and will evaluate five options with staff. Staff will present recommended site for Council consideration in Q2 2024.	Delayed	Climate/ Natural Resources	Policy	Exec
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 continue to support businesses in complying with the 2024 waste reduction regulations.	As planned	Climate/ Natural Resources	Policy	Exec

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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. 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. Council review is expected to begin in May 2024.	Delayed	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 Q2.	Delayed	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 final report is anticipated in Q2 2024.	Delayed	Climate/ Natural Resources	Policy	Exec

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CAP: Solid Waste Services Agreement Negotiation	Active	City entered into a 12-month period of exclusive negotiation with Bainbridge Disposal to prepare a solid waste collection agreement. City objectives approved by the City Council on April 9, 2024.	As planned	Climate/ Natural Resources	Policy	Exec
Groundwater Management Plan	Active	Modeling expected in Q2; Plan completion estimated in Q4 2024	As planned	Climate/ Natural Resources	Operations	PW
E-bike Voucher Incentive Program	Active	New pilot program to incentivize the adoption of sustainable commute modes	Delayed	Mobility	Policy	Exec
Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	100% design complete; Right-of-way phase ongoing; grant obligation planned in Q2; construction 2025	As planned	Mobility	Capital	PW
Madison Avenue Bundled Project	Active	Construction started; anticipated completion in Q4 2024	As planned	Mobility	Capital	PW
Sound to Olympic Trail Planning	Active	Council approved final planning alignment; proejct complete in Q2	As planned	Mobility	Capital	PW
Trail Projects: Farm Trail; Lost Valley	Active	Permits partially received; planning completion of construction in Q3 2024	Delayed	Mobility	Operations	PW
Emergency Management - 5 Year Review and Update of the Comprehensive Emergency Management Plan (CEMP)	Active	Bainbridge Island CEMP is due for its five year review. Plan must be reviewed and approved by City Council and submitted to the State Emergency Management Division by the end of the calendar year.	As planned	Safety	Operations	Exec
Emergency Management - Complete build out and set up of EOC at Ted Spearman Justice Center	Active	Construction and finishing of the Emergency Operations Center is ongoing.	As planned	Safety	Operations	Exec
Emergency Management - Memoranda 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.	Delayed	Safety	Operations	Exec

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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	The Marine Officer was identified and designated to assume tasks previously assigned to the harbormaster. Outreach to the boating and harbor community was conducted to introduce the new role. Currently data for measuring results.	As planned	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	An additional speed measuring device was purchased to collect data at frequent complaint locations over extended periods.	As planned	Safety	Operations	POL
Parking Regulations and Programs Review	Active	Municipal Code is under review for updates to present to Council. The Downtown Employee Parking Program is being reviewed and updated. Communities and entities with informal parking agreements have been contacted and made aware of changes in enforcement practices. State RCO contacted to amend parking requirements under grant.	As planned	Safety	Policy	POL, EXEC
Special Events Review	Active	Process update to submit applications via web to replace the paper application.	As planned	Safety	Policy	POL, EXEC
Bainbridge Island Senior Community Center ground lease agreement update	Active	Discussion with BISCC ongoing related to ground lease update.	As planned	Community	Operations	Exec
Community Arts Plan Process	Active	City began bi-weekly meetings with Consultant. 12-month timeline established.	As planned	Community	Policy	Exec
Public Farmland Use License Agreement with Friends of the Farms	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. License agreement expected to be finalized in Q2.	Delayed	Community	Policy	Exec

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Suyematsu Historic District Management Agreement	Active	Community process began in Q4 2023. Ongoing discussions occurring related to manner and scope of agreement. Council review anticipated in Q2 or Q3 2024.	Delayed	Community	Policy	Exec
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.	Delayed	Community	Capital	Exec
Short Term Rental Program	Active	On target. Staff will work towards implementation this summer for the planned effective date of September 30.	As planned	Community	Operations	FIN
Water Line at Exclusion Memorial	Active	Project is on hold until funding is received	Paused	Community	Capital	PW
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 will deliver a first draft of their complete transition plan on April 30, 2024. The City will determine an implementation plan.	Delayed	Accountability	Operations	Exec
COBI Racial Equity Plan	Active	In Q1, Equity and Inclusion Manager will draft a REP for COBI, which will begin to be implemented in Q2-4.	As planned	Accountability	Operations	Exec
Racial Equity Lens	Active	In Q3 2023, Equity and Inclusion Manager joined City staff. Work on a race equity lens is proceeding in tandem with a climate lens. In Q1 and Q2 2024, The lens draft will be finalized and piloted with climate lens on one PW and one PCD project. In Q3, feedback from the pilot will be implemented into a final version of the lens. In Q3 & Q4, all departments will be educated on the lenses and support will be given by Equity & Inclusion Manager and Climate Manager.	As planned	Accountability	Operations	Exec

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Suquamish Tribe Relationship Building	Active	In Q1, help coordinate Government to Government luncheon. Visit Tribe as an introduction and about the Council Chambers Art Project. In Q2, help coordinate a Staff to Staff luncheon.	As planned	Accountability	Operations	Exec
Islander Mobile Home Park Employee Housing	Active	Developing budget amendment.	Delayed	Accountability	Operations	Exec, PW
2025-2026 Budget Development	Active	Ongoing	As planned	Accountability	Operations	FIN
Banking Request for Proposals (RFP) and Selection on Ongoing Bank	Active	RFP process completed. Bank change over will take place after the financial statements and associated audit are completed.	As planned	Accountability	Operations	FIN
Water and Sewer general obligation bond planning and issuance: \$4 - \$5 M Water, \$5.8 M Sewer	Active	Timing dependent on progress of associated capital projects. Expected in 2025.	As planned	Accountability	Operations	FIN
Annual fleet and equipment procurement	Active	2024 procurements underway	As planned	Accountability	Capital	PW
City Hall Security System Software Upgrades	Active	Project bid exceeded budget; Plan for re-bid in Q2 and construction in Q3	Delayed	Accountability	Capital	PW
Comcast Franchise Renewal	Active	Renewal expected in 2024; Delays associated with changes in City's legal team	Delayed	Accountability	Operations	PW
Ferncliff water main extension	Active	Construction start in Q2; complete in Q3	As planned	Accountability	Capital	PW
Pavement Condition Report Update and Project Prioritization	Active	Draft year 1 plan complete; Years 2-5 plan expected complete in Q2	Delayed	Accountability	Operations	PW
PSE Franchise Renewal	Active	City's last round of reisions complete; expect Council review in Q3 or Q3 2024.	Delayed	Accountability	Operations	PW
Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District started; Draft ILA expected in Q3 2024	Delayed	Accountability	Operations	PW
Stormwater System Plan	Active	Draft plan complete; Review with UAC in Q2; Council adoption in Q3	Delayed	Accountability	Operations	PW
Country Club Road Reconstruction	Active	100% design complete; Construction contract award anticipated Q2	As planned	Accountability	Capital	PW
Hawley/Irene Sewer Upgrades	Active	Design complete and permitting in process; construction contract award in Q3 2024	Delayed	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design complete; permits submitted; Pending hearing date Q2	Delayed	Accountability	Capital	PW

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Ted Spearman Justice Center Completion and Move In	Active	Move-in complete; construction contract wrap up in Q2	As planned	Accountability	Capital	PW
Ted Spearman Justice Center Exterior Public Art "Peers" Installation	Active	Installation in Q3	As planned	Accountability	Operations	PW
Wastewater Beneficial Re-Use Project	Active	Concept plan anticipated in Q2	Delayed	Accountability	Operations	PW
Wastewater Treatment Plant Capacity Upgrades	Active	Revised project execution strategy; Next milestone bid capacity equipment in Q3	Delayed	Accountability	Capital	PW
Wastewater Treatment Plant Outfall Replacement	Active	100% design contract award in Q2	As planned	Accountability	Capital	PW
Water and Sewer SCADA Upgrades	Active	Project complete in Q2	Delayed	Accountability	Capital	PW
Water System Business Plan	Active	Consultant services under contract; work completed in 2024	As planned	Accountability	Operations	PW
Winslow Water Tank Replacement Project	Active	Construction started; anticipated construction contract award of offsite improvements in Q3	As planned	Accountability	Capital	PW
Bicycle Friendly Community Designation	Active	Application submission in Q2 2024	As Planned	Accountability	Policy	Exec
Island Wide Transportation Plan Update	Active	Plan update to reconcile IWTP with the more recently adopted Sustainable Transportation Plan.	As Planned	Accountability	Policy	Exec
Critical Areas Ordinance Update	Pending	CAO updates required one year after due date of Comprehensive Plan updates	Paused	Land Use/ Housing	Required	PCD
Shoreline Management Program Periodic Review	Pending	Council briefing in Q2 2024 on work plan.	Delayed	Climate/ Natural Resources	Required	PCD
Youth Cyclists' Education Program	Pending	Youth focused cycling education program and safety campaign.	Delayed	Mobility	Policy	Exec
Animal Control Service Agreement Review	Pending	The contract with Kitsap Humane Society to provide animal control services will expire at the end of 2024. Service levels are being reviewed ahead of renewal.	Paused	Safety	Operations	POL, EXEC

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	CAP: Solar Panels and Battery Energy Storage project	Pending	In Q4 2022, Council authorized funding for 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. 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.	Paused	Community	Policy	Exec