



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: July 23, 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. This list was recently updated and reflects priorities for the current year and coming biennium.

This list focuses on the highest priority projects for 2024. The summary table includes over 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 and Q2 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Successfully applied for Washington State Department of Commerce Connecting Housing to Infrastructure Program (CHIP) grant with Housing Resources Bainbridge
- Implemented first multi-family housing property tax exemption application for the Wintergreen apartments
- Secured federal and state grant funds for Springbrook Creek fish passage restoration project
- Directed staff to review downtown parking programs

- Authorized solicitation for an affordable housing development partner for 625 Winslow project location
- Completed acquisitions of easements and design for Eagle Harbor Drive non-motorized improvements
- Completed foundation for the Winslow High Water Tank
- Commenced construction of the bundled Madison Avenue Project
- Completed and approved a license agreement with Friends of the Farms for activities on certain city-owned properties
- Decided to provide non-profit organizations with priority processing for land use and building permits. A dozen permits have received priority processing in 2024.
- Decided on alignment of future segments of the Sound to Olympics Trail
- Direction related to grant application and potential funding for segments of the Sound to Olympics Trail, with direction related to two segments for a grant due in July
- Selected of a consultant team for the Community Arts Plan project
- Community kick off of the Community Arts Plan project
- Formed 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
- Conduct negotiations with Bainbridge Disposal based on approved objectives
- Plan and participate in Juneteenth celebration
- Consider regulations related to protection of beavers on Bainbridge Island
- Host community welcome event for sustainable transportation coordinator
- Plan and support Bike to School/Work Day
- Support Council ad hoc subcommittee related to Sustainable Transportation
- Implement recommendations of the Council ad hoc subcommittee on committees

- Lead development of application to ATIIP grant (Active Transportation Infrastructure Investment Program), including modifying scope and budget
- Consider how to promote more engagement of youth in City of Bainbridge Island programming and decision making
- 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
- Provide information about and consider development of regulations related to beavers
- 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.

Council established the following priorities and area of emphasis for 2025-2026:

- Climate Action Plan Implementation
- Affordable Housing
- City Website Improvements
- Sustainable Transportation Plan Implementation
- Comprehensive Plan
- Groundwater Management Plan
- Resolve Permit Backlog
- Winslow Subarea Plan
- Equity Lens
- Road Maintenance

Thank you for allowing staff to submit this report.

2024 Workplan Projects

Project	Status	Notes	Progress	Category	Project Driver	Dept
** Comprehensive Plan Update	Active	Project ongoing. Draft Environmental Impact Statement process to analyze both	As planned	Land Use/ Housing	Required	PCD
** Housing Action Plan Scorecard Implementation	Active	Staff presented first review of actions to City Council on June 4, 2024. Estimate next scorecard presented in Dec. 2024.	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
** Winslow Subarea Plan Update	Active	Project ongoing. Draft alternatives reviewed by the Council in Q3 2023. Draft Environmental Impact	As planned	Land Use/ Housing	Policy	PCD
Code Amendments Related to Electrical Transmission, applicant request	Active	Staff is working with the applicant	As planned	Land Use/ Housing	Required	PCD
Code Amendments to Address Unlisted/Unidentified Uses for Planning Commission	Active	Staff will prepare options for Planning Commission consideration	Delayed	Land Use/ Housing	Policy	PCD
Crematorium Policy and Potential Municipal Code Amendment	Active	Moratorium Ordinance No. 2024-11 approved on 4/23/24 and expires on 10/23/24.	As planned	Land Use/ Housing	Required	PCD
Design Review Legislation Compliance (HB 1293)	Active	Design Review Board review and recommendations will be complete in 2024. Council consideration and approval of new procedures must be completed by Q2 2025.	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.	Delayed	Land Use/ Housing	Policy	PCD
Permit Review Timelines Legislation Compliance (SB 5290)	Active	Ordinance to align SB 5290 requirements with local code due by end of 2024.	As planned	Land Use/ Housing	Required	PCD
Sea Level Rise Adaptation policy	Active	Presentation on final report scheduled July 16, 2024	As planned	Land Use/ Housing	Policy	PCD
** 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
180 Olympic Drive property options	Active	Considering options related to this property.	As planned	Land Use/ Housing	Operations	Exec

Project	Status	Notes	Progress	Category	Project Driver	Dept
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	Staff will provide analysis and recommendations of regulations regarding options for regulation of signs to the Council on August 13, 2024.	Delayed	Land Use/ Housing	Policy	Exec
** Groundwater Management Plan	Active	Modeling expected in Q3; Plan completion estimated in Q4 2024	As planned	Climate/ Natural Resources	Operations	PW
Regulations Relating to the Protection of Beavers	Active	Staff or a regional expert will present information to the City Council in Q3 2024.	As planned	Climate/ Natural Resources	Policy	PW
** CAP: Heat Pump Pilot Program	Active	Developing a community program to support installation of heat pumps in residences on Bainbridge Island to reduce greenhouse gas emissions associated with residential heating.	Delayed	Climate/ Natural Resources	Policy	Exec
** CAP: Solar panel installation per carbon offset recommendation at non-City-	Active	Staff will present recommended site for Council consideration with proposed Interlocal Agreement in Q3	Delayed	Climate/ Natural Resources	Policy	Exec
** CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ongoing support of initiatives related to compliance.	As planned	Climate/ Natural Resources	Policy	Exec
** CAP: Zero Emissions Landscaping Tools (community-wide regulations)	Active	REAC and CCAC joint subcommittee working together on this issue.	Delayed	Climate/ Natural Resources	Policy	Exec
** CAP: COBI Fleet Electrification	Active	Consultant report to Council expected in Q3 2024.	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	Delayed	Climate/ Natural Resources	Policy	Exec
** CAP: Solid Waste Services Agreement Negotiation	Active	City entered into a 12-month period of exclusive negotiation with Bainbridge Disposal to prepare a	As planned	Climate/ Natural Resources	Policy	Exec
** Sound to Olympic Trail Planning	Active	20% design of Sakai Pong segment almost complete; ATIP grant to be submitted for design/construction	As planned	Mobility	Capital	PW
Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Grant obligations met; project likely to be bid in the fall with a delayed construction start in spring 2025.	As planned	Mobility	Capital	PW
Madison Avenue Bundled Project	Active	Construction started; anticipated completion in Q4 2024	As planned	Mobility	Capital	PW

Project	Status	Notes	Progress	Category	Project Driver	Dept
Trail Projects: Farm Trail; Lost Valley	Active	Construction started and anticipated complete in Q3	As planned	Mobility	Operations	PW
** STP: Bike Corral on Winslow Way	Active	Council approved dedication of one parking space on Winslow Way for bicycle and e-bicycle at-grade parking.	As planned	Mobility	Operations	Exec
** STP: E-bike Voucher Incentive Program	Active	New pilot program to incentivize the adoption of sustainable commute	Delayed	Mobility	Policy	Exec
Animal Control Service Agreement Review	Active	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.	As planned	Safety	Operations	POL, EXEC
Parking Regulations and Programs Review	Active	Staff secured reduction to parking limitations to align with demand on Brien and Bjune. Next steps include standardization of hourly parking	As planned	Safety	Policy	POL, EXEC
Special Events Review	Active	Council approved list of co-sponsored events for 2024.	As planned	Safety	Policy	POL, EXEC
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	An officer was dedicated in Q1 2024 as the full-time marine officer. The 2024 boating season is underway with statistics being collected.	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	Traffic emphasis is continuing as staffing is available. Collection of automated data is delayed due to staffing turnover.	Paused	Safety	Operations	POL
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

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Emergency Management - Memoranda of Understanding	Active	MOU work is ongoing. MOUs/ILAs are in place for the majority of our	As planned	Safety	Operations	Exec
Water Line at Exclusion Memorial	Active	On-hold while BJAEMA engineer develops project bid package	Paused	Community	Capital	PW
Short Term Rental Program	Active	On target for the planned effective date of September 30. Ongoing meetings with stakeholders have informed this process.	As planned	Community	Operations	FIN
Bainbridge Island Senior Community Center ground lease agreement update	Active	Project update to Council planned for July 2024.	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
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 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. Expecting installation in Q3 or Q4 2024.	Delayed	Community	Capital	Exec
Youth in Government	Active	Staff is considering opportunities for youth to participate in City of Bainbridge Island programs and decision making.	As planned	Community	Policy	Exec
Country Club Road Reconstruction	Active	Project construction on hold until 2025 due to staffing vacancies	Paused	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	Active	Design complete; permits submitted; Pending hearing date Q3	Delayed	Accountability	Capital	PW
Ted Spearman Justice Center Completion and Move In	Active	Delayed punchlist items to be completed in Q3	As planned	Accountability	Capital	PW
Ted Spearman Justice Center Exterior Public Art "Peers" Installation	Active	Installation in Q3	As planned	Accountability	Operations	PW

Project	Status	Notes	Progress	Category	Project Driver	Dept
Wastewater Beneficial Re-Use Project	Active	Briefed UAC in Q2; Final report due in Q3	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 Q3	Delayed	Accountability	Capital	PW
Water and Sewer SCADA Upgrades	Active	Project complete	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 Q1 2025	As planned	Accountability	Capital	PW
** Pavement Condition Report Update and Project	Active	Draft year 1 plan complete; City Council briefings planned in Q3	Delayed	Accountability	Operations	PW
Annual fleet and equipment procurement	Active	2024 procurements underway	As planned	Accountability	Capital	PW
City Hall Security System Software Upgrades	Active	Anticipate re-bidding the project 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
Fernclyff water main extension	Active	Construction anticipated completed in Q3	As planned	Accountability	Capital	PW
PSE Franchise Renewal	Active	City Council adoption anticipated in Q3	Delayed	Accountability	Operations	PW
Sewer District 7 Interlocal Agreement Update	Active	City Council adoption anticipated in Q3	Delayed	Accountability	Operations	PW
Stormwater System Plan	Active	City Council adoption anticipated in Q4	Delayed	Accountability	Operations	PW
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
2025-2026 Budget Development	Active	Ongoing	As planned	Accountability	Operations	FIN
Banking Request for Proposals (RFP) and Selection on Ongoing Bank	Active	Project delayed due to staffing limitations.	Delayed	Accountability	Operations	FIN
** Islander Mobile Home Park Employee Housing	Active	Project ongoing. Budget request expected in 2024 for installation in 2024 or 2025.	Delayed	Accountability	Operations	Exec, PW

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** COBI Racial Equity Plan	Active	Working with Scott Winn and the City Racial Equity Team to create a plan draft in Q3 2024.	As planned	Accountability	Operations	Exec
** Racial Equity Lens	Active	COBI pilot of lens delayed due to Climate Manager's departure. After a prolonged search for Climate Manager, Racial Equity lens will be piloted alone soon.	As planned	Accountability	Operations	Exec
Americans with Disabilities Act Transition Plan	Active	Information from Accessology collected. Meeting with potential new consultant on remaining scope of work planned for Q3 2024.	Delayed	Accountability	Operations	Exec
Suquamish Tribe Relationship Building	Active	Government to Government luncheon occurred in late March. Anshu visited Tribe's Cultural Committee in May as an introduction and about the Council Chambers Art Project. A Tribal member will now serve on that committee.	As planned	Accountability	Operations	Exec
Island Wide Transportation Plan Update	Active	Reconcile IWTP with the more recently adopted Sustainable Transportation Plan.	As planned	Accountability	Policy	Exec
Public Farmland Use License Agreement with Friends of the Farms	Complete	Master Lease for farmland terminated at yearend 2023. License agreement approved in Q2.	Complete	Community	Policy	Exec
STP: Bicycle Friendly Community Designation	Complete	Application submitted in Q2 2024.	Complete	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
** STP: Youth Cyclists Education Program	Pending	Youth focused cycling education program and safety campaign.	Delayed	Mobility	Policy	Exec
** CAP: Solar Panels and Battery Energy Storage project	Pending	Project delayed due to staff limitations. 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. 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