



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: November 7, 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 – Q3 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Successfully applied for and received Washington State Department of Commerce Connecting Housing to Infrastructure Program (CHIP) grant for \$480,000 with Housing Resources Bainbridge
- Implemented first multi-family housing property tax exemption application for the Wintergreen apartments
- Secured over \$6.6M in federal and state grant funds for Springbrook Creek fish passage restoration project

- Completed review of downtown parking programs, including adjustment to allow additional on-street parking on weekends and holidays, and revisions to update the municipal code
- Selected Low Income Housing Institute (LIHI) for exclusive negotiation as the City's affordable housing development partner for 625 Winslow project location
- Voted to acquire the Notch Property at 180 Olympic Drive to support the affordable housing project
- 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. Over one 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
- Published a Draft Environmental Impact Statement on alternatives for the Comprehensive Plan and Winslow Subarea Plan updates
- Held significantly expanded National Night Out celebration at Waterfront Park
- Conducted outreach and engagement on the Comprehensive Plan and Winslow Subarea Plan through island-wide mailers, roadshows, city advisory group meetings and open houses
- Hosted community unveiling of Peers artwork at the Ted Spearman Justice Center
- Commemorated Welcome Pole on the Sound to Olympics Trail
- Selected a consultant team for the Community Arts Plan project
- Hosted the Community Arts Plan project community kick off events with consultant team
- Formed Council ad hoc subcommittee related to sustainable transportation
- Moved 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 shown on the next page. 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
- Propose new sign code ordinance to address sandwich board and temporary signs
- 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
- Consider Bainbridge Island Municipal Code amendments related to unlisted or unidentified land uses
- Develop draft legislative agenda related to Washington State legislative session for 2025
- Conduct negotiations with Bainbridge Disposal based on approved objectives
- Plan and participate in Juneteenth celebration
- Plan and present community National Night Out 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
- Plan, design and install bike corral (dedicated bike parking) on Winslow Way
- Support Council ad hoc subcommittee related to Sustainable Transportation
- Lead development of application to ATIIP grant (Active Transportation Infrastructure Investment Program), including modifying scope and budget
- Implement recommendations of the Council ad hoc subcommittee on committees
- Meet with youth at local high schools 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 and implement registration for roughly 140 Short-Term Rental businesses
- Consider and approve new agreement with Bainbridge Island Senior Community Center
- Evaluate automated traffic safety cameras for enforcement of ferry line violations

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	Category	Project Driver	Dept
** Comprehensive Plan Update	Active	Draft Environmental Impact Statement process to analyze both Comprehensive Plan and Winslow alternatives published Q2. Q3 2024 community engagement. Target completion Q1/Q2 2025.	Land Use/ Housing	Required	PCD
** Housing Action Plan Scorecard Implementation	Active	Staff presented first review of actions to City Council Q2 2024. Next report planned in Q4 2024.	Land Use/ Housing	Policy	PCD
** Winslow Subarea Plan and Comprehensive Plan Steering Committee Support	Active	Consultant engaged; meetings held monthly.	Land Use/ Housing	Policy	PCD
** Winslow Subarea Plan Update	Active	Draft Environmental Impact Statement process to analyze both Comprehensive Plan and Winslow alternatives published Q2 2024. August-September community engagement being planned. Comments due 10/10/24.	Land Use/ Housing	Policy	PCD
Code Amendments Related to Electrical Transmission, applicant request	Active	Staff is working with the applicant	Land Use/ Housing	Required	PCD
Code Amendments to Address Unlisted/ Unidentified Uses for Planning Commission	Active	Planning Commission review planned in Q3 2024	Land Use/ Housing	Policy	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.	Land Use/ Housing	Policy	PCD
Hotels as a Permitted Use in Commercial Zones	Active	Research initiated and will be presented to the Planning Commission.	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.	Land Use/ Housing	Required	PCD
Triennial Permit Fee Update	Active	Team is preparing report. Council review expected in Q1 2025.	Land Use/ Housing	Required	PCD
** Winslow Subarea Plan and Comprehensive Plan Steering Committee Climate Lens and Equity Lens Implementation	Active	Using climate and equity lenses in discussion with the Steering Committee in their outreach efforts.	Land Use/ Housing	Policy	Exec, PCD
** 180 Olympic Drive property options	Active	Proceeding with actions to acquire property	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	Land Use/ Housing	Operations	Exec
Code Amendments Related to Sign Code	Active	Discussion of options Q4 2024.	Land Use/ Housing	Policy	Exec
** Groundwater Management Plan	Active	First phase modeling complete; community engagement in Q4 and plan completion in Q1 2025	Climate/ Natural Resources	Operations	PW

Project	Status	Notes	Category	Project Driver	Dept
Regulations Relating to the Protection of Beavers	Active	Staff or a regional expert will present information to the City Council in Q4 2024.	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.	Climate/ Natural Resources	Policy	Exec
** CAP: Solar panel installation per carbon offset recommendation at non-City-	Active	Council consideration of Interlocal Agreement with Bainbridge Island School District in Q3 2024.	Climate/ Natural Resources	Policy	Exec
** CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ongoing support of initiatives related to compliance.	Climate/ Natural Resources	Policy	Exec
** CAP: Zero Emissions Landscaping Tools (community-wide regulations)	Active	REAC and CCAC joint subcommittee working together on this issue.	Climate/ Natural Resources	Policy	Exec
** CAP: COBI Fleet Electrification	Active	Consultant report to Council expected in Q4 2024.	Climate/ Natural Resources	Operations	Exec
** CAP: ETIPP Renewable Energy Technical Assistance	Active	Technical assistance program to identify specific pathways towards 100% renewable energy for the island, and increase the community's energy	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 solid waste collection agreement. City objectives approved by the City Council Q2 2024.	Climate/ Natural Resources	Policy	Exec
** STP: 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.	Mobility	Capital	PW
** STP: Madison Avenue Bundled Project	Active	Construction started; anticipated completion in Q4 or early Q1 depending on weather.	Mobility	Capital	PW
** STP: Sound to Olympic Trail Planning	Active	ATIIP grant submitted for 2 segments of the planned trail in Q2 2024. RAISE grant paperwork completed Q3 2024.	Mobility	Capital	PW
** STP: Trail Projects: Farm Trail; Lost Valley	Active	Construction complete; landscaping mitigation in Q4	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.	Mobility	Operations	Exec
** STP: E-bike Voucher Incentive Program	Active	New pilot program to incentivize the adoption of sustainable commute modes	Mobility	Policy	Exec
Ferry Line Traffic Enforcement	Active	Considering pilot program to identify vehicles disregarding traffic signs or otherwise cutting into the ferry line.	Mobility	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
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.	Safety	Operations	POL, EXEC
Parking Regulations and Programs Review	Active	Standardize parking limits and establish consistent parking permit program.	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.	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.	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. Plan review is almost complete and will come to Council for review in October.	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. Initial equipment purchases have been made. Additional electrical and network work is planned in order to continue radio/communications work.	Safety	Operations	Exec
Emergency Management - Memoranda of Understanding with community partners for Hubs and Shelters	Active	MOU work is ongoing. MOUs/ILAs are in place for the majority of our disaster hubs.	Safety	Operations	Exec
Water Line at Exclusion Memorial	Active	On-hold while BIJAEMA engineer develops project bid package	Community	Capital	PW

Project	Status	Notes	Category	Project Driver	Dept
Short Term Rental Registration Program	Active	Ongoing meetings with stakeholders have informed this process. Moving to compliance focus.	Community	Operations	FIN
Community Arts Plan Process	Active	City began bi-weekly meetings with Consultant. 12-month timeline established.	Community	Policy	Exec
Suyematsu Historic District Management Agreement	Active	Community process began in Q4 2023. Council review anticipated in Q3 2024.	Community	Policy	Exec
Youth in Government	Active	Staff outreach to BHS, Hyla, EHHS sophomores-seniors to garner interest. In Nov/Dec hope to host a "focus group" with interested students to learn more from them about what kind of programming we should put in place.	Community	Policy	Exec
Hawley/Irene Sewer Upgrades	Active	Construction contract bid received; award in Q4	Accountability	Capital	PW
Ted Spearman Justice Center Completion and Move In	Active	Punchlist complete; anticipate project acceptance in Q1 2025	Accountability	Capital	PW
Wastewater Beneficial Re-Use Project	Active	Final draft report received	Accountability	Operations	PW
Wastewater Treatment Plant Capacity Upgrades	Active	Project bid package being reviewed by DOE; anticipate bid and award in Q1 2025	Accountability	Capital	PW
Wastewater Treatment Plant Outfall Replacement	Active	100% design contract award in Q3	Accountability	Capital	PW
Water and Sewer SCADA Upgrades	Active	Project complete	Accountability	Capital	PW
Water System Business Plan	Active	Consultant services under contract; work complete in early 2025	Accountability	Operations	PW
Winslow Water Tank Replacement Project	Active	Construction started; anticipated construction contract award of offsite improvements in Q1 2025	Accountability	Capital	PW
** Pavement Condition Report Update and Project Prioritization	Active	City Council briefings planned to be complete in Q3; Awaiting decision on potential funding options	Accountability	Operations	PW
Annual fleet and equipment procurement	Active	2024 procurements underway	Accountability	Capital	PW
City Hall Security System Software Upgrades	Active	Anticipate re-bidding the project in Q4	Accountability	Capital	PW
Fernclyff water main extension	Active	Construction complete; project acceptance in Q4	Accountability	Capital	PW
PSE Franchise Renewal	Active	City Council adoption anticipated in Q4	Accountability	Operations	PW
Sewer District 7 Interlocal Agreement Update	Active	City Council adoption anticipated in Q4	Accountability	Operations	PW
Stormwater System Plan	Active	City Council adoption anticipated in Q4	Accountability	Operations	PW

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Water and Sewer general obligation bond planning and issuance: \$5 M Water, \$6.8 M Sewer	Active	Timing dependent on progress of associated capital projects. Expected in 2025.	Accountability	Operations	FIN
2025-2026 Budget Development	Active	Ongoing	Accountability	Operations	FIN
City Banking Services Transition	Active	Kitsap Bank selected, contract in progress, cutover expected q1 2025	Accountability	Operations	FIN
** Islander Mobile Home Park Employee Housing	Active	Project ongoing. Budget request expected in 2024 for installation in 2024 or 2025.	Accountability	Operations	Exec, PW
** City of Bainbridge Island Racial Equity Plan	Active	Plan draft (in the form of a table) will be ready for review in November.	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 is being piloted on Utility Rate Study with PW. Demographic data collection in water/sewer area is in process as a result. Lens was used for outreach with DEIS with success. Anshu will use these experiences to make changes to the draft, which will hopefully get approved to be "official" in early 2025. Scott Winn to do some trainings around applying a REL.	Accountability	Operations	Exec
Americans with Disabilities Act Transition Plan	Active	Working with new consultant on remaining scope of work.	Accountability	Operations	Exec
Comcast Franchise Renewal	Active	Renewal negotiations in process.	Accountability	Operations	Exec
Suquamish Tribe Relationship Building	Active	Tribal member participating in Council Chambers art process. Welcome Pole event a success. Continued relationship building.	Accountability	Operations	Exec
** Island Wide Transportation Plan Update	Active	Reconcile IWTP with the more recently adopted Sustainable Transportation Plan.	Accountability	Policy	Exec

Project	Status	Notes	Category	Project Driver	Dept
** CAP: Sea Level Rise Adaptation report	Complete	Report presented Q2 2024.	Land Use/ Housing	Policy	PCD
Code Amendments Related to Crematoria	Complete	Recommendations from Planning Commission to be considered by Council in Q3/Q4 2024	Land Use/ Housing	Required	PCD
** STP: Bicycle Friendly Community Designation	Complete	Application submitted in Q2 2024.	Mobility	Policy	Exec
Special Events Review and Policy Development	Complete	Council approved list of co-sponsored events for 2024.	Community	Policy	POL, EXEC
Bainbridge Island Senior Community Center ground lease agreement update	Complete	Council approved ground lease update in Q2.	Community	Operations	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.	Community	Policy	Exec
Welcome Pole Project on the Sound to Olympics Trail	Complete	Partnering with the Suquamish Tribe, Bainbridge Island Parks & Trails Foundation and Public Art Committee. Installation in Q3 2024.	Community	Capital	Exec
Ted Spearman Justice Center Exterior Public Art "Peers" Installation	Complete	Project complete	Accountability	Operations	PW
Critical Areas Ordinance Update	Pending	CAO updates required one year after due date of Comprehensive Plan updates	Land Use/ Housing	Required	PCD
Shoreline Management Program Periodic Review	Pending	Council briefing in Q2 2024 on work plan.	Climate/ Natural Resources	Required	PCD
** STP: Youth Cyclists Education Program	Pending	Youth focused cycling education program and safety campaign. Paused pending staff availability ad BISS partnership development.	Mobility	Policy	Exec
** CAP: Solar Panels and Battery Energy Storage project	Pending	Project delayed due to staff limitations.	Community	Policy	Exec
Country Club Road Reconstruction	Pending	Project construction on hold until 2025 due to staffing vacancies	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Pending	Design complete; permits submitted; Pending hearing date in Q1 2025	Accountability	Capital	PW