CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: February 25, 2025

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 report accompanying this memo is to provide an update on some of the City's current 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 to reflect priorities for 2024 and the upcoming 2025-2026 biennium.

This report 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 Year-End 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 the 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 received priority processing in 2024.
- Determined alignment of future segments of the Sound to Olympics Trail
- Directed 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 (DEIS) 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
- Reviewed over 500 community comments related to the Comprehensive Plan/Winslow Subarea Plan Draft Environment Impact Statement (DEIS)
- Hosted a 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 steering committee and 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
- Hired new Climate and Sustainability Manager
- Determined Council priorities and areas of emphasis for 2025-2026

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
- 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
- Update municipal code related to Electric Vehicle charging infrastructure
- Remove and arrange for community use of wood from red oak tree at City-owned property

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	Planning Commission and community engagement in Q1 2025. Target completion 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 Q1 or Q2 2025	Land Use/ Housing	Policy	PCD
** Winslow Subarea Plan and Comprehensive Plan Steering Committee Support	Active	Monthly meetings held throughout 2024. Next meeting - March 2025. Anticipated to sunset Q2 2025 after one more major public engagement event.	Land Use/ Housing	Policy	PCD
** Winslow Subarea Plan Update	Active	Planning Commission work is ongoing; recommendations expected by end of Q1 2025. Staff will work with Council in Q2 2025.	Land Use/ Housing	Policy	PCD
Code Amendments to Address Unlisted/ Unidentified Uses for	Active	Scheduled for Council discussion March 2025.	Land Use/ Housing	Policy	PCD
Design Review Legislation Compliance (HB 1293)	Active	Design Review Board draft anticipated to be before Planning Commission end of Feb/early March 2025. Council consideration and approval of new procedures must be completed by May 2025.	Land Use/ Housing	Policy	PCD
Trienial 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	Final transaction expected in Q1 2025	Land Use/ Housing	Operations	Exec
** 625 Winslow Way affordable housing development options	Active	Drafting Development Agreement with affordable housing developer, target completion June 2025, followed by a Master Development Plan.	Land Use/ Housing	Operations	Exec
Code Amendments Related to Sign Code	Active	Implementation in Q1 2025	Land Use/ Housing	Policy	Exec
** Groundwater Management Plan	Active	First phase modeling complete; community engagement in Q2 and plan completion in Q2 2025	Climate/ Natural Resources	Operations	PW
Regulations Relating to the Protection of Beavers	Active	Continue discussion of options in Q2 2025	Climate/ Natural Resources	Policy	PW
** CAP: Heat Pump Pilot Program	Active	Program initiated, with first installation completed in Q4 2024. Target completion in Q2 2025.	Climate/ Natural Resources	Policy	Exec
** CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ongoing support of initiatives related to compliance. Participated in 7 outreach events regarding composting connecting with 400 residents. Mailed postcards to all Island residents on composting regulations.	Climate/ Natural Resources	Policy	Exec

Project	Status	Notes	Category	Project Driver	Dept
** CAP: Zero Emissions Landscaping Tools (community-wide regulations)	Active	REAC and CCAC joint subcommittee working together on this issue. Discussion with City Council will occur at February 18 study session	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	Construction contract award in Q1 2025; Construction in summer 2025	Mobility	Capital	PW
** STP: Madison Avenue Bundled Project	Active	Substantial completion in Q1 2025; Final paving and striping in early Q2 2025	Mobility	Capital	PW
** STP: Sound to Olympic Trail Planning	Active	Award design agreement in Q2 2025	Mobility	Capital	PW
** STP: Trail Projects: Lost Valley	Active	Begin Lost Valley Trail permitting in Q1 2025	Mobility	Operations	PW
Ferry Line Traffic Enforcement	Active	Pilot program planned for Q1 2025	Mobility	Operations	Exec
Animal Control Service Agreement Review	Active		Safety	Operations	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 - 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 was completed in Q4. Final radio and antenna purchases will be made in Q1 2025. Once all equipment has been received, final installation and calibration work will commence.	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. The remaining disaster hubs that need signed MOUs are IslandWood and Wing Point Country Club.	Safety	Operations	Exec

	Project	Status	Notes	Category	Project Driver	Dept
	Water Line at Exclusion Memorial	Active	Expected construction award in early Q2 2025; construction start late Q2	Community	Capital	PW
	Community Arts Plan Process	Active	City began bi-weekly meetings with Consultant. 12-month timeline established. Plan expected to be completed in Q1 2025 with presentation to City Council in Q2 2025.	Community	Policy	Exec
	Suyematsu Historic District Management Agreement	Active	Community alliance working on plan and program development.	Community	Policy	Exec
	Youth in Government	Active	Planning for opportunity to invite area youth to learn about government and hear how they would like to engage. Memos written for City Manager to share with Council.	Community	Policy	Exec
	Hawley/Irene Sewer Upgrades	Active	Construction start in Q1 2025	Accountability	Capital	PW
	Ted Spearman Justice Center Completion and Move In	Active	Manage remaining warranty work post warranty period; complete in Q3 2025	Accountability	Capital	PW
	Wastewater Beneficial Re-Use Project	Active	Present draft report to City Council in Q1 2025	Accountability	Operations	PW
	Wastewater Treatment Plant Capacity Upgrades	Active	Construction contract award in Q1 2025	Accountability	Capital	PW
	Wastewater Treatment Plant Outfall Replacement	Active	Design contract award in Q1 2025	Accountability	Capital	PW
	Water System Business Plan	Active	Review early findings with UAC in Q1 2025	Accountability	Operations	PW
	Winslow Water Tank Replacement Project	Active	Construction started; construction contract award of offsite improvements in Q1 2025	Accountability	Capital	PW
	** Pavement Condition Report Update and Project Prioritization	Active	CIty Council briefings and community engagement to continue in Q2	Accountability	Operations	PW
	Annual fleet and equipment	Active	2024 procurements underway	Accountability	Capital	PW
	City Hall Security System Software Upgrades	Active	Construction contract award in Q1 2025; Construction in spring 2025	Accountability	Capital	PW
	Ferncliff water main extension	Active	Construction complete; Casey well house demolition in Q2 2025	Accountability	Capital	PW
	Sewer District 7 Interlocal Agreement Update	Active	Complete; CIty Council review of connection policy in Q1 2025	Accountability	Operations	PW
	Stormwater System Plan	Active	Planned City Council adoption in Q1 2025	Accountability	Operations	PW
	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
	City Banking Services Transition	Active	Kitsap Bank selected, contract in progress, cutover expected Q2 or Q3 2025	Accountability	Operations	FIN
	** Islander Mobile Home Park Employee Housing	Active	Project ongoing. Budget request approved in 2024 for installation in 2025.	Accountability	Operations	Exec, PW
	** City of Bainbridge Island Racial Equity Plan	Active	Ongoing	Accountability	Operations	Exec

	Project	Status	Notes	Category	Project Driver	Dept
	** Racial Equity Toolkit	Active	Racial Equity Toolkit piloted on Utility Rate Study with PW. Demographic data collection in water/sewer area is in process as a result with recommendations for scaling reductions to be shared with Council in 2025. Plans in place for February and March trainings for operationalizing the Toolkit.	Accountability	Operations	Exec
	Americans with Disabilities Act Transition Plan	Active	Working with new consultant on remaining scope of work. Performing community outreach Q1/Q2	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. Offering of wood from red oak in process.	Accountability	Operations	Exec
	** Island Wide Transportation Plan Update	Active	Reconcile IWTP with the more recently adopted Sustainable Transportation Plan.	Accountability	Policy	Exec
	** CAP: Sea Level Rise Adaptation report	Complete	Report presented Q2 2024.	Land Use/ Housing	Policy	PCD
	Code Amendments Related to Crematoria	Complete	Complete. Ordinance 2024-21	Land Use/ Housing	Required	PCD
	Code Amendments Related to Electrical Transmission, applicant request	Complete	Complete. Ordinance 2024-16	Land Use/ Housing	Required	PCD
	Permit Review Timelines Legislation Compliance (SB 5290)	Complete	Complete. Ordinance 2024-28	Land Use/ Housing	Required	PCD
	** CAP: Solar panel installation per carbon offset recommendation at non-City-owned site.	Complete	Project transferred as capital project to Public Works	Climate/ Natural Resources	Policy	Exex
	** CAP: COBI Fleet Electrification Study	Complete	Consultant report to Council provided in Q4 2024.	Climate/ Natural Resources	Operations	Exec
	** CAP: ETIPP Renewable Energy Technical Assistance	Complete	Complete	Climate/ Natural Resources	Policy	Exec
	** STP: Bicycle Friendly Community Designation	Complete	Designation received.	Mobility	Policy	Exec
	** 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. Stanchions installed. Art to follow in Q2 2025	Mobility	Operations	Exec
	Parking Regulations and Programs Review	Complete	Standardize parking limits and establish consistent parking permit program.	Safety	Policy	POL, EXEC
	Emergency Management - 5 Year Review and Update of the Comprehensive Emergency Management Plan (CEMP)	Complete	Complete. CEMP reviwed by staff and City Council and submitted to the State for review. Official review and feedback received by the Emergency Manager in January 2025.	Safety	Operations	Exec
	Special Events Review and Policy Development	Complete	Council approved list of co-sponsored events for 2024.	Community	Policy	POL, EXEC
	Short Term Rental Registration Program Development and Implementation	Complete	Set up complete. Processing applications as they come in and moving to compliance focus.	Community	Operations	FIN

	Project	Status	Notes	Category	Project Driver	Dept
	Bainbridge Island Senior Community Center ground lease agreement	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	Complete	Accountability	Operations	PW
	Water and Sewer SCADA Upgrades	Complete	Project complete	Accountability	Capital	PW
	PSE Franchise Renewal	Complete	Complete	Accountability	Operations	PW
	2025-2026 Budget Development	Complete	Complete	Accountability	Operations	FIN
	Hotels as a Permitted Use in Commercial Zones	Deferred	Planning Commission deferred on issue until Winslow Subarea Plan work was further along. Anticipated to be part of that work in 2025.	Land Use/ Housing	Policy	PCD
	** STP: E-bike Voucher Incentive Program	Deferred	New pilot program to incentivize the adoption of sustainable commute modes	Mobility	Policy	Exec
	Critical Areas Ordinance Update	Pending	CAO updates required one year after due date of Comprehensive Plan updates. Work anticipated to ramp up mid-2025.	Land Use/ Housing	Required	PCD
	Shoreline Management Program Periodic Review	Pending	Deferred until after the completion of the Winslow Subarea Plan, COmp Plan and CAO update	Climate/ Natural Resources	Required	PCD
	** STP: Youth Cyclists Education Program	Pending	Youth focused cycling education program and safety campaign. Paused pending staff availability ad BISD 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	Construction contract awarded; Begin work in early Q2 2025	Accountability	Capital	PW
	Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Pending	Design complete; permits submitted; Pending hearing date in Q2 2025	Accountability	Capital	PW