

**2021 Workplan Projects**  
*Last updated May 13, 2021*

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
NTA Grant for Manzanita Watershed Planning	Active	Grant available in Q2 2021	Beginning	PW									medium	Climate/ Natural Resources	Policy
Complete administrative review of Critical Areas Ordinance (CAO)	Active	Phased review: Phase 1 ARPA, Phase 2, Other CA's	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Active	Council provided additional guidance in April. New schedule/approach in development	Midway	PCD									medium	Climate/ Natural Resources	Policy
Shoreline Stewardship Program	Active	Implement the shoreline stewardship program adopted in code. Duty of Sr Natural Resource Planner	Beginning	PCD									medium	Climate/ Natural Resources	Policy
SMP/CAO Monitoring & Program Evaluation	Active	Implement the monitoring and program evaluation requirements adopted in code. Duty of Sr Natural Resource Planner	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Participate in islandwide Cooperative Weed Management Association	Active		Beginning	PW/PCD									medium	Climate/ Natural Resources	Operations
Pritchard Outfall – Complete design, community outreach and construct	Active	Not yet re-started	Beginning	PW									medium	Climate/ Natural Resources	Operations
Climate Action Plan implementation	Active	TBD based on support from new climate-focused staff position	Beginning	PW									high	Climate/ Natural Resources	Operations
Support Groundwater Management Plan	Active	New hire on board	Beginning	PW									medium	Climate/ Natural Resources	Operations
Climate Action Plan implementation	Active	TBD based on support from new climate-focused staff position	Beginning	PCD									high	Climate/ Natural Resources	Operations

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Hiring: Climate Mitigation/Adaptation Officer	Active	New position added for 2021. Position has been advertised.	Beginning	Exec									low	Climate/ Natural Resources	Operations
Complete annual update to GHG inventory dataset	Active		Complete	Exec									low	Climate/ Natural Resources	Operations
Complete SMP Periodic Review	Active	Adoption planned for August 2022.	Beginning	PCD									high	Climate/ Natural Resources	Required
Support PSE community solar project	Pending	Project driven by PSE schedule	Beginning	PW									medium	Climate/ Natural Resources	Policy
Support Council consideration of Green Building Initiatives	Pending	GBTf initial recommendations inconsistent with state preemption.	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Hiring: Senior Natural Resource Planner	Pending	New position added for 2021. Council to provide additional information about scope of work.	Beginning	PCD									low	Climate/ Natural Resources	Operations
Complete project to consider ARL designation	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
SEPA Ordinance Update	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
Amend Appendix J of the Building Code to address stormwater	Deferred	Amend code to reflect the City's stormwater regulations; deferred until PW hiring completed	Beginning	PW/PCD									medium	Climate/ Natural Resources	Operations
Support PSE Brien Drive power undergrounding and vehicle charging station	Deferred	Project delay due to PSE scheduling; undetermined start date at this time	Beginning	PW									low	Climate/ Natural Resources	Operations
WRIA 15 Watershed Plan Approval	Complete	Approved by Council on 4/13	Complete	PW									medium	Climate/ Natural Resources	Operations
Complete SMP Limited Amendment - Critical Areas & Nonconforming	Complete	Adopted by Council on November 24, 2020. Ecology approval received on February 19; effective on March 5, 2021.	Complete	PCD									low	Climate/ Natural Resources	Operations

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Adopt 12-year Multifamily Tax Exemption (MFTE) program	Active	Public Hearing scheduled for June	Beginning	PCD									high	Land Use/ Housing	Policy
FAR – Zoning Control – Amended Regulations	Active	Briefings planned in June. Interim Control in effect until September 10, 2021.	Midway	PCD									medium	Land Use/ Housing	Policy
Triage – Phase II Code Changes – Code revisions related to meetings and requirements prior to a land use permit	Active	Under discussion at Planning Commission and DRB, not yet scheduled for Council consideration	Beginning	PCD									high	Land Use/ Housing	Policy
Administrative Review of the Development Moratorium	Active	Review and analysis of the code changes that resulted from the development moratorium.	Beginning	PCD									medium	Land Use/ Housing	Policy
Consider approach to developing Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	Direction provided by Council on April 20 to add this to workplan.	Beginning	Exec									high	Land Use/ Housing	Policy
Buildable Lands Report	Active	County's Buildable Lands Report provides info related to growth trends.	Midway	PCD									medium	Land Use/ Housing	Operations
Complete Island Center Subarea Plan	Active	Subcommittee completed their recommendation in May 2021.	Wrap Up	PCD									medium	Land Use/ Housing	Operations
PSRC Regional Growth Allocation	Pending	Following the completion of the BLR, the City will engage in growth allocation discussions with the County and Cities.	Beginning	PCD									medium	Land Use/ Housing	Policy
Complete project to consider TDR Implementation	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New Council subcommittee formed in Feb 2021.	Beginning	PCD									high	Land Use/ Housing	Policy

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Decision Criteria – Conditional Use Permit	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Decision Criteria – Subdivision	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Initiate Winslow Master Plan (WMP) Update	Pending	Council has indicated their support for this work plan item but timing decision has not been made.	Beginning	PCD									high	Land Use/ Housing	Policy
Small Lots Regulations	Pending	Support Council policy discussion and regulations specific for small lots. Added to work plan in Jan 2021. Further direction may come from newly-formed Feb 2021 subcommittee.	Beginning	PCD									medium	Land Use/ Housing	Policy
Support Council consideration of changes to common ownership of ADU's	Pending	Planning Commission Public Hearing held on Ordinance 2020-02 with a recommendation (January 2020) to the City Council. Council discussed on July 14, 2020 and sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation from Committee to date. New subcommittee formed in Feb 2021.	Midway	PCD									medium	Land Use/ Housing	Policy

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Support Council consideration of Inclusionary Zoning (IZ)	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New subcommittee formed in Feb 2021.	Beginning	PCD									medium	Land Use/ Housing	Policy
Implement Island Center Subarea Plan	Pending	Amend municipal code to implement Island Center Subarea Plan.	Beginning	PCD									medium	Land Use/ Housing	Operations
Complete changes to Sign Code	Deferred		Beginning	PCD									low	Land Use/ Housing	Policy
Support Council consideration of ordinance to allow RV's as permanent housing	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
Support Council consideration of rules for tiny home villages	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
Triage – Phase I Code Changes – Code revisions related to certain procedures	Complete	Council action taken in April 2021, Ordinance 2021-03.	Complete	PCD									high	Land Use/ Housing	Policy
Support Council completion of Development Moratorium workplan (CAO/SMP integration)	Complete	Moratorium sunset on April 4, 2021. Final work plan item approved by Ecology with a March 5, 2021 effective date.	Complete	PCD									low	Land Use/ Housing	Policy
FAR - Interim Zoning Control (IZC)- 6 month extension	Complete	Interim control extended to September 10, 2021.	Complete	PCD									low	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Support Sustainable Transportation Project	Active	On schedule for completion in Aug/Sept 21	Midway	PW									high	Mobility	Policy
Complete Streets Ordinance	Active	Pass model ordinance to allow for grant opportunities	Beginning	PW									medium	Mobility	Policy
Eagle Harbor Drive/McDonald Creek culvert – permit and construct	Active	Design completed, but project on hold to explore mitigation options that will avoid a permit appeal; consultant work started	Beginning	PW									high	Mobility	Capital
Eagle Harbor PH II Non-Motorized – Complete design and construct	Active	Project awarded; Construction start May/June	Midway	PW									high	Mobility	Capital
Sakai Pond Trail – Complete permitting and construct	Active	Project to be awarded by Council 4/13; Construction start May/June	Midway	PW									medium	Mobility	Capital
Wyatt Way Roundabout and Improvements - Complete design and construct	Active	Project is substantially complete	Wrap Up	PW									medium	Mobility	Capital
Madison Avenue Sidewalk project scope evaluation	Active	Council authorized \$25K for an evaluation of the Madison Sidewalk project to include separated bike lanes and the inclusion of other road and utility corridor needs; options proposed for discussion in Q3; consultant selection is underway 5/20	Beginning	PW									medium	Mobility	Capital
Eagle Harbor PH I Non-Motorized – design and right-of-way evaluation	Active	The staff presented design options to the Council on 4/20. Design refinements and further evaluation is underway; return to Council in June with more information	Beginning	PW									medium	Mobility	Capital
Dana's Trail project improvements planned for BISD property	Pending	Project advancement pending BISD	Beginning	PW									medium	Mobility	Capital
Support multi-jurisdictional sustainable transportation event	Complete		Complete	PW									medium	Mobility	Policy

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Traffic Calming Program Development	Active	Consultant hired to begin program handbook and three project design locations: Grow; Schel Chelb; Grand Forest; Finch; Open house community meetings scheduled for late May/early June	Beginning	PW									high	Safety	Policy
High School Road Safety Improvements - Complete design and construct	Active	Delay due to federal grant agency response; Project design completed; Target advertisement date 6/1	Midway	PW									high	Safety	Capital
Sportsman Club/New Brooklyn Roundabout – Complete design and construct	Active	Delayed due to WSDOT review; Target advertisement date 6/1/21	Beginning	PW									medium	Safety	Capital
Identified traffic calming projects	Active	Equipment (radar signs) ordered; awaiting receipt	Midway	PW									Medium	Safety	Capital
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.	Beginning	POL									medium	Safety	Operations
Blakely Harbor No Wake Zone	Active	BIMC updated December 2020 to expand the "No Wake" zone in Blakely Harbor. Applications to install two marker buoys completed in January 2021. Installation pending final permit approvals.	Midway	POL									medium	Safety	Operations

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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	Building work schedules to maximize coverage within existing budget. Cross-training of BIFD personnel in boat operations underway.	Beginning	POL									medium	Safety	Operations
Cascadia Rising Planning	Active	Plan for City/EOC participation in Cascadia Rising 2022; regional earthquake response exercise	Beginning	Exec									high	Safety	Operations
Community COVID vaccine distribution	Active	Plan to operate into Q2 2021 or, as needed.	Ongoing	Exec									high	Safety	Operations
Police/Court Facility – Complete design and construct	Pending	Project ready to advertise following input from City Manager	Beginning	PW									high	Safety	Capital
Consider rules related to Sexually Violent Predator Housing	Deferred		Beginning	Exec									low	Safety	Policy
EM - complete MOUs with community partners for Hubs and Shelters	Deferred	Emergency response activities will take precedence for foreseeable future.	Midway	Exec									low	Safety	Operations
EM - Continue Map Your Neighborhood outreach	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									low	Safety	Operations
EM - Plan and execute quarterly EOC exercises	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									high	Safety	Operations
Safe Routes to School projects	Complete	Pilot project complete	Complete	PW									medium	Safety	Capital
Hands-free restroom fixture upgrade - construction	Complete	Implemented in City-owned buildings	Complete	PW									low	Safety	Operations
Community COVID testing site	Complete	Test site at City Hall has completed its scheduled approach. Will reactivate mobile site if needed.	Complete	Exec									low	Safety	Operations



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Community business grants	Active	Grant applications closed Mar 28	Midway	FIN									High	Community	Policy
Plan for 2021 Community Needs Assessment	Active		Beginning	Exec									medium	Community	Policy
Support City participation in opioid lawsuit	Active	The City Attorney is coordinating with outside counsel in the litigation.	Ongoing	Exec									low	Community	Policy
Support Council consideration of public farmland framework	Active	Recommendation from Council Ad Hoc committee forthcoming	Wrap Up	Exec									low	Community	Policy
Consider Welcome Pole project	Active	Considering possible location and scope	Beginning	PW									low	Community	Capital
BISCC Renovations Project – design and construction	Active	Design work underway	Beginning	PW									high	Community	Capital
Farm Irrigation Projects - construction	Active	Pump and well-head maintenance/replacement	Beginning	PW									low	Community	Operations
Support 2022-2023 Cultural Element Funding Cycle	Active		Beginning	Exec									low	Community	Operations
COBI Connects	Active	Production of COBI Connects resumed with January 2021	Ongoing	Exec									medium	Community	Operations
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Active	Next step is to complete updates to Title 19 BIMC related to Master Permits, and then to pursue such permitting with Verizon and other providers.	Beginning	Exec									medium	Community	Operations
Continue to investigate options to improve community cellular service	Active		Beginning	Exec									medium	Community	Operations
Manage GARE Foundations training	Active	City employees, Council and REAC members attending GARE events	Midway	Exec									low	Community	Operations
Support 2022 LTAC funding cycle	Active	Fall cycle; will start in summer	Beginning	Exec									low	Community	Operations
Support REAC outreach workplan	Active		Ongoing	Exec									medium	Community	Operations
Support 2022 Human Services Funding Cycle	Active		Beginning	Exec									low	Community	Operations
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities	Beginning	Exec									medium	Community	Operations

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Resolve Crawford shade covenant issues	Pending	Awaiting community response to City inquiry	Beginning	Exec									medium	Community	Operations
Develop hazard pay ordinance	Complete		Complete	Exec									low	Community	Policy
Race Equity Advisory Committee Welcoming Signage	Complete	Installed at six locations islandwide	Complete	PW									low	Community	Capital
Complete Winslow wayfinding project	Complete		Complete	PW									low	Community	Operations
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for "Something New" rotating artwork project	Complete	City and AHB signed 5-year PSA	Complete	Exec									low	Community	Operations
Manage GARE technical assistance project	Complete	Programming is not available as previously planned. Pursuing different GARE options.	Complete	Exec									medium	Community	Operations
Support 2021 LTAC funding cycle	Complete	Award cycle held in Q1	Complete	Exec									low	Community	Operations

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Complete study to upgrade WWTP to tertiary treatment	Active	Reviews scheduled with the UAC on 5/12 and Council 6/1	Wrap Up	PW									medium	Accountability	Policy
Stormwater Master Plan	Active	Project scope not yet developed	Beginning	PW									medium	Accountability	Policy
Water System Business Plan	Active	Project scope not yet developed	Beginning	PW									high	Accountability	Policy
Achieve reaccreditation from WASPC	Active	Assemble proofs of compliance for mock assessment in June 2021. On-site assesment is expected in August 2021.	Midway	POL									high	Accountability	Policy
Work with Council to implement changes to Ethics Program	Active	Joint meeting scheduled for May 26	Midway	Exec									medium	Accountability	Policy
Water and Sewer SCADA Upgrades - construct	Active	No bidders at 4/2 opening; seeking direct negotiation with contractor; need budget amendment	Midway	PW									High	Accountability	Capital
City Hall Repairs	Active	Project scope and schedule expanded due to unforeseen conditions	Midway	PW									medium	Accountability	Capital
Complete pre-design for Winslow Water Tank replacement; submit to DOH	Active	Delay due to technical issues related to the water system model; Pre-design report estimated complete early Q2; DOH final review Q3	Midway	PW									medium	Accountability	Capital
Country Club road bulkhead "spot" repair – Complete design and construct	Active	Project target advertisement date 6/15	Beginning	PW									medium	Accountability	Capital
Initiate design for Sunday Cove, Lovell, Wood, Wing Point (SLOWW) sewer improvements	Active	30% design review complete 5/1	Beginning	PW									medium	Accountability	Capital
City Hall Security – design and construction	Active	New project	Beginning	PW									low	Accountability	Capital
Salt Storage Facility – design and construction	Active	New project	Beginning	PW									low	Accountability	Capital
Village Basin sewer force main project – design and construction	Active	Considering addition of scope to Madison Bike Lanes project	Beginning	PW									high	Accountability	Capital
Wyatt Water Main Extension	Active	Working through change order for additional work	Beginning	PW									medium	Accountability	Capital

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2021 Annual drainage program – design and construction	Active	New suite of projects TBD	Beginning	PW									high	Accountability	Operations
Annual fleet and equipment procurement	Active	Projects underway	Beginning	PW									low	Accountability	Operations
2021 Annual road preservation and striping program – design and construction	Active	Road project scope is completed; striping contract awarded	Beginning	PW									high	Accountability	Operations
Hiring: Engineering Manager; Project Engineer	Active	Engineering Manager hired; project engineer candidates selected	Wrap Up	PW									medium	Accountability	Operations
Respond to and support potential Local Improvement District for Ferncliff HOA	Active	Preliminary cost analysis to be reviewed by UAC on 5/12	Beginning	PW									medium	Accountability	Operations
Yeomalt Drive emergency drainage repair	Active	Awaiting contractor start in late May	Beginning	PW									medium	Accountability	Operations
Yeomalt Drive slide repair investigation	Active	Evaluating geotechnical conditions to determine next steps	Beginning	PW									medium	Accountability	Operations
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment.	Beginning	POL									medium	Accountability	Operations
Update notification process from Planning Commission to City Council	Active	Bring PC notifications procedures into compliance with BIMC 2.16.080	Beginning	PCD									low	Accountability	Operations
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007. Council briefing June 2021.	Wrap Up	Fin/PCD									High	Accountability	Operations
FEMA Grant compliance and claims	Active	The City is in the process of submitting \$200k for reimbursement related to COVID-19 eligible expenses. Costs ongoing	Midway	FIN									high	Accountability	Operations
ARPA Grant compliance and claims	Active	The City will be receiving a yet-to-be determined amount of what is likely a two-year grant from the Federal Government through the State Commerce Dept	Beginning	FIN									high	Accountability	Operations

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Police/Court Facility - tracking and reporting	Active		Midway	FIN									medium	Accountability	Operations
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services. The City's current bank, Umpqua no longer has physical presence on the island.	Beginning	FIN									Medium	Accountability	Operations
Support transition to providing in-person services at City Hall	Active	Dependent on County phase. Develop new service delivery protocols and accompanying policy and procedures	Midway	Exec									high	Accountability	Operations
Complete disposition of designated surplus property (IslandWood Easement)	Active		Wrap Up	Exec									low	Accountability	Operations
National Citizens Survey	Active		Beginning	Exec									low	Accountability	Operations
Chlorine Generator Replacement – Complete design and construct	Active	Project construction contract awarded	Midway	PW									medium	Accountability	Required
Comcast Franchise	Active	Negotiations are ongoing, with a goal to reach agreement in the Fall of 2021.	Midway	PW									medium	Accountability	Required
Lead PSE Franchise renewal process	Active	Communications consultant hired; public open house scheduled for May 19	Beginning	PW									medium	Accountability	Required
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	Vendor selected in Q4 2020. Statement of work under development for implementation and transition.	Beginning	POL									medium	Accountability	Required
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements	Active	Updated Interlocal agreement for independent investigations pending council action on 4/13. Training occurring to meet compliance.	Wrap Up	POL									medium	Accountability	Required
Small wireless facility ordinance	Active	Interim control extended to Nov. 14, 2021	Midway	PCD									medium	Accountability	Required

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Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD, Verizon)	Active		Beginning	Exec									medium	Accountability	Required
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Midway	Exec									medium	Accountability	Required
Complete changes to Code Enforcement	Deferred		Wrap Up	PCD									medium	Accountability	Policy
Review Noise Standards	Deferred		Beginning	PCD									medium	Accountability	Policy
Develop community budget reporting	Deferred		Beginning	FIN									low	Accountability	Policy
Revise and update City real property surplus process	Deferred	Support disposition/ planning for Suzuki property.	Beginning	Exec									low	Accountability	Operations
Website improvements	Deferred		Beginning	Exec									high	Accountability	Operations
Complete changes to Fire Code/Coordination with BIFD	Complete	Completed	Complete	PW									low	Accountability	Required
Complete International Building Code Update	Complete	State extended deadline from June 2020 to February 2021. Complete Feb 2021.	Complete	PCD									medium	Accountability	Required
Support for City Manager search	Complete		Complete	Exec									medium	Accountability	Required