



CITY OF  
BAINBRIDGE ISLAND

**MEMORANDUM**

Date: March 31, 2022

To: City Council

From: Blair King, City Manager

Cc: City Attorney  
Department Directors

Subject: Information on 2022 Workplan and Priority Project Status

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The purpose of the workplan summary reports accompanying this memo is to provide an update on the City's current workplan projects. In particular and new this quarter, I'm providing a timeline to show the current status of certain projects, including those designated by Council as their highest priority projects for 2021-2022 at the Council retreat on July 17, 2021.

The summary is not a comprehensive or prioritized list of all City activities but represents a focus only on selected staff tasks and department efforts. It provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

2022 Q1 Results: Citywide Workplan Priorities

Against the backdrop of the response to the COVID-19 pandemic, the City continued work on many projects. Key steps and decisions included:

- Selection of a site for the Police/Court facility replacement project.
- Presentation of the Sustainable Transportation plan and selection of a preferred scenario for implementation.
- Adoption of a consolidated set of legislative policy priorities.
- Contract award for a wastewater beneficial re-use study.
- Contract award for evaluating capacity upgrades at the Wastewater Treatment Plant.
- Contract award for the development of a Stormwater System Plan.
- Contract award for the intersection improvement project at Sportsman Club and New Brooklyn Road
- Adoption of new rates for the building and development services fund
- Commencement of work on the Housing Action Plan
- Initiation of a rate study for the City's water and sewer utilities.

It is important to recognize that each of these steps and decisions will be followed by months if not years of staff work to implement. For selected projects, the attached timeline shows that impact over the next several years.

Some significant activities that emerged in the course of 2022 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 2022 (grouped roughly by topic):

- Consider options for the City of Bainbridge Island approach to municipal solid waste and a proposal to consider an anaerobic digester
- Develop next steps for managing capacity in the South Island Sewer Service area
- Respond to community member proposal to modify the parameters of the Shade Covenant on City farmland parcels
- Respond to specific and detailed community requests related to property development questions
- Consider and develop options to include a race equity review of the Police/Court facility project
- Consider options related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building
- Begin work related to Council-approved projects to be funded with American Rescue Plan funds, including solar panels to be installed at emergency hubs, Wastewater Beneficial Reuse and the affordable housing development at 550 Madison
- Consider long-term plan for City's shares at the Islander Mobile Home Park
- Support return to in-person meetings in City Hall
- Consider ongoing response to COVID-19 pandemic including community testing and vaccine sites
- Develop long-term processes and procedures, policies and scheduling for telecommuting

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
- Accountability

Drivers include:

- Policy

- Operations
- Capital
- Required

The attached report includes over 100 projects. In 2022, the status of the City's current year workplan priorities will be reported at mid-year (as of June 30, 2022) and year-end (as of December 31, 2022).

### City Workplan Project Timeline

\*\* Projects are included on the Council Highest Priority Projects lists approved in July 2021

Project	2020				2021				2022				2023				2024	2025	2026
Title	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
** CAP: Landscape Hand-tool Transition-to-Electric Plan									Project defined	Project development	Pilot implementation								
** CAP: Waste Reduction and Limit on Single Use Plastics					2022 Ord. adopted	2023 Ord. adopted	Outreach		New regs in effect	Outreach for 2022 and 2023			2023 regs in effect	Ongoing enforcement					
** Winslow Subarea Plan							Project prioritized		Project plan development	Project development				Next steps to be determined					
** Housing Action Plan, Needs Assessment, Inventory							Project defined	RFP issued	ACTION: Contract awarded	Housing Action Plan composition process									
** Small lots development regulations				Project defined	Project paused		Project prioritized		No action										
** Transfer of development rights	Ongoing discussions						Project prioritized		ACTION: Contract awarded	Included in Housing Action plan									
** Groundwater Management Plan						Hydrogeo. Hired	Project scoping and committee establishment		Outreach meeting	Plan development				Implementation projects					
Sustainable Transportation Plan	Consultant-led plan-development process including task force								ACTION: Plan Adopted	Develop implementation plan			Implementation projects						
** Wastewater Beneficial Re-use Study							Project defined	RFP issued	ACTION: Contract awarded	Opportunities and constraints analysis			Next steps to be determined						
Water/Sewer Rate Study							Project defined	RFP issued	ACTION: Contract awarded	Plan development			Rate adoption				Rates in effect	Planned update	
Stormwater System Plan		Project budget allocated					Project defined	RFP issued	ACTION: Contract awarded	Plan development				Implementation projects					
Madison Avenue Sidewalk Project		Project grant awarded					Project scoping considered		ACTION: Contract awarded	Determine final scope and budget	Design and permitting				Construction				
Sportsman Club/New Brooklyn Intersection Improvements Project	Design and permitting		Design change	Re-design and permitting					ACTION: Contract awarded	Construction									
Bainbridge Island Senior Community Center Renovations Project						Design and permitting				Award construction contract	Construction								
Police/ Court Facility Replacement Project	Design and permitting					Project paused			ACTION: Proceed to construction	Award construction contract		Construction							
Winslow Water Tank Replacement Project	Pre-development report and State Dept. of Health approval						Project defined	RFP issued	ACTION: Contract awarded	Design and permitting					Construction				

## 2022 Workplan Projects

*Last updated April 19, 2022*

Project	Status	Notes	Category	Project Driver
**Consider Transfer of Development Rights (TDR) Implementation	Active	Council took action in July 2021 to request the consultant (EcoNorthwest) determine the sender TDR exchange value. Contract extension to complete this work is currently being reviewed by City staff.	Land Use/ Housing	Policy
CAP: Consider Sea Level Rise Adaptation policy	Active		Land Use/ Housing	Policy
Consider agreement with Housing Resources Bainbridge for ARPA-funded project at 550 Madison	Active	Initial information considered by Council in Q1; conversation ongoing in Q2.	Land Use/ Housing	Policy
Consider options for City-owned shares at Islander Mobile Home Park	Active		Land Use/ Housing	Policy
Consider Ordinance to allow Hotels in the Mixed Use Town Center (MUTC)	Active	City Council received the Planning Commission recommendation on how to approach this topic at their meeting on 11/9/21. Currently not scheduled for Council review.	Land Use/ Housing	Policy
Develop development regulations for small lots	Active		Land Use/ Housing	Policy
Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	Consultant selected; PSA approved by Council on March 8, 2022, and has been fully executed. Task 1 work begins 2nd half of March	Land Use/ Housing	Policy
Increased density for affordable housing development on property owned by religious organizations	Active	On 10/26/21, City Council forwarded this topic to the Planning Commission. The Planning Commission (PC) began review on 11/18/21, and continued January-March 2022. PC held Public Hearing on 3/10/22. Council review could begin in May 2022.	Land Use/ Housing	Policy
Regional Growth Allocation	Active	The City is engaged in population and employment growth allocation discussions with the County and other cities through KRCC land use committees. Held Council briefing on population targets on March 1st, and Council agreed on 2044 population growth methodology. Separate Council discussion on planning for employment growth through 2044 to be scheduled. Council direction on employment growth will be integrated into KRCC countywide growth materials.	Land Use/ Housing	Policy

Project	Status	Notes	Category	Project Driver
Review Housing Design Demonstration Project program	Active	Extension approved on 12/14/21. On February 10, 2022, Council considered additional Planning Commission HDDP program recommendations and held a public hearing. Council forwarded the ordinance back to the Planning Commission to consider additional revisions. Planning Commission discussion expected in Q2 2022. Council review in Q2 or Q3 2022.	Land Use/ Housing	Policy
Consider allowing RV's as permanent housing	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	Policy
Consider creation of Agricultural Resource Land designation	Pending	Last briefings with Council in 2020. Could be considered along with Transfer of Development Rights (TDR) program improvement work.	Land Use/ Housing	Policy
Consider implementation of Inclusionary Zoning (IZ)	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	Policy
Consider regulations related to common ownership of ADU's	Pending	Last briefings with Council in 2020.	Land Use/ Housing	Policy
Consider rules for tiny home villages	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	Policy
Decision Criteria – Conditional Use Permit	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	Land Use/ Housing	Policy
Decision Criteria – Subdivision	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	Land Use/ Housing	Policy
Administrative Review of the Development Moratorium	Deferred	Review and analysis of the code changes that resulted from the development moratorium. Deferred due to lack of staff capacity.	Land Use/ Housing	Policy
Complete changes to Sign Code	Deferred		Land Use/ Housing	Policy
Complete Island Center Subarea Plan	Deferred	Subcommittee completed their recommendation in May 2021. Council suspended work on August 10, 2021. This item will be removed from future versions of this report.	Land Use/ Housing	Policy
CAP: Consider options related to anaerobic digester	Active		Climate/ Natural Resources	Policy
CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ordinances approved. Implementation in 2022 and 2023	Climate/ Natural Resources	Policy
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Active	Separated landmark tree amendments from the vegetation amendment package.	Climate/ Natural Resources	Policy
Consider approach to municipal solid waste	Active		Climate/ Natural Resources	Policy
Develop next steps for managing capacity in the South Island Sewer Service area	Active	Initial information considered by Council in Q1; conversation ongoing in Q2.	Climate/ Natural Resources	Policy
NTA Grant for Manzanita Watershed Planning	Active	Planning to be completed in 2022	Climate/ Natural Resources	Policy

Project	Status	Notes	Category	Project Driver
Complete administrative review of Critical Areas Ordinance (CAO)	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	Policy
Consider Green Building Initiatives	Deferred	Due to lack of staff capacity.	Climate/ Natural Resources	Policy
SEPA Ordinance Update	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	Policy
Shoreline Stewardship Program	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	Policy
SMP/CAO Monitoring & Program Evaluation	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	Policy
Sustainable Transportation Project	Active	Project plan complete; Council adoption discussion on 3/22	Mobility	Policy
All Island Speed Limit Evaluation	Active	Speed limit evaluation underway	Safety	Policy
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy
Support City participation in opioid litigation	Active	Ongoing coordination with outside counsel.	Community	Policy
Support Council consideration of public farmland framework	Active	Council provided funding for Friends of the Farms for 2022 and referred policy question to City Manager.	Community	Policy
Plan for Community Needs Assessment	Deferred	Postpone to 2023 to allow time for other high priority projects such as development of Race Equity Toolkit.	Community	Policy
Work with Council to implement changes to Ethics Program	Pending	Work on pause pending appointment of Ethics Board members. Process ongoing.	Accountability	Policy
Complete changes to Code Compliance	Deferred	As staff has capacity, will complete this project	Accountability	Policy
Develop community budget reporting	Deferred		Accountability	Policy
Review Noise Standards	Deferred	Existing noise code aligns with WAC. Update not currently a priority.	Accountability	Policy
Complete update to Winslow Subarea Plan	Active	Staff work to commence Q2 2022.	Citywide	Policy
Implement Island Center Subarea Plan	Deferred	Council voted on August 10, 2021 to suspend work on the Island center subarea planning process. This item will be removed in subsequent versions of this report.	Land Use/ Housing	Operations
CAP: Landscape Hand-tool Transition-to-Electric Plan	Active	Pilot project hand-tools ordered; anticipated delivery Q2	Climate/ Natural Resources	Operations
Climate Action Plan implementation	Active		Climate/ Natural Resources	Operations
Groundwater Management Plan	Active	Planning to be completed in 2022	Climate/ Natural Resources	Operations
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	Climate/ Natural Resources	Operations

Project	Status	Notes	Category	Project Driver
Submit for Regional and County-wide federal grants	Active	Projects approved by City Council; pre-applications submitted in March	Mobility	Operations
Trail Projects: Dana's; Farm; Lost Valley	Active	Funding discussion scheduled with City Council Q2	Mobility	Operations
Cascadia Rising Planning	Active	Plan for City/EOC participation in regional earthquake response exercise	Safety	Operations
Community COVID vaccine distribution	Active	Re-activated for fall booster and vaccination of those 5 - 11 years old	Safety	Operations
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARP funding for Solar Panels and Emergency batteries led to restarting this effort.	Safety	Operations
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. Formalizing joint operating guidelines when cross-staffing.	Safety	Operations
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.  Coordinating with Public Works on data collection points.	Safety	Operations
Emergency Management - Map Your Neighborhood outreach	Deferred	Staff focus on COVID response	Safety	Operations
Community COVID testing site	Complete	City cooperating to organize test site at local church. Active in Q1. Currently not active.	Safety	Operations
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting due April 30, 2022	Community	Operations
Develop racial equity toolkit	Active	Consultant-led process including training for staff, collaboration with Race Equity Advisory Committee.	Community	Operations
Resolve shade covenant issues on Crawford and M&E properties	Active	Met with community stakeholders. Established internal team. Current work to procure forestry plan to address suggested amendments to 2004 agreement.	Community	Operations
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities	Community	Operations
Support 2023 LTAC funding cycle	Active	Will commence in Q2.	Community	Operations
Support 2023-24 Human Services Funding Cycle	Active	Will commence in Q2.	Community	Operations
Support Race Equity Advisory Committee	Active	Committee meets regularly and is developing a plan for 2022.	Community	Operations
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Deferred	Deferred due to staff capacity.	Community	Operations



Project	Status	Notes	Category	Project Driver
Continue to investigate options to improve community cellular service	Deferred	Deferred due to staff capacity.	Community	Operations
2022 Annual drainage program	Active	Select projects and award contract in 2022	Accountability	Operations
2022 Annual Pavement Repairs Project	Active	Construction in 2022; design underway	Accountability	Operations
American Public Works Association Certification	Active	Certification process anticipated to begin July 2022	Accountability	Operations
Annual drainage program – construct	Active	Project construction contract awarded; work to begin in April 2022	Accountability	Operations
Annual Sidewalk Repair Project	Active	Construction planned in 2022	Accountability	Operations
ARPA Grant compliance and claims	Active	The City will receive \$7.061 million in two payments of \$3.5 million in June/July of 2021 and 2022	Accountability	Operations
City Intranet Project	Active	Intranet complete and useable by all staff.	Accountability	Operations
Complete disposition of designated surplus property (IslandWood Easement)	Active	Working with the parties to the IslandWood easement to reach agreement.	Accountability	Operations
Consider options related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building	Active		Accountability	Operations
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations
Downloadable GIS Maps	Active	Allow all GIS users to download existing maps.	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	Accountability	Operations
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	<p>Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment.</p> <p>An inventory module was added to existing web-based program used by the department. Inventory can now be tracked by assigned location/individual. The final phase of the process is to cross-check manual records with system records.</p> <p>This process includes an evaluation of equipment and inventory. Surplus and obsolete inventory will be disposed of in accordance with City policy. Expected completion by end of year.</p>	Accountability	Operations
National Community Survey	Active	Will bring questions to Council during Q2 for review.	Accountability	Operations
Negotiate Comcast Franchise Renewal	Active	Negotiations are ongoing	Accountability	Operations
O&M/Engineering Field Mapping	Active	Data collection will be done in the field and auto-update database.	Accountability	Operations
PSE Franchise Renewal Process	Active	Negotiated franchise and partnership agreement underway; anticipate approval by Council before the end of 2022	Accountability	Operations

Project	Status	Notes	Category	Project Driver
Recruitment and interviews for key staff	Active	Police officers, Planning and Community Development Director, Communications	Accountability	Operations
Revise and update City real property surplus process	Active	Working with the Finance Dpt. on updates to the process.	Accountability	Operations
Stormwater System Plan	Active	Contract awarded on March 8	Accountability	Operations
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007. Council briefings in September and December 2021.	Accountability	Operations
Upgrade Shoretel Telephone System	Active	Currently several versions behind.	Accountability	Operations
Wastewater Beneficial Re-use Study	Active	Contract awarded on March 8	Accountability	Operations
Wastewater Treatment Plant Capacity Upgrades	Active	Contract awarded on March 8	Accountability	Operations
Water System Business Plan	Active	Planning to commence in 2022	Accountability	Operations
Water/Sewer Rate Study	Active	Study anticipated complete to inform 2023-24 budget process	Accountability	Operations
Website improvements	Deferred		Accountability	Operations
City Hall Security System Upgrades	Complete	Project completed in February 2022	Accountability	Operations
Consider and develop options to include a race equity review of the Police/Court facility project	Active	Request for qualifications to be issued in Q2. Staff expects to involve members of the Race Equity Advisory Committee with this review.	Capital	Operations
Complete SMP Periodic Review	Active		Climate/ Natural Resources	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.  The ILA presented to Council on March 22, 2022 agenda. Migration to the new RMS expected to begin in Q2 2022 and continue into 2023.	Accountability	Required
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Active		Accountability	Required
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Accountability	Required
Small wireless facility ordinance	Active	Interim control extended to May 14, 2022.	Accountability	Required
Stormwater Code Update	Active	State-mandated code update scheduled for summer 2022	Accountability	Required
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements and implement legislative changes.	Complete	Training occurring to meet compliance. Policies have been updated to meet requirements of recent legislative changes. Additional changes expected in the next legislative session.  While this item is marked complete, on-going policy review and revision will continue to maintain compliance with best practices and agency requirements.	Accountability	Required
Eagle Harbor PH I Non-Motorized Project	Active	Design, survey and ROW funding approved 3/8	Mobility	Capital

Project	Status	Notes	Category	Project Driver
Eagle Harbor PH II Non-Motorized Project	Active	Construction and design mitigation underway	Mobility	Capital
Madison Avenue Sidewalk Project	Active	Preliminary design and public engagement planned for April	Mobility	Capital
High School Road Safety Improvements	Active	Construction planned to start in April	Safety	Capital
Sportsman Club/New Brooklyn Intersection Improvements Project	Active	Contract awarded 3/8; construction to start in June	Safety	Capital
Bainbridge Island Senior Community Center Renovations Project	Active	Design work underway; project advertisement planned for Q2	Community	Capital
Consider art on the Sound to Olympics Trail	Active	Ongoing conversations regarding type of art, location and partners.	Community	Capital
Annual fleet and equipment procurement	Active	Project procurement underway	Accountability	Capital
Chlorine Generator Replacement	Active	Project underway	Accountability	Capital
Country Club Road Reconstruction	Active	Construction in 2022; design underway	Accountability	Capital
Hawley/Irene Sewer Upgrades	Active	Construction in 2022	Accountability	Capital
Police/ Court Facility Replacement Project	Active	Project advertised on 3/4; bid opening on 3/29	Accountability	Capital
Pritchard Park Outfall Replacement	Active	Construction in 2022; design underway	Accountability	Capital
Sands Avenue Well Rehabilitation	Active	Construction in 2022; design underway	Accountability	Capital
Sunday Cove, Lovell, Wood, Wing Point (SLOWW) sewer improvements	Active	Design and permitting to be completed in 2022	Accountability	Capital
Taylor Well Rehabilitation	Active	Design work underway	Accountability	Capital
Wastewater Treatment Plant Outfall Replacement	Active	Preliminary evaluation to begin as part of WWTP capacity upgrades	Accountability	Capital
Water and Sewer SCADA Upgrades	Active	Project construction underway	Accountability	Capital
Winslow Water Tank Replacement Project	Active	Contract planned for award on March 22	Accountability	Capital

## 2022 Workplan Projects

*Last updated March 18, 2022*

### Policy Projects

Project	Status	Notes	Category	Dept
Review Housing Design Demonstration Project program	Active	Extension approved on 12/14/21. On February 10, 2022, Council considered additional Planning Commission HDDP program recommendations and held a public hearing. Council forwarded the ordinance back to the Planning Commission to consider additional revisions. Planning Commission discussion expected in Q2 2022. Council review in Q2 or Q3 2022.	Land Use/ Housing	PCD
Consider Sea Level Rise Adaptation policy	Active		Land Use/ Housing	PCD
**Consider Transfer of Development Rights (TDR) Implementation	Active	Council took action in July 2021 to request the consultant (EcoNorthwest) determine the sender TDR exchange value. Contract extension to complete this work is currently being reviewed by City staff.	Land Use/ Housing	PCD
**Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	Consultant selected; PSA approved by Council on March 8, 2022, and has been fully executed. Task 1 work begins 2nd half of March	Land Use/ Housing	PCD
**Develop development regulations for small lots	Active		Land Use/ Housing	PCD
Increased density for affordable housing development on property owned by religious organizations	Active	On 10/26/21, City Council forwarded this topic to the Planning Commission. The Planning Commission (PC) began review on 11/18/21, and continued January-March 2022. PC held Public Hearing on 3/10/22. Council review could begin in May 2022.	Land Use/ Housing	PCD
**Complete update to Winslow Subarea Plan	Active	Staff work to commence Q2 2022.	Citywide	PCD
Consider Ordinance to allow Hotels in the Mixed Use Town Center (MUTC)	Active	City Council received the Planning Commission recommendation at their meeting on 11/9/21. Currently not scheduled for Council review.	Land Use/ Housing	PCD
Regional Growth Allocation	Active	The City is engaged in population and employment growth allocation discussions with the County and other cities through KRCC land use committees. Held Council briefing on population targets on March 1st, and Council agreed on 2044 population growth methodology. Separate Council discussion on planning for employment growth through 2044 to be scheduled. Council direction on employment growth will be integrated into KRCC countywide growth materials.	Land Use/ Housing	PCD
Consider allowing RV's as permanent housing	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	PCD
Consider creation of Agricultural Resource Land designation	Pending	Last briefings with Council in 2020. Could be considered along with Transfer of Development Rights (TDR) program improvement work.	Land Use/ Housing	PCD
Consider implementation of Inclusionary Zoning (IZ)	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	PCD
Consider regulations related to common ownership of ADU's	Pending	Last briefings with Council in 2020.	Land Use/ Housing	PCD
Consider rules for tiny home villages	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	PCD

Policy Projects (continued)	Status	Notes	Category	Dept
Decision Criteria – Conditional Use Permit	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	Land Use/ Housing	PCD
Decision Criteria – Subdivision	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	Land Use/ Housing	PCD
Administrative Review of the Development Moratorium	Deferred	Review and analysis of the code changes that resulted from the development moratorium. Deferred due to lack of staff capacity.	Land Use/ Housing	PCD
Complete changes to Sign Code	Deferred		Land Use/ Housing	PCD
Complete Island Center Subarea Plan	Deferred	Subcommittee completed their recommendation in May 2021. Council suspended work on August 10, 2021. This item will be removed from future versions of this report.	Land Use/ Housing	PCD
**CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ordinances approved. Implementation in 2022 and 2023	Climate/ Natural Resources	Exec
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Active	Separated landmark tree amendments from the vegetation amendment package.	Climate/ Natural Resources	PCD
NTA Grant for Manzanita Watershed Planning	Active	Planning to be completed in 2022	Climate/ Natural Resources	PW
Complete administrative review of Critical Areas Ordinance (CAO)	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	PCD
**CAP: Consider Green Building Initiatives	Deferred	Due to lack of staff capacity.	Climate/ Natural Resources	PCD
SEPA Ordinance Update	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	PCD
Shoreline Stewardship Program	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	PCD
SMP/CAO Monitoring & Program Evaluation	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	PCD
Sustainable Transportation Project	Active	Project plan complete; Council adoption discussion on 3/22	Mobility	PW
All Island Speed Limit Evaluation	Active	Speed limit evaluation underway	Safety	PW
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Exec
Support City participation in opioid litigation	Active	Ongoing coordination with outside counsel.	Community	Exec
Support Council consideration of public farmland framework	Active	Council provided funding for Friends of the Farms for 2022 and referred policy question to City Manager.	Community	Exec
Plan for Community Needs Assessment	Deferred	Postpone to 2023 to allow time for other high priority projects such as development of Race Equity Toolkit.	Community	Exec
Work with Council to implement changes to Ethics Program	Pending	Work on pause pending appointment of Ethics Board members. Process ongoing.	Accountability	Exec
Develop community budget reporting	Deferred		Accountability	FIN
Complete changes to Code Compliance	Deferred	As staff has capacity, will complete this project	Accountability	PCD
Review Noise Standards	Deferred	Existing noise code aligns with WAC. Update not currently a priority.	Accountability	PCD

<b>Operations Projects</b>				
<b>Project</b>	<b>Status</b>	<b>Notes</b>	<b>Category</b>	<b>Dept</b>
Implement Island Center Subarea Plan	Deferred	Council voted on August 10, 2021 to suspend work on the Island center subarea planning process. This item will be removed in subsequent versions of this report.	Land Use/ Housing	PCD
**Groundwater Management Plan	Active	Planning to be completed in 2022	Climate/ Natural Resources	PW
**CAP: Landscape Hand-tool Transition-to-Electric Plan	Active	Pilot project hand-tools ordered; anticipated delivery Q2	Climate/ Natural Resources	PW
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	Climate/ Natural Resources	PCD
Trail Projects: Dana's; Farm; Lost Valley	Active	Funding discussion scheduled with City Council 4/12	Mobility	PW
Submit for Regional and County-wide federal grants	Active	Projects approved by City Council; pre-applications submitted in March	Mobility	PW
Cascadia Rising Planning	Active	Plan for City/EOC participation in regional earthquake response exercise	Safety	Exec
Community COVID testing site	Active	Provided testing during Q1. Currently not active.	Safety	Exec
Community COVID vaccine distribution	Active	Re-activated for fall booster and vaccination of those 5 - 11 years old.	Safety	Exec
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARP funding for Solar Panels and Emergency batteries led to restarting this effort.	Safety	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	Building work schedules to maximize coverage within existing budget. Cross-training of BIFD personnel in boat operations underway. Formalizing joint operating guidelines when cross-staffing.	Safety	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	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas.  Currently collecting data to identify predominant speeding locations.  Coordinating with Public Works on data collection points.	Safety	POL
Emergency Management - Map Your Neighborhood outreach	Deferred	Staff focus on COVID response	Safety	Exec
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting due April 30, 2022	Community	Exec
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Deferred	Deferred due to staff capacity.	Community	Exec
Continue to investigate options to improve community cellular service	Active		Community	Exec

Operations Projects (continued)	Status	Notes	Category	Dept
Resolve shade covenant issues on Crawford and M&E properties	Active	Met with community stakeholders. Established internal team. Current work to procure forestry plan to address suggested amendments to 2004 agreement.	Community	Exec
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities	Community	Exec
Support 2023 LTAC funding cycle	Active	Will commence in Q2.	Community	Exec
Support 2023-24 Human Services Funding Cycle	Active	Will commence in Q2.	Community	Exec
Support Race Equity Advisory Committee	Active	Committee meets regularly and is developing a plan for 2022.	Community	Exec
Develop racial equity toolkit	Active	Consultant-led process including training for staff, collaboration with Race Equity Advisory Committee.	Community	Exec
Complete disposition of designated surplus property (IslandWood Easement)	Active	Working with the parties to the IslandWood easement to reach agreement.	Accountability	Exec
National Community Survey	Active	Will bring questions to Council April 12 for review.	Accountability	Exec
Revise and update City real property surplus process	Active	Working with the Finance Dpt. on updates to the process.	Accountability	Exec
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	FIN
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007. Council briefings in September and December 2021.	Accountability	Fin
ARPA Grant compliance and claims	Active	The City will receive \$7.061 million in two payments of \$3.5 million in June/July of 2021 and 2022	Accountability	FIN
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	Accountability	FIN
City Intranet Project	Active	Intranet complete and useable by all staff.	Accountability	IT
Downloadable GIS Maps	Active	Allow all GIS users to download existing maps.	Accountability	IT
O&M/Engineering Field Mapping	Active	Data collection will be done in the field and auto-update database.	Accountability	IT
Upgrade Shoretel Telephone System	Active	Currently several versions behind.	Accountability	IT
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	<p>Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment.</p> <p>An inventory module was added to existing web-based program used by the department. Inventory can now be tracked by assigned location/individual. The final phase of the process is to cross-check manual records with system records.</p> <p>This process includes an evaluation of equipment and inventory. Surplus and obsolete inventory will be disposed of in accordance with City policy. Expected completion by end of year.</p>	Accountability	POL
Annual drainage program – construct	Active	Project construction contract awarded; work to begin in April 2022	Accountability	PW
Negotiate Comcast Franchise Renewal	Active	Negotiations are ongoing. Anticipate approval by Council before the end of 2022.	Accountability	PW

Operations Projects (continued)	Status	Notes	Category	Dept
PSE Franchise Renewal Process	Active	Negotiated franchise and partnership agreement underway; anticipate approved by Council before the end of 2022	Accountability	PW
Stormwater System Plan	Active	Contract awarded on March 8	Accountability	PW
2022 Annual drainage program	Active	Select projects and award contract in 2022	Accountability	PW
2022 Annual Pavement Repairs Project	Active	Construction in 2022; design underway	Accountability	PW
American Public Works Association Certification	Active	Certification process anticipated to begin July 2022	Accountability	PW
Annual Sidewalk Repair Project	Active	Construction planned in 2022	Accountability	PW
**Wastewater Beneficial Re-use Study	Active	Contract awarded on March 8	Accountability	PW
**Wastewater Treatment Plant Capacity Upgrades	Active	Contract awarded on March 8	Accountability	PW
Water System Business Plan	Active	Planning to commence in 2022	Accountability	PW
Water/Sewer Rate Study	Active	Study anticipated complete to inform 2023-24 budget process	Accountability	PW
Website improvements	Deferred		Accountability	Exec
City Hall Security System Upgrades	Complete	Project completed in February 2022	Accountability	PW



**Required Projects**

Project	Status	Notes	Category	Dept
Complete SMP Periodic Review	Active	Briefing planned for Q2 2022/	Climate/ Natural Resources	PCD
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Active		Accountability	Exec
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Accountability	Exec
Small wireless facility ordinance	Active	Interim control extended to May 14, 2022.	Accountability	PCD
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. Migration to the new RMS expected to begin in Q2 2022 and continue into 2023.	Accountability	POL
Stormwater Code Update	Active	State-mandated code update scheduled for summer 2022	Accountability	PW
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements and implement legislative changes.	Complete	Training occurring to meet compliance. Policies have been updated to meet requirements of legislative changes. While this item is marked complete, policy review and revision will continue to maintain compliance with best practices and agency requirements.	Accountability	POL

**Capital Projects**

Project	Status	Notes	Category	Dept
Eagle Harbor PH I Non-Motorized Project	Active	Design, survey and ROW funding approved 3/8	Mobility	PW
Madison Avenue Sidewalk Project	Active	Preliminary design and public engagement planned for April	Mobility	PW
Eagle Harbor PH II Non-Motorized Project	Active	Construction and design mitigation underway	Mobility	PW
High School Road Safety Improvements	Active	Construction planned to start in April	Safety	PW
Sportsman Club/New Brooklyn Intersection Improvements Project	Active	Contract awarded 3/8; construction to start in June	Safety	PW
Consider art on the Sound to Olympics Trail	Active	Ongoing conversations regarding type of art, location and partners.	Community	Exec
Bainbridge Island Senior Community Center Renovations Project	Active	Design work underway; project advertisement planned for Q2	Community	PW
Annual fleet and equipment procurement	Active	Project procurement underway	Accountability	PW
Chlorine Generator Replacement	Active	Project underway	Accountability	PW
Country Club Road Reconstruction	Active	Construction in 2022; design underway	Accountability	PW
Hawley/Irene Sewer Upgrades	Active	Construction in 2022	Accountability	PW
Police/ Court Facility Replacement Project	Active	Project advertised on 3/4; bid opening on 3/29	Accountability	PW
Pritchard Park Outfall Replacement	Active	Construction in 2022; design underway	Accountability	PW
Sands Avenue Well Rehabilitation	Active	Construction in 2022; design underway	Accountability	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2022	Accountability	PW
Taylor Well Rehabilitation	Active	Design work underway	Accountability	PW
Wastewater Treatment Plant Outfall Replacement	Active	Preliminary evaluation to begin as part of WWTP capacity upgrades	Accountability	PW
Water and Sewer SCADA Upgrades	Active	Project construction underway	Accountability	PW
Winslow Water Tank Replacement Project	Active	Contract planned for award on March 22	Accountability	PW