



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

Date: July 22, 2022

To: City Council

From: Blair King, City Manager

Cc: City Attorney
Department Directors

Subject: Information on 2022 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. In addition to the summary table I'm providing a timeline to show the current status of certain key City 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 Q2 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:

- Groundbreaking for the Police/Court facility replacement project.
- Attendance by several City staff and Race Equity Advisory Committee members at the national Government Alliance on Race and Equity conference.
- Participation in the regional Cascadia Rising emergency response exercise, including activation of the emergency flotilla.
- Selection of a preferred approach to compliance with a shade covenant on certain City-owned properties.
- Hosting in-person council advisory group meetings.
- Launch of the City Climate Challenge, a key step in Climate Action Plan implementation
- Preparation for new rates for the building and development services fund

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 issues related to development of an Americans with Disabilities Act Transition Plan, including repurposing American Rescue Plan act funds to partially support this project
- Consider long-term plan for City's shares at the Islander Mobile Home Park
- Support return to in-person meetings in City Hall for City Council and city advisory committees
- Manage 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, and Accountability. Drivers include Policy, Operations, Capital and Required.

The attached report includes over 100 projects. In 2022, the status of the City's current year workplan priorities will be reported next at 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	ACTION: Council briefing		Pilot implementation							
** CAP: Waste Reduction and Limit on Single Use Plastics						2022 Ord. adopted	2023 Ord. adopted	Outreach	New regs in effect	ACTION: Staff hired		Outreach		2023 regs	Ongoing enforcement				
** Winslow Subarea Plan							Project prioritized	Project plan dev.		Project development		Next steps to be determined							
** Housing Action Plan, Needs Assessment, Inventory							Project defined	RFP issued	Contract awarded	ACTION: Consultant began		Ongoing outreach							
** Small lots development regulations			Project defined	Project paused		Project prioritized		No action											
** Transfer of development rights	Ongoing discussions						Project prioritized		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								Plan Adopted	Develop budget plan			Implementation projects						
** Wastewater Beneficial Re-use Study							Project defined	RFP issued	Contract awarded	Study commenced				Next steps to be determined					
Water/Sewer Rate Study							Project defined	RFP issued	Contract awarded	Plan development		Rate adoption			Rates in effect		Update		
Stormwater System Plan	Project budget allocated						Project defined	RFP issued	Contract awarded	Plan development				Implementation projects					
Madison Avenue Sidewalk Project	Project grant awarded						Project scoping considered		Contract awarded	ACTION: alternative selected		Design and permitting		Construction					
Sportsman Club/New Brooklyn Intersection Improvements Project	Design and permitting		Design change		Re-design and permitting				Contract awarded	ACTION: Construction		Construction							
Bainbridge Island Senior Community Center Renovations Project					Design and permitting				ACTION: Bid issued		Construction								
Police/ Court Facility Replacement Project	Design and permitting				Project paused				Proceed to construction	ACTION: Project restarted		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 July 13, 2022

**** means on the Highest Priority Project list, as approved July 2021**

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Dept
Consider Sea Level Rise (SLR) Adaptation policy	Active	A grant application to collect enhanced Sea Level Rise data is being considered by Dept of Commerce; SLR will be dealt with as an emerging policy item through the grant process	Land Use/ Housing	Policy		PCD
Develop Housing Action Plan (HSP), Housing Needs Assessment, and Housing Inventory	Active	Consultant selected and under contract. Housing Needs Assessment underway and will be complete in Sep 2022. Outreach beginning Summer 2022. Full HAP expected mid-2023.	Land Use/ Housing	Policy		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 ongoing; could adopt in August.	Land Use/ Housing	Policy		PCD
Review Housing Design Demonstration Project program	Active	Planning Commission added additional revisions Spring 2022. Council to discuss in Q3 2022.	Land Use/ Housing	Policy		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	Policy		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	Policy		PCD
Consider implementation of Inclusionary Zoning (IZ)	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	Policy		PCD
Consider Ordinance to allow Hotels in the Mixed Use Town Center (MUTC)	Pending	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		PCD

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Consider regulations related to common ownership of ADU's	Pending	Last briefings with Council in 2020.	Land Use/ Housing	Policy		PCD
Consider rules for tiny home villages	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	Policy		PCD
Decision Criteria – Conditional Use Permit	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	Land Use/ Housing	Policy		PCD
Decision Criteria – Subdivision	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	Land Use/ Housing	Policy		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	Policy		PCD
Complete changes to Sign Code	Deferred		Land Use/ Housing	Policy		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	Policy		PCD
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	This work item and standards adoption will be part of the Comprehensive Plan update due on or before 2024	PCD

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Regional Growth Allocation	Complete	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. - KRCC adoption scheduled for late 2022.	Land Use/ Housing	Policy	Further conversation with Council will be part of Comp Plan periodic review update.	PCD
**Consider Transfer of Development Rights (TDR) Implementation	Deferred	Council took action in July 2021 to request the consultant (EcoNorthwest) determine the sender TDR exchange value. Contract extension was not completed; we will not be revisiting until after HAP, Comp Plan, and Winslow Subarea Plan are complete. Staff capacity issue.	Land Use/ Housing	Policy		PCD
**Develop development regulations for small lots	Deferred	This priority can be addressed in part during the periodic update to the City's Comprehensive Plan	Land Use/ Housing	Policy	Previous PCD Director Wright and Arborist Nick	PCD
**CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ordinances approved. Implementation in 2022 and 2023	Climate/ Natural Resources	Policy	In-progress	Exec
CAP: Landscape Hand-tool Transition-to-Electric Plan	Active	Pilot project to begin in Q3	Climate/ Natural Resources	Operations		PW
Complete SMP Periodic Review	Active	SMP update will be restarted in Q3 with renewed work plan emphasizing streamlining, community outreach and easier to read code.	Climate/ Natural Resources	Required	New PCD Directro has reformulated a project team and will brief	PCD
Groundwater Management Plan	Active	Planning to be completed in 2022	Climate/ Natural Resources	Operations		PW
NTA Grant for Manzanita Watershed Planning	Active	Project data collection and preliminary designs on schedule; scope expanded and expected complete mid 2023	Climate/ Natural Resources	Policy		PW
Amend Appendix J of the Building Code to address stormwater	Deferred		Climate/ Natural Resources	Operations		PCD
Complete administrative review of Critical Areas Ordinance (CAO)	Deferred	Due to lack of staff capacity; can be considered after periodic review of Comp Plan is completed	Climate/ Natural Resources	Policy		PCD

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Consider Green Building Initiatives	Deferred	Due to lack of staff capacity.	Climate/ Natural Resources	Policy		PCD
SEPA Ordinance Update	Deferred	Due to lack of staff capacity; can be considered after periodic review of Comp Plan is completed	Climate/ Natural Resources	Policy		PCD
Shoreline Stewardship Program	Deferred	Due to lack of staff capacity; can be considered after periodic review of Comp Plan and SMP is completed	Climate/ Natural Resources	Policy		PCD
SMP/CAO Monitoring & Program Evaluation	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	Policy	SMP restart will consider the challenge of monitoring	PCD
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Complete	Separated landmark tree amendments from the vegetation amendment package.	Climate/ Natural Resources	Policy	Ordinance 2021-33 related to landmark tree was adopted Dec 2021. New arborist and Planning Manager unaware of any other workplan items so marking "complete."	PCD
Eagle Harbor PH I Non-Motorized Project	Active	Design consultant to be selected in Q3; Preliminary design concepts to City Council in early Q4	Mobility	Capital		PW
Eagle Harbor PH II Non-Motorized Project	Active	Major construction complete; landscaping to be completed in Q4 2022	Mobility	Capital		PW
Madison Avenue Sidewalk Project	Active	60% Design to be completed in Q3; Final design in Q4	Mobility	Capital		PW
Submit for Regional and County-wide federal grants	Active	Funding received for Wyatt Way project: \$777K	Mobility	Operations		PW
Sustainable Transportation Project	Active	Plan adopted	Mobility	Policy		PW
Trail Projects: Dana's; Farm; Lost Valley	Active	Dana's Trail and Farm Trail construction anticipated to begin in Q3 and be completed in 2022	Mobility	Operations		PW
All Island Speed Limit Evaluation	Active	Council briefing scheduled for Q3; Implementation in 2023	Safety	Policy		PW

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
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	In-progress	Exec
High School Road Safety Improvements	Active	Construction to begin in Q3	Safety	Capital		PW
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		POL
Sportsman Club/New Brooklyn Intersection Improvements Project	Active	Construction started in Q2	Safety	Capital		PW
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		POL
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy		Exec
Emergency Management - Map Your Neighborhood outreach	Deferred	Staff focus on COVID response	Safety	Operations	In-progress	Exec
Cascadia Rising Planning	Complete	Plan for City/EOC participation in regional earthquake response exercise. Completed June 13 - 15. Included table top exercises, flotilla drill.	Safety	Operations	Working on after action items now	Exec
Community COVID testing site	Complete		Safety	Operations	Completed in April 2022	Exec

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Community COVID vaccine distribution	Ongoing	Re-activated for booster and vaccination of those 0-11 years old	Safety	Operations		Exec
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting due April 30, 2022	Community	Operations		Exec
Bainbridge Island Senior Community Center Renovations Project	Active	One project bid received, exceeding current budget. Next steps to be developed in Q3.	Community	Capital		PW
Consider art on the Sound to Olympics Trail	Active	Ongoing conversations regarding type of art, location and partners.	Community	Capital	Original concept included Welcome Pole.	Exec
Continue to investigate options to improve community cellular service	Active		Community	Operations		Exec
Resolve shade covenant issues on Crawford and M&E properties	Active	Preferred alternative selected. Active project development. Expect further briefing to Council in	Community	Operations		Exec
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities. Consider amending BIMC to require	Community	Operations		Exec
Support 2023 LTAC funding cycle	Active	Process is underway. Continuing to recruit committee members.	Community	Operations		Exec
Support 2023-24 Human Services Funding Cycle	Active	Process is underway.	Community	Operations		Exec
Support City participation in opioid litigation	Active	Ongoing coordination with outside counsel.	Community	Policy		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	Community	Policy		Exec
Support Race Equity Advisory Committee	Active	Committee meets regularly and is developing a plan for 2022.	Community	Operations		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	Policy	Put on pause for 2022.	Exec

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
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		Exec
2022 Annual Pavement Repairs Project	Active	Construction started in Q2	Accountability	Operations		PW
American Public Works Association Certification	Active	Certification process in Q3	Accountability	Operations		PW
Annual drainage program – construct	Active	2021 contract completed; 2022 project selection in Q3	Accountability	Operations		PW
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule	Accountability	Capital		PW
Annual Sidewalk Repair Project	Active	Construction planned in 2022	Accountability	Operations		PW
ARPA Grant compliance and claims	Active	The City received \$7.061 million in two payments of \$3.5 million in June/July of 2021 and 2022	Accountability	Operations	First annual compliance report completed April	FIN
Chlorine Generator Replacement	Active	Completed in Q2	Accountability	Capital		PW
City Intranet Project	Active	Develop an Intranet that is useable by all staff.	Accountability	Operations	In Progress- 65% Complete	IT
Complete disposition of designated surplus property (IslandWood Easement)	Active	Continuing to work with the parties to the IslandWood easement to reach agreement.	Accountability	Operations		Exec
Conduct National Community Survey	Active	Council has selected custom questions. Process began in July with report in September.	Accountability	Operations		Exec
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	The ILA presented to Council in Q1 2022. Migration to the new RMS expected to begin in Q2 2022 and continue into 2023.	Accountability	Required		POL
Country Club Road Reconstruction	Active	Design in process; construction in 2023	Accountability	Capital		PW

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations	Project ongoing - Goal is for RFP late 2022 or early 2023	FIN
Develop racial equity toolkit	Active	Consultant-led process including training for staff.	Accountability	Operations		Exec
Downloadable GIS Maps	Active	Allow all GIS users to download existing maps.	Accountability	Operations	In progress - 75% Complete	IT
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Active	Current priority is to renew existing franchises and then to determine which other franchises to pursue.	Accountability	Required		Exec
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		FIN
Hawley/Irene Sewer Upgrades	Active	Design in process; construction in 2024	Accountability	Capital		PW
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Accountability	Required	100% Complete	Exec
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		POL

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Negotiate Comcast Franchise Renewal	Active	Renewal expected before end of 2022.	Accountability	Operations		PW
O&M/Engineering Field Mapping	Active	Data collection will be done in the field and auto-update database.	Accountability	Operations	In Progress - 90% Complete	IT
Police/ Court Facility Replacement Project	Active	Construction started in Q2; Council review of EOC in Q3	Accountability	Capital		PW
Pritchard Park Outfall Replacement	Active	Construction in 2022; design underway	Accountability	Capital		PW
PSE Franchise Renewal Process	Active	Negotiated franchise and partnership agreement underway; anticipate approved by Council before the end of 2022	Accountability	Operations		PW
Revise and update City real property surplus process	Active	Continuing to work with the Finance Dpt. on updates to the process.	Accountability	Operations		Exec
Sands Avenue Well Rehabilitation	Active	Construction in 2022; design underway	Accountability	Capital		PW
Stormwater Code Update	Active	Completed in Q2	Accountability	Required		PW
Stormwater System Plan	Active	Consultant work underway and on schedule	Accountability	Operations		PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2022	Accountability	Capital		PW
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	Completed March 2022 - Cleanup resolution and ordinance scheduled for	FIN
Taylor Well Rehabilitation	Active	Design complete; construction in Q4	Accountability	Capital		PW
Wastewater Beneficial Re-use Study	Active	Preliminary findings in Q3	Accountability	Operations		PW
Wastewater Treatment Plant Capacity Upgrades	Active	Preliminary findings in Q3	Accountability	Operations		PW
Wastewater Treatment Plant Outfall Replacement	Active	Preliminary evaluation started	Accountability	Capital		PW
Water and Sewer SCADA Upgrades	Active	Project construction underway	Accountability	Capital		PW

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Water System Business Plan	Active	Planning to commence in 2022	Accountability	Operations		PW
Water/Sewer Rate Study	Active	Recommendations to Council and UAC in Q3	Accountability	Operations		PW
Winslow Water Tank Replacement Project	Active	Preliminary design work started; community engagement in Q3	Accountability	Capital		PW
Work with the Council to implement changes to Ethics Program	Active	Work was paused pending appointment of Ethics Board members. Members appointed in June 2022. Process ongoing.	Accountability	Policy		Exec
Complete changes to Code Compliance	Deferred	As staff has capacity, will complete this project	Accountability	Policy		PCD
Develop community budget reporting	Deferred		Accountability	Policy		FIN
Review Noise Standards	Deferred	Existing noise code aligns with WAC. Update not currently a priority.	Accountability	Policy		PCD
Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations		Exec
City Hall Security System Software Upgrades	Complete	Project completed in February 2022	Accountability	Operations		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 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		POL
Small wireless facility ordinance	Complete		Accountability	Required	Ordinance 2022-09 passed in April 2022.	PCD
Upgrade Shoretel Telephone System	Complete	Currently several versions behind.	Accountability	Operations	Complete	IT
Complete Periodic Update to Comprehensive Plan	Active	Periodic Update due Dec. 2024	Citywide	Policy		PCD
Complete update to Winslow Subarea Plan	Active	Consultant selection expected in Q3.	Citywide	Policy		PCD