



CITY OF  
BAINBRIDGE ISLAND

**MEMORANDUM**

Date: October 7, 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 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 table includes 120 projects. It is not a comprehensive or prioritized list of all City activities; staff tracks and reports on these high priority issues to keep the Council and community informed and to demonstrate the projects which would be assessed to identify tradeoffs should new projects be added. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

2022 Q3 Results: Citywide Workplan Priorities

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

- Continued work on the Police/Court facility replacement project.
- Completion of the Sportsman Club/New Brooklyn intersection and High School Road safety improvement projects before the first day of school.
- Completing equity training for all regular staff and Councilmembers who opted to attend
- Welcoming the City's first National Urban Fellow, one aspect of the City's diversity, equity and inclusion initiative.
- Hosting hybrid council advisory group meetings, adjusting to the requirements of the Open Public Meetings Act and the strong desire of many committee members to have the ability to attend meetings remotely.
- Presentation of a balanced proposed budget for 2023 - 2024
- Implementation of new rates for the building and development services fund, representing the first overall review and increase to the rates since 2006

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):

- Develop legislation to respond to request for additional residential development density on property owned by a religious organization
- 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
- Complete permitting and mitigation plan for compliance with the Shade Covenant on the Crawford and M&E properties
- 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. Support ongoing involvement of various council advisory committees.
- 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 Act (ARPA) 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 ARPA funds to partially support this project
- Consider long-term plan for City's shares at the Islander Mobile Home Park
- Prepare for expected end to governor's emergency order related to the COVID pandemic
- Manage ongoing response to COVID-19 pandemic including community testing and vaccine sites
- Develop long-term processes and procedures, policies and scheduling for telecommuting
- Complete labor negotiations with Police Guild and International Association of Machinists and Aerospace Workers
- Expand communications efforts, including implementation of "Questions and Answers" page on City website

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 120 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).

2022 Workplan Projects  
*Last updated October 6, 2022*

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

Project	Status	Notes	Category	Project Driver	Dept
Complete Periodic Update to Comprehensive Plan	Active	Periodic update due Dec. 2024	Land Use/ Housing	Policy	PCD
Complete update to Winslow Subarea Plan	Active	Contract award Q4 2022	Land Use/ Housing	Policy	PCD
Consider increased density for affordable housing development on property owned by religious organizations	Active	Council review ongoing. Public Hearing scheduled for October 11, 2022	Land Use/ Housing	Policy	PCD
Consider Sea Level Rise Adaptation policy	Active	A grant application to collect enhanced Sea Level Rise data is being considered by Dept Commerce; SLR will be dealt with as an emerging policy item through the grant process	Land Use/ Housing	Policy	PCD
Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	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
Review changes to Sign Code	Active	Currently scheduled for Council review in Q4 2022.	Land Use/ Housing	Policy	PCD
Regional Growth Allocation	Complete	Council direction on employment growth will be integrated into KRCC countywide growth materials. KRCC adoption scheduled for late 2022.	Land Use/ Housing	Policy	PCD
Review Housing Design Demonstration Project program	Complete	Council approved an ordinance August 9, 2022 removing the sunset date for this program and making other changes, including limiting the program to the Winslow Sewer Service Area.	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 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
**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

Project	Status	Notes	Category	Project Driver	Dept
**Develop development regulations for small lots	Deferred	This priority can be addressed in part during the periodic update to the City's Comprehensive Plan but due to staff capacity will not be a stand alone project.	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) .	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
Consider regulations related to common ownership of ADU's	Pending	Last briefings with Council in 2020. Currently not scheduled for Council review.	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. Currently not scheduled for Council review.	Land Use/ Housing	Policy	PCD
Decision Criteria – Conditional Use Permit	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020. Currently not scheduled for Council review.	Land Use/ Housing	Policy	PCD
Decision Criteria – Subdivision	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020. Currently not scheduled for Council review.	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 2023.	Land Use/ Housing	Operations	PCD

Project	Status	Notes	Category	Project Driver	Dept
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
Consider Green Building Initiatives	Active	Will be considered by Council in December 2022.	Climate/ Natural Resources	Policy	PCD
CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ordinances approved. Implementation in 2022 and 2023	Climate/ Natural Resources	Policy	Exec
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	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
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	PCD
Complete SMP Periodic Review	Active	SMP update presented with renewed work plan emphasizing streamlining, community outreach and easier to read code. Work expected to begin Q4 2022.	Climate/ Natural Resources	Required	PCD
CAP: Landscape Hand-tool Transition-to-Electric Plan	Active	Awaiting delivery of pilot project equipment; pilot project slated to start in Q1 2023.	Climate/ Natural Resources	Operations	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	Operations	PCD
Groundwater Management Plan	Pending	Plan delayed due to staffing; work to re-start in Q1 2023.	Climate/ Natural Resources	Operations	PW
Sustainable Transportation Plan Project	Complete	Plan adopted	Mobility	Policy	PW
Eagle Harbor PH II Non-Motorized Project	Active	Major construction complete; landscaping to be completed in Q4 2022	Mobility	Capital	PW
Eagle Harbor PH I Non-Motorized Project	Active	Preliminary design concepts to City Council in Q1 2023.	Mobility	Capital	PW
Madison Avenue Bundled Project	Active	Design underway. Final design to be completed in Q1 2023.	Mobility	Capital	PW
Trail Projects: Dana's; Farm; Lost Valley	Active	Dana's Trail on school property completed; Farm Trail construction started with wetland mitigation in planning.	Mobility	Operations	PW
Submit for Regional and County-wide federal grants for transportation projects	Complete	Funding received for Wyatt Way project: \$777K	Mobility	Operations	PW

Project	Status	Notes	Category	Project Driver	Dept
All Island Speed Limit Evaluation	Active	Council briefed on evaluation. Consideration of adoption scheduled for Q1 2023.	Safety	Policy	PW
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec
High School Road Safety Improvements	Complete	Project complete.	Safety	Capital	PW
Sportsman Club/New Brooklyn Intersection Improvements Project	Complete	Project complete.	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
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
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort.	Safety	Operations	Exec
Cascadia Rising Planning	Complete	City/EOC participated in regional earthquake response exercise. Completed June 13 - 15. Included table top exercises, flotilla drill.	Safety	Operations	Exec
Community COVID testing site	Complete		Safety	Operations	Exec
Emergency Management - Map Your Neighborhood outreach	Deferred	Staff focus on COVID response	Safety	Operations	Exec
Community COVID vaccine distribution	Ongoing	Re-activated for booster and vaccination of those 0 - 11 years old.	Safety	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
CAP: Solar Panels and Battery Energy Storage project	Active	Evaluation of six disaster hubs completed. Scheduled for Council consideration on October 25.	Community	Policy	Exec
Support City participation in opioid litigation	Active	Ongoing coordination with outside counsel regarding multiple aspects of litigation.	Community	Policy	Exec
Support Council consideration of public farmland framework	Active	Council provided funding for Friends of the Farms for 2023 and referred policy question to City Manager.	Community	Policy	Exec
Support development of Community Reads Program	Active	In conjunction with BI Reads for Justice,community reads pilot program underway.	Community	Policy	Exec
Support development of Poet Laureate Program	Active	In conjunction with Arts and Humanities Bainbridge, poet laureate program approved.	Community	Policy	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	Exec
Consider art on the Sound to Olympics Trail	Active	Ongoing conversations regarding type of art, location and partners.	Community	Capital	Exec
Bainbridge Island Senior Community Center Renovations Project	Pending	One project bid received, exceeding current budget. Next steps to be developed in Q4.	Community	Capital	PW
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022	Community	Operations	Exec
Continue to investigate options to improve community cellular service	Active		Community	Operations	Exec
Expand communications efforts through "Questions and Answers" page on City website	Active	Implementing website to provide information to community regarding topics current on social media	Community	Operations	Exec
Resolve shade covenant issues on Crawford and M&E properties	Active	Preferred alternative selected. Active project development and permitting ongoing.	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 earlier planning.	Community	Operations	Exec
Support 2023 LTAC funding cycle	Active	Process is underway.	Community	Operations	Exec
Support 2023-24 Human Services Funding Cycle	Active	Process is underway.	Community	Operations	Exec
Support Race Equity Advisory Committee	Active	Committee meets regularly.	Community	Operations	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	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
Complete changes to Code Compliance	Deferred	As staff has capacity, will complete this project	Accountability	Policy	PCD
Review Noise Standards	Deferred	Existing noise code aligns with WAC. Update not currently a priority.	Accountability	Policy	PCD
Develop community budget reporting	Deferred		Accountability	Policy	FIN
Work with the Council to implement changes to Ethics Program	Deferred	Deferred pending further direction from the Council.	Accountability	Policy	Exec
Country Club Road Reconstruction	Active	Design contract award to Council for consideration of approval in Q4 2022.	Accountability	Capital	PW
Hawley/Irene Sewer Upgrades	Active	Design and permitting in process; construction in 2023	Accountability	Capital	PW
Police/ Court Facility Replacement Project	Active	Construction started in Q2 2022; project currently on schedule.	Accountability	Capital	PW
Pritchard Park Outfall Replacement	Active	Construction contract consideration of approval in Q4 2022; start construction in Q4 2022.	Accountability	Capital	PW
Sands Avenue Well Rehabilitation	Active	Design complete; construction in 2023.	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2023	Accountability	Capital	PW
Taylor Well Rehabilitation	Active	Design complete; construction in Q4 2022.	Accountability	Capital	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
Winslow Water Tank Replacement Project	Active	Design and permitting underway.	Accountability	Capital	PW
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule	Accountability	Capital	PW
Chlorine Generator Replacement	Complete	Completed in Q2	Accountability	Capital	PW
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	ILA presented to Council in Q1 2022. Migration to the new RMS underway.	Accountability	Required	POL
Review of Ward Boundaries	Active	Central, South, and North Ward boundaries must be evaluated based on the most recent census data	Accountability	Required	PCD
Stormwater Code Update	Complete	Completed in Q2	Accountability	Required	PW

Project	Status	Notes	Category	Project Driver	Dept
Coordinate with CJTC and WASPC to achieve compliance with new I-940	Complete	Training occurring to meet compliance. Policies have been updated to meet requirements of recent legislative changes. Additional changes	Accountability	Required	POL
Small wireless facility ordinance	Complete		Accountability	Required	PCD
Implement closed captioning for City Council meetings	Complete	Equipment purchased. Closed captioning is now available through Zoom for all meetings.	Accountability	Required	IT
Establish franchise agreements with utilities located in City right-of-way (e.g.,	Deferred	Current priority is to renew existing franchises and then to determine which other franchises to pursue. Work deferred pending staff	Accountability	Required	Exec
Wastewater Beneficial Re-use Study	Active	Preliminary findings to be presented to Council in Q4 2022	Accountability	Operations	PW
Wastewater Treatment Plant Capacity	Active	Final recommendations expected to be presented to Council in Q1	Accountability	Operations	PW
Water/Sewer Rate Study	Active	Recommendations to Council and UAC in Q1 2023	Accountability	Operations	PW
Negotiate Comcast Franchise Renewal	Active	Renewal expected by Q1 of 2023.	Accountability	Operations	PW
PSE Franchise Renewal Process	Active	Negotiated franchise and partnership agreement underway; anticipate	Accountability	Operations	PW
Stormwater System Plan	Active	Consultant work underway and on schedule	Accountability	Operations	PW
Inventory System: Replace manual	Active	Review existing software to better identify any gaps in meeting	Accountability	Operations	POL
City Intranet Project	Active	Intranet complete and useable by all staff.	Accountability	Operations	IT
Downloadable GIS Maps	Active	Allow all GIS users to download existing maps.	Accountability	Operations	IT
Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Accountability	Operations	IT
MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosting	Accountability	Operations	IT
O&M/Engineering Field Mapping	Active	Data collection will be done in the field and auto-update database.	Accountability	Operations	IT
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	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	Operations	FIN
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations	FIN
Complete labor negotiations with International Association of Machinists	Active	Discussions to begin Q4 2022.	Accountability	Operations	Exec
Develop racial equity toolkit	Active	Consultant-led process including training for staff is underway.	Accountability	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
National Community Survey	Active	Council has selected custom questions. Survey open in July and August. Reporting to be complete in September and October.	Accountability	Operations	Exec
2022 Annual Pavement Repairs Project	Complete	Project complete.	Accountability	Operations	PW
American Public Works Association Certification	Complete	Certification received.	Accountability	Operations	PW
Annual drainage program – construct	Complete	2021 contract completed; 2022 project selection in Q3	Accountability	Operations	PW
Upgrade Shoretel Telephone System	Complete	Currently several versions behind.	Accountability	Operations	IT
Support development services fee study	Complete	Update of building, planning and engineering fees. Last update was in 2007. Council briefings in September and December 2021.	Accountability	Operations	FIN
Complete labor negotiations with Police Guild	Complete	Contract approved by Council	Accountability	Operations	Exec
Revise and update City real property	Complete	The Council adopted Resolution No. 2021-18 on December 14, 2021	Accountability	Operations	Exec
Complete disposition of designated	Deferred	Continuing to work with the parties to the IslandWood easement to	Accountability	Operations	Exec
Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations	Exec
Annual Sidewalk Repair Project	Deferred	Work to proceed in 2023.	Accountability	Operations	PW
Water System Business Plan	Deferred	Planning to commence in 2023	Accountability	Operations	PW
City Hall Security System Software	Deferred	System replacement planned for 2023.	Accountability	Operations	PW