



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, MAY 18, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **WELCOME TO NEW CITY MANAGER BLAIR KING - 6:05 PM**
3. **EXECUTIVE SESSION**
 - 3.A **(6:15 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,** 30 Minutes
4. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:45 PM**
5. **FUTURE COUNCIL AGENDAS**
 - 5.A **(6:50 PM) Future Council Agendas,** 10 Minutes
 - [May 25 City Council Regular Business Meeting.pdf](#)
 - [May 26 Special Joint City Council and Ethics Board Meeting.pdf](#)
 - [June 1 City Council Study Session.pdf](#)
 - [June 8 City Council Regular Business Meeting.pdf](#)
 - [June 15 City Council Study Session.pdf](#)
 - [2021 List of Proposed Future Council Topics.docx](#)
6. **UNFINISHED BUSINESS**

- 6.A **(7:00 PM) Workplan Discussion - City Council**, 30 Minutes
[2021 Workplan Memo for CC 05182021.pdf](#)
[2021 Workplan 05-2021 Table.pdf](#)
[Workplan Presentation for 05182021.pptx](#)

7. **NEW BUSINESS**

- 7.A **(7:30 PM) Resolution No. 2021-10 Updating the Ethics Program relating to Board Appointments - Executive**, 10 Minutes
[Resolution No. 2021-10.docx](#)

8. **COUNCIL DISCUSSION**

- 8.A **(7:40 PM) Discussion of Electric Shuttle Proposal - Councilmember Schneider**, 10 Minutes
[BI Electric Shuttle - Council Summary.pdf](#)
[Slides for Council - BI Electric Shuttle.pptx](#)

- 8.B **(7:50 PM) Discussion relating to Proposed Local Plastics Ordinance - Councilmember Carr**, 10 Minutes
[Plastics Ord Memo_CM Carr.docx](#)

- 8.C **(8:00 PM) Process for Council Complaints - Mayor Nassar**, 20 Minutes

9. **FOR THE GOOD OF THE ORDER - 8:20 PM**

10. **ADJOURNMENT - 8:30 PM**

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 18, 2021

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:15 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

SUMMARY: Hold Executive Session.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 18, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:50 PM) Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[May 25 City Council Regular Business Meeting.pdf](#)

[May 26 Special Joint City Council and Ethics Board Meeting.pdf](#)

[June 1 City Council Study Session.pdf](#)

[June 8 City Council Regular Business Meeting.pdf](#)

[June 15 City Council Study Session.pdf](#)

[2021 List of Proposed Future Council Topics.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MAY 25, 2021**

REMOTE MEETING ON ZOOM

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AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(xx PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda, 5 Minutes**
 - 6.B **Accounts Payable and Payroll,**
 - 6.C **City Council Meeting Minutes,**
 - 6.D **(x:xx PM) Amendment No. 3 to the Professional Services Agreement with Gray & Osborne, Inc., for a New High School Reservoir Pre-Design Report - Public Works,**

[Water Tank PSA Amendment No. 3.docx](#)
[Water Tank PSA Amend #3 - Exhibit A.pdf](#)

Water Tank PSA_2017.pdf
Water Tank PSA Amendment No. 1.pdf
Water Tank PSA Amendment No. 2.pdf

- 6.E **(x:xx PM) Grinder Pump Replacement Contract Award - Public Works,**
Bid Form.docx
CONTRACT.docx

- 6.F **Dry Fire Sprinkler System Replacement Contract Award and Budget Amendment - Public Works,** 5
Minutes
BID FORM.docx
LPW_Contract_Dry Fire Sprinkler System.docx

- 6.G **Resolution 2021-09 relating to Multifamily Tax Exemption (MFTE) Designation Areas - Planning,** 5
Minutes
Resolution No. 2021-09 Intent to Designate MFTE Eligible Areas
Resolution No. 2021-09 Exhibits A and B

- 6.H **Ordinance No. 2021-15 Relating to 2021 1st Quarter Budget and Updated Capital Improvement
Plan Amendments - Finance,** 5 Minutes
2021 1st QTR BUA Transmittal Memo.docx
ORD 2021-15 2021 1st QTR Budget and CIP Amendments - Final.docx
Ord 2021-15 Attachment A - Q1 Budget Amendments.pdf

- 6.I **Resolution No. 2021-08 Updating the Governance Manual - Executive,** 5 Minutes
Resolution No. 2021-08 Updating the Governance Manual.docx

- 6.J **Ordinance No. 2021-16 Updating the City Advisory Board, Commission, Committee, and Task Force
Member Appointment and Confirmation Process - Executive,** 15 Minutes
Ordinance No. 2021-16.docx

7. FUTURE COUNCIL AGENDAS

- 7.A **(x PM) Future Council Agendas,** 10 Minutes

8. PRESENTATION(S)

- 8.A **(x PM) Proclamation Declaring June 2021 as Lesbian, Gay, Bisexual, Transgender, Queer, and
Questioning (LGBTQ) Pride Month - Mayor Nassar,** 5 Minutes
LGBTQ Pride Month Proclamation 2021.docx

- 8.B **(x PM) COVID-19 Update - Community Based Test Site and Vaccine Distribution Efforts - Executive,**
10 Minutes

9. UNFINISHED BUSINESS

- 9.A **Update on Small Business Grants - Finance,** 20 Minutes

10. NEW BUSINESS

10.A Schedule Public Hearing on Ordinance No. 2021-17 Extending the Landmark Tree Ordinance - Planning, 10 Minutes

11. COUNCIL DISCUSSION

11.A Consideration of Adding "No Parking" Signs on Miller Road - Councilmember Carr, 15 Minutes

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
WEDNESDAY, MAY 26, 2021**

SPECIAL JOINT CITY COUNCIL AND ETHICS BOARD MEETING

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF THE AGENDA/CONFLICT OF INTEREST**
3. **UNFINISHED BUSINESS**
 - 3.A **(X PM) Review of Pending Motions to Amend Ethics Board Operating Rules, 2 Hours**
Motions Made at October 27, 2020 Council Meeting
Deputy Mayor Deets_Suggested Motions for Council Ethics Discussion
Ethics Board Operating Rules - Revised and Adopted 10-19-2020
Resolution No. 2020-13 Updating the Code of Conduct and Ethics Program Approved 081120
4. **FOR GOOD OF THE ORDER**
5. **ADJOURNMENT**

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CITY OF
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**CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 01, 2021**

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1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas**, 10 Minutes
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - 7.A **Winslow Wastewater Treatment Plant Influent/Effluent Study Results**
45 Minutes
 - 7.B **Discussion of Criteria and Amount for 2022 Lodging Tax Award Cycle - Executive, Council Co-Chairs Kirsten Hytopoulos and Joe Deets** 20 Minutes
[LTAC_Intro_for_CC_08042020](#)
[Summary of LTAC awards 2018-2020.pdf](#)
[LTAC Balance - 30 June 2020 - for CC 08042020.docx](#)
[MRSC_-_Lodging_Tax__Hotel-Motel_Tax.pdf](#)
8. **COUNCIL DISCUSSION**
9. **FOR THE GOOD OF THE ORDER**

10. ADJOURNMENT

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CITY OF
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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 08, 2021**

REMOTE MEETING ON ZOOM

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 - 6.A **(PM) Agenda Bill for Consent Agenda**, 5 Minutes
 - 6.B **Accounts Payable and Payroll**,
 - 6.C **City Council Meeting Minutes**,
7. **FUTURE COUNCIL AGENDAS**
 - 7.A **(x PM) Future Council Agendas**, 10 Minutes

8. PRESENTATION(S)

- 8.A (x PM) Proclamation Declaring June 19, 2021 as the "Day to Celebrate Juneteenth 2021" - Mayor Nassar, 5 Minutes
Juneteenth_Proclamation_2020.docx

9. PUBLIC HEARING(S)

- 9.A (PM) Public Hearing for Proposed Multifamily Tax Exemption (MFTE) Designation Areas - Planning, 10 Minutes
Resolution No. 2021-09 Intent to Designate MFTE Eligible Areas
Resolution No. 2021-09 Exhibits A and B
- 9.B Public Hearing for Ordinance No. 2021-17 Extending the Landmark Tree Ordinance - Planning, 10 Minutes

10. UNFINISHED BUSINESS

- 10.A (XX PM) Consider Professional Services Agreement with the Kitsap Small Business Development Center - Executive, 10 Minutes

11. NEW BUSINESS

- 11.A Consider Policy for City Co-Sponsorship of Events - Executive, 15 Minutes

12. COUNCIL DISCUSSION

13. COMMITTEE REPORTS

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

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CITY OF
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**CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 15, 2021**

REMOTE MEETING ON ZOOM

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AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas**, 10 Minutes
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - 7.A **(x:xx PM) Eagle Harbor Phase I Non-Motorized Improvements Project Scope Discussion - Public Works**, 20 Minutes
[EH PH I Options FINAL.pdf](#)
8. **COUNCIL DISCUSSION**
9. **FOR THE GOOD OF THE ORDER**
10. **ADJOURNMENT**

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Memorandum

Date: May 18, 2021
To: City Council
From: Ellen Schroer, Deputy City Manager
Subject: Proposed Future City Council Topics

The table below provides a list of potential future City Council topics that have been identified by one or more councilmembers but have not yet been placed on an agenda, or added to an agenda for consideration of placement.

TOPIC

- Consideration of changes to Sign Code
- Welcome totem pole
- Proclamation/Recognition resolution
- Transfer of Development Rights (TDR) Program
- Update from Farmland Ad Hoc Committee (possibly June 1, 2021 study session)
- Proposal regarding Ethics Program from Councilmember Pollock
- Kitsap Public Facilities District Update
- Consideration of Affordability Levels for the MFTE Program



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 18, 2021

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:00 PM) Workplan Discussion - City Council,

SUMMARY: The City Council will discuss the 2021 workplan.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: Please see the attached memo and presentation.

ATTACHMENTS:

[2021 Workplan Memo for CC 05182021.pdf](#)

[2021 Workplan 05-2021 Table.pdf](#)

[Workplan Presentation for 05182021.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: May 18, 2021

To: City Council
Blair King, City Manager

From: Ellen Schroer, Deputy City Manager

cc: City Attorney
Department Directors

Subject: 2021 Workplan Priority Items

To date in 2021, we have discussed the City's workplan in two Council meetings. The workplan is a list of projects that the City maintains to describe work that is outside the general course of City business, or of particular interest to the Council, staff or the community. Projects can be added by staff, as policy priorities of the Council, or through the budget process. The Council and staff use this document to track progress of certain high priority items. Staff can also use this document to help explain the tradeoffs that must be made when new items emerge. The workplan is a useful way to keep tabs on projects that were started but have not yet been completed, either because they are still in progress or because other projects have assumed a higher priority.

On January 19, we discussed the 2020 Workplan, looking back to the prior year. On March 2, we had a second workplan discussion to review ongoing 2021 workplan items. The May 18th discussion is intended to update the workplan as we near the middle of 2021 and will serve as a baseline transition document for our new city manager.

We will use the time to recognize our ongoing work items and highlight the items which have been added as part of the City's ongoing response to the COVID-19 pandemic along with additions responding to Council and community priorities. City staff will be available at the meeting to speak to specific projects; I encourage you to provide questions in advance, if possible.

This memo orients you to the attached table that presents the workplan projects. The workplan is provided in the same format as in March. Projects with new information are shown in bold type.

A suggested outline for the Council discussion tonight is:

- Step One: Provide Council and the community with an update on the current priority 2021 City projects, including an estimate of the level of effort and duration of the project.
- Step Two: Review the categories suggested in March for workplan organization:

- Climate/Natural Resources
- Community
- Land Use/Housing
- Mobility
- Safety
- Accountability/Governance
- Diversity/Equity (discussed as a possible additional category in March)

Staff goals for the discussion:

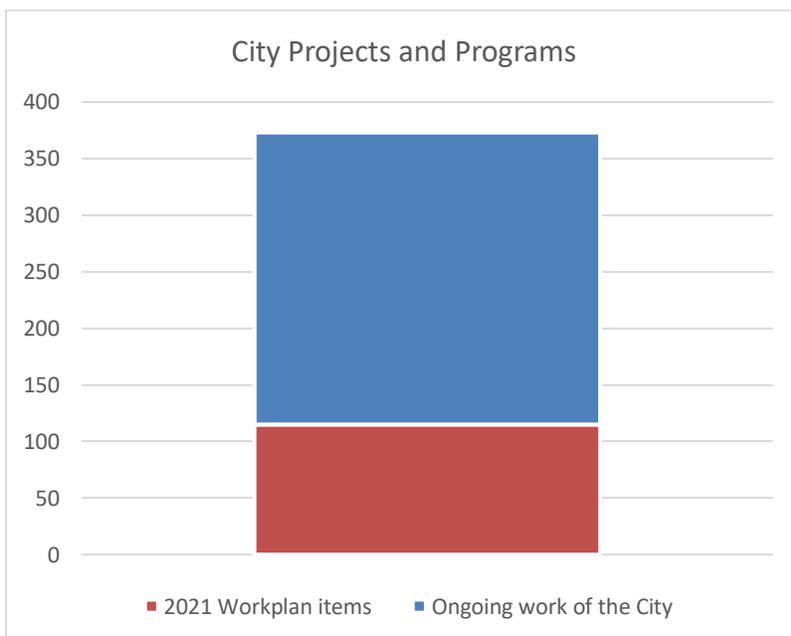
- Ensure that the Council understands the status of the workplan items and can ask questions about any particular item reflected.
- Develop an understanding of where tradeoffs will be sought as new priorities emerge.

2021 Citywide Workplan Priorities Background

Number and type of City projects

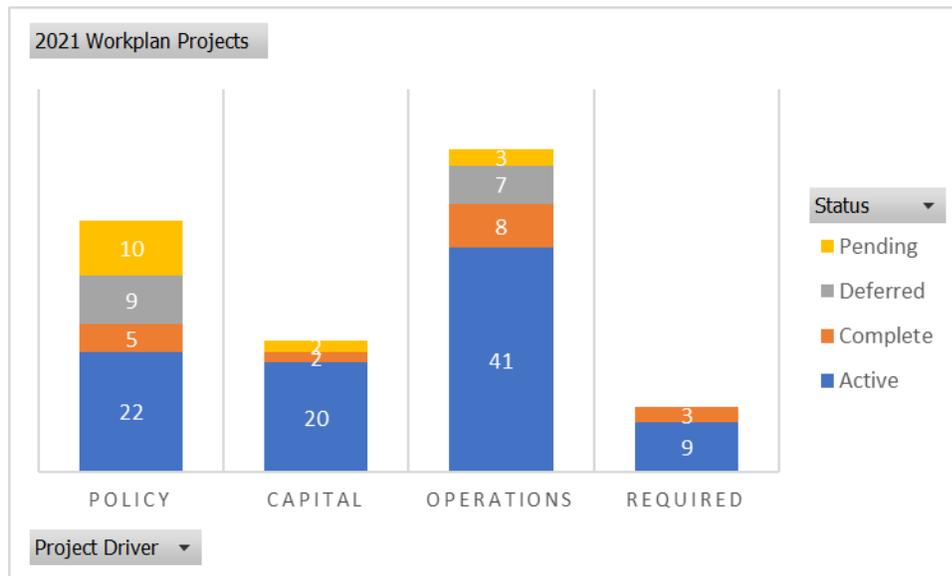
The workplan projects are part of a larger City set of programs and services. A large amount of City work is not captured on a project list such as the one presented as the workplan – key service delivery items such as filling potholes, traffic patrol, and paying invoices are among those ongoing services represented by the blue portion of the column in the chart which follows.

Chart One: Total ongoing and workplan projects



Additional information about the workplan projects (red portion of the column) is shown in the next section.

Chart Two: Projects tracked on the workplan



Within the 141 Workplan projects represented above, staff are actively working on 92 projects (shown in blue), with an additional 31 projects that are either deferred or pending, and 18 that have been completed in 2021. More information on project status is included in the attachment.

The leftmost column in the graph above represents the “Policy” projects, 46 projects that staff are currently tracking, and which are mostly generated by direct Council action. These projects are worked on by a small number of staff citywide, in most cases the department director and one or two senior staff. An initial review of City staff indicates that there are about 13 people who support the policy projects, which I highlight to underscore the need to identify tradeoffs when considering new work. All of these staff members have significant other responsibilities in addition to policy projects, so using 20% for directors and 75% for other staff, the City has roughly 7.0 FTE available to do the research and analysis to complete policy projects, assuming all positions below are filled.

Staff available to assign to policy and capital projects such as the ones on the workplan include:

- Public Works: Director (20%), Engineering Project Manager (75%), Project Manager (75%)
- Planning and Community Development: Director (20%), Senior Planner (75%) (2)
- Executive: City Manager (20%), Deputy City Manager (75%), City Attorney (20%), Communications Coordinator (75%)
- Police: Chief (20%)
- Finance: Director (20%), Senior Financial Analyst (75%)

Definition of project types for 2021 Workplan projects

The attached workplan list includes 141 projects, divided into four categories, or types, to assist with review:

- Policy – projects which support the development of new policies, code, programs or services.

- Capital – capital projects.
- Operations – projects funded through the budget which support funded City programs and services.
- Required – projects which the City must complete for regulatory reasons.

These categories are intended to provide rough guidance as to where tradeoffs will occur if new projects are contemplated or projects are taken off the list.

In addition, the items are assigned a status:

- Active – projects with current staff assigned.
- Pending – projects for which staff is awaiting a decision or input.
- Deferred – projects which have been placed on hold and to which no staff are assigned.
- Complete – projects which have been completed in 2021.

The status indication and shading in the calendar quarters are intended to communicate planned staff activity related to each project.

Key Added/Emerging Projects:

The workplan is a dynamic list as Council continues to consider and develop its priorities. Staff also sometimes adds projects, for example in response to storm events. Addressing these emerging items can decrease capacity to address previously identified projects.

A partial list of items that were added to the City workplan in Q1 2021 include:

- COVID-19 vaccine distribution – including logistics, policy and volunteer management
- Develop hazard pay ordinance
- Support multi-jurisdictional Sustainable Transportation event
- Consider Welcome Pole project
- Implement small business grant program, administered by KEDA
- Develop and implement policies and procedures to resume in-person services at City Hall
- Support ad hoc committee for Affordable Housing
- Support joint subcommittee of Planning Commission, Design Review Board, and City Council
- Implement closed-captioning on Zoom platform
- Manage City Hall repair project, including re-scope to adjust for additional items
- Support recruitment and selection of new city advisory group members

Conclusion

I am looking forward to our discussion on May 18 and welcome any questions or feedback you have. Thank you.

2021 Workplan Projects
Last updated May 13, 2021

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

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Hiring: Climate Mitigation/Adaptation Officer	Active	New position added for 2021. Position has been advertised.	Beginning	Exec									low	Climate/ Natural Resources	Operations
Complete annual update to GHG inventory dataset	Active		Complete	Exec									low	Climate/ Natural Resources	Operations
Complete SMP Periodic Review	Active	Adoption planned for August 2022.	Beginning	PCD									high	Climate/ Natural Resources	Required
Support PSE community solar project	Pending	Project driven by PSE schedule	Beginning	PW									medium	Climate/ Natural Resources	Policy
Support Council consideration of Green Building Initiatives	Pending	GBTF initial recommendations inconsistent with state preemption.	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Hiring: Senior Natural Resource Planner	Pending	New position added for 2021. Council to provide additional information about scope of work.	Beginning	PCD									low	Climate/ Natural Resources	Operations
Complete project to consider ARL designation	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
SEPA Ordinance Update	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
Amend Appendix J of the Building Code to address stormwater	Deferred	Amend code to reflect the City's stormwater regulations; deferred until PW hiring completed	Beginning	PW/PCD									medium	Climate/ Natural Resources	Operations
Support PSE Brien Drive power undergrounding and vehicle charging station	Deferred	Project delay due to PSE scheduling; undetermined start date at this time	Beginning	PW									low	Climate/ Natural Resources	Operations
WRIA 15 Watershed Plan Approval	Complete	Approved by Council on 4/13	Complete	PW									medium	Climate/ Natural Resources	Operations
Complete SMP Limited Amendment - Critical Areas & Nonconforming	Complete	Adopted by Council on November 24, 2020. Ecology approval received on February 19; effective on March 5, 2021.	Complete	PCD									low	Climate/ Natural Resources	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Adopt 12-year Multifamily Tax Exemption (MFTE) program	Active	Public Hearing scheduled for June	Beginning	PCD									high	Land Use/ Housing	Policy
FAR – Zoning Control – Amended Regulations	Active	Briefings planned in June. Interim Control in effect until September 10, 2021.	Midway	PCD									medium	Land Use/ Housing	Policy
Triage – Phase II Code Changes – Code revisions related to meetings and requirements prior to a land use permit	Active	Under discussion at Planning Commission and DRB, not yet scheduled for Council consideration	Beginning	PCD									high	Land Use/ Housing	Policy
Administrative Review of the Development Moratorium	Active	Review and analysis of the code changes that resulted from the development moratorium.	Beginning	PCD									medium	Land Use/ Housing	Policy
Consider approach to developing Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	Direction provided by Council on April 20 to add this to workplan.	Beginning	Exec									high	Land Use/ Housing	Policy
Buildable Lands Report	Active	County's Buildable Lands Report provides info related to growth trends.	Midway	PCD									medium	Land Use/ Housing	Operations
Complete Island Center Subarea Plan	Active	Subcommittee completed their recommendation in May 2021.	Wrap Up	PCD									medium	Land Use/ Housing	Operations
PSRC Regional Growth Allocation	Pending	Following the completion of the BLR, the City will engage in growth allocation discussions with the County and Cities.	Beginning	PCD									medium	Land Use/ Housing	Policy
Complete project to consider TDR Implementation	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New Council subcommittee formed in Feb 2021.	Beginning	PCD									high	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Decision Criteria – Conditional Use Permit	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Decision Criteria – Subdivision	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Initiate Winslow Master Plan (WMP) Update	Pending	Council has indicated their support for this work plan item but timing decision has not been made.	Beginning	PCD									high	Land Use/ Housing	Policy
Small Lots Regulations	Pending	Support Council policy discussion and regulations specific for small lots. Added to work plan in Jan 2021. Further direction may come from newly-formed Feb 2021 subcommittee.	Beginning	PCD									medium	Land Use/ Housing	Policy
Support Council consideration of changes to common ownership of ADU's	Pending	Planning Commission Public Hearing held on Ordinance 2020-02 with a recommendation (January 2020) to the City Council. Council discussed on July 14, 2020 and sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation from Committee to date. New subcommittee formed in Feb 2021.	Midway	PCD									medium	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Support Council consideration of Inclusionary Zoning (IZ)	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New subcommittee formed in Feb 2021.	Beginning	PCD									medium	Land Use/ Housing	Policy
Implement Island Center Subarea Plan	Pending	Amend municipal code to implement Island Center Subarea Plan.	Beginning	PCD									medium	Land Use/ Housing	Operations
Complete changes to Sign Code	Deferred		Beginning	PCD									low	Land Use/ Housing	Policy
Support Council consideration of ordinance to allow RV's as permanent housing	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
Support Council consideration of rules for tiny home villages	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
Triage – Phase I Code Changes – Code revisions related to certain procedures	Complete	Council action taken in April 2021, Ordinance 2021-03.	Complete	PCD									high	Land Use/ Housing	Policy
Support Council completion of Development Moratorium workplan (CAO/SMP integration)	Complete	Moratorium sunset on April 4, 2021. Final work plan item approved by Ecology with a March 5, 2021 effective date.	Complete	PCD									low	Land Use/ Housing	Policy
FAR - Interim Zoning Control (IZC)- 6 month extension	Complete	Interim control extended to September 10, 2021.	Complete	PCD									low	Land Use/ Housing	Policy

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

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Traffic Calming Program Development	Active	Consultant hired to begin program handbook and three project design locations: Grow; Schel Chelb; Grand Forest; Finch; Open house community meetings scheduled for late May/early June	Beginning	PW									high	Safety	Policy
High School Road Safety Improvements - Complete design and construct	Active	Delay due to federal grant agency response; Project design completed; Target advertisement date 6/1	Midway	PW									high	Safety	Capital
Sportsman Club/New Brooklyn Roundabout – Complete design and construct	Active	Delayed due to WSDOT review; Target advertisement date 6/1/21	Beginning	PW									medium	Safety	Capital
Identified traffic calming projects	Active	Equipment (radar signs) ordered; awaiting receipt	Midway	PW									Medium	Safety	Capital
Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations.	Beginning	POL									medium	Safety	Operations
Blakely Harbor No Wake Zone	Active	BIMC updated December 2020 to expand the "No Wake" zone in Blakely Harbor. Applications to install two marker buoys completed in January 2021. Installation pending final permit approvals.	Midway	POL									medium	Safety	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources - Increase boater safety inspections	Active	Building work schedules to maximize coverage within existing budget. Cross-training of BIFD personnel in boat operations underway.	Beginning	POL									medium	Safety	Operations
Cascadia Rising Planning	Active	Plan for City/EOC participation in Cascadia Rising 2022; regional earthquake response exercise	Beginning	Exec									high	Safety	Operations
Community COVID vaccine distribution	Active	Plan to operate into Q2 2021 or, as needed.	Ongoing	Exec									high	Safety	Operations
Police/Court Facility – Complete design and construct	Pending	Project ready to advertise following input from City Manager	Beginning	PW									high	Safety	Capital
Consider rules related to Sexually Violent Predator Housing	Deferred		Beginning	Exec									low	Safety	Policy
EM - complete MOUs with community partners for Hubs and Shelters	Deferred	Emergency response activities will take precedence for foreseeable future.	Midway	Exec									low	Safety	Operations
EM - Continue Map Your Neighborhood outreach	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									low	Safety	Operations
EM - Plan and execute quarterly EOC exercises	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									high	Safety	Operations
Safe Routes to School projects	Complete	Pilot project complete	Complete	PW									medium	Safety	Capital
Hands-free restroom fixture upgrade - construction	Complete	Implemented in City-owned buildings	Complete	PW									low	Safety	Operations
Community COVID testing site	Complete	Test site at City Hall has completed its scheduled approach. Will reactivate mobile site if needed.	Complete	Exec									low	Safety	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Community business grants	Active	Grant applications closed Mar 28	Midway	FIN									High	Community	Policy
Plan for 2021 Community Needs Assessment	Active		Beginning	Exec									medium	Community	Policy
Support City participation in opioid lawsuit	Active	The City Attorney is coordinating with outside counsel in the litigation.	Ongoing	Exec									low	Community	Policy
Support Council consideration of public farmland framework	Active	Recommendation from Council Ad Hoc committee forthcoming	Wrap Up	Exec									low	Community	Policy
Consider Welcome Pole project	Active	Considering possible location and scope	Beginning	PW									low	Community	Capital
BISCC Renovations Project – design and construction	Active	Design work underway	Beginning	PW									high	Community	Capital
Farm Irrigation Projects - construction	Active	Pump and well-head maintenance/replacement	Beginning	PW									low	Community	Operations
Support 2022-2023 Cultural Element Funding Cycle	Active		Beginning	Exec									low	Community	Operations
COBI Connects	Active	Production of COBI Connects resumed with January 2021	Ongoing	Exec									medium	Community	Operations
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Active	Next step is to complete updates to Title 19 BIMC related to Master Permits, and then to pursue such permitting with Verizon and other providers.	Beginning	Exec									medium	Community	Operations
Continue to investigate options to improve community cellular service	Active		Beginning	Exec									medium	Community	Operations
Manage GARE Foundations training	Active	City employees, Council and REAC members attending GARE events	Midway	Exec									low	Community	Operations
Support 2022 LTAC funding cycle	Active	Fall cycle; will start in summer	Beginning	Exec									low	Community	Operations
Support REAC outreach workplan	Active		Ongoing	Exec									medium	Community	Operations
Support 2022 Human Services Funding Cycle	Active		Beginning	Exec									low	Community	Operations
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities	Beginning	Exec									medium	Community	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Resolve Crawford shade covenant issues	Pending	Awaiting community response to City inquiry	Beginning	Exec									medium	Community	Operations
Develop hazard pay ordinance	Complete		Complete	Exec									low	Community	Policy
Race Equity Advisory Committee Welcoming Signage	Complete	Installed at six locations islandwide	Complete	PW									low	Community	Capital
Complete Winslow wayfinding project	Complete		Complete	PW									low	Community	Operations
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for "Something New" rotating artwork project	Complete	City and AHB signed 5-year PSA	Complete	Exec									low	Community	Operations
Manage GARE technical assistance project	Complete	Programming is not available as previously planned. Pursuing different GARE options.	Complete	Exec									medium	Community	Operations
Support 2021 LTAC funding cycle	Complete	Award cycle held in Q1	Complete	Exec									low	Community	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Complete study to upgrade WWTP to tertiary treatment	Active	Reviews scheduled with the UAC on 5/12 and Council 6/1	Wrap Up	PW									medium	Accountability	Policy
Stormwater Master Plan	Active	Project scope not yet developed	Beginning	PW									medium	Accountability	Policy
Water System Business Plan	Active	Project scope not yet developed	Beginning	PW									high	Accountability	Policy
Achieve reaccreditation from WASPC	Active	Assemble proofs of compliance for mock assessment in June 2021. On-site assesment is expected in August 2021.	Midway	POL									high	Accountability	Policy
Work with Council to implement changes to Ethics Program	Active	Joint meeting scheduled for May 26	Midway	Exec									medium	Accountability	Policy
Water and Sewer SCADA Upgrades - construct	Active	No bidders at 4/2 opening; seeking direct negotiation with contractor; need budget amendment	Midway	PW									High	Accountability	Capital
City Hall Repairs	Active	Project scope and schedule expanded due to unforeseen conditions	Midway	PW									medium	Accountability	Capital
Complete pre-design for Winslow Water Tank replacement; submit to DOH	Active	Delay due to technical issues related to the water system model; Pre-design report estimated complete early Q2; DOH final review Q3	Midway	PW									medium	Accountability	Capital
Country Club road bulkhead "spot" repair – Complete design and construct	Active	Project target advertisement date 6/15	Beginning	PW									medium	Accountability	Capital
Initiate design for Sunday Cove, Lovell, Wood, Wing Point (SLOWW) sewer improvements	Active	30% design review complete 5/1	Beginning	PW									medium	Accountability	Capital
City Hall Security – design and construction	Active	New project	Beginning	PW									low	Accountability	Capital
Salt Storage Facility – design and construction	Active	New project	Beginning	PW									low	Accountability	Capital
Village Basin sewer force main project – design and construction	Active	Considering addition of scope to Madison Bike Lanes project	Beginning	PW									high	Accountability	Capital
Wyatt Water Main Extension	Active	Working through change order for additional work	Beginning	PW									medium	Accountability	Capital

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
2021 Annual drainage program – design and construction	Active	New suite of projects TBD	Beginning	PW									high	Accountability	Operations
Annual fleet and equipment procurement	Active	Projects underway	Beginning	PW									low	Accountability	Operations
2021 Annual road preservation and striping program – design and construction	Active	Road project scope is completed; striping contract awarded	Beginning	PW									high	Accountability	Operations
Hiring: Engineering Manager; Project Engineer	Active	Engineering Manager hired; project engineer candidates selected	Wrap Up	PW									medium	Accountability	Operations
Respond to and support potential Local Improvement District for Ferncliff HOA	Active	Preliminary cost analysis to be reviewed by UAC on 5/12	Beginning	PW									medium	Accountability	Operations
Yeomalt Drive emergency drainage repair	Active	Awaiting contractor start in late May	Beginning	PW									medium	Accountability	Operations
Yeomalt Drive slide repair investigation	Active	Evaluating geotechnical conditions to determine next steps	Beginning	PW									medium	Accountability	Operations
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment.	Beginning	POL									medium	Accountability	Operations
Update notification process from Planning Commission to City Council	Active	Bring PC notifications procedures into compliance with BIMC 2.16.080	Beginning	PCD									low	Accountability	Operations
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007. Council briefing June 2021.	Wrap Up	Fin/PCD									High	Accountability	Operations
FEMA Grant compliance and claims	Active	The City is in the process of submitting \$200k for reimbursement related to COVID-19 eligible expenses. Costs ongoing	Midway	FIN									high	Accountability	Operations
ARPA Grant compliance and claims	Active	The City will be receiving a yet-to-be determined amount of what is likely a two-year grant from the Federal Government through the State Commerce Dept	Beginning	FIN									high	Accountability	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Police/Court Facility - tracking and reporting	Active		Midway	FIN									medium	Accountability	Operations
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services. The City's current bank, Umpqua no longer has physical presence on the island.	Beginning	FIN									Medium	Accountability	Operations
Support transition to providing in-person services at City Hall	Active	Dependent on County phase. Develop new service delivery protocols and accompanying policy and procedures	Midway	Exec									high	Accountability	Operations
Complete disposition of designated surplus property (IslandWood Easement)	Active		Wrap Up	Exec									low	Accountability	Operations
National Citizens Survey	Active		Beginning	Exec									low	Accountability	Operations
Chlorine Generator Replacement – Complete design and construct	Active	Project construction contract awarded	Midway	PW									medium	Accountability	Required
Comcast Franchise	Active	Negotiations are ongoing, with a goal to reach agreement in the Fall of 2021.	Midway	PW									medium	Accountability	Required
Lead PSE Franchise renewal process	Active	Communications consultant hired; public open house scheduled for May 19	Beginning	PW									medium	Accountability	Required
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	Vendor selected in Q4 2020. Statement of work under development for implementation and transition.	Beginning	POL									medium	Accountability	Required
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements	Active	Updated Interlocal agreement for independent investigations pending council action on 4/13. Training occurring to meet compliance.	Wrap Up	POL									medium	Accountability	Required
Small wireless facility ordinance	Active	Interim control extended to Nov. 14, 2021	Midway	PCD									medium	Accountability	Required

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD, Verizon)	Active		Beginning	Exec									medium	Accountability	Required
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Midway	Exec									medium	Accountability	Required
Complete changes to Code Enforcement	Deferred		Wrap Up	PCD									medium	Accountability	Policy
Review Noise Standards	Deferred		Beginning	PCD									medium	Accountability	Policy
Develop community budget reporting	Deferred		Beginning	FIN									low	Accountability	Policy
Revise and update City real property surplus process	Deferred	Support disposition/ planning for Suzuki property.	Beginning	Exec									low	Accountability	Operations
Website improvements	Deferred		Beginning	Exec									high	Accountability	Operations
Complete changes to Fire Code/Coordination with BIFD	Complete	Completed	Complete	PW									low	Accountability	Required
Complete International Building Code Update	Complete	State extended deadline from June 2020 to February 2021. Complete Feb 2021.	Complete	PCD									medium	Accountability	Required
Support for City Manager search	Complete		Complete	Exec									medium	Accountability	Required



CITY OF
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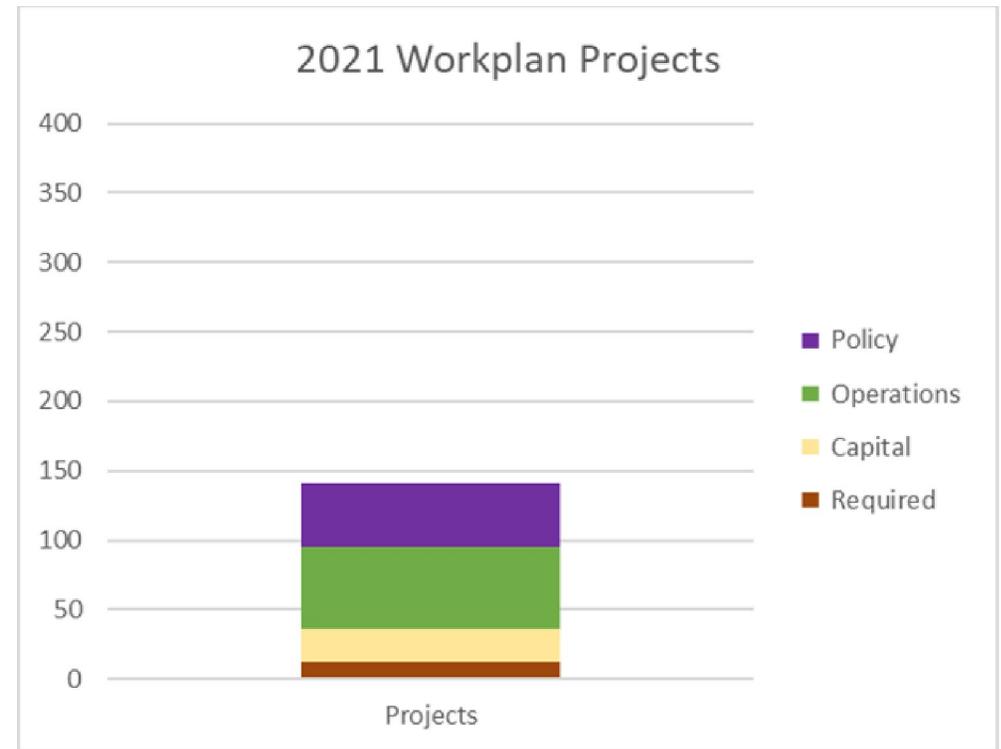
2021 Workplan Discussion

May 18, 2021

Workplan priority discussion

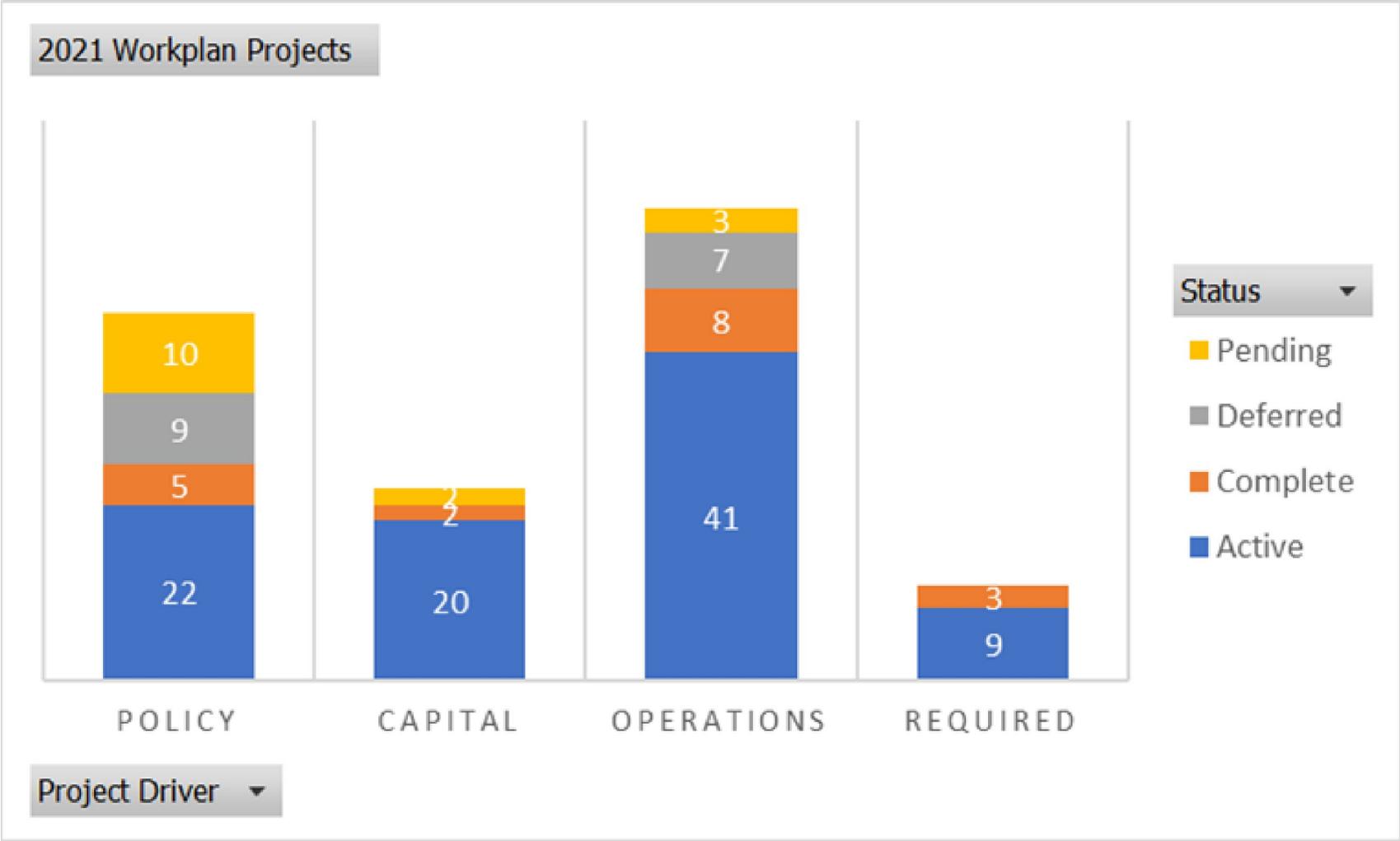
- 2021 current City workplan
 - Information updated from Jan. 19 and March 2
 - Projects as funded in the budget
 - Includes draft categories and information on how the item arrived on the workplan
 - Periodic update on projects completed
 - Periodic update on projects added





2021 Workplan Projects represent roughly a third of the City's overall programs and services

In 2021, between 40 and 50 policy projects – primarily supported by 13 staff or roughly 7.0 FTE of effort, about 5% of City FTE



Workplan priority discussion — 2021 projects

Using two organizational approaches
to facilitate review

- Driver or Source
 - Policy
 - Capital
 - Operations
 - Required
- Category
 - Climate/Natural Resources
 - Community
 - Land Use/Housing
 - Mobility
 - Safety
 - Accountability/Governance
 - Diversity/Equity (considered adding in March)



2021 Completed Projects (through Q1)

Completed projects (first slide):

- Complete International Building Code Update
- Complete changes to Fire Code/Coordination with BIFD
- Complete SMP Limited Amendment - Critical Areas & Nonconforming
- Support Council completion of Development Moratorium workplan (CAO/SMP integration)
- FAR - Interim Zoning Control (IZC)- 6 month extension
- Support for City Manager search
- Develop hazard pay ordinance



2021 Completed Projects (through Q1)

Completed projects (continued):

- Welcoming signage – design and installation
- Winslow wayfinding signage project
- Manage GARE technical assistance project
- Safer Routes to School pilot projects
- Facilitate Council review of PAC/AHB projects and funding
- Support 2021 LTAC funding cycle
- Multi-jurisdictional sustainable transportation event
- Hands-free restroom fixture upgrade
- Community COVID testing site



2021 Emerging Priorities (through Q1)

New projects added include:

- COVID-19 vaccine distribution community partnership
- Develop hazard pay ordinance
- Support multi-jurisdictional Sustainable Transportation event
- Consider Welcome Pole project
- Implement small business grant program, administered by KEDA
- Develop and implement policies and procedures to resume in-person services at City Hall
- Support ad hoc committee for Affordable Housing
- Support joint subcommittee of Planning Commission, Design Review Board, and City Council



	Policy	Operations	Required	Capital
Accountability	8	19	11	9
Climate/ Natural Resources	9	12	1	
Community	5	15		3
Land Use/ Housing	19	3		
Mobility	3			7
Safety	2	10		5
Total	46	59	12	24

Over 60% of policy projects support climate/natural resources or land use/housing categories





Ambitious workplan – at
or above staff capacity



Foundation for
subsequent discussions
and leadership transition



Questions regarding
particular items

Conclusion



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 18, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) Resolution No. 2021-10 Updating the Ethics Program relating to Board Appointments - Executive,

SUMMARY: At the May 11, 2021 City Council meeting, the Council asked the City Attorney's Office to return with a resolution at the next meeting amending the Ethics Program to provide additional clarity related to the applicability to the Ethics Board of the new City advisory group appointment and confirmation process. This resolution clarifies that new amendments to Chapter 2.01 of the Bainbridge Island Municipal Code related to such appointments and confirmations, which amendments are being enacted via Ordinance No. 2021-16, apply to the Ethics Board.

AGENDA CATEGORY: Resolution

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to forward Resolution No. 2021-10 for consideration of approval with the May 25, 2021 Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Resolution No. 2021-10.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2021-10

A RESOLUTION of the City Council of Bainbridge Island, Washington, amending and clarifying the City’s Ethics Program as relates to the appointment and confirmation process for Ethics Board members in accordance with concurrent amendments to Chapter 2.01 of the Bainbridge Island Municipal Code.

WHEREAS, Chapter 2.07 of the Bainbridge Island Municipal Code (“BIMC”) provides that the City Council shall establish, by resolution or ordinance, an Ethics Program for the City of Bainbridge Island; and

WHEREAS, on May 10, 2006, the City Council passed Resolution No. 2006-25, adopting an Ethics Program for the City of Bainbridge Island; and

WHEREAS, the City Council has previously amended the Ethics Program through the passage of Resolution Nos. 2011-07, 2011-13, 2012-11, 2018-10, 2019-26, and 2020-13; and

WHEREAS, the City Council now desires to further update and clarify the Ethics Program to amend the method of appointment and confirmation for Ethics Board members, as set forth in a new provision of the Bainbridge Island Municipal Code, BIMC 2.01.015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. Article V, Section A.3.a. of the City of Bainbridge Island Ethics Program is hereby amended to read as follows.

- a. ~~Members of the Ethics Board shall be nominated by the Mayor and confirmed by the City Council by a supermajority vote of at least five Councilmembers~~The appointments and confirmations of members of the Ethics Board shall be governed by Chapter 2.01 BIMC.

Section 2. Effective Date. This resolution shall take effect upon the effective date of Ordinance No. 2021-16.

PASSED by the City Council this _____ day of May, 2021.

APPROVED by the Mayor this this _____ day of May, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

May 13, 2021
_____, 2021
2021-10



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 18, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:40 PM) Discussion of Electric Shuttle Proposal - Councilmember Schneider,

SUMMARY: The City Council will discuss the attached proposal from Mobility for All for an electric shuttle.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[BI Electric Shuttle - Council Summary.pdf](#)

[Slides for Council - BI Electric Shuttle.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

TOPIC

Bainbridge Island Electric Shuttle Demonstration Project.

WHO

Mobility for All, is a Bainbridge Island non-profit offering to assist with the project.

PROBLEM

There are limited options to address the gaps in Bainbridge Island's existing public transit service.

Because of this, Bainbridge Island residents and visitors choose single occupancy vehicles as their primary mode of transportation.

The vast majority of existing transit services and other transportation options utilize internal combustion engines which emit harmful particulates and gases into the atmosphere.

PROPOSAL

Mobility for All respectfully requests Bainbridge Island City Council approve the following:

- 1. Assemble a project team consisting of**
 - Appropriate City staff
 - A representative of the Climate Change Advisory Committee
 - Mobility for All
- 2. Invite Kitsap Transit to work with the team (critical)**
- 3. Investigate existing Transportation Benefit District (TBD)**
 - Ask City staff to research how the City's existing TBD designation can be used to support this project

INITIAL TASK

The project team will complete the following task:

- Define the scope, schedule, and budget for a 1-year demonstration of a demand-responsive, first mile / last mile, electric shuttle.
- Identify and engage key stakeholders and potential project partners (such as):
 - Washington State Ferries, Puget Sound Energy, BI Chamber, BI Senior Community Center, Visit BI, Island Volunteer Caregivers, Puget Sound Clean Air Agency, BI Downtown Association, Western Washington Clean Cities Coalition, Sustainable Bainbridge, and others.
- Investigate grants and other funding mechanisms, including user fees. Identify a funding strategy for the demonstration project.
- Summarize findings and recommendations, and present to Council in 60 days.

WHY NOW

Bainbridge Island congestion, harmful emissions, and wasteful activities are getting worse. The City has developed a climate action plan and is working on a sustainable transportation plan.

This electric shuttle project would help mitigate problems identified by the community while making real progress toward Bainbridge Island's climate and sustainability goals. This project is consistent with Washington State's Climate Commitment Act and various funding opportunities are emerging making this an ideal time to take action.



Bainbridge Island Electric Shuttle

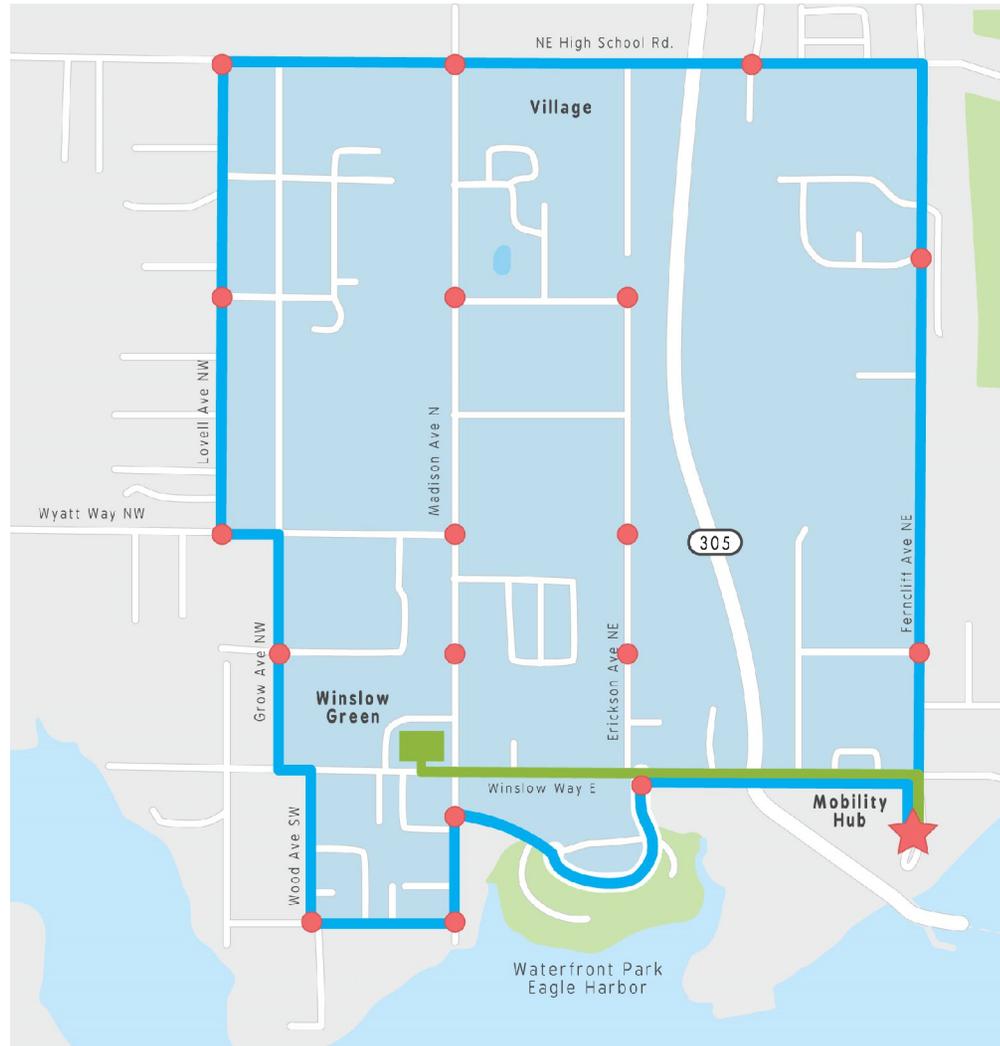


May 18, 2021

Concept

- Electric passenger service
- Focused on downtown core
- 7 days per week
- 1-year demonstration
- First mile, last mile, connections and fills service gaps
- Demand-responsive
- Possible demonstration of autonomous technology
- Fare based
- Target commencement of service April 2022

Area



m4a MOBILITY
FOR ALL

Benefits

- Improved access to the downtown businesses and services
- Local economic recovery
- Improved first mile, last mile, connections with Kitsap Transit and WSF
- Emissions reduction
- Congestion reduction
- Noise reduction
- Increased normalization of electric and shared solutions
- Consistent with Climate Change Advisory Committee and Sustainable Transportation Plan activities

Equipment (example)

Ram ProMaster "Airporter" shuttle
12-15 passenger
Converted to electric by EV Works
Tesla Model 3 drive unit and battery
150 mile range
DC Fast Charging



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FOR ALL

Equipment (autonomous shuttle)

Local Motors "Olli"

12 passenger

Electric and shared

Level 3+ autonomous

Fixed route, geo-fenced

LiDAR, RADAR, GPS, Proximity



m4a MOBILITY
FOR ALL

Project Team & Partners

- City of Bainbridge Island
- Mobility for All
- Kitsap Transit

Other possible partners:

- Puget Sound Energy
- Puget Sound Clean Air Agency
- Western WA Clean Cities Coalition
- Washington State Ferries

Example Community Stakeholders:

- BI Chamber
- Island Volunteer Caregivers
- BI Downtown Association
- Visit Bainbridge
- BI Senior Community Center
- Sustainable Bainbridge
- And more

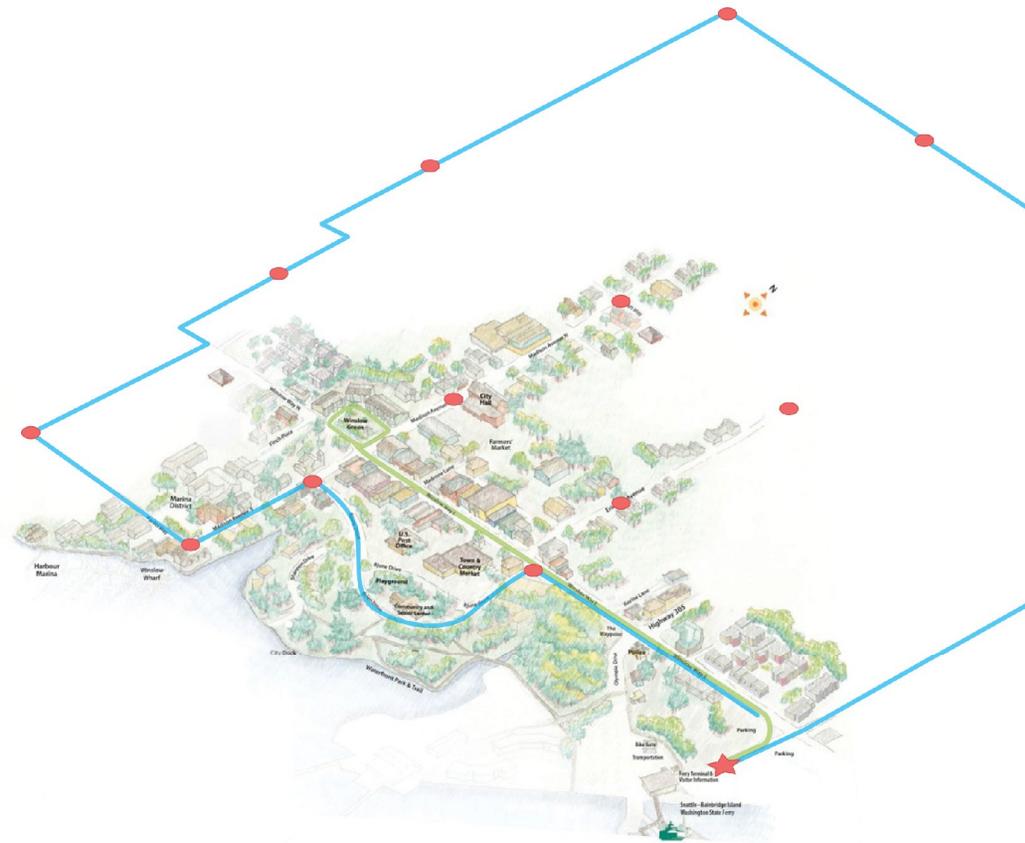


Cost

The analysis of project costs and the development of a budget are part of the initial planning activities.

The cost for a 3 month, fixed route, single van service is estimated to be less than \$100,000

A more comprehensive, demand-responsive, multi-van project could be capped under \$1MM.



m4a MOBILITY FOR ALL

Bainbridge Living Laboratory



Information Sheet

Mobility for All

Washington State Non-Profit Corporation
Tax-Exempt Status 501(c)(3)

Federal ID # **84-2339732**
WA UBI # **604-478-518**

PURPOSE (why we exist):

Mobility for All (m4a) advances mobility solutions that improve people's lives. Solutions must be safe, reliable, sustainable, and accessible for all users.



SAFE



RELIABLE



SUSTAINABLE



ACCESSIBLE

m4a MOBILITY
FOR ALL

MISSION (what we seek to accomplish):



SHARED-USE
ALTERNATIVES



ZERO
EMISSION



ADVOCATE FOR
TRANSIT



COMMUNITY
ENGAGEMENT



FOSTER
INTERCONNECTIVITY



EQUITABLE
MOBILITY



IMPLEMENT
SOLUTIONS



INFORM AND
EDUCATE

GOVERNANCE

Mobility For All is governed by a Board of Directors who also serve as its corporate officers:

Gregory A. Dronkert
Wendy Clark-Getzin
Michael Rimoin
Bruce Agnew
Alejandro Henao
Yolanka Wulff

President and Board Chair
Vice President
Secretary
Treasurer





CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 18, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:50 PM) Discussion relating to Proposed Local Plastics Ordinance - Councilmember Carr,

SUMMARY: Tonight's agenda item is intended to initiate City Council consideration of a local single-use plastics ordinance. The local ordinance will supplement the state-level bill that passed in this year's legislative session (SB 5022; available here: <https://legiscan.com/WA/bill/SB5022/2021>).

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Next steps and potential action could include:

I move to include a continued discussion on a local plastics ordinance to the [date] business meeting/study session.

or

I move to direct staff to develop and bring back to the City Council a draft local plastics ordinance based on policy direction provided at the May 18, 2021 study session.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Plastics Ord Memo CM Carr.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: May 18, 2021
To: City Council
From: Councilmember Carr
Subject: Plastics Ordinance

INTRODUCTION

Tonight's agenda item is intended to initiate City Council consideration of a local single-use plastics ordinance. The local ordinance will supplement the state-level bill that passed in this year's legislative session (SB 5022; available here: <https://legiscan.com/WA/bill/SB5022/2021>).

Policy questions on five specific items are provided for City Council consideration:

- Self-service for food service products
- Fee (pass-through charge) on disposable cups
- Ban on single-use stirrers/straws
- Requiring durable utensils for on-premises dining
- Ban on single-use personal care products at lodging establishments

Additional policy and process questions are also provided:

- Future requirement for compostable take-out containers
- Outreach, education and enforcement

Next steps and potential action could include:

- I move to include a continued discussion on a local plastics ordinance to the [date] business meeting/study session; or
- I move to direct staff to develop and bring back to City Council a draft local plastics ordinance based on policy direction provided at the May 18, 2021 study session

POLICY QUESTIONS FOR CITY COUNCIL CONSIDERATION

While the state-level bill is an excellent step toward increased waste reduction, the City Council may want to consider additional steps at the local level. These are all related to “food service products” and “personal care products,” and include items that would be more restrictive on something already addressed in the state law (Number 1, below) or items that are not addressed at all in the state law (Number 2-5, below). Each of these items is briefly described below, within the context of a policy question for City Council consideration.

Number	Policy Question/Background
1	<p>Self-service for food service products Does the City Council want to consider not allowing single-use food service products to be available to customers on a self-service basis? That is, these products would have to be requested by the customer and would not be available in bins, dispensers, etc.</p> <p>The state law provides that a food service business may provide single-use food service products, including utensils, straws, condiments, and beverage cup lids, only at the request of the customer. The state law allows these products to be available to customers in “cylinders, bins, dispensers, containers, or other means” on a self-service basis. [Note: Does not apply to beverage cup lids provided for hot beverages or via a drive-through establishment.]</p>
2	<p>Fee on disposable cups Does the City Council want to consider a fee on disposable (single-use) cups?</p> <p>If so, the City Council should begin to consider what the fee would be. It would likely be a pass-through charge the business would keep, similar to the charge for paper bags: “Pass-through charge” means a charge to be collected by retailers from their customers when providing recyclable paper bags, and retained by retailers to offset the cost of bags and other costs related to the pass-through charge (BIMC 13.28.200).</p>
3	<p>Ban on stirrers/straws Does the City Council want to consider a ban on stirrers/straws that are not 100 percent wood, bamboo, or durable?</p> <p>Flexible plastic straws could be provided on request as an adaptable utensil.</p>
4	<p>Requiring durable utensils Does the City Council want to consider requiring durable utensils at all on-premises dining establishments for any meal to be eaten on the premises?</p> <p>This means single-use (disposable) utensils would not be permitted for on-site dining. Some exemptions/waivers could be available based on need (e.g. no space for a dishwasher, plastic straws provided as an adaptable utensil for on-premises use).</p>
5	<p>Ban on single-use personal care products Does the City Council want to consider a ban on single-use personal care products provided at lodging establishments?</p> <p>No single use personal care products (e.g., shampoo, body lotion) in small bottles would be allowed to be distributed in lodging rooms other than accommodation for an individual with a disability to access personal care products, upon request. Lodging establishments would be encouraged to use refillable personal care product dispensers.</p>

Other items for consideration:

Advance requirement for compostable take-out containers: The island does not currently have commercial disposal service for compostable plastics. We may want to include a requirement for compostable take-out containers (meeting the requirements of RCW 70.360.040) to be effective when a commercial disposal service becomes available. Including it now would eliminate the need to amend the ordinance later.

Outreach/education: What level of effort should the City invest in listening to/gathering information from local businesses before passing an ordinance vs. providing information on the requirements after it is passed? What will be the City's role in education related to the new requirements? Example:

City staff designated by the City Manager shall provide, or contract for the provision of, education and outreach activities to inform retail establishments, consumers, and other interested individuals about the requirements of this chapter. Education and outreach will be designed to effectively convey the policies underlying this chapter, describe the actions necessary to gain compliance with its provisions, and minimize the need for formal enforcement action. The City will emphasize education and outreach rather than enforcement to achieve compliance with the requirements of this chapter.

Enforcement: What level of enforcement does the City want to have for these requirements? Example:

Prior to imposing penalties or taking other enforcement action set forth below, the City shall attempt to provide written notice to any retail establishment in violation of this chapter. The notice shall include a description of the item sold or provided by the retail establishment in violation of the requirements of this chapter, the text of the specific code provision(s) that apply and information on how to comply with the provision(s). The notice shall be provided to the retail establishment by personal service or certified mail, return receipt requested. Such notice is not a formal enforcement action, is not subject to appeal, and is a public record.

An owner or operator of a retail establishment that violates any provision of this chapter shall be guilty of a civil infraction, which shall be punishable by a fine not to exceed \$250.00 per day for the first 20 days that the violation exists and \$500.00 per day for each day thereafter. Each day that an establishment violates any of the provisions of this chapter shall constitute a single, separate violation.

BACKGROUND

The City Council adopted, "Climate Action Plan A Plan for Mitigating and Adapting to Climate Change on Bainbridge Island" on November 12th, 2020. The Climate Action Plan (CAP) includes a section on waste (Section 7). Solid waste generation contributes to about 4 percent of the island's greenhouse gas emissions. The waste and disposal of materials related to our consumption choices can be a substantive component to those emissions. To promote sustainable consumption in the community and address the need to reduce our collective waste footprint, the CAP includes the following priority action:

Priority Action 7.A.2.a: Adopt an ordinance to reduce the use of single-use plastic food service ware, including utensils and take-out containers, by all Island food service establishments.

This action is identified in the CAP as an immediate action that can be initiated, and likely completed, over the next 9-12 months. Immediate actions are intended to help jump start implementation of the CAP and provide the biggest near-term reductions in greenhouse gas emissions.

This year's state legislative session included the passage of SB 5022, Concerning the management of certain materials to support recycling and waste and litter reduction.

The bill is available here: <https://legiscan.com/WA/bill/SB5022/2021>

The Final Bill Report is here: <http://lawfilesexxt.leg.wa.gov/biennium/2021-22/Pdf/Bill%20Reports/Senate/5022-S2.E%20SBR%20FBR%2021.pdf?q=20210513090715>

The bill bans expanded polystyrene peanuts, coolers and foodware; requires businesses to provide single-use utensils, cups, lids and other foodware only upon customer request; and ensures that plastic beverage bottles, household cleaning and personal care bottles, plus trash bags, contain minimum levels of post-consumer recycled content.

Definitions of the local ordinance should match as closely those included in the state law. Examples include:

"Food service product" means a product intended for one-time use and used for food or drink offered for sale or use. Food service products include, but are not limited to, containers, plates, bowls, cups, lids, beverage containers, meat trays, deli rounds, utensils, sachets, straws, condiment packaging, clamshells and other hinged or lidded containers, wrap, and portion cups.

"Household cleaning and personal care product" means any of the following: (a) Laundry detergents, softeners, and stain removers; (b) Household cleaning products; (c) Liquid soap; (d) Shampoo, conditioner, styling sprays and gels, and other hair care products; or (e) Lotion, moisturizer, facial toner, and other skin care products.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 18, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:00 PM) Process for Council Complaints - Mayor Nassar,

SUMMARY: Recommended Proposal:

Conduct complaints about Councilmembers by a Councilmember shall be brought to the attention of the Mayor. The Mayor shall then provide the complainant's complaint to the respondent and an executive session shall be scheduled to hear the complaint and the respondent's response.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding: