



**CITY COUNCIL SPECIAL MEETING**  
**Thursday, January 26, 2017**  
**Bainbridge Island Art Museum, 550 Winslow Way East (2nd Floor),**  
**Bainbridge Island, Washington**

**AGENDA**

<b>Mayor:</b>	Val Tollefson	
<b>Deputy Mayor:</b>	Ron Peltier	Wayne Roth
	Sarah Blossom	Michael Scott
	Kol Medina	Roger Townsend

**1. ADVANCE MEETING AGENDA - 8:30 AM**

- A.** Advance Meeting Agenda
- B.** Meeting Materials- Facilitator
- C.** Meeting Materials - Staff

**2. ADJOURNMENT - 4:30 PM**

# City of Bainbridge Island City Council Agenda Bill



## PROCESS INFORMATION

Subject: Advance Meeting Agenda	Date: 1/26/2017
Agenda Item: PRESENTATION(S)	Bill No.:
Proposed By:	Referrals(s):

## BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

## REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

## DESCRIPTION/BACKGROUND

## RECOMMENDED ACTION/MOTION

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Advance Agenda	Backup Material

# City of Bainbridge Island Mayor and City Council Advance Meeting Agenda January 26, 2017

Facilitated by Patrick Ibarra  
The Mejorando Group

1. Overview of today's meeting agenda. (8:30 - 8:45)
2. Governing Effectively – Examine the various dimensions essential to governing effectively. (8:45 – 9:05)
3. Governance: Refresher on the Council-Manager Form of Government including (9:05 – 9:35)
  - Role (s) of Mayor and Councilmembers
  - Role of City Manager
  - Role of City staff members
  - Role of community members
4. “Hot” Topics (9:35-10:35) – discuss items identified by Council members prior to the meeting. These items will be discussed during this segment, and most likely, be brought up later in the day as components of the Strategic Plan are assembled. These include:
  - a) Policy related
    - 1) Comprehensive Plan update – the process
    - 2) Police Station
    - 3) Island Power
    - 4) Regulating AirBNB and VRBO
  - b) Fiscal/Budgetary
    - 1) Funding for community arts and human services groups
  - c) Development-related
    - 1) Comprehensive Plan revisions
    - 2) Affordable/Workforce housing
    - 3) Suzuki property
    - 4) Converting ADUs into condominiums
  - d) Infrastructure:
    - 1) Transportation Benefit District
    - 2) Town Square

- 3) Downtown Parking
- 4) Funding for Waterfront dock
- 5) Highway 305 Corridor Study
- 6) Olympic Hiking Trail

e) Efficient City Government

- 1) Transparency
- 2) Timing on when items are presented to Mayor and Council

5. *“Headwinds: Change as a Process, not an Event”* – Explore the various trends impacting the role of government, the City in general, and the departments in particular, and discuss ways to translate the headwinds of change into a tailwind. (10:35 – 11:15)
6. *“Tailwinds: The City’s Evolving Role as a Community Builder”* – Based on the factors/headwinds identified in the previous discussion explore the evolving role of the City organization as a credible community builder. (11:15 – 11:55)

LUNCH 12:00-12:45

7. Future Potential – responding to the questions: (12:45 – 1:20)
  - What does the City of Bainbridge Island want to be the best at?
  - What are the best indicators of effectiveness?
8. Role of Priority Based-Budgeting Check in on how the process is helping prioritize resources to deliver services and programs. (1:20 – 1:50)
9. Strategic Plan – Based on the discussions about “hot” topics, projects, services and programs held so far, identify which should be included in the Strategic Plan going forward. This discussion will include a proposed schedule and determination on how success is to be measured. In other words, it is a detailed plan for how the City can and will reach its intended goals – how it will fulfill its mission. (1:50 -4:15)
10. Wrap up and Next Steps (4:15 – 4:30)

# City of Bainbridge Island City Council Agenda Bill



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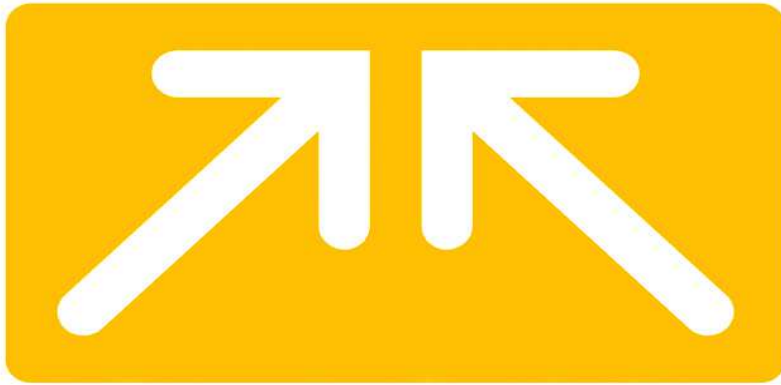
:	Recommendation:	
City Manager:	Legal:	Finance:

## DESCRIPTION/BACKGROUND

## RECOMMENDED ACTION/MOTION

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Handout from Facilitator	Backup Material



mejorando group



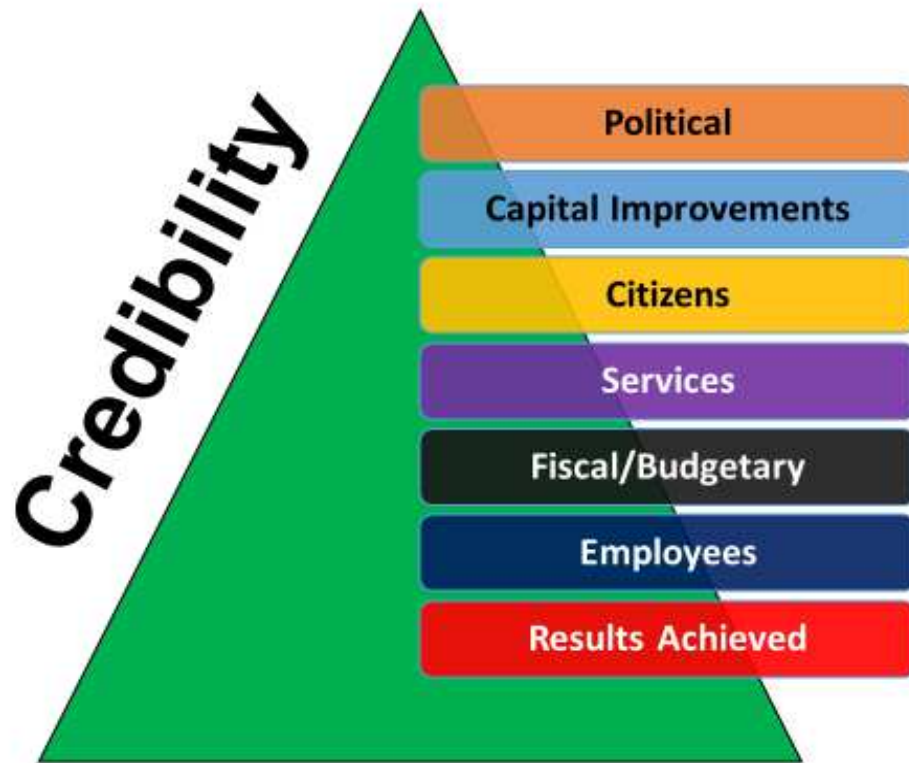
CITY OF  
BAINBRIDGE ISLAND

***MAYOR AND CITY COUNCIL  
ADVANCE MEETING***

Facilitated by  
**PATRICK IBARRA**

**January 26, 2017**

# GOVERNING EFFECTIVELY



# GOVERNANCE: REFRESHER ON COUNCIL-MANAGER FORM OF GOVERNMENT

- Role of Mayor
- Role of Councilmembers
- Role of City Manager
- Role of City staff members
- Role of community



## “HOT” TOPICS

### **a) Policy related**

1. Comprehensive Plan update – the process
2. Police Station
3. Island Power
4. Regulating AirBNB and VRBO

### **b) Fiscal/Budgetary**

1. Funding for community arts and human services groups

### **c) Development-related**

1. Comprehensive Plan revisions
2. Affordable/Workforce housing
3. Suzuki property
4. Converting ADUs into condominiums

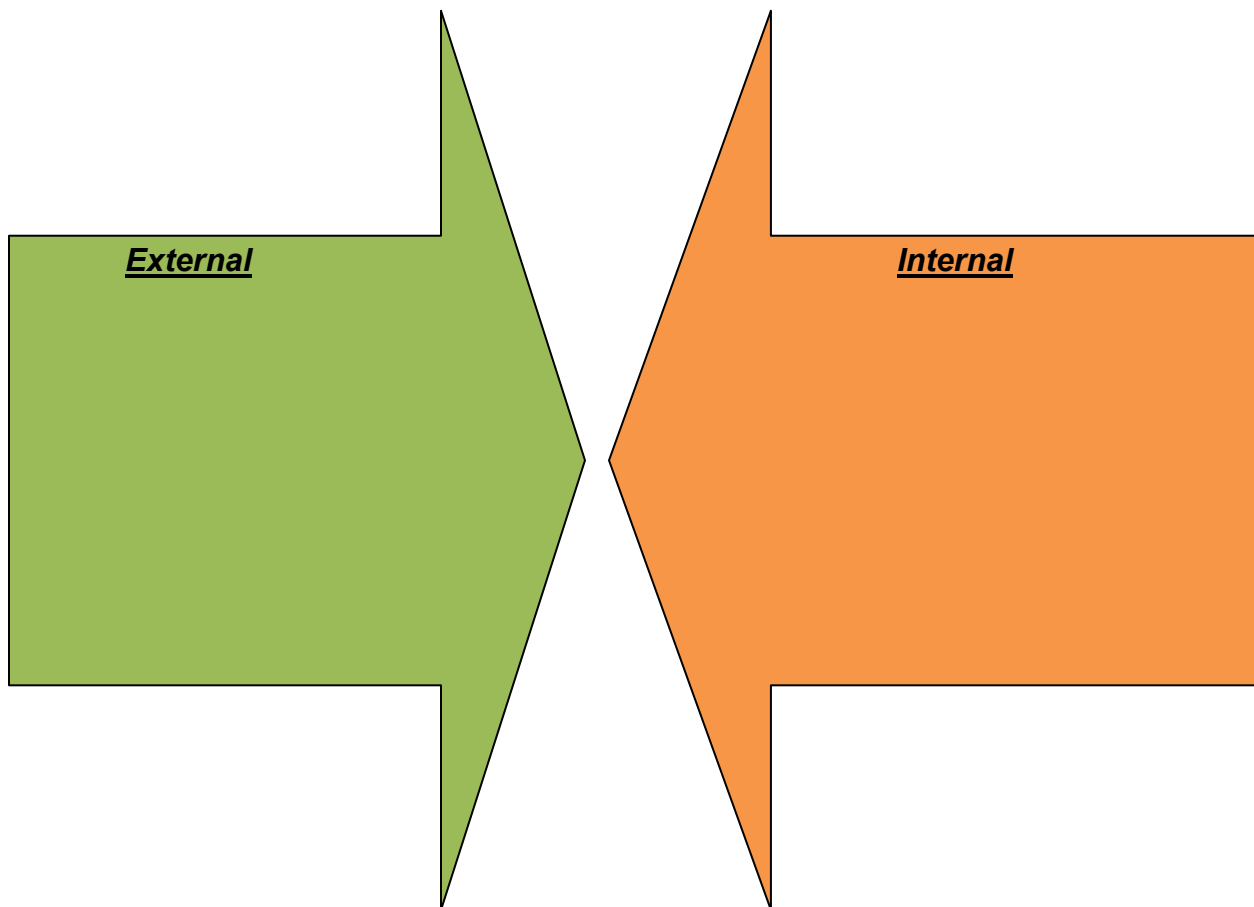
### **d) Infrastructure:**

1. Transportation Benefit District
2. Town Square
3. Downtown Parking
4. Funding for Waterfront dock
5. Highway 305 Corridor Study
6. Olympic Hiking Trail

### **e) Efficient City Government**

1. Transparency
2. Timing on when items are presented to Mayor and Council

# ***HEADWINDS:*** **CHANGE AS A PROCESS, NOT AN EVENT**



What are the consequences for the organization, employees, customers, residents, and other stakeholders if the organization doesn't effectively respond to these forces for change?

## ***TAILWINDS:*** **ROLE AS A** **CREDIBLE COMMUNITY BUILDER**

- Our past role was...
- Our current role is...
- Our future role will be...

## OUR FUTURE POTENTIAL WILL BE REALIZED WHEN...

1. What could we be the best at in Washington local government?

2. What are the best indicators of our effectiveness?

# ROLE OF PRIORITY-BASED BUDGETING

## OUR STRATEGIC ACTION PLAN IS...

*“A reasonable plan executed in a high-quality fashion will always produce an outcome that is superior to a high-quality plan executed in a casual manner.”*

### **Goal**

#### **Action Steps**

### **Goal**

#### **Action Steps**

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#### **Action Steps**

# City of Bainbridge Island City Council Agenda Bill



## PROCESS INFORMATION

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## RECOMMENDED ACTION/MOTION

### ATTACHMENTS:

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▣ Headwinds_Trends 2014 to 2016	Backup Material
▣ Draft 2016 Workplan Report	Backup Material
▣ Draft 2017 Department Priorities	Backup Material
▣ 2016 Council Priorities	Backup Material
▣ Draft 2017 Council Priorities	Backup Material
▣ Comp Plan Action List	Backup Material

### 2016 Headwinds/Trends

Growth Impacts  
Climate Change  
Gentrification  
Economy  
State Legislation funding & taxes  
Big Dig in Seattle/McCleary Decision  
Influence by Seattle and Kitsap County  
Emergency Preparedness  
Aging Infrastructure  
Media Landscape & Transparency  
Facebook  
Lack of Confidence  
Access to Information on the Website  
Uber Effect  
AirBnB – Housing  
ROI – Business Data  
Income Inequality

### 2015 Headwinds/Trends

Growth  
Sustainability  
Anti-growth Movement  
Transportation  
Unfunded Mandates  
Aging of Population  
Interest Rates Bound to Rise  
Increased Taxes to deal w/ Climate Change  
Employment Opportunity for Students  
Increase in Minimum Wage  
Poulsbo seen as a “college town”  
Off-island Services

### 2014 Headwinds/Trends

Population Growth  
Parking Impacts on Retail  
Rubric Around Mental Health  
State Funding Needs Impact on Cities  
More Regulations – trickle down  
Transportation 2040  
Housing Stock Mixture  
Aging Demographics  
Aging Infrastructure  
Loss of Locally-owned Banks  
Govt Functions Being Taken Over by Non-Profits  
Role of Govt as Facilitator v. Provider of Services  
City Need to Improve Service Delivery  
Social Media & Activism  
Impact of Ferries  
Online shopping impacts on Retail  
Changing Importance of Agriculture  
Pace of Change (accelerating)  
Island’s Identity  
Neighborhoods & Dining Out More





CITY OF  
BAINBRIDGE ISLAND

2016 YEAR END REPORT:

Department Workplans & Priorities

Doug Schulze, City Manager  
As of December 31, 2016

# OVERVIEW

The following report provides a year end update on City activities and progress on key projects. This report reflects status as of December 31, 2016 for the priority work plan items that were identified in January, 2016 through review and discussion with the City Council. Work plan items are grouped by department, and are designated as “high” or “medium” priority. In addition, each department has identified some priority tasks for 2016 that are associated with best management practices (“BMP”).

This results presented in this report indicate that the majority of our highest priority projects are either completed or in progress. City staff and City Council continue to demonstrate significant progress on priority tasks. Workplans for 2016 were ambitious, particularly given the effort required for the Comprehensive Plan Update and development of the 2017-18 Biennial Budget.

Goals for 2017 will be similarly ambitious, as the City turns towards planning and construction of several significant capital projects, implementation tasks for the Comprehensive Plan, other departmental

## SUMMARY BY DEPARTMENT

Executive .....	1 – 5
Finance & Administrative Services.....	6 - 9
Municipal Court .....	10 - 11
Planning & Community Development .....	12 - 19
Public Safety .....	20 - 24
Public Works .....	26 – 31



# EXECUTIVE

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## 2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Support completion of Comprehensive Plan Update.	<b>High/ Mandatory</b>	<b>Carryforward</b> Planning Commission review completed Q4. City Council review will complete in Q1-2017.
Support Council 2017-18 Biennial Budget development, including review of revenue options and long-term financial planning.	<b>High</b>	<b>Complete</b> 2017-18 Biennial Budget approved by City Council in Nov.
Support Council consideration of proposals for Suzuki property.	<b>High</b>	<b>Carryforward</b> <ul style="list-style-type: none"> <li>Q2: Council requested ETAC to prepare an RFP for an ecological assessment for the property.</li> <li>Q4: ESA retained to perform assessment.</li> <li>ESA results expected in Q1/Q2-2017</li> </ul>
Support planning process to replace public safety facilities: Police Station and Municipal Court.	<b>High</b>	<b>Carryforward</b> <ul style="list-style-type: none"> <li>Q2: RFP issued for design services</li> <li>Q3: contract awarded to Coates/MCL team</li> <li>Q4: design team reviewed program; briefing scheduled for City Council in Q1-2017.</li> </ul>
Support consideration of options for a municipal electric utility.	<b>High</b>	<b>Carryforward</b> <ul style="list-style-type: none"> <li>Q2: Selected consultant to perform feasibility study.</li> <li>Report expected in Q1-2017</li> </ul>
Planning for new Sewer capital projects.	<b>High</b>	<b>Complete</b> Projects identified in system plan update were incorporated into CIP within 2017-18 Budget.
Transportation Benefit District: <ul style="list-style-type: none"> <li>Program 2016 revenue</li> <li>Evaluate options for newly authorized rates</li> </ul>	<b>High</b>	<b>Carryforward</b> <ul style="list-style-type: none"> <li>Council discussed within budget development during Q4.</li> <li>Additional discussion on revenue options scheduled for City Council in Q1-2017.</li> </ul>

## 2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Complete hiring for Director – Planning and Community Development.	High	<b>Completed</b> New director hired in Q1.
Continue work to review Downtown parking options.	High	<b>Carryforward</b> <ul style="list-style-type: none"> <li>Community task force met throughout 2016.</li> <li>Presentation to City Council in Q4.</li> <li>Additional discussion scheduled with City Council in Q1-2017.</li> </ul>
Expand Emergency Preparedness: <ul style="list-style-type: none"> <li>AM radio project</li> <li>Relocate EOC to City Hall</li> <li>Update plans for emergency flotilla</li> <li>Participate in regional exercise (“Cascadia Rising” – June, 2016)</li> </ul>	High	<b>Carryforward</b> EOC relocated and training exercises held in Q1/Q2. 2017-18 Budget provides support for AM Radio Project and expanded Emergency Preparedness staffing and training.
Support long-range planning for Ferry District redevelopment.	High	<b>Deferred</b>
Support SR 305/regional transportation planning.	High	<b>Ongoing</b> Staff and elected officials participate in regional discussions on SR 305 improvements. \$33M in State funding provided for planning and construction within SR305 corridor.
Negotiate new labor agreement for Guild (expired 12/31/15).	High	<b>Complete</b> Approved three-year agreement in Q4.
Negotiate new labor agreement for IAM (will expire 12/31/16).	High	<b>Complete</b> Approved two-year agreement in Q4.

## 2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Establish franchise agreements with utilities located in City right-of-way.	Medium	<b>Deferred</b> Work delayed due to City Attorney transition. Will address in 2017.
Support Council consideration of potential changes to annual award process for Lodging Tax (Civic Improvement) funds.	Medium	<b>Complete</b> Council reviewed options in Q2 and incorporated changes within process for 2017 funding.
Amend procurement and purchasing policies, including City Manager's contracting authority (BIMC 3.70 and 3.72).	Medium	<b>Complete</b> Updated policies approved in Q2.
Support Council consideration of multi-year process to award human services funding.	Medium	<b>Complete</b> Council approved two-year awards for 2017-18 activities in Q4.
Support Council consideration of initiatives to improve telecommunications service and connectivity island-wide: <ul style="list-style-type: none"> <li>Consider options for municipal broadband</li> <li>Recruit wireless service providers</li> </ul>	Medium	<b>Ongoing</b> Updated ordinance related to wireless facilities adopted in Q1.
Negotiate cable franchise agreement/develop plans for PEG funding.	Medium	<b>Complete</b> New franchise agreement approved with Comcast in Q2.
National Citizen Survey – conduct focus groups on key findings from 2015 survey results.	Medium	<b>Deferred</b> Staff focused on community engagement and listening sessions to support Comprehensive Plan Update.
Continue work to support economic development and community identity efforts.	Medium	<b>Ongoing</b> Comprehensive Plan Update activities provided venue for community engagement on economic development and related topics.





## 2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Continue to pursue disposition of designated surplus property (Meigs, Pritchard, IMHP, HOB).	Medium	<b>Ongoing</b> Completed transfer of Meigs and three of five remaining IMHP shares. Work to transfer Pritchard property is underway.
Human Resources: <ul style="list-style-type: none"><li>Finalize and implement onboarding program for new employees</li></ul>	Medium	<b>Complete</b> Supervisors use a common checklist to ensure standard and comprehensive process for new employee startup.

## 2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Continue to expand environmental sustainability initiatives.	<b>BMP</b>	<b>Ongoing</b> Staff “Green Team” identified and implemented expanded recycling opportunities at both City Hall and O&M.
Continue citywide HPO initiatives: <ul style="list-style-type: none"> <li>Complete pilot session of new leadership program</li> </ul>	<b>BMP</b>	<b>Ongoing</b> Pilot session of Leadership Program met throughout the year with 7 employees participating. Will offer program every other year going forward, with next session scheduled for 2018.
Expand Code Enforcement Officer jurisdiction.	<b>BMP</b>	<b>Deferred</b> Work delayed due to City Attorney transition. Topic will be addressed in 2017.
Amend animal control Code per Hearing Examiner findings.	<b>BMP</b>	<b>Deferred</b> Work delayed due to City Attorney transition. Topic will be addressed in 2017.
Review options for criminal prosecution services.	<b>BMP</b>	<b>Deferred</b> Work delayed due to City Attorney transition. Topic will be addressed in 2017.
Continue initiatives to standardize and expand performance measurement.	<b>BMP</b>	<b>In Progress</b> Staff have selected software tool Envisio and implementation will complete in Q1-2017



# FINANCE AND ADMINISTRATIVE SERVICES

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## 2016 WORK PLAN PRIORITIES – FINANCE &amp; ADMINISTRATIVE SERVICES

Task	Priority	Status as of Year End
Support Council review of revenue options and long-term financial planning.	High	<b>Ongoing</b> Briefings were provided mid-year and as part of biennial budget development. Additional discussion with City Council is scheduled for Q1-2017.
Lead biennial budget process. Develop, propose and adopt two-year budget for 2017-2018.	High	<b>Completed</b> Biennial Budget adopted in November.
Complete biennial review of financial policies and cost allocation policies with City Council.	High	<b>Completed</b> Q2/Q3.
Support Council planning for Transportation Benefit District (TBD) revenues and rate options.	High	<b>Ongoing</b> Topic is part of revenue discussion scheduled for Q1-2017.
Support Council consideration of municipal electric utility.	High	<b>Ongoing</b>
Support Council consideration of utility tax options.	High	<b>Completed</b> Ordinance adopted Q4.
Support planning for new Sewer utility capital projects.	High	<b>Ongoing</b> Identified projects are included in current CIP.

## 2016 WORK PLAN PRIORITIES – FINANCE &amp; ADMINISTRATIVE SERVICES

Task	Priority	Status as of Year End
Evaluate options for payroll processing.	Medium	<b>In Progress</b> Vendor is selected; implementation is expected in Q1/Q2-2017.
Implement new Equipment Replacement and Reserve fund.	Medium	<b>In Progress</b> Funding included within biennial budget. Planned implementation on 1/1/2017.
Complete planning and reporting for new requirements related to the Affordable Care Act (ACA).	Medium/ Mandatory	<b>Completed</b> New requirements adopted in Q1.
Consider ongoing approach to City implementation of Priority Based Budgeting programs.	Medium	<b>Ongoing</b> 2016 update completed.
Support requirements for AM Radio initiative.	Medium	<b>Ongoing</b> AM Radio project scheduled for 2017.
Evaluate and begin implementation of cloud-based GIS system.	Medium	<b>Completed</b> Public City GIS data available on cloud-based system as of Q3.
Support requirements for new EOC location within City Hall.	Medium	<b>Ongoing</b> Implemented new phone and network connectivity in City Hall EOC as of Q2.
Support equipment upgrades related to new CENCOM hardware.	Medium	<b>Completed</b> Equipment installed Q2/Q3.
Support work to negotiate new labor agreement with Guild.	Medium	<b>Completed</b> Two-year agreement approved in Q4.
Support work to negotiate new labor agreement with IAM.	Medium	<b>Completed</b> Three-year agreement approved in Q4.

## 2016 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Status as of Year End
Develop improved internal reporting with Public Works to monitor capital project status.	<b>BMP</b>	<b>Deferred</b> Deferred due to staff time limitations.
Support updates related to Public Works, contract authority and procurement (3.70 and 3.72).	<b>BMP</b>	<b>Completed</b> Procurement policy adopted by Council in Q2.
Consider participation in State business license program.	<b>BMP</b>	<b>Ongoing</b>
Evaluate SharePoint functionality and applicability to City functions.	<b>BMP</b>	<b>Ongoing</b> Pilot projects completed in PCD and Finance.
Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.	<b>BMP</b>	<b>Completed</b> Award received for 2015 Reporting.
Receive Distinguished Budget Award from GFOA.	<b>BMP</b>	<b>In Progress</b> Award application to be submitted 90 days after budget approval; award would be issued in 2017.
Support citizen advisory committees: <ul style="list-style-type: none"> <li>Salary Commission</li> </ul>	<b>BMP</b>	<b>Ongoing</b>



# MUNICIPAL COURT

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## 2016 WORK PLAN PRIORITIES – MUNICIPAL COURT

Task	Priority	Status as of Year End
Complete court wide form update.	Medium	<b>Completed</b> The Judge and Court administrator continue to update forms as changes in law and policy occur. Most forms have been revised and updated over the last two years.
Complete additional content for Court website.	Medium	<b>Completed</b> The Court offers a complete website that allows individuals to get up-to date, accurate information about parking tickets, infractions, criminal cases, protection orders, and any needed forms at a time and place that is convenient to them.
Complete program to computerize Court forms: <ul style="list-style-type: none"> <li>• Protection order forms</li> <li>• Sentencing forms</li> </ul>	Medium	<b>Completed</b> The judge prefers to use paper forms in protection order hearings.
Complete debt write-off process: <ul style="list-style-type: none"> <li>• Infractions</li> <li>• Criminal cases</li> </ul>	Medium	<b>Completed</b> The Court has completed a write-off of all Infraction and Criminal Case fines over 10 years old. Going forward, this process will be incorporated into a regular annual process.

## ADDITIONAL INFORMATION – MUNICIPAL COURT

The Municipal Court is also now able to provide the initial court hearing for a request for an **Extreme Risk Protection Order** (the final hearing is transferred to Superior Court per statute). This follows a law passed by initiative (I-1491) that allows a family member or law enforcement to request that a person's fire arm rights be temporarily removed, if the court finds that the person is at high risk to harm themselves or others. The other types of protection orders the court regularly hears requests for are: Domestic Violence, Stalking, Sexual Assault, and Anti-Harassment Protection Orders.





# PLANNING & COMMUNITY DEVELOPMENT

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## 2016 WORK PLAN PRIORITIES – PLANNING &amp; COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
<b>The following tasks all pertain to the 2016 update of the Comprehensive Plan.</b>	<b>High</b>	<b>In Progress</b>
Request extension of deadline to 12/31/16 from State Department of Commerce, <b>Q1</b> .		<b>Completed</b> Department provided notice to the State in Q1.
Complete review of Transportation Element & Island-wide Transportation Plan, <b>Q1</b> .		<b>In Progress</b> The City Council has reviewed the Planning Commission recommendations on the Comprehensive Plan Transportation Element & Island-wide Transportation Plan (IWTP), and has held public hearings on further revisions. The Comprehensive Plan and IWTP are expected to be adopted in Q1-2017.
Planning Commission conducts workshops and reviews remaining Elements--Water Resources <b>Q1</b> , Utilities <b>Q2</b> , Capital Facilities <b>Q2</b> , Human Services <b>Q3</b> and Cultural <b>Q3</b> .		<b>Completed</b> The Planning Commission completed their review and recommendation and forwarded a draft Comprehensive Plan (including Elements) to the City Council in October, 2016.
Planning Commission review of Aquifer Conservation regulations, <b>Q1</b> , <b>Q2</b> .		<b>Not Started</b> Aquifer Conservation regulations deferred until Q1/Q2 2017.
Planning Commission conducts public hearings on entire Comp Plan, Aquifer Conservation regulations and Island-Wide Transportation Plan and transmits recommendation to City Council, <b>Q3</b> .		<b>Completed</b> Planning Commission held public hearings on a draft Comprehensive Plan on September 17 and 22 and recommended a DRAFT Plan to the City Council in October, 2016. The Island-Wide Transportation Plan (IWTP) has been referred to the City Council for review and action. Comprehensive Plan and IWTP adoption are expected in Q1-2017.
Council reviews and adopts updates to Comp Plan, regulations and Island-Wide Transportation Plan, <b>Q4</b> .		<b>In Progress</b> City Council adoption for Comprehensive Plan and IWTP expected in Q1-2017.

## 2016 WORK PLAN PRIORITIES – PLANNING &amp; COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
<b>The following tasks all pertain to the Shoreline Master Program (SMP).</b>	<b>High</b>	<b>In Progress</b>
Support City response to SMP appeals.		<b>Ongoing</b> Resources have been dedicated to support City response to SMP appeals.
Process amendments to policies and regulations related to aquaculture. Requires review by Planning Commission, Council and Dept. of Ecology, <b>Q1-4.</b>		<b>In Progress</b> Planning Commission review of aquaculture limited amendment complete. City Council adopted SMP amendments regarding aquaculture policies and regulations in October, 2016. Transmittal package will be provided to Ecology in Q1-2017 for their review and action.
Process limited amendment to improve clarity and consistency within the SMP. Requires review by Planning Commission, City Council and Dept. of Ecology, <b>Q1-4.</b>		<b>In Progress</b> Planning Commission review of limited amendment began Q1. Will resume in Q1-2017 with Council/Ecology review and approval anticipated by end of Q4.
Continue implementation of shoreline monitoring program including ongoing implementation monitoring improvements using SmartGov, refine standard mitigation conditions, establish baseline conditions from LULC map developed through Puget Sound Marine and Nearshore Grant, staff training on use/application of new LiDAR and LULC map, initiate volunteer monitoring using established data plots, <b>Q1-4.</b>		<b>In Progress</b> SmartGov implementation; monitoring fields were added, and the first of the monitoring reports were received in December, 2016. Refining standard mitigation conditions <b>complete</b> . Puget Sound Marine and Nearshore grant <b>completed</b> end of April, including establishing baseline conditions and staff training on use/application of LiDAR and LULC map complete.

## 2016 WORK PLAN PRIORITIES – PLANNING &amp; COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
<b>Shoreline Master Program - Continued</b>	<b>High</b>	
Improve shoreline land use application review turn-around time.		<b>Ongoing</b> Several tools have been developed to expedite review but turn-around time remains slow due to the volume of permits, land use applications and other work program priorities. New exemption worksheet developed to replace time-consuming staff report.
Develop outreach/education materials for general public, including FAQ and permit pathway(s) and guidance (sample) documents for required studies, <b>Q1-4.</b>		<b>Not Started</b> No outreach/education materials developed. To be developed in 2017 Q1-Q2.
Seek funding for (partial) implementation of shoreline restoration plan, <b>Q1-4.</b>		<b>In Progress</b> Applied for and received DNR Urban Forestry Restoration Program crew assistance for maintenance of two shoreline restoration sites in Q2-2016. Applied for and received same crew assistance for Q2-2017.

## 2016 WORK PLAN PRIORITIES – PLANNING &amp; COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
<b>Low impact development (LID) regulations required by Dept. of Ecology (due by Dec. 31, 2016)</b> <ul style="list-style-type: none"> <li>Interdepartmental workgroup reviews current regulations and develops necessary revisions, <b>Q1, Q2.</b></li> <li>Planning Commission review and City Council review/adoption of revised regulations, <b>Q3, Q4.</b></li> </ul>	<b>High/Mandatory</b>	<b>Completed</b> City Council approved Phase I LID regulations in December, 2016.
<b>Update critical areas ordinance (CAO) (due June 30, 2017)</b> <ul style="list-style-type: none"> <li>Planning Commission review of Aquifer Conservation regulations as part of Comp Plan Update, <b>Q1, Q2.</b></li> <li>Begin review of other sections, <b>Q3.</b></li> </ul>	<b>High/Mandatory</b>	<b>In Progress</b> <ul style="list-style-type: none"> <li>Introduced CAO to ETAC.</li> <li>Completed initial mapping inventory and clean-up of database.</li> <li>Developing scope of work.</li> <li>Planning Commission review of aquifer conservation regulations not completed; revised strategy to review CAO as a whole with Planning Commission review in Q1/Q2-2017. Council review in Q2-2017 and approval anticipated Q3-2017.</li> </ul>
<b>Suzuki Property Planning</b> <ul style="list-style-type: none"> <li>Council decision on process for reviewing RFP submittals, <b>Q1.</b></li> <li>Community workshop on RFP submittals, <b>Q1.</b></li> <li>Council selection of submittal, <b>Q1/Q2.</b></li> </ul>	<b>High</b>	<b>In Progress</b> <ul style="list-style-type: none"> <li>PSA for ecological assessment awarded to ESA in Q4.</li> <li>Kick-off site visit conducted in Q4.</li> </ul>

## 2016 WORK PLAN PRIORITIES – PLANNING &amp; COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
<b>Development regulations for public institutions in residential zones</b> <ul style="list-style-type: none"> <li>First reading of Ordinance 2016-04 addressing lot coverage limitations for public institutions in residential zones scheduled for Jan. 5, 2016.</li> <li>Adoption of ordinance scheduled for Jan 19, 2016.</li> </ul>	High	<b>Completed</b> Ordinance 2016-04 adopted Q1.
<b>Develop Tree/Vegetation Management Ordinance</b> <ul style="list-style-type: none"> <li>Planning Commission conducts study sessions and public hearing on Ordinance 2016-01, Tree and Landscaping Maintenance Phase 2, and transmits recommendation to City Council, <b>Q1</b>.</li> <li>City Council reviews and adopts Ordinance 2016-01, <b>Q2</b>.</li> </ul>	High	<b>In Progress</b> <ul style="list-style-type: none"> <li>Ordinance 2016-01 adopted Q1.</li> <li>Ongoing Ad Hoc Committee work on tree and vegetation regulations.</li> </ul>

## 2016 WORK PLAN PRIORITIES – PLANNING &amp; COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
<b>Adopt Historic Preservation Ordinance</b> <ul style="list-style-type: none"> <li>Planning Commission study sessions &amp; public hearing, <b>Q1/Q2</b>.</li> <li>City Council review and adoption, <b>Q3</b>.</li> </ul>	<b>Medium</b>	<b>Completed</b> City Council adopted Ordinance 2016-11 on August 23, 2016.
<b>Suyematsu Property Planning</b> <ul style="list-style-type: none"> <li>Facilitate Historic Preservation Commission (HPC) and Friends of Farm (FOF) meeting to plan for Council Workshop, <b>Q1</b>.</li> <li>Support Council workshop with HPC &amp; FOF to present feasibility study, nomination to local Historic Register, master plan for the property and prioritization of capital projects, <b>Q1</b>.</li> </ul>	<b>Medium</b>	<b>Ongoing</b> <ul style="list-style-type: none"> <li>Joint HPC &amp; FOF Meeting: January 4, 2016</li> <li>City Council Study Session: March 15, 2016</li> <li>City Council Business Meeting: April 11, 2016 adoption of historic structure report &amp; feasibility study &amp; nomination of Suyematsu Farm to the Local Register</li> <li>2017 Budget includes funding for project to develop implementation plan for preservation priorities</li> </ul>
Support Executive Department/City Council in developing process for Council decision on private use of public tidelands.	<b>Medium</b>	<b>In Progress</b> City Council to review options for policies for City-owned tidelands in Q1-2017.
Amend SEPA Ordinance to reflect updates approved by State in 2014.	<b>Medium</b>	<b>Not Started</b>
Create process for citizen requests for zoning code amendments.	<b>Medium</b>	<b>Not Started</b>

## 2016 WORK PLAN PRIORITIES – PLANNING &amp; COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
Continue to improve permit review timelines by maximizing SmartGov capabilities.	BMP	<b>Ongoing</b> SmartGov is helping to improve timelines by lessening time needed to prepare notices, respond to public records requests and provide coordination between work groups (i.e., Health, Development Engineering, Fire and Public Works). Initiated the Development Review Process Improvement project in Q4 to make the process more predictable and efficient, and to improve City service. Recommendations to improve efficiency expected in Q1-2017.
Continue work on transitioning to online permit submittal process for citizen convenience.	BMP	<b>Ongoing</b> Electronic submittals are now requested for all current planning permit and land use applications, the next step will to become an electronically certified jurisdiction. Anticipate becoming certified in Q1-2017.
Process all land use permit applications within state-mandated timelines.	BMP	<b>Ongoing</b> Currently meeting mandated timelines for most permits. Challenges include limited resources, the Code's complexity, and increasing applications. Permit intake process has been streamlined by bringing a computer to front counter and insisting on complete applications.
Improve process for project acceptance for private development.	BMP	<b>Ongoing</b> This issue is improved by moving Development Engineering to Public Works.
Continue emphasis on staff training and certifications.	BMP	<b>Ongoing</b> Staff are encouraged to become AICP certified; on-going opportunities are supported for all staff.
Support citizen advisory committees: <ul style="list-style-type: none"> <li>Planning Commission</li> <li>Design Review Board</li> <li>Historic Preservation Commission</li> <li>Environmental Technical Advisory Committee</li> <li>Ad Hoc Tree LID Committee</li> </ul>	BMP	<b>Ongoing</b> Staff attend meetings on a monthly/twice-monthly basis to support the work of these committees.





# PUBLIC SAFETY

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## 2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Status as of Year End
<p><b>Continue to pursue Washington Association of Sheriffs and Police Chiefs (WASPC) department accreditation</b></p> <p>WASPC Accreditation is in 8 phases. In 2016, BIPD's goal is to complete phases 2, 3, 4:</p> <ul style="list-style-type: none"> <li>• 2: self-assessment</li> <li>• 3: file maintenance</li> <li>• 4: on-site assessment and evaluation</li> </ul> <p>These tasks will prepare the department for the official accreditation review process (phase 5).</p>	High	<p><b>In Progress</b></p> <p>A mock accreditation review was held in August. The mock accreditation review helped identify weak areas in the department's processes. Over the final months of 2016, the identified issues were resolved. Anticipate the official accreditation review from WASPC in Q1-2017.</p>
<p><b>Complete implementation of LEXIPOL Manual, including department-wide training</b></p> <p>The Lexipol Policy Manual was adopted in Jan. 2015. During the transition some policy from the previous General Orders Manual were imported. In 2016, those policies will be reviewed and updated to ensure best management practices. Going forward, Lexipol offers updates throughout the year as well as Daily Training Bulletins. Shift briefing training on essential policies is also planned for 2016.</p>	High	<p><b>In Progress</b></p> <p>This task is constantly being updated and remains a high priority.</p> <p>Ongoing policy review and development is now a standard part of the department's best management practices.</p> <p>The mock accreditation review assisted with finding opportunities to improve the department's policies. The department's use of daily training bulletins helps officers by providing an application-based approach to the department's policies.</p>
<p><b>Complete implementation for LEMAP recommendations</b></p> <p>The LEMAP review by members of WASPC focus on issues that are in the accreditation process. Those deficiencies have been addressed and a report detailing the changes will be completed in Q2-2016.</p>	High	<p><b>Replaced by Accreditation</b></p> <p>The LEMAP recommendations were based on the WASPC accreditation process. The issues raised in the 2013 LEMAP are remedied through the accreditation process and through personnel changes made in the past three and a half years.</p>



## 2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Status as of Year End
Support planning for Police Station replacement project.	High	<b>Ongoing</b> The department continues to support efforts by the City Council towards planning for a replacement building. In Q4, representatives from the department participated in the Coates/MWL review of facility programming, to specify space needs and functional layout.
Negotiate Guild labor agreement (expired Dec. 2015).	High	<b>Completed</b> Three-year agreement (2016-18) approved in Q4.

## 2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Status as of Year End
<p><b>Complete transition to new CENCOM hardware</b></p> <p>The communications unit for Kitsap County, CENCOM, is upgrading the CAD (computer aided dispatch) system and requires each department in Kitsap upgrade their MCT's (Mobile Communication Terminal). Several different versions are being tested with implementation near the end of Q2.</p>	Medium	<p><b>Completed</b></p> <p>The transition to a new organizational structure (Kitsap 911) was <b>completed</b>.</p> <p>Kitsap 911 completed the upgrades to infrastructure and hardware.</p>
<p><b>Identify automation opportunities/IT initiatives</b></p> <ul style="list-style-type: none"> <li>Review options for file storage. The SharePoint system is being reviewed for a transition to a cloud based system of file retrieval.</li> <li>Implement a Crime Analytics Program to track Crime Data (Q1).</li> </ul>	Medium	<p><b>Ongoing</b></p> <p>Lumen, a crime analytics program, was adopted in Q2 and is being utilized throughout Kitsap County. The program will launch a 2017 mobile version that each officer can operate from their assigned phones.</p> <p>The department adopted Paladin Data (ASMI) as the training monitoring platform. ASMI also has inventory functions that will be utilized.</p>
<p>Review options to re-establish a K9 program and acquire a new dog.</p>	Medium	<p><b>Deferred</b></p> <p>Department will review options in 2017.</p>

## 2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Status as of Year End
<b>Continue to emphasize Crisis Intervention Training (CIT) for all officers</b> Designated CIO's will continue to receive additional training for contact with people in crisis. All officers receive annual 8-hour refresher course.	BMP	<b>Ongoing</b> All officers on BIPD attend the 8-hour refresher course with designated Crisis Intervention Officers (CIO's) receiving an additional 24-hours of training. Going forward, all BIPD officers will complete the required Crisis Intervention Training.
Support City Council Public Safety Committee.	BMP	<b>Ongoing</b> Four meetings were held in 2016. The Department will continue to fully support the City Council Public Safety Committee in 2017.
Develop strategic plan for department.	BMP	<b>In Progress</b>
Continue expanded monthly and annual reporting on department activities and objectives.	BMP	<b>Ongoing</b> Department provides standard monthly and annual reporting.
<b>Hiring Process/Background Checks</b> Complete transition to use of outside agencies to conduct background investigations for potential hires.	BMP	<b>In Progress</b> Recruitment efforts continue to be a priority due to ongoing staffing turnover. Four officers left the department in 2016 and one officer was hired. An ongoing recruitment drive includes a new signing bonus to encourage lateral hires. The background investigations are currently being conducted by the BIPD Detective Unit. The potential transition to an outside agency completing background investigations is under review.
Improve and expand information provided via department section of City website.	BMP	<b>Ongoing</b> New information is being updated to the Police section of the City website.





# PUBLIC WORKS

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## 2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
<b>Public Safety facility replacement:</b> <ul style="list-style-type: none"> <li>Site selection</li> <li>Co-locate with Municipal Court?</li> <li>Funding plan</li> <li>Initiate project design</li> </ul>	High	<b>In Progress</b> <ul style="list-style-type: none"> <li>Design team selected in Q4.</li> <li>Coates Design/MWL, Inc. completed review of facility programming requirements in Q4.</li> <li>City Council briefing scheduled for January, 2017.</li> <li>Site selection and other project planning will be ongoing in 2017.</li> </ul>
Complete construction for Waterfront Park redevelopment.	High	<b>In Progress</b> Construction began Q2. Expected to complete Q1-2017.
Complete design and permitting, and develop funding plan for City Dock replacement.	High	<b>In Progress</b> <ul style="list-style-type: none"> <li>90% design completed Q2.</li> <li>City notified of RCO/USFWS grant to complete funding in Q2.</li> <li>Permitting and final design expected in Q1-2017.</li> <li>Project bids expected Q2-2017; construction in Q2/Q3-2017.</li> </ul>
Review and update prioritized Non-Motorized Transportation projects.	High	<b>Completed</b> List of NMTAC priorities presented to Council in Q1.
Complete construction for Phases 1, 2 and 4 of Sound-to-Olympics (STO) Trail Project.	High	<b>In Progress</b> <ul style="list-style-type: none"> <li>Phase 1: redesign requested by City Council. Final approval of redesign is under review by WSDOT and FHWA.</li> <li>Phase 2 &amp; 4: will award in Q1-2017, construction to follow.</li> </ul>
Complete Wing Pt. Way Improvements.	High	<b>Completed</b> Construction completed Q2/Q3.



## 2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Identify uses for 2016 Transportation Benefit District (TBD) funds.	High	<b>Deferred</b> Approved 2017-18 Budget identifies uses for 2017-18 funds. 2016 funds have not yet been programmed. Will be discussed within Council review of revenue options scheduled for Q1-2017.
Complete Island-wide Transportation Plan (IWTP).	High	<b>In Progress</b> City Council review/adoption planned for Q1-2017. IWTP will be incorporated into Comprehensive Plan Update.
Complete planning for new Sewer capital projects: funding plan, design, and permitting.	High	<b>Completed</b> Identified projects are reflected in CIP that was adopted with the 2017-18 Biennial Budget.
Complete Water System Plan and implement any changes to capital plans, service delivery and/or rate structure.	High/ Mandatory	<b>In Progress</b> City Council approved revisions to System Plan in Q3. Revised System Plan is under review with DOH.
Review capital planning and financial capacity for Stormwater (SSWM) utility.	High	<b>Ongoing</b> Current plans for capital and operations are identified in the CIP and 2017-18 Biennial Budget. City Council approved a rate increase in Q4 as part of budget development.

## 2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Develop and adopt Low Impact Development Regulations per Dept. of Ecology (due Dec. 31, 2016).	High/ Mandatory	<b>Completed</b> <ul style="list-style-type: none"> <li>Consultant hired to assist with the review of LID requirements and code development in Q3.</li> <li>Planning Commission approved in Q4.</li> <li>City Council adopted LID code in Q4.</li> </ul>
Complete 2 <sup>nd</sup> Edition <i>State of the Island's Waters</i> Report.	High	<b>Deferred</b> <p>Report completion delayed to 2017 due to constraints on staff resources.</p>
<b>Support Comprehensive Plan Update</b> <ul style="list-style-type: none"> <li>Complete Water Resources Element.</li> <li>Complete modeling of groundwater system carrying capacity and Sea Level vs Fletcher Bay Aquifer production test.</li> <li>Complete <i>A Community Conversation about Water Supply</i> workshop series.</li> </ul>	High/ Mandatory	<b>In Progress</b> <ul style="list-style-type: none"> <li>Water Resources Element approved by PC.</li> <li>Basic modeling - completed Fletcher testing in Q3 with second testing scheduled for Q1-2017.</li> <li>Workshop series held Q1/Q2.</li> </ul>

## 2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Complete LED retrofit of street lighting.	Medium	<b>Completed</b> Replaced 71 fixtures in Q2.
Complete Mountain View construction project.	Medium	<b>Completed</b> Contract awarded Q3; construction completed Q4.
Complete Fletcher Landing road end improvement.	Medium	<b>Completed</b> Construction contract awarded Q2, construction completed Q3.
Complete Manitou Beach Road parking project.	Medium	<b>In Progress</b> Construction contract awarded Q3; construction will complete Q1-2017.
Support Rolling Bay neighborhood improvements.	Medium	<b>In Progress</b> Q2 changes included crosswalk striping and signage and additional “No Parking” signage.
Adopt ordinance to regulation Fats, Oil and Grease (FOG).	Medium	<b>Deferred</b> Draft ordinance in legal review. City Council expected in 2017.
Support initiatives to expand use of GIS for City asset management.	Medium	<b>Ongoing</b>

## 2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Pursue Satellite Management Authority for Water Utility. Implement identified Best Management Practices.	<b>BMP</b>	<b>Ongoing</b>
Complete Annual Roads Preservation Projects.	<b>BMP</b>	<b>Completed</b> Projects were completed in Q3.
Update City Engineer designation and related Code references.	<b>BMP</b>	<b>Resolved</b> Decision to move Development Engineering function to Public Works resolves issues related to Code.
Code updates related to Public Works, contract authority and procurement (3.70 and 3.72).	<b>BMP</b>	<b>Completed</b> Updates approved Q2.
Develop improved internal reporting with Finance to monitor capital project status.	<b>BMP</b>	<b>Ongoing</b>
Continue water resources status and trends monitoring (surface, storm, and groundwater).	<b>BMP</b>	<b>Ongoing</b>
Improve procedures with PCD for acceptance of private development projects.	<b>BMP</b>	<b>Ongoing</b> Change in Development Engineering function should help to address.
Support citizen advisory committees: <ul style="list-style-type: none"> <li>• Utility Advisory Committee</li> <li>• NonMotorized Transportation Advisory Committee</li> </ul>	<b>BMP</b>	<b>Ongoing</b> PW staff support monthly committee meetings.



## 2017 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Timing
Support completion of Comprehensive Plan Update.	High/ Mandatory	Q1
Develop citywide workplan for Implementing Items from Comprehensive Plan Update	High	Q1
Support consideration of options for a municipal electric utility.	High	Q1 – Q4
Support planning process for Police and Municipal Court Building Project.	High	Q1 – Q4
Support Council consideration of proposals for Suzuki property.	High	Q1 – Q4
Transportation Benefit District: <ul style="list-style-type: none"> <li>Review options to program existing revenue</li> <li>Evaluate options for newly authorized rates</li> </ul>	High	Q1
Support Council consideration of potential bond measure to support capital projects.	High	Q1 – Q4
Continue work to review Downtown parking options.	High	Q1 – Q4
Expand Emergency Preparedness: <ul style="list-style-type: none"> <li>Install AM radio tower</li> <li>Continue EOC staff training initiatives</li> <li>Complete EOC upgrades</li> <li>Expand pool of CERT trained citizens</li> <li>Establish network of neighborhood HUBS</li> <li>Implement plans for medical surge infrastructure</li> <li>Adopt new Emergency Operations Plan</li> </ul>	High	Q1 – Q4
Support SR 305/regional transportation planning.	High	Q1 – Q4

## 2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Timing
Establish franchise agreements with Bainbridge Disposal and utilities located in City right-of-way.	Medium	Q2 – Q3
Support Council consideration of annual funding for Cultural Element Implementation	Medium	Q1 – Q4
Review options for criminal prosecution services and assistant city attorney.	Medium	Q1 – Q2
Code Enforcement – support consideration of enforcement options	Medium	Q1 – Q2
Continue to pursue disposition of designated surplus property (Pritchard, Islandwood Easement, Manitou, Head-of-the-Bay).	Medium	Q1 – Q4
Implement Envisio software for project tracking/performance metrics <ul style="list-style-type: none"> <li>• Implement 2017 projects and data</li> <li>• Establish standard reports</li> <li>• User training</li> </ul>	Medium	Q1 – Q4
Complete study for Preservation Projects at Suyematsu Farm property	Medium	Q2 – Q3
Support Marine Access Committee requests related to encroachments and other site issues	Medium	Q2 – Q4
National Citizen Survey – conduct community 2017 survey.	Medium	Q2 – Q3

## 2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Timing
Expand Code Enforcement Officer jurisdiction.	<b>BMP</b>	<b>Q2</b>
Amend animal control Code per Hearing Examiner findings.	<b>BMP</b>	<b>Q2 – Q3</b>
Continue to expand environmental sustainability initiatives.	<b>BMP</b>	<b>Q1 – Q4</b>
Human Resources: <ul style="list-style-type: none"> <li>• Implement online tracking system for job applicants</li> <li>• Consider options for automated employee performance management</li> <li>• Continue to consider options for expanded employee professional development</li> <li>• Transition some benefits administration tasks to Finance</li> </ul>	<b>BMP</b>	<b>Q1 – Q4</b>



## 2017 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Timing
<b>Transportation Benefit District (TBD):</b> <ul style="list-style-type: none"> <li>Identify spending priorities for existing TBD funds</li> <li>Support Council consideration of potential rate increase</li> </ul>	High	Q1
<b>Consider Municipal Electric Utility:</b> <ul style="list-style-type: none"> <li>provide analytical support</li> </ul>	High	Q1 – Q4
<b>Plan for and issue debt for Police and Municipal Court Building</b>	High	Q1 – Q4
<b>Support rate study for Sewer Utility</b>	High	Q1 – Q4
<b>Support assessment of SSWM Utility</b>	High	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Timing
Utility tax – implementation and revenue review	Medium	Q1 – Q4
PBB – update information and build into reporting	Medium	Q1 – Q4
<b>Project Tracking/Performance Measures:</b> <ul style="list-style-type: none"> <li>• support software implementation</li> <li>• support report development</li> <li>• support user training</li> </ul>	Medium	Q2
Support AM Radio Initiative	Medium	Q1 – Q4
Improve internal reporting with Public Works to monitor capital project status	Medium	Q1 – Q4
<b>Business license program review and update:</b> <ul style="list-style-type: none"> <li>• State program or FileLocal</li> <li>• Compliance</li> <li>• Airbnb</li> </ul>	Medium	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Timing
Implement Payroll Initiatives: <ul style="list-style-type: none"> <li>• move to biweekly pay;</li> <li>• move to online timesheets</li> </ul>	<b>BMP</b>	Q1 – Q4
ER&R Fund - implementation	<b>BMP</b>	Q1 – Q4
Implement Citywide training for IT security awareness	<b>BMP</b>	Q2 – Q4
Receive GFOA reporting award for 2016	<b>BMP</b>	Q2
Receive GFOA budget award for 2017-18 Budget	<b>BMP</b>	Q2
Support Salary Commission	<b>BMP</b>	As Needed

## 2017 WORK PLAN PRIORITIES – MUNICIPAL COURT

Task	Priority	Timing
<b>Passport processing</b> <ul style="list-style-type: none"> <li>• Receive final Federal approval</li> <li>• Complete staff training and certification</li> <li>• Provide services 3x weekly</li> </ul>	Medium	Q1 – Q4
<b>Mental Health/ Behavioral Health Pilot Program.</b>	Medium	Q1 – Q4
<b>Continue Improvements in Court Technology (headsets, etc.)</b>	Medium	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Timing
<b>Adopt Comprehensive Plan Update</b>	High	Q1
<b>Improve Department Administrative Functions</b>	High	Q1 – Q4
<b>Respond to Latimore review of development process</b>	High	Q1 – Q4
<b>SMP items:</b> <ul style="list-style-type: none"> <li>• Submit limited amendment (aquaculture) to DOE;</li> <li>• Complete general limited amendments to SMP;</li> <li>• Monitoring program</li> </ul>	High	Q1 – Q4
<b>Update Critical Areas Ordinance:</b> <ul style="list-style-type: none"> <li>• Planning Commission review Q1/Q2</li> <li>• Council review in Q2</li> <li>• Council approval in Q3</li> </ul>	High/Mandatory	<b>Q1 – Q3</b> Due June 30, 2017
<b>Support Suzuki property planning</b>	High	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Timing
Support additional LID effort (led by PW, PCD to assist)	Medium	Q1 – Q4
Implement policy on use of City-owned tidelands	Medium	Q2
Amend SEPA Ordinance to reflect updates approved by State in 2014.	Medium	Q2
Develop process for citizen requests for zoning code amendments	Medium	Q1 – Q4
Complete rewrite/consolidation of code enforcement regulations (in collaboration with City attorney)	Medium	Q1 – Q4
Expand/improve SmartGov functionality	Medium	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Timing
Continue work on transitioning to online permit submittal process for improved citizen convenience.	BMP	Q1 – Q4
Conduct surveys on PCD department performance	BMP	Q1 – Q4
Transition development engineering staff to Public Works	BMP	Q2 – Q4
<b>Support citizen advisory committees:</b> <ul style="list-style-type: none"> <li>• Planning Commission</li> <li>• Design Review Board</li> <li>• Historic Preservation Commission</li> <li>• Environmental Technical Advisory Committee</li> <li>• Ad Hoc Tree LID Committee</li> </ul>	BMP	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Timing
Complete Washington Association of Sheriffs and Police Chiefs (WASPC) department accreditation	High	Q2
Support planning for Police Station replacement project.	High	Q1 – Q4
Continue Hiring Initiative to Fill Remaining Vacancies	High	Q1 – Q4
Implement Coordinated Training Approach	High	Q1 – Q4



## 2017 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Timing
Community/Healthy Youth Leadership Initiative/CRO	Medium	Q1 – Q4
Identify automation opportunities/IT initiatives	Medium	Q1 – Q4
Review options to re-establish a K9 program and acquire a new dog.	Medium	Q2

## 2017 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Timing
<b>Continue to emphasize Crisis Intervention Training (CIT) for all officers</b> Designated CIO's will continue to receive additional training for contact with people in crisis. All officers receive annual 8-hour refresher course.	BMP	Q1 – Q4
<b>Hiring Process/Background Checks</b> Continue to consider options to use outside agencies to conduct background investigations for potential hires.	BMP	Q2
Improve and expand information provided via department section of City website.	BMP	Q1 – Q4
Support Public Safety Committee	BMP	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Timing
<b>Police and Municipal Court Building Project:</b> <ul style="list-style-type: none"> <li>• Site selection</li> <li>• Funding plan</li> <li>• Initiate project design</li> </ul>	High	Q1 – Q4
Complete construction for City Dock replacement.	High	Q2 – Q4
Complete construction for Phases 2 and 4 of Sound-to-Olympics (STO) Trail Project.	High	Q2 – Q4
Complete design for STO Phase 3.	High	Q2
Complete re-design and construction for Phase 1/Olympic Dr. of Sound-to-Olympics (STO) Trail Project.	High	Q2 – Q4
Complete rate study for Sewer Utility	High	Q2 – Q4
Complete assessment for SSWM utility	High	Q2 – Q4
Develop options for City Hall renovations/retrofit	High	Q1 – Q4
Identify uses for 2016 Transportation Benefit District (TBD) funds.	High	Q1
Pursue Satellite Management Authority for Water Utility. Implement identified Best Management Practices.	High	Q1 – Q4

## 2017 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Timing
Support Council consideration of additional Low Impact Development Regulations	Medium	Q1 – Q4
Complete construction for Waterfront Park redevelopment.	Medium	Q2
Complete construction for Manitou Beach Rd. project	Medium	Q1
Complete Island-wide Transportation Plan (IWTP).	Medium	Q1
Complete Water System Plan and implement any changes to capital plans, service delivery and/or rate structure.	Medium	Q1
Complete Wyatt Way – Phase 1 design	Medium	Q1 – Q4
Adopt ordinance to regulate Fats, Oil and Grease (FOG).	Medium	Q2
Complete 2 <sup>nd</sup> Edition <i>State of the Island's Waters</i> Report.	Medium	Q2

## 2017 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Timing
Support initiatives to expand use of GIS for City asset management.	<b>BMP</b>	<b>Q1 – Q4</b>
Develop improved internal reporting with Finance to monitor capital project status.	<b>BMP</b>	<b>Q1 – Q4</b>
Support citizen advisory committees: <ul style="list-style-type: none"> <li>• Utility Advisory Committee</li> <li>• NonMotorized Transportation Advisory Committee</li> </ul>	<b>BMP</b>	<b>Q1 – Q4</b>

**2016 City Council Priorities:**

<b>ITEM</b>	<b>TIMING</b>
<b>Complete Comprehensive Plan Update</b>	Dec. 31, 2016
<b>Biennial Budget Development:</b> <ul style="list-style-type: none"> <li>• review financial policies</li> <li>• review long-term fiscal capacity, including SSWM and other utilities</li> <li>• review revenue options, including Utility Tax</li> <li>• update Capital Improvement Plans &amp; funding (Sewer, City Dock)</li> <li>• Priority Based Budgeting results</li> </ul>	Q2 - Q4
<b>Decide on disposition of Suzuki property</b>	Q2
<b>Planning for Public Safety facility replacement:</b> Police Station & Municipal Court	Update on options - Mar. 2016 Plan in place – Q4
<b>Consider options for municipal electric utility</b>	Receive draft RFP from Task Force: Q1 Review responses to RFP: Q2 Possible decision on ballot measure: early Q3
<b>Human Services Funding:</b> <ul style="list-style-type: none"> <li>• Consider Needs Assessment</li> <li>• Approve multi-year process to allocate funding</li> </ul>	Review info on needs assessment process: Q1 Q3
<b>Review island-wide priorities for non-motorized projects, per NMTAC recommendations</b>	Q1
<b>SR 305/regional transportation planning</b>	Q1 - Q4
<b>Adopt Island-Wide Transportation Plan (IWTP)</b>	Q1 – Q4
<b>Consider Tree Protection options, per Tree Committee recommendations</b>	Q2
<b>Consider uses for Transportation Benefit District 2016 funds; consider new rates</b>	Q2
<b>Review annual process for LTAC awards</b>	Q2
<b>Consider Downtown parking policies and alternatives</b>	Q3
<b>Ferry District redevelopment:</b> <ul style="list-style-type: none"> <li>• Review long-range plan</li> <li>• Facilitate next steps</li> </ul>	Q4

<b>Consider Island-Wide Utility Study</b>	TBD - 2017?
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**Previously Identified 2017 City Council Priorities:**

ITEM	TIMING	LEAD STAFF
Complete Comprehensive Plan Update		
Identify Workplan/Priorities for Implementing Items from Comprehensive Plan		
Consider options for municipal electric utility		
Planning for Police and Municipal Court Building Project		
Planning for Suzuki property		
Transportation Benefit District (TBD): determine use of existing funds, consider potential rate increase		
Consider bond measure for capital project funding		
Consider options for downtown parking		
SR 305/Regional Transportation planning		
Determine use of annual Cultural Element Implementation funding		
Consider options for Code Enforcement		
Consider results of rate study for Sewer Utility		
Consider results of assessment for SSWM Utility		
Consider results of Latimore/PCD process review		
Consider SMP general limited amendments		
Consider Critical Areas Ordinance Update		
Consider additional LID/Tree Committee recommendations		

# LAND USE ELEMENT

## HIGH PRIORITY ACTIONS

**LU Action #1** Complete a thorough review of all Bainbridge Island codes to ensure that they implement and are consistent with the Comprehensive Plan.

**LU Action #2** Review and update the Lynwood Center Subarea Plan.

**LU Action #3** Amend the City's development code to implement green building codes. Utilize lessons learned from communities of comparable environmental and socio-economic characteristics to implement green building codes which address issues such as site sustainability, water use efficiency, energy use efficiency, indoor environmental quality, and the impact on the atmosphere, materials and resources by buildings.

**LU Action #4** Encourage development of adequate parking to support Winslow facilities and services.

**LU Action #5** 4 Adopt a multi-year planning work program for adopting the subarea plans for Island Center, Rolling Bay, Sportsman Triangle and Day Road.

**LU Action #6** 2- Update the Winslow Mixed Use Town Center Master Plan in order to facilitate progress on the Housing Priorities that can best be accommodated in an area with an existing urban character, urban facilities, services and multi-modal transportation options.

**LU Action #7** 3 Prepare *Consider development of a new Conservation Village* land use regulation to incentivize creation of a new housing pattern that consolidates and dedicates open space.

**LU Action #8** (was # 4) Identify discrete sections of the Land Use Code and land use approval process, that can be enhanced to improve the quality of development, increase transparency and public process, eliminate confusion, and reduce unnecessary redundancy and delays in the permitting process.



**LU Action #9 5** Create more efficient and effective review processes, including the roles and best practices and procedures for the Planning Commission, Design Review Board and Hearing Examiner.

~~**LU Action #6** Prepare an Island-wide Conservation Strategy.~~

#### **MEDIUM PRIORITY ACTIONS**

**LU Action #10 (Policy LU 2.5)**

Prepare a Bainbridge Island Climate Change Strategy and Water Conservation Plan.

#### **OTHER PRIORITY ACTIONS**

**LU Action #11-7** Review and update design standards and guidelines for the *neighborhood centers*.

**Action #12 8** Evaluate the reasons why the City's PDR and TDR programs have not been successful and explore ways to make them functional to meet City objectives.

## ECONOMIC ELEMENT

### HIGH PRIORITY ACTIONS

**EC Action #1** Adopt and maintain an Economic Development Strategy to coordinate public and private efforts to grow and sustain a healthy economy on the Island

**EC Action #2** Continue efforts to promote and support agriculture as a component of the Island's economy, landscape and culture. COUNCIL MOVED UP TO HIGH PRIORITY

**EC Action #3-4** Assure that adequate parking is available to support businesses. COUNCIL MOVED UP TO HIGH PRIORITY

### ~~MEDIUM PRIORITY ACTIONS~~

COUNCIL RECOMMENDATION THAT ALL ECONOMIC ELEMENT ACTIONS ARE HIGHT PRIORITY

**EC Action #3** Identify capital projects and streetscape standards to enhance non-motorized mobility within Winslow, for ferry commuters, and connecting to shoreline activities.

# ENVIRONMENTAL ELEMENT

## HIGH PRIORITY ACTIONS

**EN Action #1** When updating the City's Critical Areas Ordinance, integrate the precautionary principle and mitigation sequencing to protect and preserve natural resources

**EN Action #2** Integrate sustainability and conservation into regulations.

**EN Action #3** Consider *climate change* in all relevant City decisions, including capital projects, budgeting, staffing, and program creation.

**EN Action #4** Increase agriculture on Bainbridge Island by improving information and creating new programs while advocating for farming practices that protect water quality and quantity. Consider creating a new "Agricultural Resource Land" (ARL) designation, and consider designating City-owned farmland ARL.

**EN Action #5** Incorporate *low impact development* principles, goals, and approaches into all land use and development codes.

NOTE: SAME ACTION IN WATER RESOURCES ELEMENT

**EN Action #6 9** Review and update BIMC 16.22 Vegetation Management and other City tree regulations and programs.

## MEDIUM PRIORITY ACTIONS

**EN Action #75** Improve City outreach programs to educate the public about how they can protect and enhance natural resources and respond to climate change.

**EN Action #86** Evaluate the reasons why the City's PDR and TDR programs have not been successful and explore ways to make them functional to meet City objectives.

NOTE: SAME ACTION IN LAND USE ELEMENT

**EN Action #97** Coordinate with other agencies to promote safe and sustainable pest and weed management.

**EN Action #10 8** Prepare an Island-wide Open Space Plan.

NOTE: SAME ACTION IN LAND USE ELEMENT

## OTHER ACTIONS

**EN Action #12 40** Coordinate with organizations and governments at all levels to prepare for and respond to climate change.

# WATER RESOURCES ELEMENT

## HIGH PRIORITY ACTIONS

**WR Action #1** Adopt *aquifer conservation zoning regulations* and innovative permit review processes designed to protect the Island's surface and ground waters.

**WR Action #2** Adopt an Island-wide Groundwater Management Plan. Take the actions necessary- capital improvements, code changes, etc.- to capture, clean and re-infiltrate as much stormwater as reasonably possible.

**WR Action #3** Incorporate *Low Impact Development* principles, goals and approaches into all land use and development codes.

NOTE: Same Action in Environmental Element

**WR Action #4** <sup>3</sup> Apply *adaptive management* to assure that land use on the Island will continue to be adequately served by the available water resources.

## MEDIUM PRIORITY ACTIONS

**WR Action #5** <sup>4</sup> Launch a program of public education about how individual actions can help protect the quality and quantity of the Island's surface and groundwaters.

## OTHER PRIORITY ACTIONS

**WR Action #6** <sup>5</sup> Work with other jurisdictions and the environmental and development communities to promote programs and projects to protect the Island's surface and ground waters.

# HOUSING ELEMENT

## HIGH PRIORITY ACTIONS

**HO Action #1** Set targets for increasing the supply of moderately priced and *affordable housing*, measure progress, and if insufficient progress is being made toward meeting the housing targets, determine what actions are not working and make appropriate adjustments.

**HO Action #2** Amend the City's development code to facilitate an increase in the diversity of housing types and supply of affordable housing.

**HO Action #3** Partner with other jurisdictions, the development community, and non-profit organizations to increase the diversity of housing types and supply of affordable housing.

**HO Action #4** Create a short-term (60-90 days) citizen *affordable housing* task force to consider the revised Housing Element and provide specific recommendation for near-term action.

**HO Action #5** Review and revise City regulations related to permissible live-aboard capacity in City marinas.

## MEDIUM PRIORITY ACTIONS

**HO Action #6** 4 Focus additional city and other financial resources to help increase the supply of affordable housing.

**HO Action #7** 5 Look for ways to reduce the cost of multifamily housing, particularly affordable housing.

## OTHER PRIORITY ACTIONS

**HO Action #8** 6 Identify ways to achieve local results with and through regional actions.

# TRANSPORTATION ELEMENT

## HIGH PRIORITY ACTIONS

TR Action #1 Accelerate accomplishment of the Goals of the Transportation Element by considering a General Obligation Bond to finance the build-out of needed transportation infrastructure over the next five years.

TR Action #2 9 Work with Kitsap Transit and Island business owners to maximize parking and non-motorized opportunities for employees and customers in commercial districts.

TR Action #3 Substantially increase the quality and quantity of bike lanes connecting neighborhood centers to Winslow and the Ferry Terminal.

TR Action #4 COUNCIL MOVED FROM Guiding Policy 1.4 OF INTRODUCTION Review, update and fully implement the Island-wide Transportation Plan so the vision of multimodal transportation becomes reality for today's residents.

~~TR Action #1 Apply complete streets principles and context sensitive design when designing road improvements or new roads to maximize mobility, connectivity and scenic character.~~

~~TR Action #2 Increase communication and coordination between the City, the State Department of Transportation, Puget Sound Regional Council, Kitsap Transit, Bainbridge Island School District, and the Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) to improve the non-motorized and transit system.~~

~~TR Action #3 Fund new transportation facilities, in addition to safety and maintenance projects through the budget process, leveraging grants and/or other shared funding opportunities.~~

## MEDIUM PRIORITY ACTIONS

~~TR Action #4 Increase City support for targeted public safety education campaigns to create awareness and improve behaviors by drivers, bikers, and pedestrians. Coordinate with other agencies, such as Kitsap Transit and the Bainbridge Island School District.~~

~~TR Action #5 Coordinate with Kitsap Transit, Washington State Ferries and other agencies to decrease the number of single-occupant vehicle (SOV) trips, with a focus on reducing SOV trips during commuting hours.~~

~~TR Action #5 Coordinate with Kitsap Transit, Washington State Ferries and other agencies to decrease the number of single-occupant vehicle (SOV) trips, with a focus on reducing SOV trips during commuting hours.~~

~~TR Action #6 Improve transportation options to address the needs of all ages and abilities.~~

## **~~OTHER PRIORITY ACTIONS~~**

**~~TR Action #7 Regularly evaluate and improve design standards for all types of transportation facilities.~~**

**~~TR Action #8 Improve air quality by converting public transportation to run on “greener” power.~~**

**~~TR Action #10 Consider creating a program for local designation of scenic roads.~~**

# **CAPITAL FACILITIES ELEMENT**

## **HIGH PRIORITY ACTIONS**

**CFE Action #1** Implement the priorities in the Capital Facilities Element through the adopted Capital Improvement Program

**CFE Action #2** Coordinate the City's plans and capital investment programs with those of other jurisdictions responsible for providing and maintaining capital facilities on the Island.

## **MEDIUM PRIORITY ACTIONS**

**CFE Action #3** During the review of the Land Use Code, identify and adopt amendments that will facilitate achieving the objectives of both the City and the utility service providers.



# UTILITIES ELEMENT

## HIGH PRIORITY ACTIONS

U Action #1 Support the creation of an Island-wide high-speed internet service.

U Action #2 Support the development of sewer tertiary treatment and sewer greywater systems.

~~U Action #1 Coordinate the City's plans and investment programs with those of other entities responsible for provision of other utility services on the Island.~~

## MEDIUM PRIORITY ACTIONS

~~U Action #2 During the review of the Land Use Code, identify and adopt amendments that will facilitate achieving the objectives of both the City and the utility service providers.~~

# CULTURAL ELEMENT

## HIGH PRIORITY ACTIONS

~~CUL Action #1 Create an Economic Development Strategy to coordinate public and private efforts to grow and sustain a healthy economy on the Island.~~

NOTE: Same action in Economic Element.

~~CUL Action #2 Establish financial support for the arts, *humanities*, arts education and cultural organizations as part of the City's biennial budget process.~~

**CU Action #3** Consider ~~include~~ work and living space for artists when modifying housing regulations or commercial use regulations.

## MEDIUM PRIORITY ACTIONS

~~CU Action #4 Maintain the City's Public Art Program, funded as a percentage of capital projects.~~

~~CU Action #5 Integrate art, *placemaking* and public spaces when creating a subarea plan or updating City zoning-district based design guidelines.~~

~~CUL Action #6 Protect and develop cultural and historic aspects of City-owned property.~~

# HUMAN SERVICES ELEMENT

## HIGH PRIORITY ACTIONS

### HS Action #1

The City Council shall consider human service funding through the biennial budget process.

### HS Action #2

Periodically update the Community Needs Assessment. Use the results to inform City funding decisions and promote community discussion about human service needs to increase empathy and understanding.

## MEDIUM PRIORITY ACTIONS

### HS Action #3

Amend the City's development code and create public/private partnerships to increase the diversity of housing types and supply of affordable housing.

NOTE: Same Action in Housing Element.

### HS Action #4

Adopt and maintain and Economic Development Strategy to coordinate public and private efforts to grow and sustain a healthy economy on the Island.

NOTE: Same Action in Economic Element.