CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL RETREAT
Friday, September 30, 2016
LOCATION: BAINBRIDGE ISLAND MUSEUM OF ART
550 WINSLOW WAY EAST., BAINBRIDGE ISLAND, WASHINGTON

SPECIAL MEETING
AGENDA

1. CALL TO ORDER / ROLL CALL

8:00 AM

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

2. ACCEPTANCE OR MODIFICATION OF AGENDA

3. CITY MANAGER'S OPENING REMARKS

8:05 AM

A. Excerpts from Proposed 2017-18 Budget Section 5 by Department
B. Revised 2016 Mid-Year Report

4. DEPARTMENT DIRECTORS REPORTS ON 2016 PROGRESS AND POTENTIAL 2017 PLANS

8:15 AM

A. Planning and Community Development – Gary Christensen
B. Police – Chief Matt Hamner
C. Public Works – Barry Loveless
D. Finance and Administration – Ellen Schroer
E. Executive – Doug Schulze

5. COUNCIL DISCUSSION

9:30 AM

A. Discussion and Feedback to Staff by Department
B. Discussion of Governance and Procedures Issues
C. For the Good of the Order

6. PUBLIC COMMENT

11:45 PM

7. ADJOURNMENT

12:00 PM

City of Bainbridge Island
City Council Agenda Bill

CITY OF BAINBRIDGE ISLAND

PROCESS INFORMATION	
Subject: Excerpts from Proposed 2017-18 Budget Section 5 by Department	Date: 9/30/2016
Agenda Item: CITY MANAGER OPENING REMARKS	Bill No.: 16-024
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION		
Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Department information excerpted from the 2017-18 Proposed Budget Section 5 (Summary By Department).

RECOMMENDED ACTION/MOTION

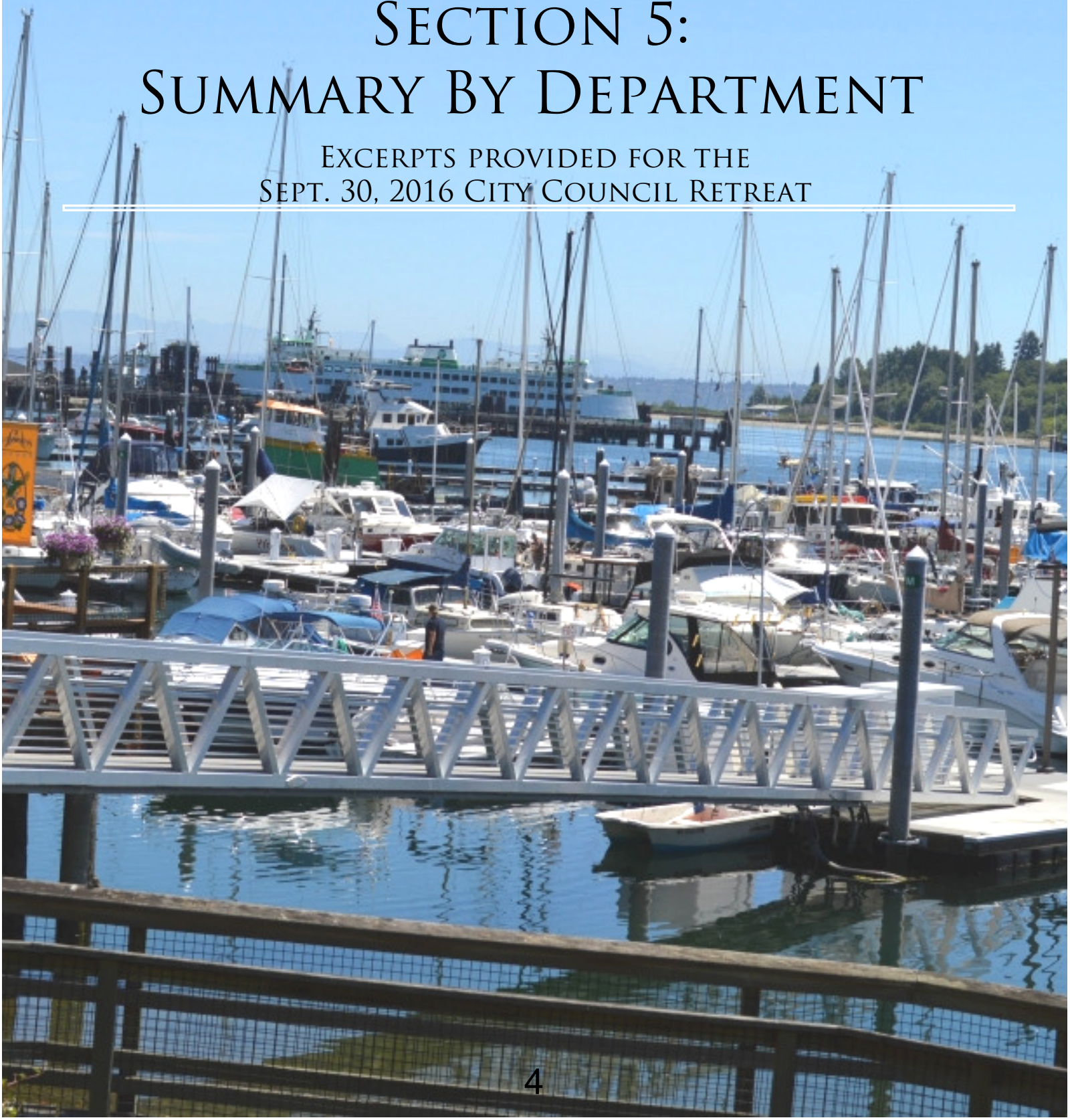
ATTACHMENTS:

Description	Type
Excerpts from Proposed 2017-18 Budget Section 5 by Department	Backup Material

2017-2018 Proposed Budget
City of Bainbridge Island, WA

Section 5:
Summary By Department

Excerpts provided for the
Sept. 30, 2016 City Council Retreat



Section 5: Summary By Department

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Executive 4-10

Finance and Administrative Services 11-16

Municipal Court 17-21

Planning and Community Development 22-27

Public Safety 28-34

Public Works 35-42

General Government 43-45

City Council

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
CITY COUNCIL

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	87,000	87,000	-	- %
Benefits	7,000	7,000	-	- %
SALARIES & BENEFITS	**94,000**	**94,000**	**-**	**- %**
Supplies	1,100	2,000	900	81.82%
SUPPLIES	**1,100**	**2,000**	**900**	**81.82%**
Professional Services	16,000	16,000	-	- %
Communication	-	250	250	100.00%
Travel	500	500	-	- %
Training	500	2,000	1,500	300.00%
Advertising	3,000	7,000	4,000	133.33%
All Other Miscellaneous	800	1,500	700	87.50%
Contingency & Settlement	-	300,000	300,000	100.00%
SERVICES & CHARGES	**20,800**	**327,250**	**306,450**	**1,473.32%**
TOTAL OPERATING EXPENDITURES	**115,900**	**423,250**	**307,350**	**265.19%**
TOTAL EXPENDITURES	**115,900**	**423,250**	**307,350**	**265.19%**

CITY COUNCIL

The City Council is the legislative and policy-making body of the government. City Council members are the elected representatives of the citizens of Bainbridge Island. The Council represents the public interest in developing public policy, establishes the goals and priorities that provide the framework for the City's budget, and adopts the City's budget.

There are seven seats on the City Council. There are two seats for each ward on the Island: Central, North, South, and one At-Large seat. Citizens elect council members to four-year terms, with elections held every two years. The City Council elects a mayor from within its members to direct the administrative management of the Council.

BUDGET NOTES AND CHANGES – CITY COUNCIL

- Increase Training and Advertising budgets in alignment with current spending patterns.
- Appropriate $300,000 to fund a contingency budget in compliance with the Financial Policies as adopted in 2016.

PRIORITY BASED BUDGETING RESULTS – CITY COUNCIL

Executive

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
EXECUTIVE

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	1,020,622	1,031,978	11,356	1.11%
Benefits	381,090	369,535	(11,555)	(3.03%)
SALARIES & BENEFITS	**1,401,712**	**1,401,513**	**(199)**	**(0.01%)**
Supplies	30,400	47,300	16,900	55.59%
SUPPLIES	**30,400**	**47,300**	**16,900**	**55.59%**
Professional Services	751,500	601,000	(150,500)	(20.03%)
Community Services	612,491	544,000	(68,491)	(11.18%)
Communication	1,600	8,150	6,550	409.38%
Travel	8,500	10,700	2,200	25.88%
Training	28,500	34,600	6,100	21.40%
Advertising	16,000	17,400	1,400	8.75%
Operating Leases	22,300	19,500	(2,800)	(12.56%)
Repair & Maintenance	3,000	3,000	-	- %
All Other Miscellaneous	181,500	196,550	15,050	8.29%
SERVICES & CHARGES	**1,625,391**	**1,434,900**	**(190,491)**	**(11.72%)**
Intergovernmental Services	2,000	2,500	500	25.00%
INTERGOVERNMENTAL & INTERFUND	**2,000**	**2,500**	**500**	**25.00%**
TOTAL OPERATING EXPENDITURES	**3,059,503**	**2,886,213**	**(173,290)**	**(5.66%)**
Capital Equipment	44,817	100,000	55,183	123.13%
OTHER EXPENDITURES	**44,817**	**100,000**	**55,183**	**123.13%**
TOTAL NON-OPERATING EXPENDITURES	**44,817**	**100,000**	**55,183**	**123.13%**
TOTAL EXPENDITURES	**3,104,320**	**2,986,213**	**(118,107)**	**(3.80%)**

Executive

The Executive Department establishes direction for the City organization as a whole and functions as a coordination and communication hub. The Executive Department seeks to implement the policy and operational decisions developed by City Council. It also works to help City departments continually improve the manner in which they do business with the public, expand the service delivery achieved by approved budgets, and produce positive results for key projects and initiatives. The Executive Department works to identify external trends that will impact City operations in the future, in order to anticipate potential impacts and develop proactive responses that will ensure long-term sustainability.
The department provides service in seven main areas: city management, legal, city clerk, public records, human resources, emergency preparedness and community engagement.

The City Manager balances policy directives and resources to protect and preserve the health, safety, welfare, and quality of life for the community. From managing the day-to-day operations of the City organization to providing leadership and guidance on organizational policy and direction, this office serves as the City's chief executive officer and official spokesperson.

The City Attorney provides legal advice to the City Manager, City Council, and City Departments. This office reviews ordinances, resolutions, contracts, and other legal documents for compliance with local, State and Federal law and to protect and advance the City's interests. The City Attorney also manages litigation and the retention of outside legal resources.

The Public Records function manages City responses to requests for public records, records retention and records management. This area also works to provide citywide guidance on policies and practices related to public records, and ensures compliance with State training requirements.

The City Clerk supports the City Council and administration. The City Clerk prepares and publishes a wide variety of official documents, including official legal notices for public hearings, City Council meetings, and advertisements for bids, City Council agenda materials and minutes, and updates to the Bainbridge Island Municipal Code.

The Human Resources function provides policy direction on human resource management issues and manages programs that attract, develop, retain and engage a skilled and diverse workforce. Human Resources supports the City Manager and department directors to minimize risk and maximize employee productivity in areas including recruiting, retention, performance management, compensation, benefits, labor relations and training and development.

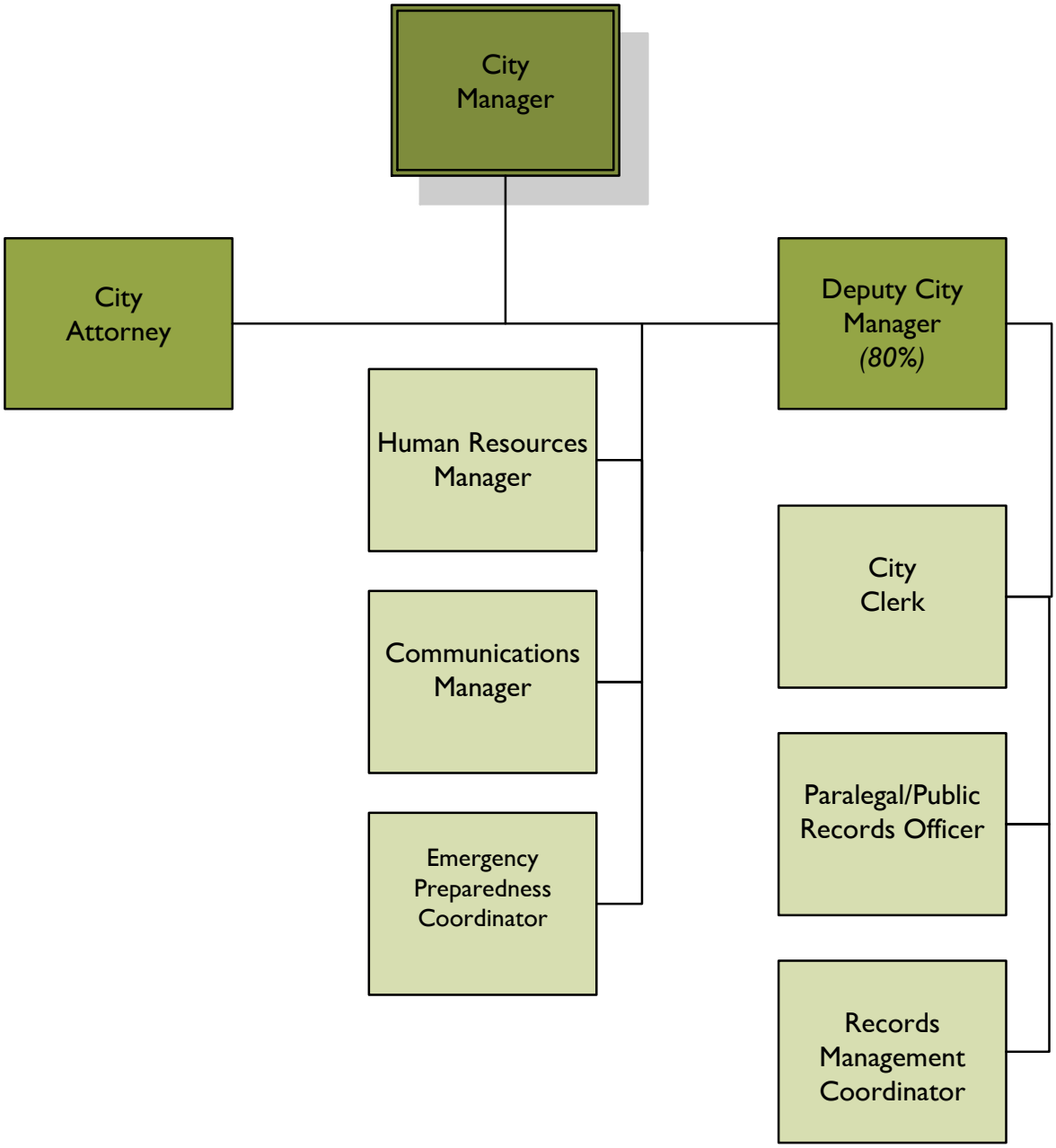
The Emergency Preparedness function organizes and implements training, planning, outreach, and other activities that encourage City staff readiness in the event of significant community events. This function also interacts extensively with community partners and the general public to encourage a high level of citizen readiness and awareness. The Emergency Preparedness Coordinator leads the effort to identify and provide necessary emergency supplies and equipment to City staff, and to recommend and implement the components and organization of the City's Emergency Operations Center (EOC).

Community Engagement manages the development, implementation and control of effective communication with citizens, staff and Council, with the goal of increasing the understanding of and support for city priorities, messages and programs. Working with the City Manager, department directors and staff, proactive outreach strategies for public participation are initiated, designed and implemented. This function is also responsible for support and engagement related to citizen advisory committees, volunteers and other community groups whose activities intersect with City functions.

BUDGET NOTES AND CHANGES – EXECUTIVE

- The 2017-2018 budget includes funding for increased activities related to Emergency Preparedness, led by the Executive Department. In particular,
    - Adjust duties of existing staff to provide for fulltime Emergency Preparedness Coordinator, increasing time spent on this function to 1.0 FTE. Retain Civil Service Commission functions with this position and distribute administrative duties to other current staff.
    - Provide increased funding to the annual program budget for emergency preparedness
    - Provide one-time capital funding to initiate an AM radio station
- Add 0.05 FTE to existing 0.75 FTE Deputy City Manager position to adjust schedule to four full days per week
- Adjust Professional Services budget to include funding for the annual program budget for community services to support consulting services to facilitate and assess biennial human services awards, and eliminate funding for one-time 2016 efforts. Full detail on the professional services budget is included on Page 66.
- Provide one-time funding for Suyematsu Farm historic preservation planning project.
- Provide funding for Neighborhood Matching Grant program.

ORGANIZATIONAL CHART – EXECUTIVE



PRIORITY BASED BUDGETING RESULTS – EXECUTIVE

SERVICES PROVIDED – EXECUTIVE

- Assist City Council in the development of the City's strategic goals and implement work programs.
- Manage the day-to-day operations of the City organization by directing and supervising all departments of the City.
- Provide legal advice to the City Manager, City Council, City Departments, and various boards, committees and commissions through direct consultations and written legal opinions.
- Manage litigation and supervise the preparation of ordinances, resolutions, contracts, and other legal documents ensuring compliance with local, State, and Federal law adequate for the protection of the City.
- Oversee communication efforts citywide, to both internal and external audiences. Deliver content through a variety of channels, including social media.
- Facilitate emergency preparedness within the City organization and throughout the broader community.
- Support citizen volunteer efforts and actively seek opportunities to improve and expand citizen engagement with City activities.
- Prepare City Council agenda packets and official City Council minutes.
- Oversee the preparation, publication, codification, and filing of legal notices and ordinances in accordance with established procedures and legal requirements.
- Support citizen committees and commissions, including annual appointments, public meeting notices, and publication of committee agendas and minutes.
- Manage and administer City funding to a wide range of community service programs including housing, human services, public art, and economic development.
- Coordinate, monitor, and respond to public records requests pursuant to the Revised Code of Washington and City procedures, including review of records to determine responsiveness and need for redaction and privilege log.
- Plan, organize, control, and manage the Human Resources operations and programs of the City including recruitment/selection, compensation/classification, training/development, labor relations, safety, personnel records, policy development, and general management assistance.

- Manage, inventory, store, and dispose of City records in conformity with State law.

ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – EXECUTIVE

- Supported City Council consideration of development options for Suzuki property.
- Supported City Council consideration of options related to a municipal electric utility.
- Supported ongoing planning process to replace the Police Station and Municipal Court.
- Supported extensive public engagement process to complete the Comprehensive Plan Update.
- Continued work with community and businesses to review Downtown parking options.
- Expanded emergency preparedness, and coordinated relocation of City Emergency Operations Center to City Hall.
- Hired a new Director of Planning and Community Development and a new City Attorney.

OBJECTIVES FOR 2017 – 2018 – EXECUTIVE

- Support priority implementation activities identified within update to the City's Comprehensive Plan.
- Select site, complete design and initiate construction for planned Law and Justice Center to support Police and Municipal Court.
- Complete surplus process for City's Suzuki property and select development team.
- Complete consideration of options for municipal electric utility.
- Support Council consideration of significant transportation project portfolio and funding options.
- Develop proposal for downtown parking/Town Square project.
- Continue participation in regional planning for SR 305 corridor.
- Expand City website functionality and content, continue work to integrate with OpenGov and other transparency platforms.

Finance & Administrative Services

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
FINANCE, IT & ADMINISTRATIVE SERVICES

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	1,111,477	1,222,703	111,226	10.01%
Benefits	428,964	485,122	56,158	13.09%
SALARIES & BENEFITS	**1,540,441**	**1,707,825**	**167,384**	**10.87%**
Supplies	23,000	23,500	500	2.17%
Computer Equipment & Software	52,530	78,600	26,070	49.63%
SUPPLIES	**75,530**	**102,100**	**26,570**	**35.18%**
Professional Services	87,989	77,000	(10,989)	(12.49%)
Communication	-	36,500	36,500	100.00%
Travel	5,600	5,600	-	- %
Training	14,000	15,000	1,000	7.14%
Advertising	1,030	1,100	70	6.80%
Operating Leases	41,600	52,000	10,400	25.00%
Repair & Maintenance	187,060	224,100	37,040	19.80%
All Other Miscellaneous	4,000	6,200	2,200	55.00%
SERVICES & CHARGES	**341,279**	**417,500**	**76,221**	**22.33%**
TOTAL OPERATING EXPENDITURES	**1,957,250**	**2,227,425**	**270,175**	**13.80%**
Capital Equipment	150,000	35,000	(115,000)	(76.67%)
OTHER EXPENDITURES	**150,000**	**35,000**	**(115,000)**	**(76.67%)**
To Other Funds and Sub-Funds	5,874,959	8,453,108	2,578,149	43.88%
OTHER USES	**5,874,959**	**8,453,108**	**2,578,149**	**43.88%**
TOTAL NON-OPERATING EXPENDITURES	**6,024,959**	**8,488,108**	**2,463,149**	**40.88%**
TOTAL EXPENDITURES	**7,982,209**	**10,715,533**	**2,733,324**	**34.24%**

Finance and Administrative Services

The Finance and Administrative Services Department provides financial services such as cashiering and utility billing to citizens as well as administrative and technology central support to the City's five operating departments. The department has four primary functions: Accounting and Audit, Budget and Operations, Information Technology, and citywide Financial Planning.

The Accounting and Audit group completes all required financial reporting and audit functions. This group also performs periodic reporting and maintains the information on the City's financial transparency web portal.

The Budget and Operations unit collects money on behalf of the City through utility billing and accounts receivable. This group also performs functions such as payroll and invoice processing. This group monitors financial performance throughout the year, and prepares adjustments as needed for Council consideration and approval.

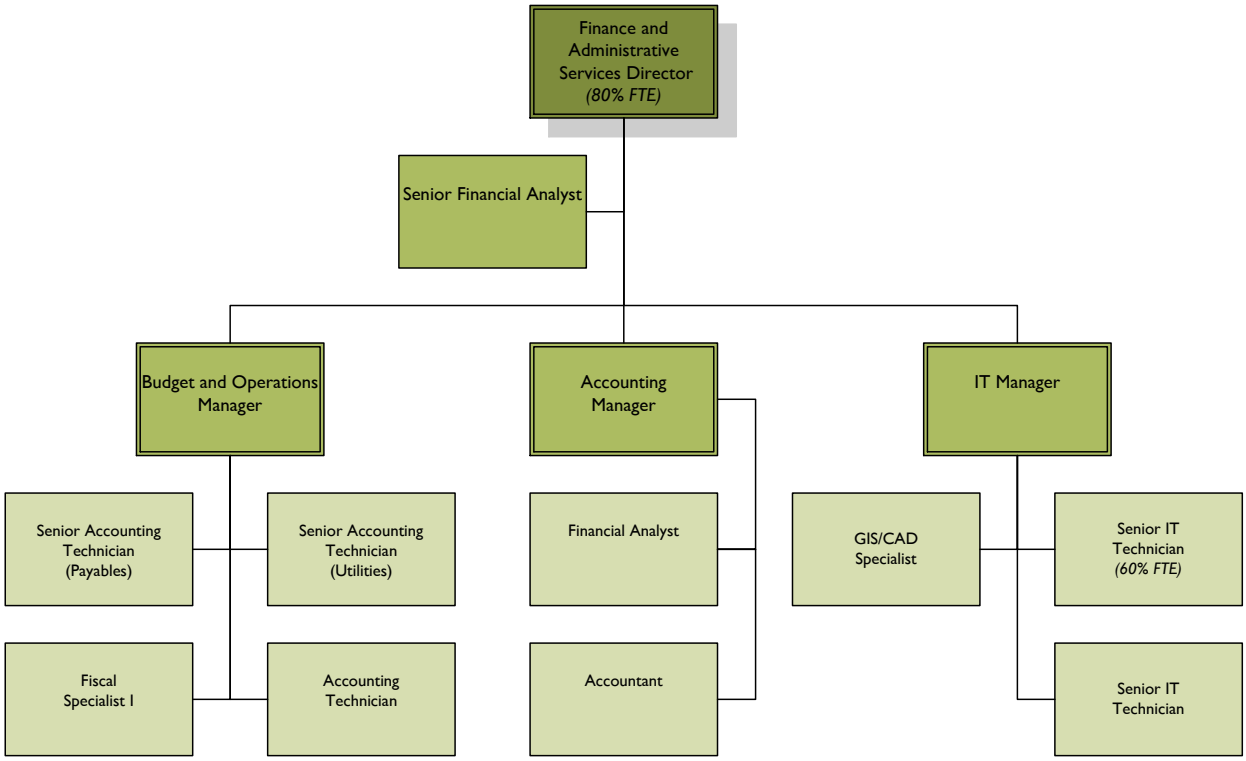
The Information Technology (IT) unit provides technical support, systems administration, web, and GIS/mapping maintenance services. IT manages and procures computers, phone, and software for all City departments, and sets the strategic direction for technology use in the City's programs and services.

The Financial Planning staff work with both budget and accounting functions. This group's primary focus includes forecasting revenue and monitoring capital and operating spending. Forecasting is done both for same-year analysis and with a two to six-year outlook.

BUDGET NOTES AND CHANGES – FINANCE AND ADMINISTRATIVE SERVICES

- Increase existing Financial Analyst position from 0.5 FTE to 1.0 FTE to support financial reporting and transparency efforts, in particular to increase the City's timely and comprehensive use of the OpenGov platform.
- Add 1.0 FTE Accountant position to provide additional capacity to process the increasing number of financial transactions, assist with the administration of the new utility tax, and improve consistency of financial records.
- Provide funding for software and process support for transition to online payroll processing.
- The 2017-2018 budget transfers the funding for televising City Council meetings from the General Government budget to the Finance and Administrative Services budget. This transfer does not change budgeted spending, but shows in Finance and Administrative Services as an increase to Communication as compared to 2016.

ORGANIZATIONAL CHART – FINANCE AND ADMINISTRATIVE SERVICES



PRIORITY BASED BUDGETING RESULTS – FINANCE AND ADMINISTRATIVE SERVICES

SERVICES PROVIDED – FINANCE AND ADMINISTRATIVE SERVICES

- Maintains financial operations, policies, processes, and controls for the City.
- Staffs City Hall front desk, providing cashiering, information and reception services.
- Manages and maintains financial records in conformity with Generally Accepted Accounting Principles (GAAP) and in compliance with local, state, and federal laws.
- Administers payroll, accounts payable, business licensing, utility billing, general ledger maintenance, cash management, long-term debt, and all internal financial controls.
- Prepares, monitors, and reports on the City's budget and Capital Improvement Plan.
- Provides Information Technology backbone, systems administration, user support, and data security for the City.
- Manages City mapping and Geographic Information Systems (GIS) data, creating maps and datasets to support City and community objectives.

ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – FINANCE AND ADMINISTRATIVE SERVICES

- Completed review and update to citywide financial policies, including adoption of new language demonstrating compliance with best financial management practices.
- Implemented significant new Government Accounting Standards Board (GASB) guidance related to showing pension liabilities.
- Updated Priority Based Budgeting Resource Alignment Diagnostic Tool and Fiscal Health Model.
- Updated and published Budget in Brief document to provide budget synopsis.
- Supported implementation of new Mobile Computer Terminal hardware for police officers.
- Implemented use of cloud-based GIS system, including replacement of Public GIS access via City website.
- Implemented usage of tablet-based GIS data collection system, enabling mobile access to update geometry and data attributes of City datasets. First projects included water quality stream and wetland analysis, and disaster assessment during Emergency Preparedness drill.
- Implemented cloud-based video streaming and archive service for City Council meetings.
- Implemented methodology for redundant network routing to internet during unexpected service provider outages.

OBJECTIVES FOR 2017 – 2018 – FINANCE AND ADMINISTRATIVE SERVICES

- Participate in Law and Justice Center project planning and financing.
- Increase internal and external use of financial transparency portal, especially OpenGov functionality.
- Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.
- Receive Distinguished Budget Award from GFOA.
- Increase use of Help Desk support software within Information Technology group and across the City.
- Implement new utility tax across island-wide water and sewer providers.
- Implement online timesheet functionality and integrate with MUNIS Financial System.
- Implement new Equipment Rental and Revolving fund.
- Expand usage of cloud-based GIS system.
- Expand usage of tablet-based GIS data collection system. Potential projects relate to City utility systems.

Municipal Court

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
MUNICIPAL COURT

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	386,900	400,000	13,100	3.39%
Benefits	135,000	147,000	12,000	8.89%
SALARIES & BENEFITS	**521,900**	**547,000**	**25,100**	**4.81%**
Supplies	5,300	9,400	4,100	77.36%
SUPPLIES	**5,300**	**9,400**	**4,100**	**77.36%**
Professional Services	12,000	12,000	-	- %
Travel	2,000	2,000	-	- %
Training	2,500	3,000	500	20.00%
Operating Leases	15,000	16,000	1,000	6.67%
Repair & Maintenance	1,000	2,500	1,500	150.00%
All Other Miscellaneous	3,500	3,500	-	- %
SERVICES & CHARGES	**36,000**	**39,000**	**3,000**	**8.33%**
Intergovernmental Services	1,000	1,000	-	- %
INTERGOVERNMENTAL & INTERFUND	**1,000**	**1,000**	**-**	**- %**
TOTAL OPERATING EXPENDITURES	**564,200**	**596,400**	**32,200**	**5.71%**
TOTAL EXPENDITURES	**564,200**	**596,400**	**32,200**	**5.71%**

Municipal Court

The Bainbridge Island Municipal Court provides a local forum for fair, accessible, and timely resolution of alleged violations of Washington State statutes and municipal ordinances that occur on Bainbridge Island.

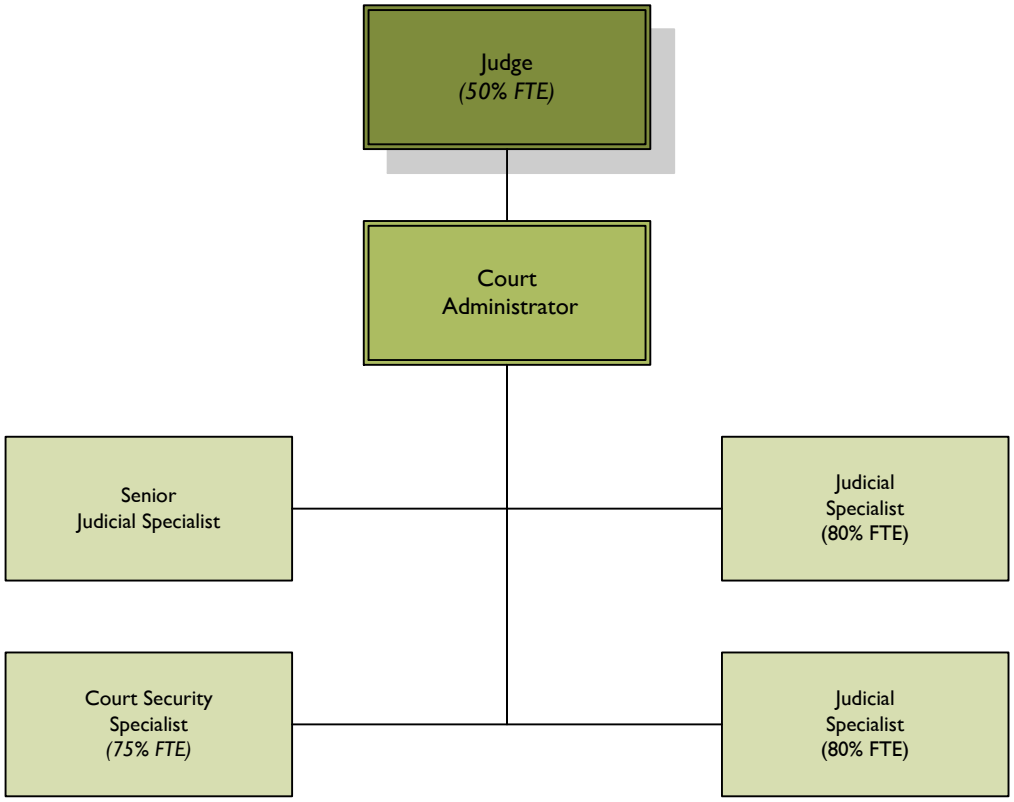
The Municipal Court has jurisdiction over misdemeanor criminal cases, traffic infractions, parking citations, and municipal code violations filed by the Bainbridge Island Police Department, the Prosecuting Attorney, animal control, and the City code compliance staff. The Court also has jurisdiction to hear citizen requests for civil protection orders. Court administration oversees the Court's schedule and tracks fines and penalties paid to the Court.

The Court maintains a probation function to monitor defendants who are placed on probation or are subject to pre-trial diversion agreements. The judge conducts probation review hearings to ensure and support full compliance with these agreements. The court security officer manages the jail alternatives program for those who are sentenced to electronic home detention, Secure Continuous Remote Alcohol Monitoring (SCRAM), GPS monitoring, and drug-testing.

BUDGET NOTES AND CHANGES – MUNICIPAL COURT

- Increase Supply budget in alignment with current spending patterns.

ORGANIZATIONAL CHART – MUNICIPAL COURT



PRIORITY BASED BUDGETING RESULTS – MUNICIPAL COURT

Safe City

Healthy and Attractive Community

SERVICES PROVIDED – MUNICIPAL COURT

- Adjudication of criminal misdemeanor offenses such as domestic violence assault, driving under the influence of alcohol and drugs, hit and run, theft, and vehicle prowling.
- Petition for domestic violence, anti-harassment, stalking, and sexual assault protection orders.
- Mitigation and contested hearings for parking, traffic, animal control, and code violations.
- Probation monitoring for all pre-trail diversion agreements and misdemeanor sentencing conditions.
- Monitoring of offenders placed on electronic home detention, SCRAM alcohol monitoring devices, and GPS monitoring devices.
- The Municipal Court houses YWCA domestic violence advocates. Advocates provide information and advocacy-based counseling for victims of domestic violence in criminal cases. The YWCA staff also assists victims with petitions for protection orders

ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – MUNICIPAL COURT

- Developed a very comprehensive webpage with detailed information and forms for all issues handled by the court. This allows individuals to get up-to-date, accurate information about parking tickets, infractions, criminal cases, protection orders, and any needed forms at a convenient time and place.
- Implemented a debt write-off policy so all uncollected parking ticket debt over 10 years old could be removed from the judicial information system.
- Establishment of mental health working group that offers regular meetings involving the Judge, attorneys, probation clerk, therapists and social workers to discuss working with mentally ill defendants and use of the Kitsap County funded Behavioral Health Specialist in the court.

OBJECTIVES FOR 2017 – 2018 – MUNICIPAL COURT

- Complete debt write-off for uncollected debt in infractions and criminal cases over 10 years old. Continue regular write-off of aging debt over 10 years old.
- Increase technology in the courtroom such as adding a new speakerphone system for court hearings and technology to allow litigants to easily present digital evidence in the courtroom.
- Replace aging and outdated courtroom furniture
- Continue development of programs to aid mentally ill defendants.
- Participate in city outreach events such as National Night Out and the Police Department Citizens Academy.

Planning & Community Development

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
PLANNING & COMMUNITY DEVELOPMENT

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	1,744,249	1,657,744	(86,505)	(4.96%)
Benefits	676,096	647,201	(28,895)	(4.27%)
SALARIES & BENEFITS	**2,420,345**	**2,304,945**	**(115,400)**	**(4.77%)**
Supplies	20,755	37,200	16,445	79.23%
SUPPLIES	**20,755**	**37,200**	**16,445**	**79.23%**
Professional Services	210,432	152,000	(58,432)	(27.77%)
Communication	1,500	3,500	2,000	133.33%
Travel	855	1,000	145	16.96%
Training	13,300	18,000	4,700	35.34%
Advertising	11,850	11,850	-	- %
Operating Leases	23,000	45,956	22,956	99.81%
Insurance	-	30	30	100.00%
Repair & Maintenance	4,000	4,000	-	- %
All Other Miscellaneous	3,900	7,100	3,200	82.05%
SERVICES & CHARGES	**268,837**	**243,436**	**(25,401)**	**(9.45%)**
Intergovernmental Services	10,000	10,000	-	- %
INTERGOVERNMENTAL & INTERFUND	**10,000**	**10,000**	**-**	**- %**
TOTAL OPERATING EXPENDITURES	**2,719,937**	**2,595,581**	**(124,356)**	**(4.57%)**
Capital Projects	3,122	-	(3,122)	(100.00%)
OTHER EXPENDITURES	**3,122**	**-**	**(3,122)**	**(100.00%)**
TOTAL NON-OPERATING EXPENDITURES	**3,122**	**-**	**(3,122)**	**(100.00%)**
TOTAL EXPENDITURES	**2,723,059**	**2,595,581**	**(127,478)**	**(4.68%)**

Planning and Community Development

The Planning and Community Development Department implements the City's land use policies and regulations through planning and building permit review, ordinance development and code compliance. The department engages the public through a variety of avenues intended to keep citizens involved in development activities, regulatory changes and planning projects. Department Staff also provide public information on and front counter customer service for Current and Long Range Planning, Building Services and Code Compliance.

Current and Long Range Planning Staff review development proposals for conformance with applicable zoning, shoreline, critical areas and environmental regulations. Planning Staff are also responsible for developing and administering the municipal code (Titles 2, 15-18), and processing zoning and development-related ordinances as well as maintaining and updating required plans such as the Comprehensive Plan, Shoreline Management Program and Critical Areas Ordinance.

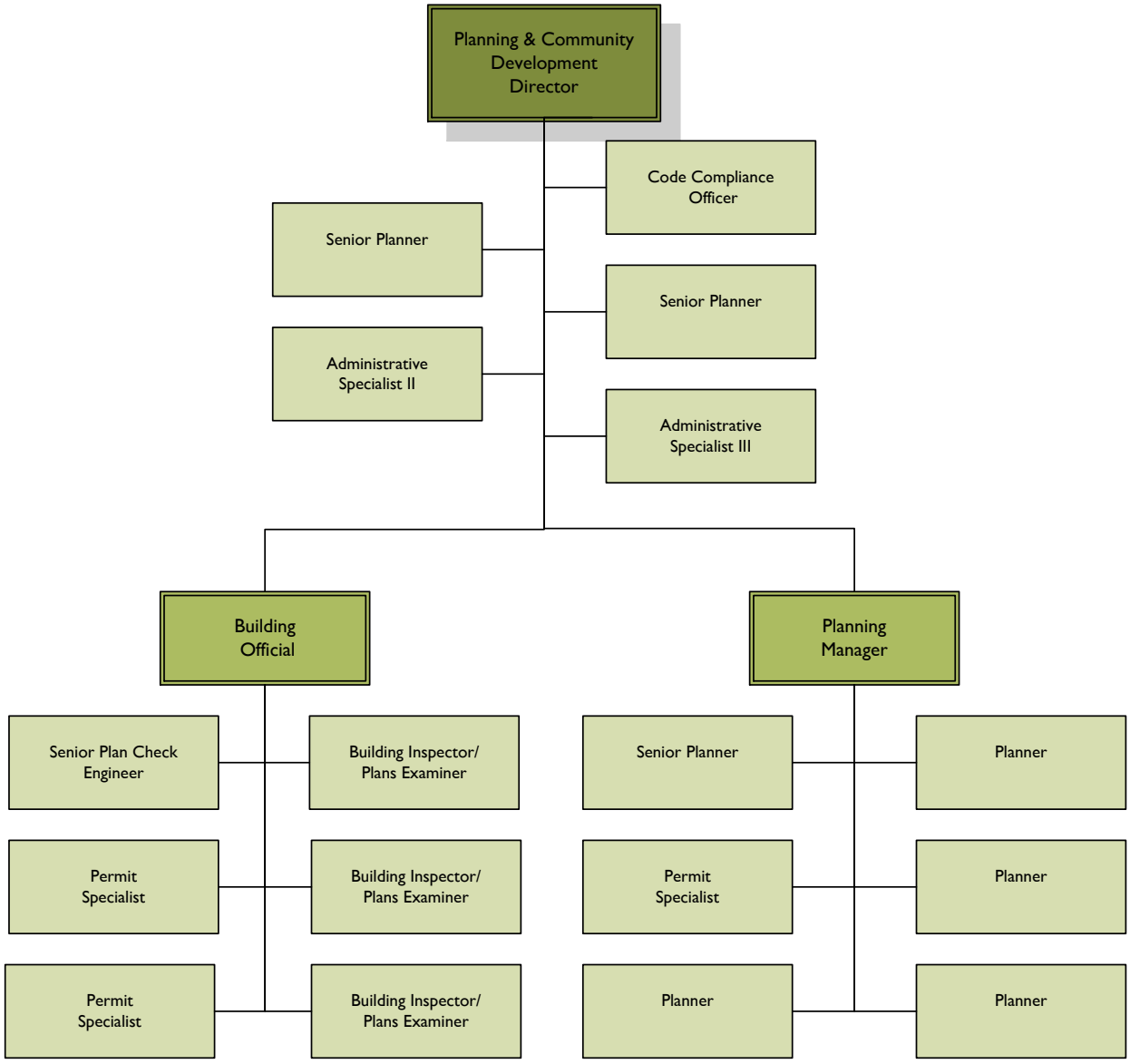
Building Services Staff administer the International Building Codes for residential, commercial and industrial structures through plan review, permitting and inspection services in order to protect the health, safety and welfare of the community. The Building Division is also responsible for FEMA Floodplain Management and citywide parcel addressing coordination.

Code Compliance Staff investigates code violation complaints with the goal of working with citizens to resolve code enforcement issues and bring properties into compliance while increasing awareness of the City's regulations.

BUDGET NOTES AND CHANGES – PLANNING AND COMMUNITY DEVELOPMENT

- The 2017-2018 budget includes the establishment of a Development group within the Public Works Department. As part of this effort, transfer two 1.0 FTE Development Engineer positions from Planning and Community Development to Public Works.
- Add 1.0 FTE Planner to provide support for long-range planning efforts and for initiatives included in the Comprehensive Plan.
- Add 1.0 FTE Planner to provide additional capacity for current planning efforts, reducing the amount of time needed to issue a permit and allowing the customer service counter to be open at all times.
- The 2017-2018 budget establishes an Equipment Rental and Revolving (ER&R) Fund. Increase the Operating Leases budget to reflect annual contribution to vehicle replacement and current year usage. The ER&R fund is a new fund, implemented for 2017 to increase the City's ability to save for and replace its equipment according to the established lifecycle replacement schedule.

ORGANIZATIONAL CHART – PLANNING AND COMMUNITY DEVELOPMENT



PRIORITY BASED BUDGETING RESULTS – PLANNING AND COMMUNITY DEVELOPMENT

SERVICES PROVIDED – PLANNING AND COMMUNITY DEVELOPMENT

- Serve as a resource to the community for information on zoning, development regulations, building requirements, critical areas and City permitting processes.
- Review and process applications for land use development permits and conduct site inspections.
- Review and process building permit applications and conduct building inspections.
- Review and process Comprehensive Plan amendment requests and rezone requests.
- Develop and process ordinances amending the City's land use and zoning regulations.
- Provide staffing to the Planning Commission, Historic Preservation Commission, Design Review Board, Environmental Technical Advisory Committee and Tree and Low Impact Development Ad Hoc Committee.
- Coordinate with the County and its cities on regional planning activities.

ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – PLANNING AND COMMUNITY DEVELOPMENT

- Began work and drafted a proposal on the Shoreline Master Plan Limited Amendment for Aquaculture, and began work on the Shoreline Master Plan General Limited Amendment.
- Worked with Planning Commission and City Council to review and approve the City's 2016 Comprehensive Plan update mandated by the State to be completed by June, 30 2016.
- Continued to work with the Tree and Low Impact Development Ad Hoc Committee to review and modify tree, landscaping and clearing regulations including the addition of an "After-the-Fact" clearing permit and fee. See Ordinances 2015-03, 2015-04, 2015-15, 2016-01 and Resolution 2015-01.
- Coordinated with the Department of Public Works to implement "Low Impact Development (LID)" requirements by reviewing and modifying the City's stormwater regulations.
- Reviewed and updated the Department's Administrative Manual for Land Use Permit Submittal Requirements (Ordinance 2016-15).

- Supported community engagement on planning; completed shoreline review and approval for the Fletcher Landing road-end project.

OBJECTIVES FOR 2017–2018 – PLANNING AND COMMUNITY DEVELOPMENT

- Ensure all staff has completed training and certifications needed in their respective areas to best serve the community of Bainbridge Island.
- Coordinate long-term implementation of the 2016 Comprehensive Plan through work program items, program development and consideration of budget priorities.
- Develop and implement "no net loss" monitoring program for amended shoreline regulations.
- Complete work with the Tree and Low Impact Development Ad Hoc Committee reviewing the City's Vegetation Management and Land Clearing Permits, BIMC Chapters 16.22 and 16.18 respectively.
- Continue to improve permit review timelines through the creation of SmartGov templates to facilitate permitting steps and staff report development.
- Process all land use permit applications within state-mandated timelines.
- Institute digital online development permit submittal process for citizen convenience.
- Maintain SMARTGov database as the City's official filing format for permits, easing the way toward a paperless permit review process.

Public Safety

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
PUBLIC SAFETY

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	2,542,398	2,612,664	70,266	2.76%
Benefits	886,475	943,981	57,506	6.49%
SALARIES & BENEFITS	**3,428,873**	**3,556,645**	**127,772**	**3.73%**
Supplies	161,826	160,800	(1,026)	(0.63%)
Computer Equipment & Software	3,000	4,000	1,000	33.33%
SUPPLIES	**164,826**	**164,800**	**(26)**	**(0.02%)**
Professional Services	19,040	24,000	4,960	26.05%
Travel	10,500	8,000	(2,500)	(23.81%)
Training	39,500	45,800	6,300	15.95%
Advertising	2,500	4,000	1,500	60.00%
Operating Leases	6,500	193,454	186,954	2,876.22%
Insurance	30	40	10	33.33%
Repair & Maintenance	57,250	67,750	10,500	18.34%
All Other Miscellaneous	20,000	17,200	(2,800)	(14.00%)
SERVICES & CHARGES	**155,320**	**360,244**	**204,924**	**131.94%**
Intergovernmental Services	417,402	397,800	(19,602)	(4.70%)
INTERGOVERNMENTAL & INTERFUND	**417,402**	**397,800**	**(19,602)**	**(4.70%)**
TOTAL OPERATING EXPENDITURES	**4,166,421**	**4,479,489**	**313,068**	**7.51%**
Capital Equipment	220,000	195,000	(25,000)	(11.36%)
OTHER EXPENDITURES	**220,000**	**195,000**	**(25,000)**	**(11.36%)**
TOTAL NON-OPERATING EXPENDITURES	**220,000**	**195,000**	**(25,000)**	**(11.36%)**
TOTAL EXPENDITURES	**4,386,421**	**4,674,489**	**288,068**	**6.57%**

Public Safety

The Bainbridge Island Police Department serves and protects the residents, businesses, guests and visitors to the Island. Members of the department work individually and collectively to promote peace and public safety through education, enforcement and outreach. The department consists of four divisions: Administration, Patrol, Investigations and Marine.

The Administration division provides overall direction to the department through policy development, training, and financial management. The Chief and Deputy Chief provide oversight, assistance with capital projects, budgeting, emergency operations, intergovernmental relations, and work with community groups to improve the quality of life for all islanders. The Administration division also maintains records and evidence and responds to public records requests.

The Patrol division is responsible for proactive patrol, traffic enforcement, and is the first response to calls for service. Along with traditional vehicles, this group uses bicycle and foot patrols to serve the public and is the most frequently seen division of the department. Patrol responds to calls for service 24 hours a day to maintain peace and order on the Island.

The Investigations division consists of detectives that are assigned cases based on reports received from citizens, patrol and outside agencies. They gather information through court-approved search warrants, witness interviews and other research. Detectives perform follow-up investigations on cases initially handled by patrol officers with regard to property crimes and crimes against persons and may also provide courtroom testimony and conduct background checks.

The Marine division provides enforcement and safety on the waters surrounding the Island. With 53 miles of shoreline the Marine division is a critical component of public safety. This division has several missions; namely the enforcement of marine laws, search and rescue calls for persons and vessels in distress, emergency environmental response, and homeland security duties. Additionally, the Marine division participates in recreational boating enforcement, education, training, and provides vessel inspections.

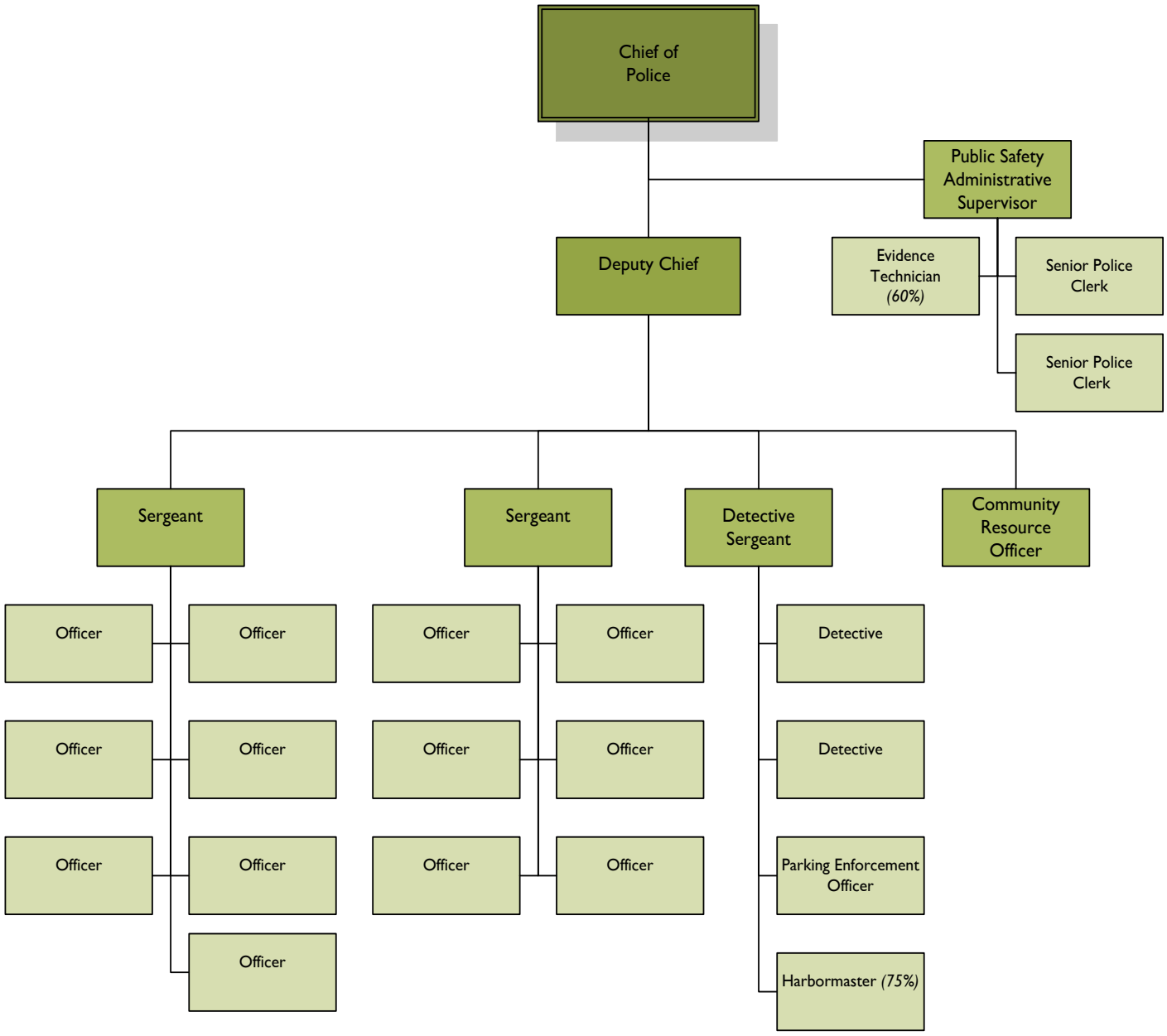
The Harbormaster, in conjunction with the department's marine division and the Marine Access Committee, plans, organizes, coordinates and directs activities related to the use, operation, security, maintenance and improvement of Bainbridge Island harbors. Additional responsibilities include facilitating a full array of marine and general services for commercial and recreational boaters, ensuring compliance with federal, state and local laws regulating harbor activity, and addressing vessels lost, found, adrift, sinking, derelict and abandoned.

The Parking Enforcement Officer (PEO) performs field and office work relating to the enforcement of traffic and parking regulations.

BUDGET NOTES AND CHANGES – PUBLIC SAFETY

- Add 0.1 FTE to existing 0.50 FTE Evidence Technician position to adjust schedule to three full days per week and assist with front desk coverage.
- Add $25,000 to establish a signing bonus fund to assist with attracting qualified candidates to the City police force.
- The 2017-2018 budget establishes an Equipment Rental and Revolving (ER&R) Fund. Increase the Operating Leases budget to reflect annual contribution to vehicle replacement and current year usage. The ER&R fund is a new fund, implemented for 2017 to increase the City's ability to save for and replace its equipment according to the established lifecycle replacement schedule.
- Reduce the Capital Equipment budget as part of the ER&R implementation.

ORGANIZATIONAL CHART – PUBLIC SAFETY



PRIORITY BASED BUDGETING RESULTS – PUBLIC SAFETY

Safe City

Healthy and Attractive Community

SERVICES PROVIDED – PUBLIC SAFETY

- 911 Calls for service
- Traffic control
- Process protection orders and bench warrants
- Register stolen property
- Homeland and maritime security
- Emergency preparedness
- Animal licensing
- Concealed pistol licenses
- Special events permits
- Fingerprinting
- Found property
- Community outreach events and citizens' academy
- Alarm registration and vacation house checks

ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – PUBLIC SAFETY

- Continued work to complete Washington Association of Sheriffs and Police Chiefs (WASPC) accreditation.
- Continued work to fully implement Lexipol policies.
- Hired one new officer and a senior police clerk.
- Supported analysis and planning for new police facility.
- Adopted Lumen, a crime analytics program.
- Transitioned to new CENCOM hardware including new Mobile Computer Terminals (MCTs) in police vehicles.
- Revised process for review of citizen complaints to improve tracking and documentation.
- Supported City Council Public Safety Committee.

OBJECTIVES FOR 2017-2018 – PUBLIC SAFETY

- Complete WASPC Accreditation process.
- Continue expanded emphasis on officer training and professional development.
- Expand recruitment and succession planning efforts.
- Continue implementation of updates to Lexipol policy recommendations.
- Continue support for planning and design of new police facility.
- Continue expanded community engagement initiatives.

Public Works

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
PUBLIC WORKS

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	3,257,003	3,892,973	635,970	19.53%
Benefits	1,320,075	1,651,534	331,459	25.11%
SALARIES & BENEFITS	**4,577,078**	**5,544,507**	**967,429**	**21.14%**
Supplies	510,473	440,602	(69,870)	(13.69%)
Computer Equipment & Software	6,000	4,000	(2,000)	(33.33%)
SUPPLIES	**516,473**	**444,602**	**(71,870)**	**(13.92%)**
Professional Services	485,823	657,522	171,698	35.34%
Communication	2,484	2,606	123	4.95%
Travel	450	650	200	44.44%
Training	29,108	29,565	457	1.57%
Advertising	1,215	1,220	5	0.38%
Operating Leases	27,676	335,113	307,437	1,110.84%
Insurance	400	400	-	- %
Utilities	-	107,125	107,125	100.00%
Repair & Maintenance	1,258,615	1,931,457	672,842	53.46%
All Other Miscellaneous	30,956	60,513	29,557	95.48%
SERVICES & CHARGES	**1,836,727**	**3,126,170**	**1,289,444**	**70.20%**
Intergovernmental Services	160,115	195,000	34,885	21.79%
INTERGOVERNMENTAL & INTERFUND	**160,115**	**195,000**	**34,885**	**21.79%**
TOTAL OPERATING EXPENDITURES	**7,090,392**	**9,310,280**	**2,219,888**	**31.31%**
Capital Equipment	515,000	281,000	(234,000)	(45.44%)
Capital Projects	15,637,140	7,491,242	(8,145,898)	(52.09%)
OTHER EXPENDITURES	**16,152,140**	**7,772,242**	**(8,379,898)**	**(51.88%)**
TOTAL NON-OPERATING EXPENDITURES	**16,152,140**	**7,772,242**	**(8,379,898)**	**(51.88%)**
TOTAL EXPENDITURES	**23,242,532**	**17,082,522**	**(6,160,010)**	**(26.50%)**

Public Works

The Public Works Department plans, designs, constructs, operates and maintains public improvements, facilities and equipment owned by the City of Bainbridge Island and the public. The department provides services in five main areas: Administration, Engineering, Development Engineering, Water Resources, and Operations & Maintenance.

The Administration Division provides overall direction and management to the department, including contract and work order management. This group also provides a range of public services such as gathering information for public records requests, maintaining the department's website, and processing permits.

The Engineering Division oversees the pre-design, design and construction of all public improvements and implementation of the Capital Improvement Plan adopted by the City Council. This division also provides project management, professional services, survey and construction management.

Development Engineering staff review applications for compliance with local and state regulations and technical requirements associated with the City's design and construction standards and stormwater management regulations. Staff also conduct site inspections for private development construction of public facilities.

The Water Resources group oversees ground and surface water planning, protection, and monitoring activities. This group also oversees overall City regulatory compliance with the stormwater permit.

The Operations and Maintenance Division operates, repairs, and maintains the City's infrastructure, including streets, sidewalks, medians, green space, trails, buildings, water utility production, treatment and distribution, wastewater utility collection and treatment, and stormwater utility collection, treatment, and conveyance. This group includes mechanics who maintain the City's vehicles and mechanical equipment.

BUDGET NOTES AND CHANGES – PUBLIC WORKS

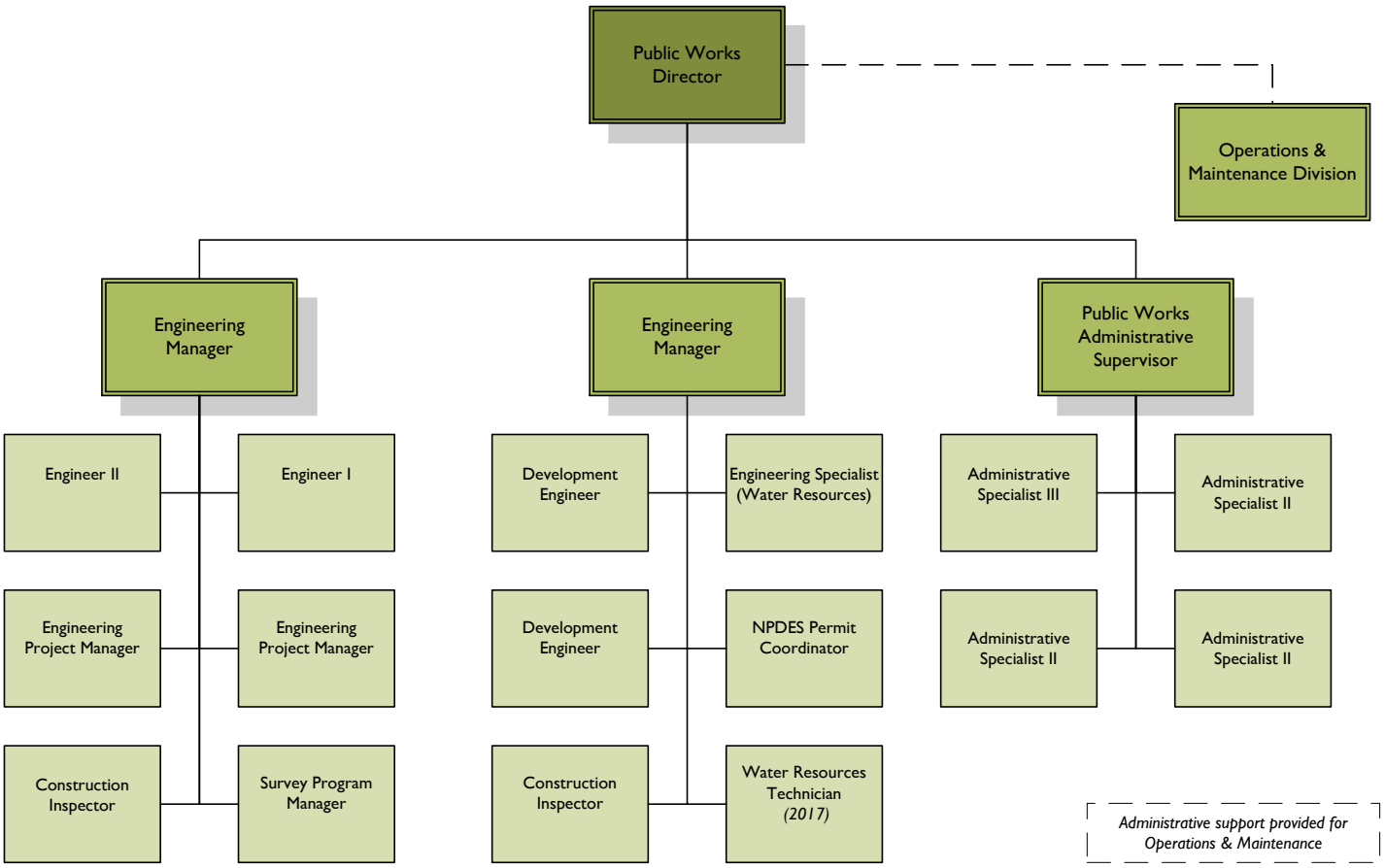
- The 2017-2018 budget includes the establishment of a Development group within the Public Works Department. As part of this effort, transfer two 1.0 FTE Development Engineer positions from Planning and Community Development to Public Works.
- Add 1.0 FTE Engineering Manager position to provide leadership and supervision for the Development group, including Development Engineering, inspection and Water Resources.
- Add 1.0 FTE Construction Inspector position to provide capacity for inspection of private development, in particular utility and transportation development, which will become the responsibility of the City.
- Extend 1.0 FTE Water Resources Technician, term-limited, through 2017. This position supports the City's ongoing efforts related to its required National Pollutant Discharge Elimination System (NPDES) permit, as well as the Water Quality and Flow Monitoring Program. As the new Development group is formed, longer-term staffing decisions will be made.
- Add 1.0 FTE Maintenance Technician II, Water/Wastewater, to provide additional capacity for routine maintenance for water and sewer utility infrastructure.
- The 2017-2018 budget establishes an Equipment Rental and Revolving (ER&R) Fund. Increase the Operating Leases budget to reflect annual contribution to vehicle replacement and current year usage. The ER&R fund is a new fund, implemented for 2017 to increase the City's ability to save for and replace its equipment according to the established lifecycle replacement schedule.
- The 2017-2018 budget transfers the funding for certain expenses such as biosolids disposal and decant facility spoils disposal from General Government budget to the Public Works budget. This transfer does not change budgeted spending, but shows in Public Works as an increase to Utilities spending as compared to 2016.

MAJOR MAINTENANCE

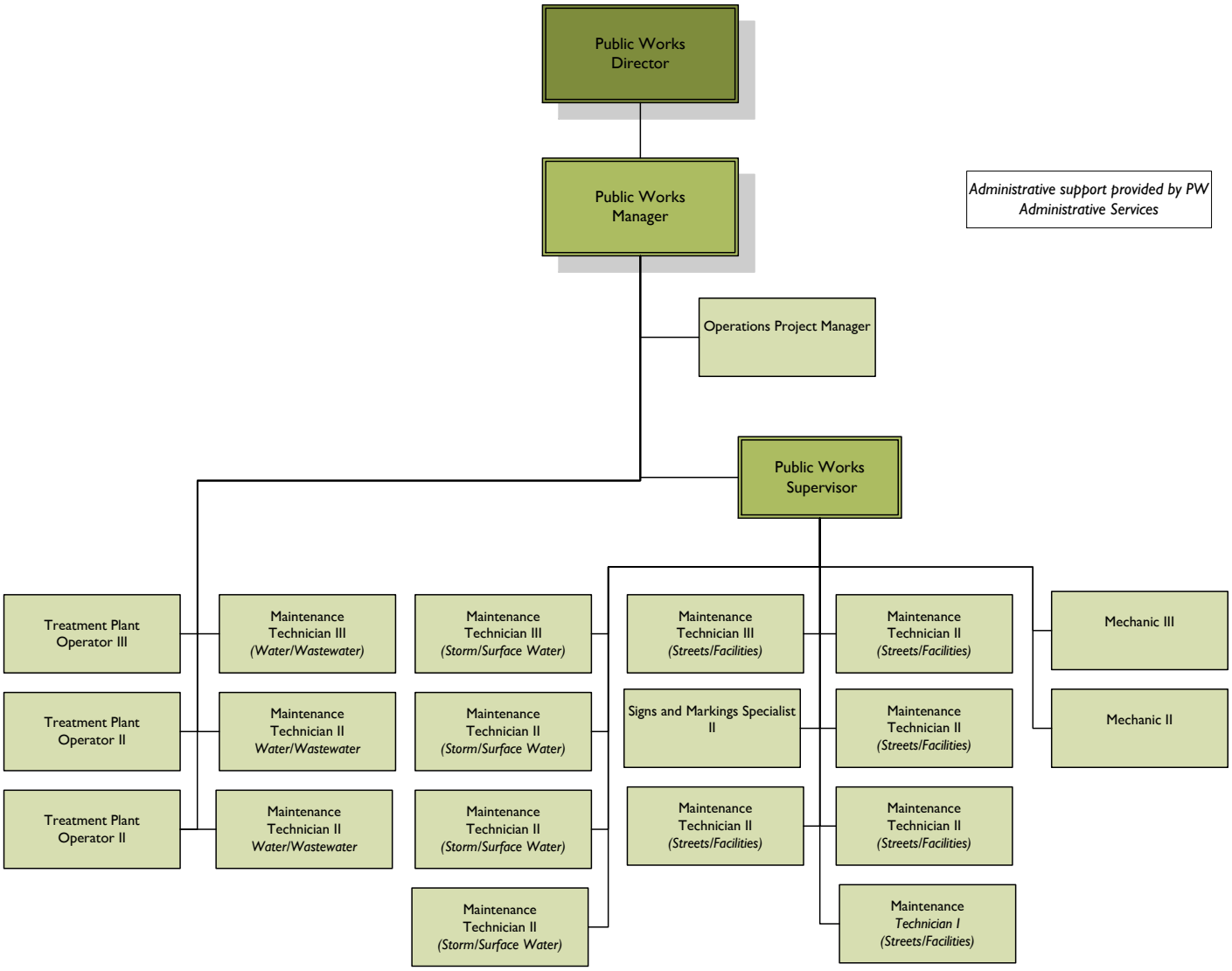
The 2017-2018 budget includes several major maintenance projects within the operating budget. These projects are not listed in the Capital Improvement Plan, as they are not capital in nature, but do represent significant investments in the infrastructure of the City. Projects in the Major Maintenance category include:

- Maintenance at Suyematsu farm including: fuel tank removal, farmhouse stabilization and farm irrigation system repairs.
- Repair to Beach Drive Road End.
- Rockaway Beach stabilization/mitigation.
- Annual programs for the water, sewer and SSWM utilities. The budget for these annual programs was previously in the capital budget, but has been used largely for major maintenance. The transfer from the capital to the operating budget does not represent an overall budget increase.
- Annual road maintenance program, which is an existing annual program and appeared in the operating budget (Repair and Maintenance line) in the previous biennium.
- Annual facilities maintenance program, which is an existing annual program and appeared in the operating budget (Repair and Maintenance line) in the previous biennium.

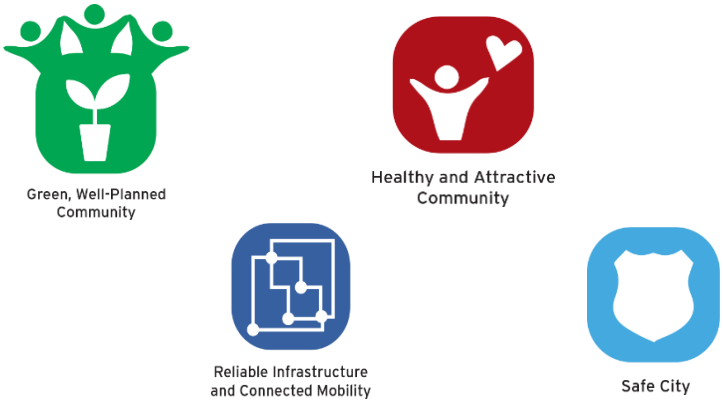
ORGANIZATIONAL CHART – PUBLIC WORKS: ENGINEERING DIVISION



ORGANIZATIONAL CHART – PUBLIC WORKS: OPERATIONS & MAINTENANCE DIVISION



PRIORITY BASED BUDGETING RESULTS – PUBLIC WORKS



SERVICES PROVIDED – PUBLIC WORKS

- Operates the water, sewer, and stormwater utilities.
- Manages the City-owned rights-of-way including the street, sidewalk, and trail networks.
- Manages the City Capital Improvement Program from planning and programming through design and construction.
- Maintains City-owned facilities including: City Hall, police station, parks, trails, and road ends.
- Manages and maintains equipment and vehicle fleet.
- Monitors the surface and groundwater resources of the island.

ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – PUBLIC WORKS

- Completed Wing Point Way Non-Motorized Improvements Projects.
- Completed Waterfront Park Improvements Project.
- Completed Annual Roads Preservation Program.
- Completed replacement of Rockaway Beach culvert.
- Completed drainage and pavement repairs to Mountain View Road.
- Completed Island-Wide Transportation Plan Update.
- Completed Water System Plan Update.
- Completed updated Ground Water Assessment and Model Update.
- Completed Murden Cove Nutrient and Bacteria Reduction Project.
- Completed LED retrofit for street lights.
- Completed improvements to Fletcher Bay Road End.
- Completed Manitou Beach Drive parking and boardwalk improvements

OBJECTIVES FOR 2017 – 2018 – PUBLIC WORKS

- Complete construction of Phases 1, 2, and 4 of the Sound-to-Olympics Trail.
- Complete design, permitting, and construction for the City Dock replacement.
- Complete State of the Island Waters Report.
- Complete design and construction of the Wyatt Way Improvements Project.
- Complete design and construction of the Village Sewer Pump Station Rehabilitation.
- Complete design and construction of the Lower Lovell Sewer Mains Replacement Project.
- Complete design and construction of culvert replacement for McDonald Creek at Eagle Harbor Drive.
- Complete construction of a new sewer force main on Madison Avenue.
- Complete construction of the Lynwood Center Pump Station upgrade.

General Government

CITY OF BAINBRIDGE ISLAND
2017 PROPOSED BUDGET - ALL FUNDS
GENERAL GOVERNMENT

	2016 AMENDED	2017 PROPOSED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	114,959	148,675	33,716	29.33%
Benefits	248,310	246,050	(2,260)	(0.91%)
SALARIES & BENEFITS	**363,269**	**394,725**	**31,456**	**8.66%**
Supplies	6,000	6,500	500	8.33%
SUPPLIES	**6,000**	**6,500**	**500**	**8.33%**
Professional Services	331,750	320,763	(10,987)	(3.31%)
Community Services	118,000	-	(118,000)	(100.00%)
Communication	125,745	141,410	15,665	12.46%
Travel	-	1,500	1,500	100.00%
Training	5,000	5,000	-	- %
Operating Leases	383,777	343,558	(40,219)	(10.48%)
Insurance	691,695	453,720	(237,975)	(34.40%)
Utilities	752,294	549,836	(202,458)	(26.91%)
All Other Miscellaneous	52,300	56,000	3,700	7.07%
SERVICES & CHARGES	**2,460,561**	**1,871,787**	**(588,774)**	**(23.93%)**
Intergovernmental Services	283,700	267,600	(16,100)	(5.68%)
Intergovernmental-Taxes and Assessments	201,744	179,518	(22,226)	(11.02%)
Interfund - Taxes and Assessments	536,532	592,447	55,915	10.42%
INTERGOVERNMENTAL & INTERFUND	**1,021,976**	**1,039,565**	**17,589**	**1.72%**
TOTAL OPERATING EXPENDITURES	**3,851,806**	**3,312,577**	**(539,229)**	**(14.00%)**
Debt Service	4,229,262	3,999,154	(230,108)	(5.44%)
OTHER EXPENDITURES	**4,229,262**	**3,999,154**	**(230,108)**	**(5.44%)**
TOTAL NON-OPERATING EXPENDITURES	**4,229,262**	**3,999,154**	**(230,108)**	**(5.44%)**
TOTAL EXPENDITURES	**8,081,068**	**7,311,731**	**(769,336)**	**(9.52%)**

General Government

The purpose of the General Government budget is to pay certain citywide costs out of a central location, in order to track and manage citywide costs.

BUDGET NOTES AND CHANGES – GENERAL GOVERNMENT

- The 2017-2018 budget transfers the funding for televising City Council meetings from the General Government budget to the Finance and Administrative Services budget. This transfer does not change budgeted spending, but shows in General Government as a decrease to Community Services as compared to 2016.
- The 2017-2018 budget transfers the funding for certain expenses such as biosolids disposal and decant facility spoils disposal from General Government budget to the Public Works budget. This transfer does not change budgeted spending, but shows in General Government as a decrease to Utilities spending as compared to 2016.
- Adjustments to intergovernmental and professional service contracts to reflect new contract amounts with various agencies.
- Adjustments to taxes and assessments in correlation with revenue budgets.
- Adjustments to debt service in correlation with expected debt service for current debt.

City of Bainbridge Island
City Council Agenda Bill

CITY OF BAINBRIDGE ISLAND

PROCESS INFORMATION	
Subject: Revised 2016 Mid-Year Report	Date: 9/30/2016
Agenda Item: CITY MANAGER OPENING REMARKS	Bill No.: 16-024
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION		
Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Some of the department performance measures have been updated since the version provided to City Council in August. A detailed list of the revised measures is provided at the end of the report.

RECOMMENDED ACTION/MOTION

Discussion.

ATTACHMENTS:

Description	Type
Revised 2016 Mid-Year Report	Backup Material

CITY OF
BAINBRIDGE ISLAND

2016 MIDYEAR REPORT:

Work Plan Status and Performance Measures

Doug Schulze, City Manager
June 30, 2016*

(*revised as of September 21, 2016)

Overview

The following report provides a midyear update on City activities and progress on key projects. This report reflects status as of June 30, 2016 for the priority work plan items that were identified in January 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").

Work plan priorities are associated with the City's six Priority Based Budgeting areas of emphasis, represented by the following icons:

Green, Well-Planned Community

Healthy and Attractive Community

Reliable Infrastructure and Connected Mobility

Safe City

Vibrant Economy

Good Governance

This report indicates that the majority of our highest priority projects are either completed or in progress. In some cases, tasks will not begin until later this year. For a small number of items, it has been determined that activities will be deferred until next year. A more detailed review and discussion of the work plan results will be provided at year-end.

This document also presents midyear status for selected City performance measures and workload data. The City tracks performance measures for each department and – depending on the data – uses a monthly, quarterly, or annual frequency for reporting. The results shown here are data as of June 30, 2016, alongside the prior history (when available). For data that is reported on an annual frequency, midyear information is either not available or not meaningful. In these cases, year-to-date results are replaced in this midyear report with an "N/A". This also applies to indicators that were not initially monitored at the time performance measures started to be tracked.

Performance measurement is another tool that can help to understand progress towards the City's goals and objectives, and to identify trends in City workload and service delivery. The City will continue to expand the way we use this data to communicate about the organization's activities and trends. In the year-end report, additional analysis and interpretation will be provided to add context to the data and evaluate the organization's results. Going forward, this data can be used to inform resource allocation, budget decisions, and fiscal capacity forecasts.

Summary by Department

Executive ..... 1 – 14

Finance & Administrative Services ..... 15 - 21

Municipal Court ..... 22 - 26

Planning & Community Development ..... 27 - 44

Public Safety ..... 45 - 53

Public Works ..... 54 – 68

Revisions 69

Executive

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Support completion of Comprehensive Plan Update.		**High/ Mandatory**	**Ongoing** Planning Commission review is underway; City Council review will begin in September.
Support Council 2017-18 Biennial Budget development, including review of revenue options and long-term financial planning.		**High**	**Ongoing** Briefings provided in Q2 on revenue and long term capital plans. Preliminary biennial budget will be presented in September.
Support Council consideration of proposals for Suzuki property.		**High**	**Ongoing** In Q2 Council requested ETAC to prepare an RFP for an ecological assessment for the property.
Support planning process to replace public safety facilities: Police Station and Municipal Court.		**High**	**Ongoing** City issued RFP for facility design services in Q2.
Support consideration of options for a municipal electric utility.		**High**	**Ongoing** In Q2 City selected consultant to perform feasibility study.
Planning for new Sewer capital projects.		**High**	**In Progress** Projects identified in system plan update will be reflected in CIP.
Transportation Benefit District: • Program 2016 revenue • Evaluate options for newly authorized rates		**High**	**Not Started** Council consideration scheduled for Q3.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Complete hiring for Director – Planning and Community Development.		**High**	**Completed** New director hired in Q1.
Continue work to review Downtown parking options.		**High**	**Ongoing** Community task force met in Q1/Q2. Will prepare a recommendation to City Council in Q3.
Expand Emergency Preparedness: • AM radio project • Relocate EOC to City Hall • Update plans for emergency flotilla • Participate in regional exercise ("Cascadia Rising" – June, 2016)		**High**	**In Progress** EOC relocated and training exercises held in Q1/Q2.
Support long-range planning for Ferry District redevelopment.		**High**	**Deferred**
Support SR 305/regional transportation planning.		**High**	**Ongoing** 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**	**Ongoing**
Negotiate new labor agreement for IAM (will expire 12/31/16).		**High**	**Ongoing** Negotiations initiated in Q2.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Establish franchise agreements with utilities located in City right-of-way.		**Medium**	**Deferred** Work will complete when permanent City Attorney is available.
Support Council consideration of potential changes to annual award process for Lodging Tax (Civic Improvement) funds.		**Medium**	**Completed** Council reviewed options and draft RFP in Q2.
Amend procurement and purchasing policies, including City Manager's contracting authority (BIMC 3.70 and 3.72).		**Medium**	**Completed** Updated policies approved in Q2.
Support Council consideration of multi-year process to award human services funding.		**Medium**	**In Progress** Council affirmed process for next award cycle. Facilitation support will be identified in Q3.
Support Council consideration of initiatives to improve telecommunications service and connectivity island-wide: • Consider options for municipal broadband • Recruit wireless service providers		**Medium**	**Ongoing** Updated ordinance related to wireless facilities in Q1.
Negotiate cable franchise agreement/develop plans for PEG funding.		**Medium**	**Completed** New franchise agreement approved with Comcast in Q2.
National Citizen Survey – conduct focus groups on key findings from 2015 survey results.		**Medium**	**Deferred** Staff focused on community engagement and listening sessions to support Comprehensive Plan Update.
Continue work to support economic development and community identity efforts.		**Medium**	**Ongoing** Comprehensive Plan Update activities provided venue for community engagement on economic development and related topics.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Continue to pursue disposition of designated surplus property (Meigs, Pritchard, IMHP, HOB).		**Medium**	**Ongoing** Completed transfer of Meigs and one of five remaining IMHP shares. Work to transfer two other IMHP shares and Pritchard property is underway.
Human Resources: • Finalize and implement onboarding program for new employees		**Medium**	**Completed** Supervisors use a common checklist to ensure standard and comprehensive process for new employee startup.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Continue to expand environmental sustainability initiatives.		**BMP**	**Ongoing** Staff "Green Team" identified and implemented expanded recycling opportunities at both City Hall and O&M.
Continue citywide HPO initiatives: • Complete pilot session of new leadership program		**BMP**	**In Progress** Leadership program met 4 times in Q1/Q2; will complete pilot session in Q3/Q4.
Expand Code Enforcement Officer jurisdiction.		**BMP**	**Deferred** Work will complete when permanent City Attorney is available.
Amend animal control Code per Hearing Examiner findings.		**BMP**	**Deferred** Work will complete when permanent City Attorney is available.
Review options for criminal prosecution services.		**BMP**	**Deferred** Work will complete when permanent City Attorney is available.
Continue initiatives to standardize and expand performance measurement.		**BMP**	**Ongoing** City staff are participating in regional consortium on performance measurement. Options to integrate with OpenGov are under consideration.
Continue implementation of Priority Based Budgeting: review/affirm results, refine program inventory, update scoring.		**BMP**	**In Progress** Updated information will be provided in Q3 to inform biennial budget development.
Complete implementation of new public records administrative rules, including department training.		**BMP**	**In Progress** New online open records portal implemented in Q2.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Support citizen advisory committees: • Civil Service Commission • Human Services Advisory Committee • Lodging Tax Advisory Committee • Public Water Access/Marine Access Committee • Ethics Board		**BMP**	**Ongoing**

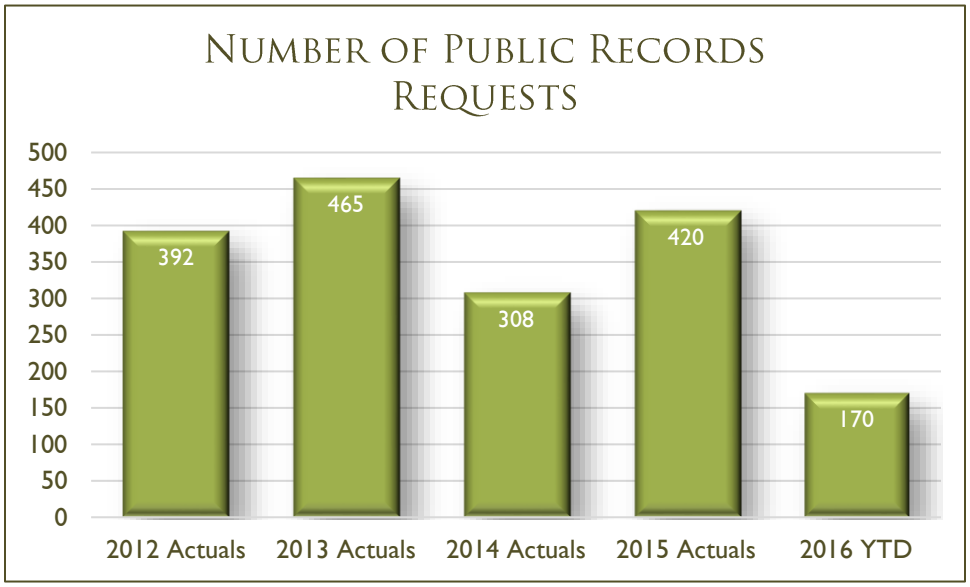
2016 Performance Measures – Executive

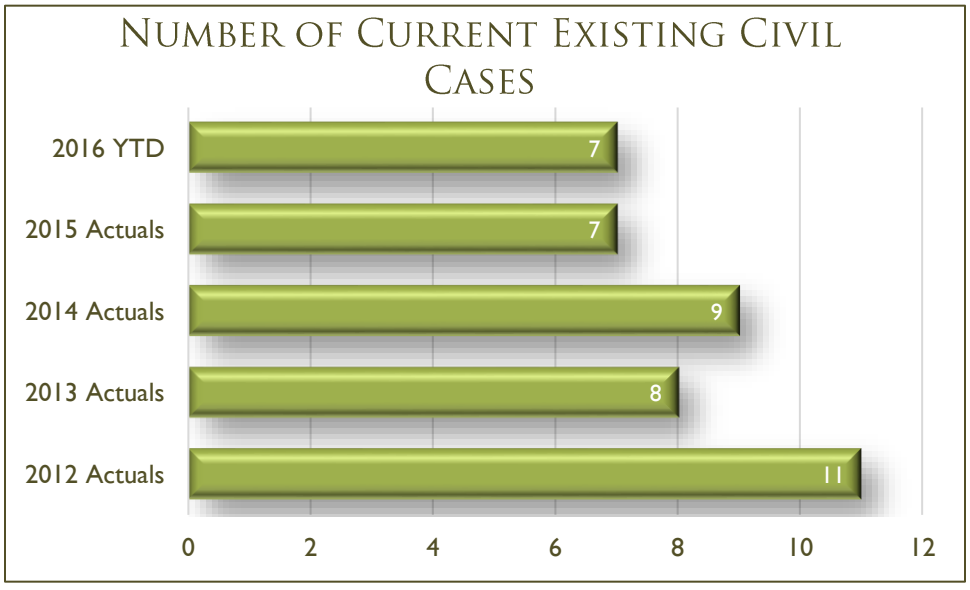
Legal

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Cases Settled	N/A	N/A	N/A	1	3
Number of New Civil Cases (Superior Ct./GMHB)	N/A	N/A	N/A	3	2
Number of New Administrative Appeals	N/A	N/A	N/A	3	1
Number of Public Records Requests	392	465	308	420	170
Number of Current Civil Cases	11	8	9	7	7
Number of Contracts and Agreements Reviewed	183	164	161	160	91[a]
Number of Ordinances and Resolutions Reviewed	35	55	64	41	22

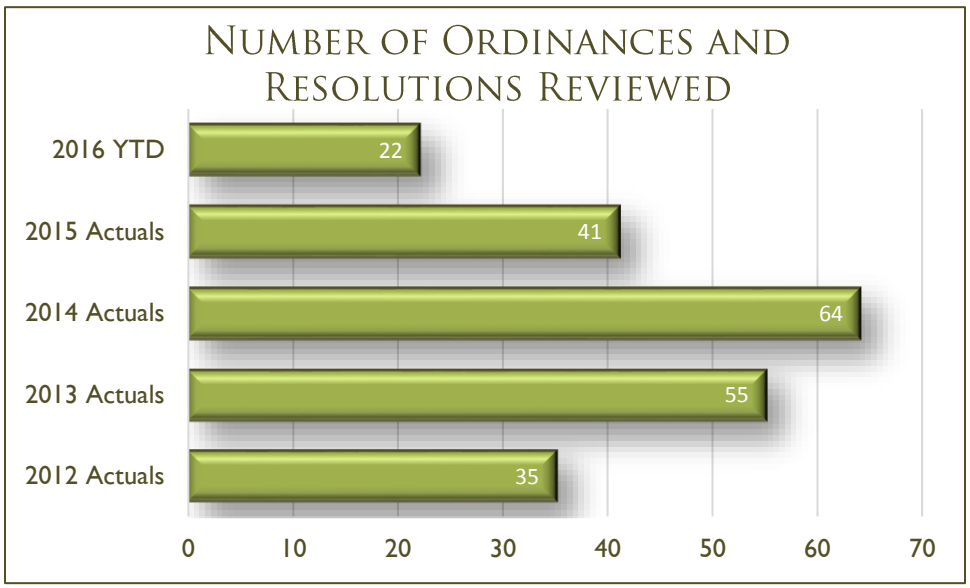
[a]Number of contracts reviewed by City Attorney not available at time of publishing

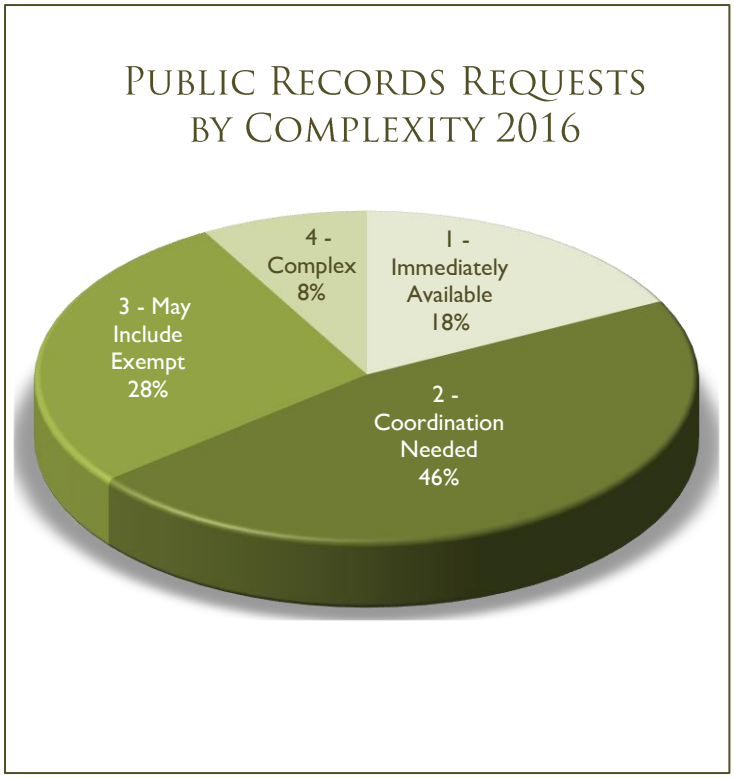
2016 Performance Measures – Executive





2016 Performance Measures – Executive

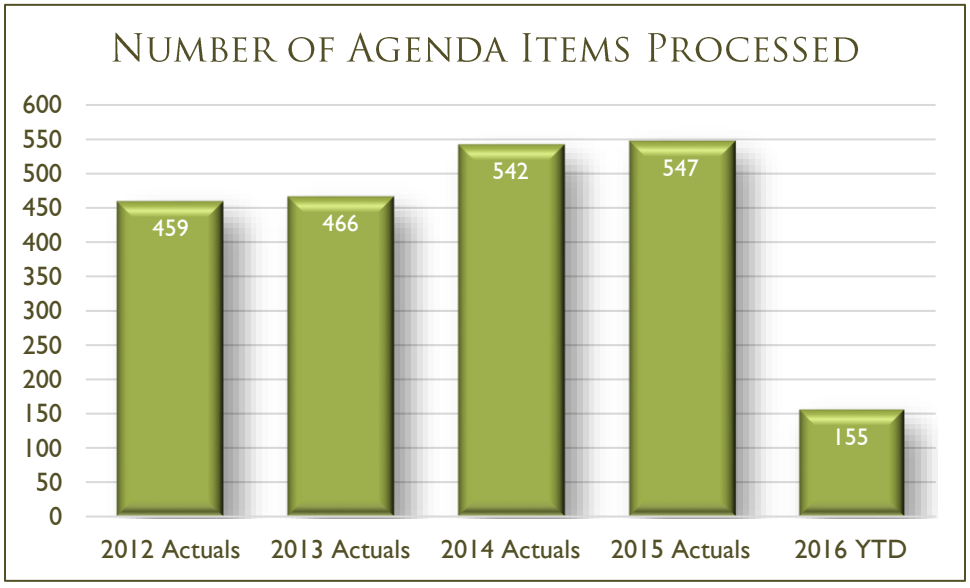




2016 Performance Measures – Executive

City Clerk

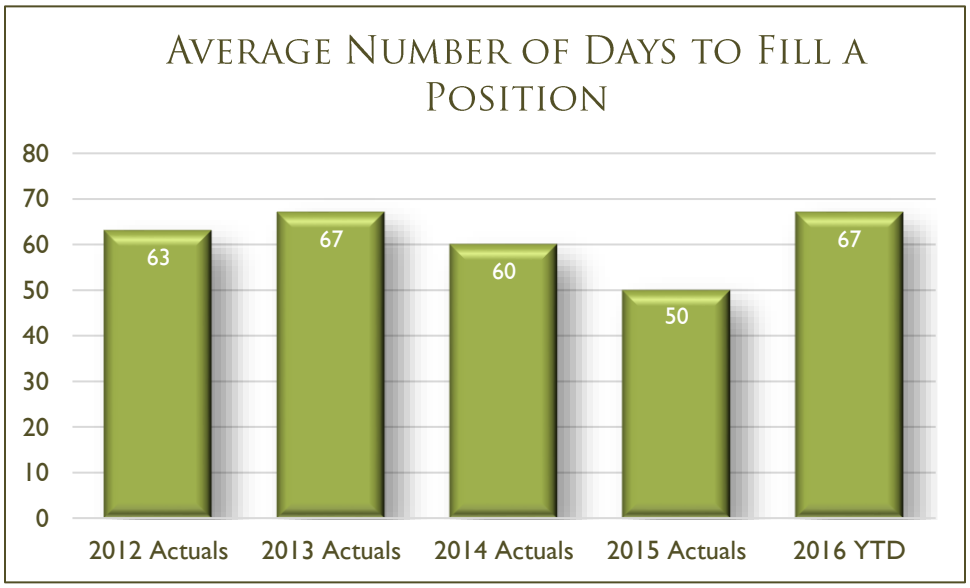
Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Councilmanic Packets Produced	57	49	53	38	11
Number of Ordinances Processed	22	33	38	32	4
Board and Commission Applications Processed	55	47	48	62	54
Number of Resolutions Processed	12	20	23	22	7
Number of Agenda Items Processed	459	466	542	547	155



2016 Performance Measures – Executive

Human Resources

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Percent of Annual City-Wide Employee Turnover	11%	13%	11%	4%	9%
Percent of Annual Voluntary Employee Turnover	8%	6%	11%	4%	9%
Average Number of Days to Fill a Position	63	67	60	50	67
First Aid Claims	N/A	N/A	N/A	3	1
Medical Claims	N/A	N/A	N/A	6	2
Time Loss Claims	N/A	N/A	N/A	1	1
Workplace Injuries - Total	N/A	N/A	N/A	10	4



2016 Performance Measures – Executive

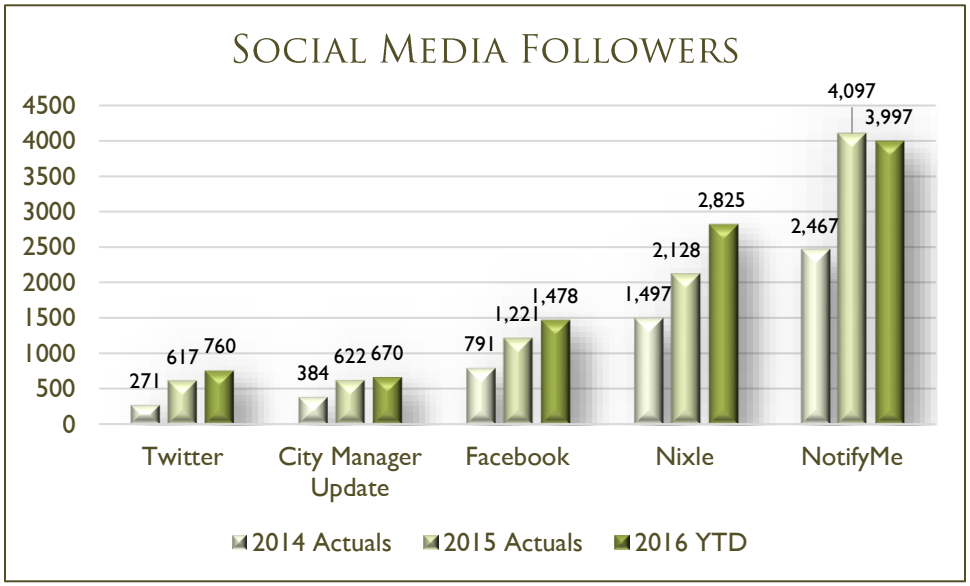
Community Engagement

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Press Releases that Earned a 'Pick-Up' from Media	N/A	24	80	52

Social Media Followers

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Twitter	N/A	271	617	760
City Manager Update	306	384	622	670
Facebook	492	791	1,221	1,478
Nixle	N/A	1,497	2,128	2,825
NotifyMe	N/A	2,467	4,097	3,997
Number of Hits on the Website	N/A	N/A	198,207	118,100

2016 Performance Measures – Executive



Finance and Administrative Services

2016 Work Plan Priorities – Finance & Administrative Services

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Support Council review of revenue options and long-term financial planning.		**High**	**Ongoing** Briefings provided.
Lead biennial budget process. Develop, propose and adopt two-year budget for 2017-2018.		**High**	**In Progress** Budget will be proposed in September and adopted by year end.
Complete biennial review of financial policies and cost allocation policies with City Council.		**High**	**Completed** Q2/Q3.
Support Council planning for Transportation Benefit District (TBD) revenues and rate options.		**High**	**Not Started** Will be calendared in the fall.
Support Council consideration of municipal electric utility.		**High**	**Ongoing**
Support Council consideration of utility tax options.		**High**	**Not Started** Will be calendared in the fall.
Support planning for new Sewer utility capital projects.		**High**	**Ongoing** Part of the CIP.

2016 Work Plan Priorities – Finance & Administrative Services

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Evaluate options for payroll processing.		**Medium**	**Completed** Vendor selected.
Implement new Equipment Replacement and Reserve fund.		**Medium**	**In Progress** Planned implementation 1/1/2017.
Complete planning and reporting for new requirements related to the Affordable Care Act (ACA).		**Medium/ Mandatory**	**Completed** As of Q1.
Consider ongoing approach to City implementation of Priority Based Budgeting programs.		**Medium**	**Ongoing** 2016 update underway.
Support requirements for AM Radio initiative.		**Medium**	**Ongoing**
Evaluate and begin implementation of cloud-based GIS system.		**Medium**	**In Progress** Public City GIS data to be available on cloud-based system by yearend.
Support requirements for new EOC location within City Hall.		**Medium**	**Ongoing** Implemented new phone and network connectivity in City Hall EOC as of Q2.
Support equipment upgrades related to new CENCOM hardware.		**Medium**	**Completed** As of Q2/Q3.
Support work to negotiate new labor agreement with Guild.		**Medium**	**Ongoing**
Support work to negotiate new labor agreement with IAM.		**Medium**	**Ongoing**

2016 Work Plan Priorities – Finance & Administrative Services

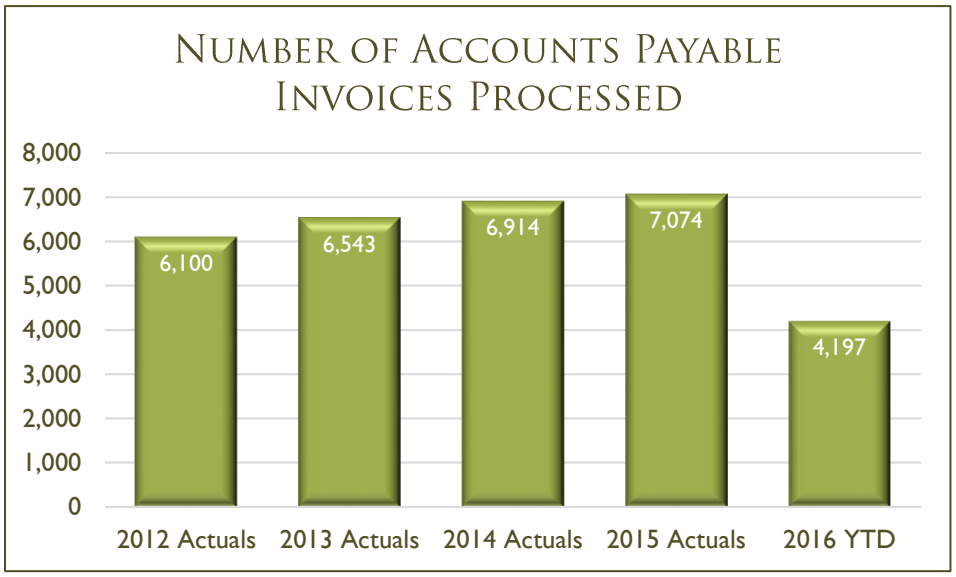
Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Develop improved internal reporting with Public Works to monitor capital project status.		**BMP**	**Deferred** Deferred due to staff time limitations.
Support updates related to Public Works, contract authority and procurement (3.70 and 3.72).		**BMP**	**Completed** Procurement policy adopted by Council in Q2.
Consider participation in State business license program.		**BMP**	**Ongoing**
Evaluate SharePoint functionality and applicability to City functions.		**BMP**	**In Progress** Pilot projects underway in PCD and Finance.
Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.		**BMP**	**In Progress** Submitted for GFOA review.
Receive Distinguished Budget Award from GFOA.		**BMP**	**In Progress** Award application to be submitted after budget approval late 2016; award issued in 2017.
Support citizen advisory committees: • Salary Commission		**BMP**	**Ongoing**

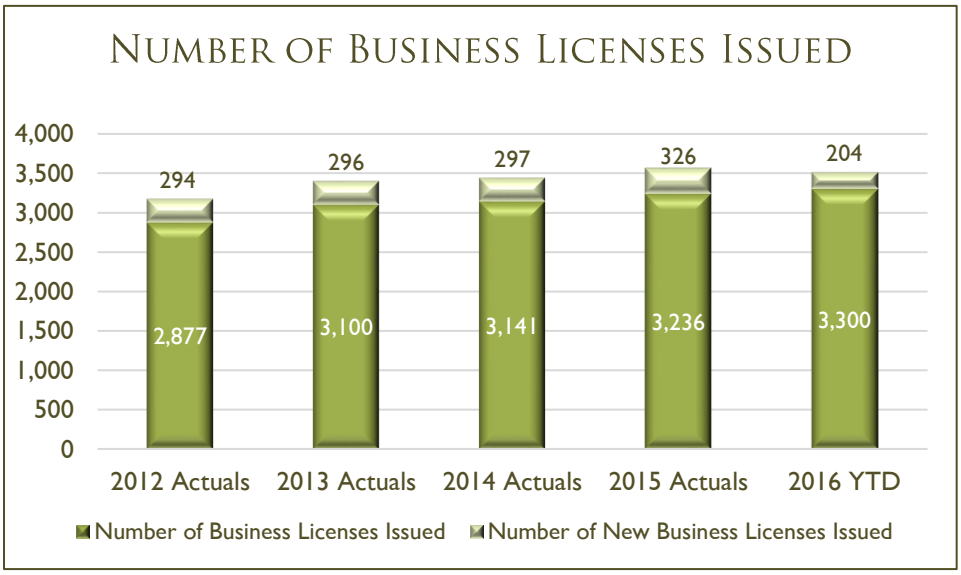
2016 Performance Measures – Finance & Administrative Services

Accounting & Audit

Indicators	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
State Audit Results (for prior year report)	No Findings	Finding	No Findings	No Findings	No Findings
Number of Accounts Payable Invoices Processed	6,100	6,543	6,914	7,074	4,197
Number of Cash Receipt Transactions Processed	38,976	40,070	31,624	30,532	17,117
Number of Payroll Direct Deposits Processed	2,783	2,555	2,635	2,725	1,595
Number of Business Licenses Issued	2,877	3,100	3,141	3,236	3,300
Number of New Business Licenses Issued	294	296	297	326	204
Percent of Total Dollar Value Paid by Credit Card	1.69%	1.00%	1.01%	1.44%	1.44%
Obtained Certificate of Achievement for Excellence in Financial Reporting from GFOA	N/A	N/A	N/A	Yes	Submitted

2016 Performance Measures – Finance & Administrative Services





2016 Performance Measures – Finance & Administrative Services

Budget & Revenue

Indicators	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Utility Customers	4,413	4,442	4,504	4,531	4,595
General Fund Year-End Cash Balance as a Percent of Annual General Fund Revenues	58%	71%	89%	97%	N/A
Bond Rating Change over Time	A1	A1	Aa3	Aa3	Aa3
Total Citywide Capital-Debt as a Percentage of Total Capital Assets (at Book Value)	24%	22%	20%	20%	19%
Total Citywide Debt as a Percentage of Capacity	9%	8%	7%	7%	6%
Obtained Distinguished Budget Award from GFOA	No	No	No	Yes	Will be submitting

Information Technology

Indicators	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Computers Managed	178	184	186	173	178
Number of Peripherals Managed	45	49	52	129	133
Number of GIS-Related Map and Data Requests (internal/external)	N/A	141/66	126/88	162/51	72/20
Number of Applications Moved to Hosted Versions to Utilize Cloud-Based Data Storage	1	1	2	3	1
Percentage of Data Stored in Cloud-Based Data Storage	Less than 1%	Less than 1%	Approx 3%	Approx 5%	Approx 6%

Municipal Court

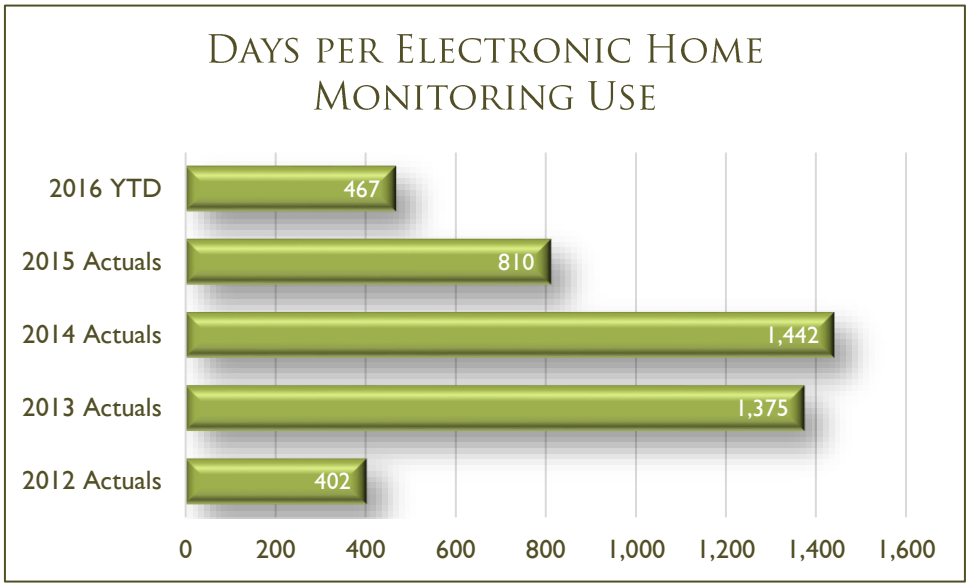
2016 WORK PLAN PRIORITIES – MUNICIPAL COURT

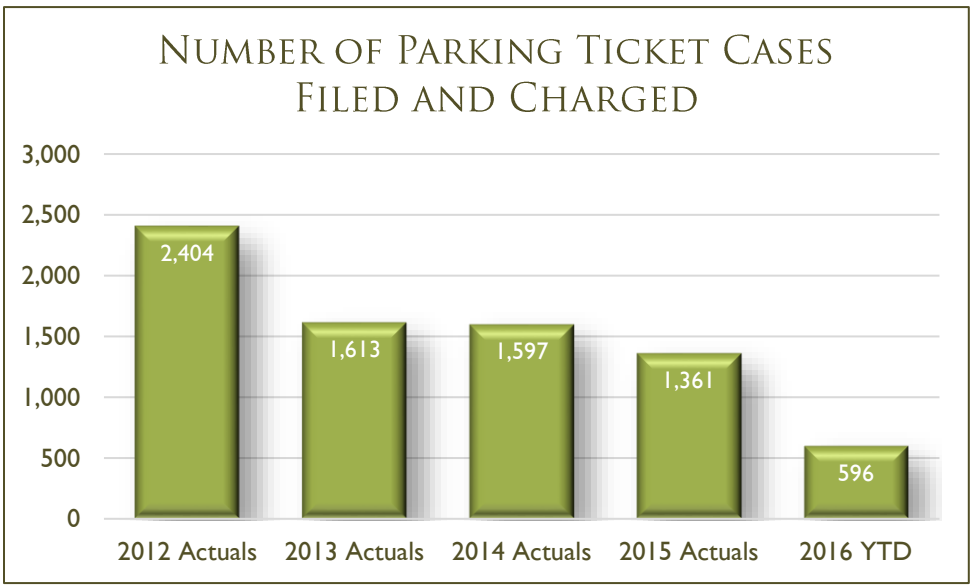
Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Complete court wide form update.		**Medium**	**Completed** The Judge and Court administrator continue to update forms as changes in law and policy occur. Most forms have been revised and updated over the last two years.
Complete additional content for Court website.		**Medium**	**Completed** 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: • Protection order forms • Sentencing forms		**Medium**	**Not Started** Due to the judge's preference of using paper forms in protection order hearings, this has been postponed until later in 2016 or 2017.
Complete debt write-off process: • Infractions • Criminal cases		**Medium**	**In Progress** The write-off of Infraction and Criminal Case fines over 10 years old are in process by one of the judicial specialists. It should be completed before the end of 2016.

2016 Performance Measures – Municipal Court

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Cases Filed	3,256	2,542	2,381	2,419	1,062
Protection Orders Filed	40	40	48	34	21
Cases Disposed of	3,661	2,661	2,265	2,675	1,040
Hearings Held	3,446	2,879	2,405	2,236	1,195
Days per Electronic Home Monitoring (EHM) Use	402	1,375	1,442	810	467
Number of Parking Ticket Cases Filed and Charged	2,404	1,613	1,597	1,361	596
EHM vs Jail - Savings to City	N/A	N/A	N/A	$53,460	$30,822

2016 Performance Measures – Municipal Court





Additional Information – Municipal Court

A current work priority for the Municipal Court has been the Mental Health work group. Kitsap County recently funded a grant that places a Behavior Health Specialist from Kitsap Mental Health in all the municipal and district courts. The role of the Behavioral Health Specialist is to assist individuals that have mental health issues obtain necessary services while complying with court requirements. The Judge has convened a group that meets every other month to discuss the Court's handling of defendants with such issues. This group includes the Judge, Senior Judicial Specialist, Public Defenders, Prosecutor, a private defense attorney, the Behavior Health Specialist, and a therapist and social worker from Helpline House. The meetings have involved the sharing of information, discussion on how to best serve mentally ill defendants in the justice system, and the development of forms and procedures.

There are several other work items currently in progress at the Municipal Court. The Court has requested to become a passport processing location. The Court previously processed passports from 2002-2011 but ceased this program due to budget cuts. The Court most recently applied in 2014, however the application was denied due to Bainbridge Islands proximity to Poulsbo as a nearby processing agency. This time, Mayor Erickson of Poulsbo has supported our request, including a letter offering support of our application stating they cannot keep up with the level of service demanded.

One of the roles of the Court's judicial specialists is to support the Hearing Examiner. Over the last couple months, one judicial specialist that regularly does hearing examiner work has been cross training another judicial specialist to provide better coverage in the event If an illness, emergency, or vacation.

The court continues to participate in city sponsored outreach events. Most recently, the court was involved with National Night Out and the Citizen's Academy.

Planning & Community Development

2016 Work Plan Priorities – Planning & Community Development

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
The following tasks all pertain to the 2016 update of the Comprehensive Plan.		**High**	**In Progress**
Request extension of deadline to 12/31/16 from State Department of Commerce, **Q1.**			**Completed**
Complete review of Transportation Element & Island-wide Transportation Plan, **Q1.**			**In Progress** Planning Commission has completed preliminary review of Transportation, Water Resources, and Housing Elements. On-track to complete review of the Island-wide transportation Plan in Q3.
Planning Commission conducts workshops and reviews remaining Elements--Water Resources **Q1**, Utilities **Q2**, Capital Facilities **Q2**, Human Services **Q3** and Cultural **Q3**.			**Completed** Planning Commission has completed Element workshops— Water Resources (Jan. 28, 2016) Utilities & Capital Facilities (May 26); Human Services (July 14) & Cultural (July 28) Q2, Q3.
Planning Commission review of Aquifer Conservation regulations, **Q1, Q2.**			**Not Started** Aquifer Conservation regulations put off until Q4 or Q1 2017.
Planning Commission conducts public hearings on entire Comp Plan, Aquifer Conservation regulations and Island-Wide Transportation Plan and transmits recommendation to City Council, **Q3.**			**Scheduled** Planning Commission on track to conduct public hearings on the Plan at the end of Q3**;** final PC recommendation on the Plan expected at the beginning of Q4.
Council reviews and adopts updates to Comp Plan, regulations and Island-Wide Transportation Plan, **Q4.**			**Scheduled** Council Plan and IWTP review schedule planned for Q4.

2016 Work Plan Priorities – Planning & Community Development

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
The following tasks all pertain to the Shoreline Master Program (SMP).		**High**	**In Progress**
Support City response to SMP appeals.			**Ongoing** 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, **Q1-4.**			**In Progress** Planning Commission review of aquaculture limited amendment **complete**. Currently before Council for deliberation and final action (July 26 public hearing). Anticipate local adoption in August 2016, then forwarding to Ecology for approval.
Process limited amendment to improve clarity and consistency within the SMP. Requires review by Planning Commission, City Council and Dept. of Ecology, **Q1-4.**			**In Progress** Planning Commission review of limited amendment began Q1. Will resume Q3 with Council/Ecology review and approval not anticipated until 2017.
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, **Q1-4.**			**Varying** SmartGov implementation monitoring **not complete**. Refining standard mitigation standards **complete**. Puget Sound Marine and Nearshore grant **completed** end of April, including establishing baseline conditions and staff training on use/application of LiDAR and LULC map complete.

2016 Work Plan Priorities – Planning & Community Development

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Shoreline Master Program Cont.		**High**	
Improve shoreline land use application review turn-around time.			**Ongoing** Several tools have been developed to expedite review but turn-around time remains stagnant due to the volume of permit, land use applications and other work program priorities.
Develop outreach/education materials for general public, including FAQ and permit pathway(s) and guidance (sample) documents for required studies, **Q1-4.**			**Not Started** No outreach/education materials developed.
Seek funding for (partial) implementation of shoreline restoration plan, **Q1-4.**			**In Progress** Applied for DNR Urban Forestry Restoration Program crew assistance for maintenance of 2 shoreline restoration sites.

2016 Work Plan Priorities – Planning & Community Development

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Low impact development (LID) regulations required by Dept. of Ecology (due by Dec. 31,2016) • Interdepartmental workgroup reviews current regulations and develops necessary revisions, **Q1, Q2.** • Planning Commission review and City Council review/adoption of revised regulations, **Q3, Q4.**		**High/ Mandatory**	**In Progress** • Consultant was hired in Q3 to assist with the review of LID requirements and code development. • Planning Commission review Q3/Q4. City Council adoption of LID code is expected in Q4.
Update critical areas ordinance (CAO) (due June 30, 2017) • Planning Commission review of Aquifer Conservation regulations as part of Comp Plan Update, **Q1, Q2.** • Begin review of other sections, **Q3.**		**High/ Mandatory**	**In Progress** • Introduced CAO to ETAC. • Completed initial mapping inventory and clean-up of database. • Developing scope of work and working with ETAC for technical review and input. • Planning Commission review of aquifer conservation regulations not completed; revised strategy to review CAO as a whole with Planning Commission review Q3 and Q4. Council review and approval anticipated 2017 Q1 and Q2.
Suzuki Property Planning • Council decision on process for reviewing RFP submittals, **Q1.** • Community workshop on RFP submittals, **Q1.** • Council selection of submittal, **Q1/Q2.**		**High**	**In Progress** • Council has reviewed process for reviewing RFP submittal. • RFP for ecological assessment was drafted in collaboration with ETAC in July. • Recommendation and RFP to City Council in August.

2016 Work Plan Priorities – Planning & Community Development

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Development regulations for public institutions in residential zones • First reading of Ordinance 2016-04 addressing lot coverage limitations for public institutions in residential zones scheduled for Jan. 5, 2016. • Adoption of ordinance scheduled for Jan 19, 2016.		**High**	**Completed** Ordinance 2016-04 adopted Q1.
Develop Tree/Vegetation Management Ordinance • Planning Commission conducts study sessions and public hearing on Ordinance 2016-01, Tree and Landscaping Maintenance Phase 2, and transmits recommendation to City Council, **Q1.** • City Council reviews and adopts Ordinance 2016-01, **Q2.**		**High**	**In Progress** • Ordinance 2016-01 adopted Q1. • Ongoing work on tree and vegetation regulations.

2016 Work Plan Priorities – Planning & Community Development

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Adopt Historic Preservation Ordinance • Planning Commission study sessions & public hearing, **Q1/Q2.** • City Council review and adoption, **Q3.**		**Medium**	**In Progress** • Open house held on Feb 22, 2016 • Planning Commission Study Session (SS): April 28, 2016 • Planning Commission Public Hearing (PH): June 23 & June 28, 2016 • City Council SS & PH: August 9 & 23, 2016
Suyematsu Property Planning • Facilitate Historic Preservation Commission (HPC) and Friends of Farm (FOF) meeting to plan for Council Workshop, **Q1.** • Support Council workshop with HPC & FOF to present feasibility study, nomination to local Historic Register, master plan for the property and prioritization of capital projects, **Q1.**		**Medium**	**Completed** • Joint HPC & FOF Meeting: January 4, 2016 • City Council Study Session: March 15, 2016 • City Council Business Meeting: April 11, 2016 adoption of historic structure report & feasibility study & nomination of Suyematsu Farm to the Local Register
Support Executive Department/City Council in developing process for Council decision on private use of public tidelands.		**Medium**	**Ongoing** Ongoing support provided. Completing SMP consistency analysis of proposed recommendations.
Amend SEPA Ordinance to reflect updates approved by State in 2014.		**Medium**	**Not Started**
Create process for citizen requests for zoning code amendments.		**Medium**	**Not Started**

2016 Work Plan Priorities – Planning & Community Development

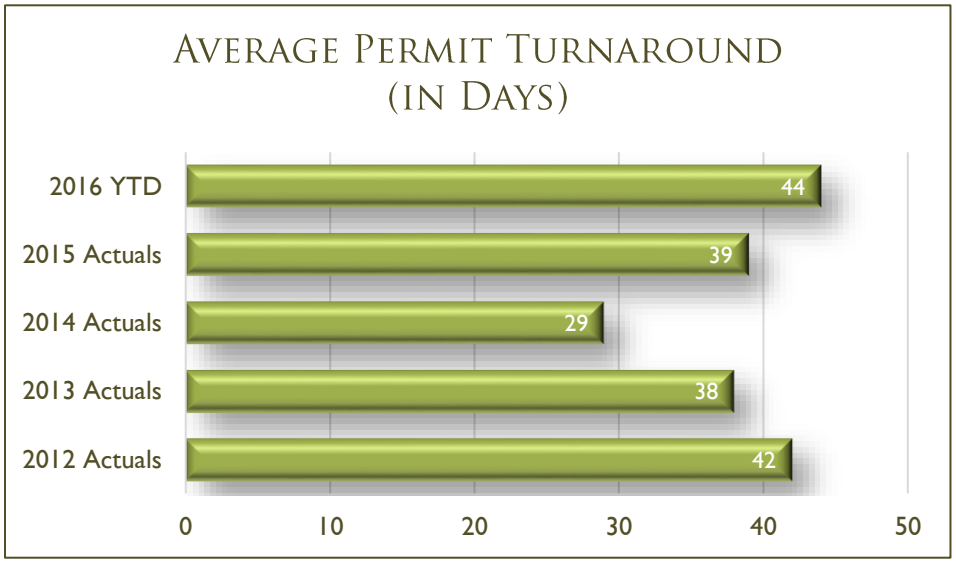
Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Continue to improve permit review timelines by maximizing SmartGov capabilities.		**BMP**	**Ongoing** SmartGov is helping to improve timelines by lessening time needed to prepare notices, respond to public records requests and provide coordination between divisions (i.e., Health, Development Engineering, Fire and Public Works).
Continue work on transitioning to online permit submittal process for citizen convenience.		**BMP**	**Ongoing** Electronic submittals are now requested for all current planning permit and land use applications, the next step will to become an electronically certified jurisdiction.
Process all land use permit applications within state-mandated timelines.		**BMP**	**Ongoing** Currently meeting statutorily mandated timelines. This is always a challenge given limited resources, the complexity of codes, and increasing applications.
Improve process for project acceptance for private development.		**BMP**	**Ongoing** Permit intake process has been streamlined by bringing a computer to front counter and insisting on complete applications.
Continue emphasis on staff training and certifications.		**BMP**	**Ongoing** Staff are encouraged to become AICP certified; and, on-going training opportunities are supported for staff.
Support citizen advisory committees: • Planning Commission • Design Review Board • Historic Preservation Commission • Environmental Technical Advisory Committee • Ad Hoc Tree Ordinance Committee		**BMP**	**Ongoing** Monthly meetings

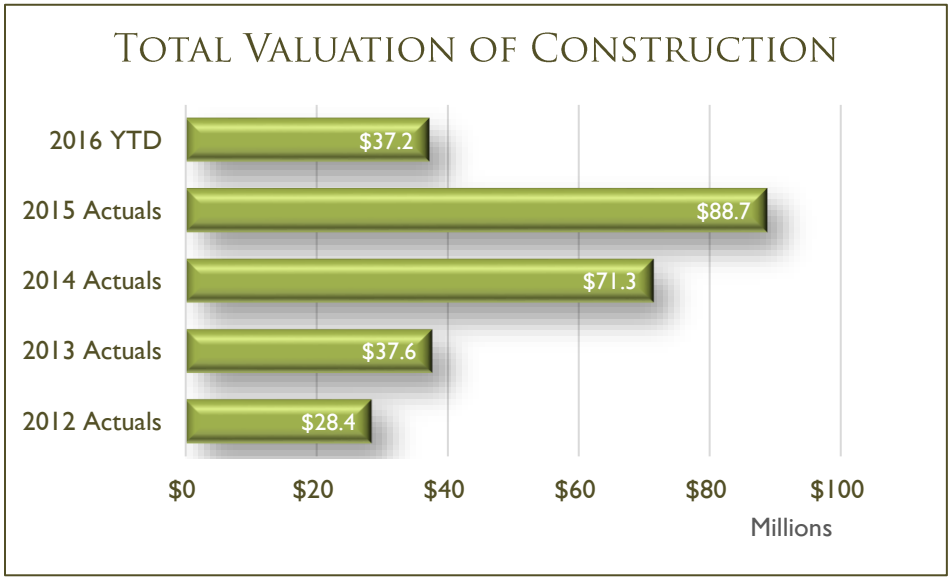
2016 Performance Measures – Planning & Community Development

Building Services

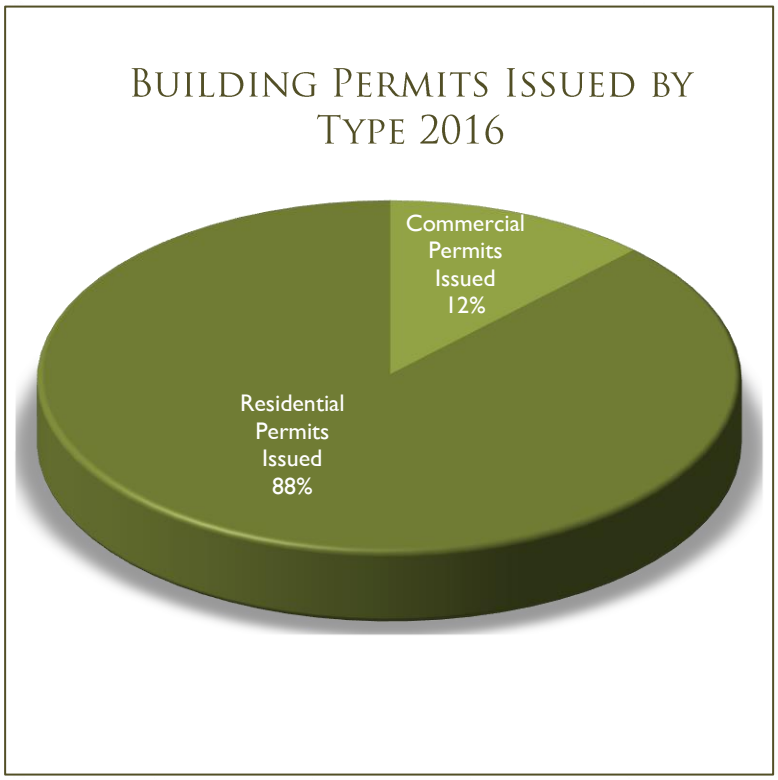
Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Average Permit Turnaround (in days)	42	38	29	39	44
Percent of Construction Document Review Completed in 30 Days (1st Submittal)	62%	64%	63%	60%	69%
Number of Building Plans Reviewed (including revisions)	557	583	695	724	398
Number of Building Site Inspections Performed	2,326	4,137	3,750	3,974	1,722
Number of Permits Issued Online	0	0	3	30	24
Total Valuation of Construction	$28,370,525	$37,641,588	$71,337,448	$88,698,532	$37,193,935
Commercial Permits Issued	N/A	N/A	N/A	95	47
Residential Permits Issued	N/A	N/A	N/A	611	334
Total Number of Building Permits Issued	489	509	670	706	381

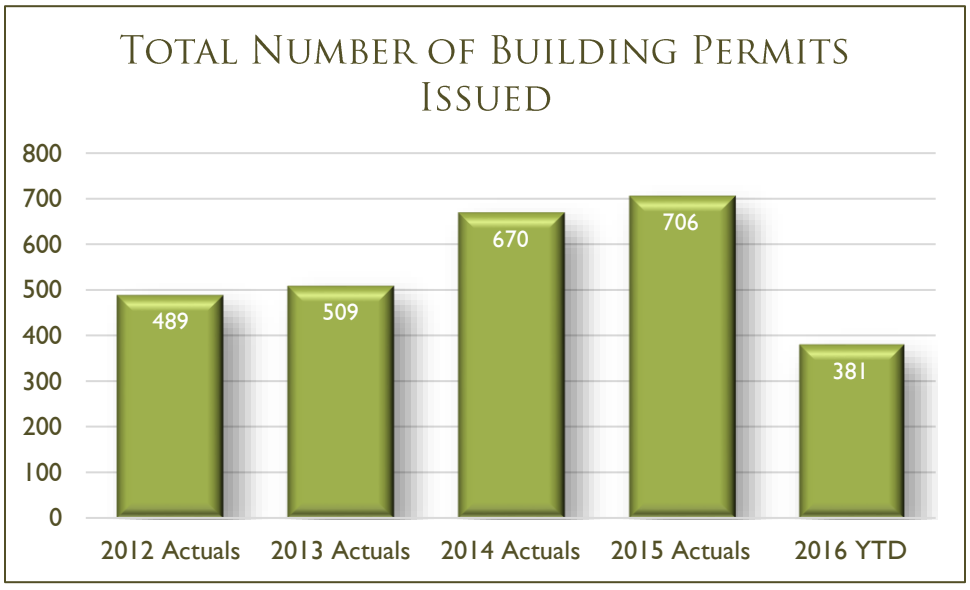
2016 Performance Measures – Planning & Community Development





2016 Performance Measures – Planning & Community Development



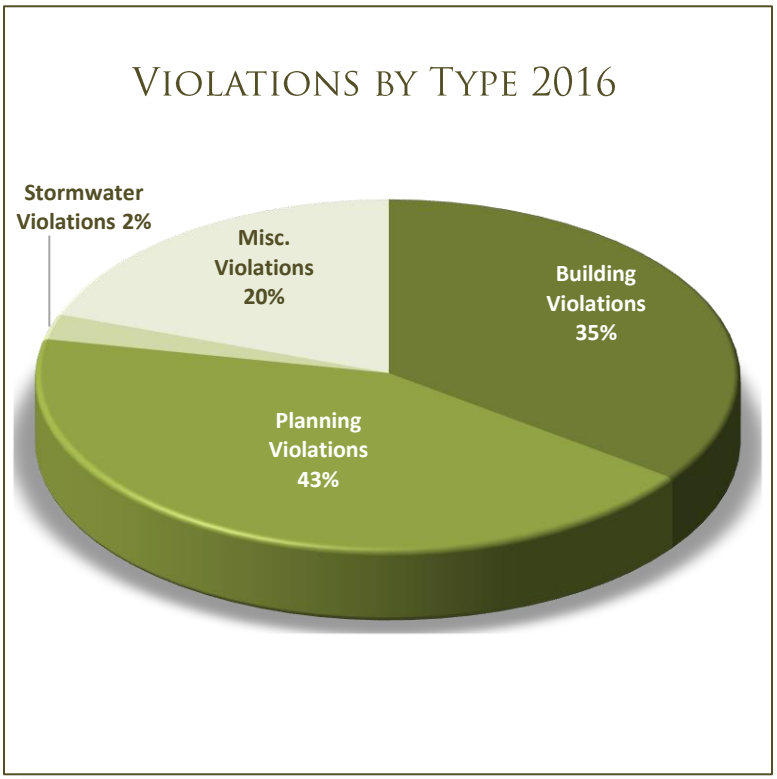


2016 Performance Measures – Planning & Community Development

Code Compliance

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Request for Service	118	115	188	183	128
Service Request Converted to Full Cases	N/A	N/A	63	66	38
Cases Move Forward to Enforcement	0	0	0	0	2
Court Hearings	0	0	0	0	1
Sign Permits Issued	11	9	33	18	11
Building Violations	N/A	N/A	N/A	63	45
Planning Violations	N/A	N/A	N/A	85	55
Stormwater Violations	N/A	N/A	N/A	7	3
Miscellaneous Violations	N/A	N/A	N/A	28	25
Total Violations	N/A	N/A	N/A	183	128

2016 Performance Measures – Planning & Community Development

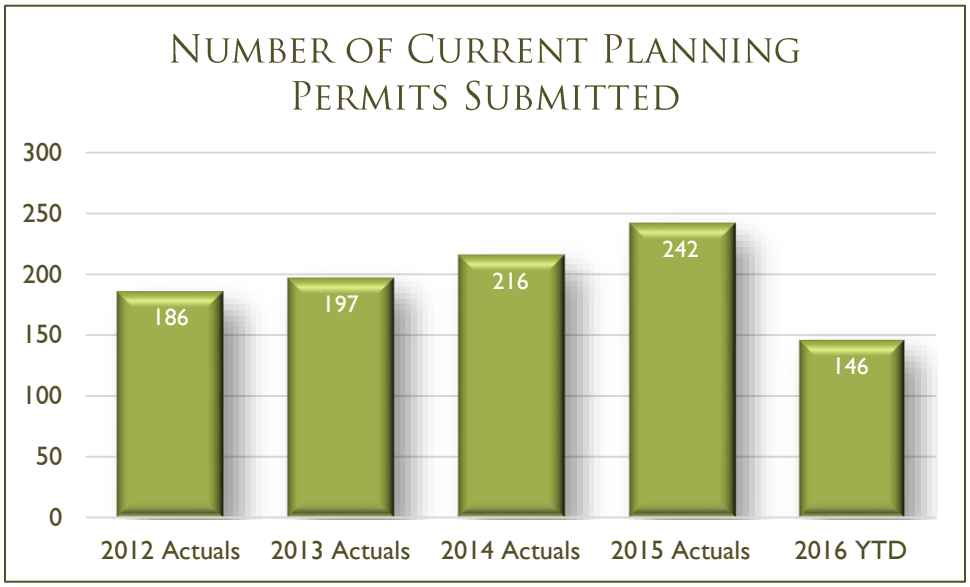


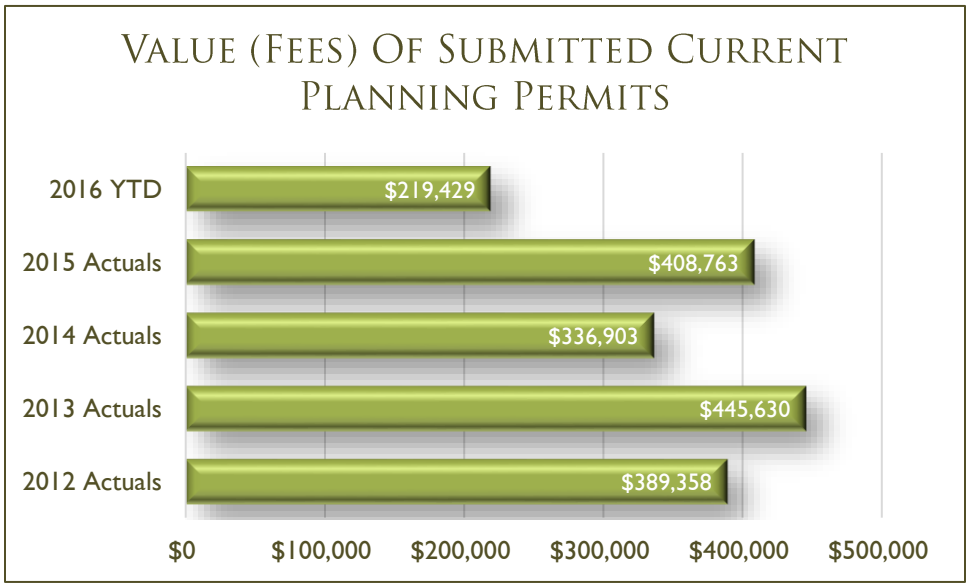
2016 Performance Measures – Planning & Community Development

Current Planning

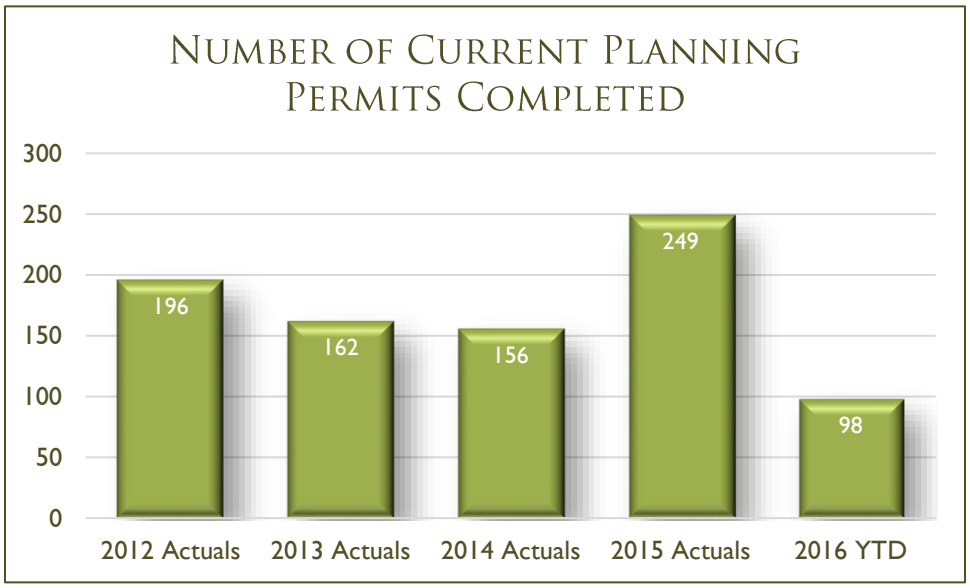
Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Current Planning Permits Submitted	186	197	216	242	146
Number of Current Planning Permits Completed	196	162	156	249	98
Value (fees) of Submitted Current Planning Permits	$389,358	$445,630	$336,903	$408,763	$219,429
Value (fees) Collected for Completed Current Planning Permits	$283,315	$284,173	$386,443	$462,222	$222,905
Number of Clearing Permits Issued	42	51	94	123	58
Number of Appeals	2	8	4	1	5

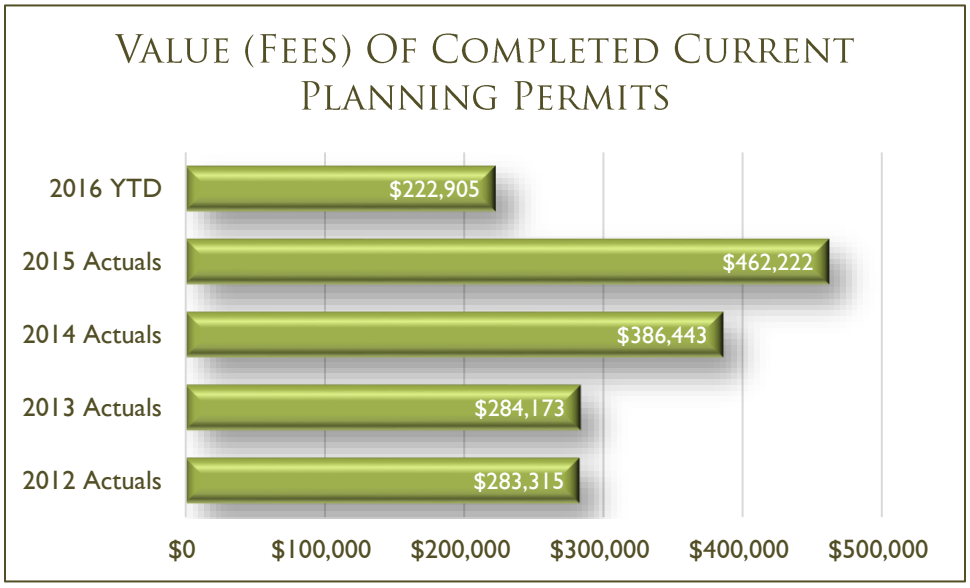
2016 Performance Measures – Planning & Community Development





2016 Performance Measures – Planning & Community Development



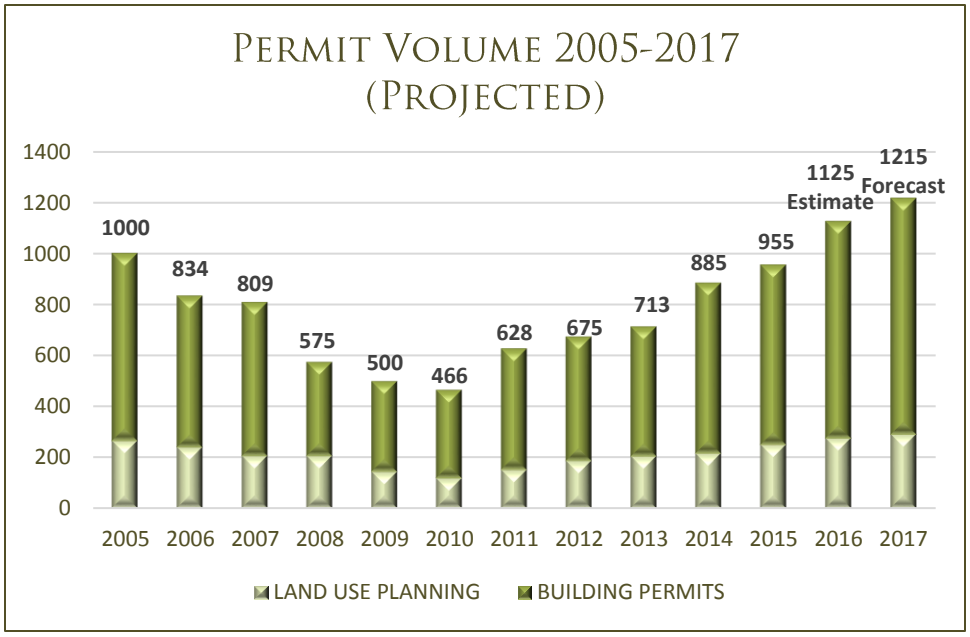


2016 Performance Measures – Planning & Community Development

Long-Range Planning

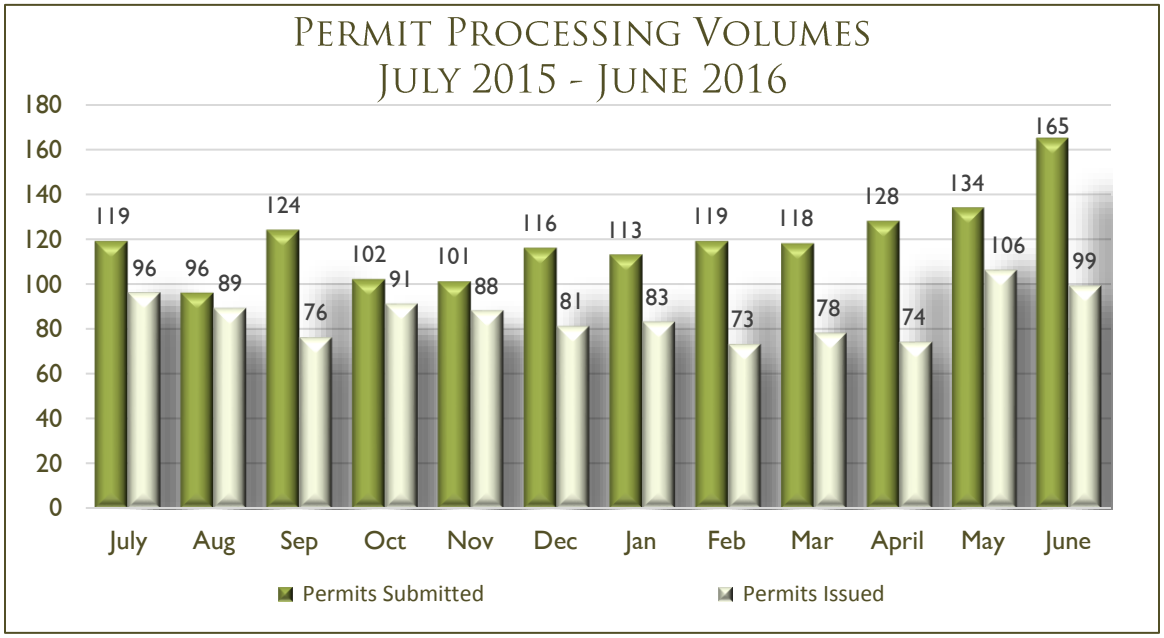
Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Ordinances in Legislative Process	6	15	13	12	3
Number of Approved Ordinances	3	11	11	7	2

Additional Information

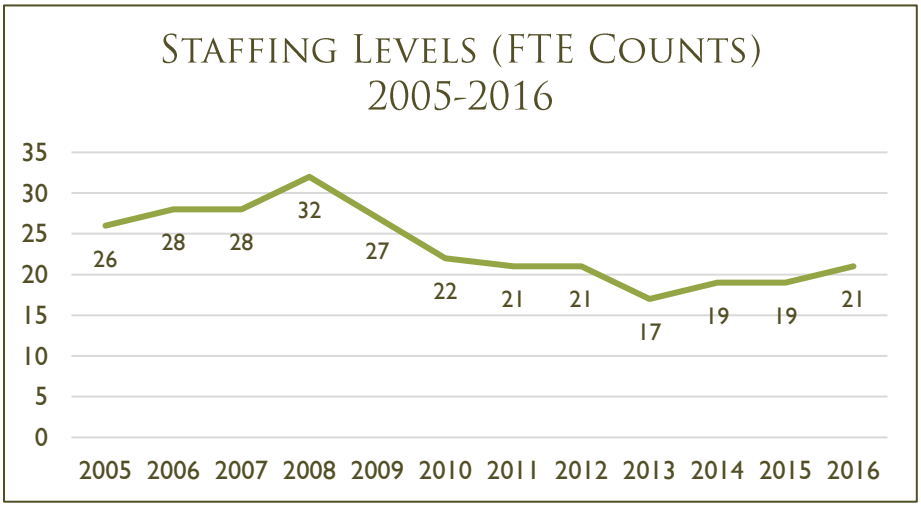


The Planning and Community Development Departments permit volumes have increased steadily each year since a historical low experienced in 2010. Permit volumes and demand for 2017-2018 are estimated to continue to grow by approximately 10% to 15%.

2016 Performance Measures – Planning & Community Development



Between July of 2015 and July 2016, the total submitted permit volumes increased 17% from the previous period. Despite the increase in demand for permits, the ability of the Planning and Community Development Department to issue permits remained relatively constant, with fluctuations being attributable to staffing transitions.



Public Safety

2016 Work Plan Priorities – Public Safety

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Continue to pursue Washington Association of Sheriffs and Police Chiefs (WASPC) department accreditation WASPC Accreditation is in 8 phases. In 2016, BIPD's goal is to complete phases 2, 3, 4: • 2: self-assessment • 3: file maintenance • 4: on-site assessment and evaluation These tasks will prepare the department for the official accreditation review process (phase 5).		**High**	**In Progress** A mock accreditation is scheduled for August 3. The mock process prepares the agency for the actual Accreditation Team. The goal is to successfully achieve accreditation this year.
Complete implementation of LEXIPOL Manual, including department-wide training 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.		**High**	**In Progress** This task is constantly being updated and remains a high priority. Ongoing policy review and development is now a standard part of the department's best management practices.
Complete implementation for LEMAP recommendations 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.		**High**	**Replaced by Accreditation** This task is being supplanted by the Accreditation Process that addresses all issues (and standards) that were previously mentioned in the 2013 LEMAP. Remaining elements will be addressed via the Accreditation process.

2016 Work Plan Priorities – Public Safety

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Support planning for Police Station replacement project.		**High**	**Ongoing** The department continues to support efforts by the City Council towards planning for a replacement building.
Negotiate Guild labor agreement (expired Dec. 2015).		**High**	**Ongoing**

2016 Work Plan Priorities – Public Safety

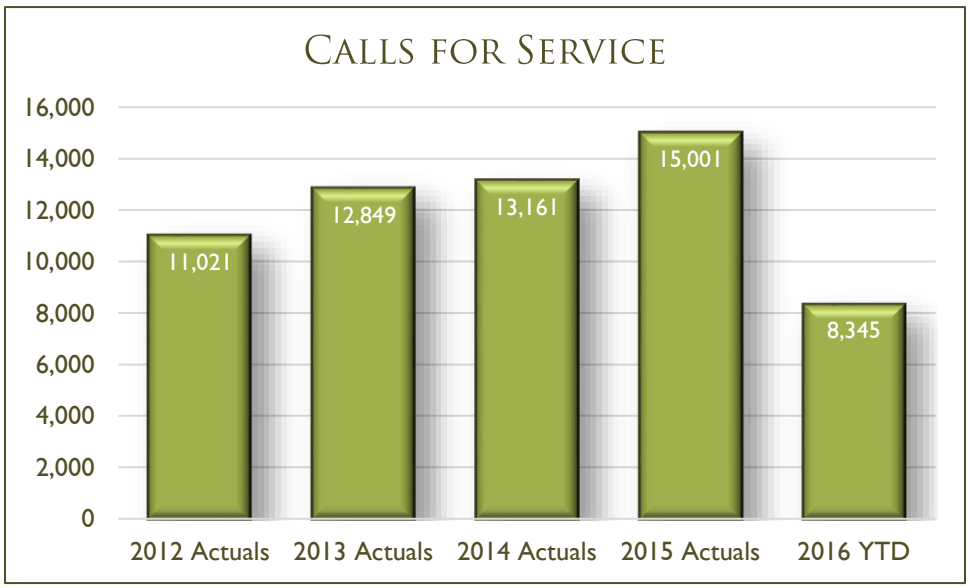
Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Complete transition to new CENCOM hardware The communications unit for Kitsap County, CENCOM, is upgrading the CAD (computer aided dispatch) system and requires each department in Kitsap upgrade their MCT's (Mobile Communication Terminal). Several different versions are being tested with implementation near the end of Q2.		**Medium**	**In Progress** The transition to a new organizational structure (Kitsap 911) has been **completed**. Implementation of new hardware in Q3; some minor follow-up issues are still **in progress.**
Identify automation opportunities/IT initiatives • Review options for file storage. The SharePoint system is being reviewed for a transition to a cloud based system of file retrieval. • Implement a Crime Analytics Program to track Crime Data (Q1).		**Medium**	**Ongoing** Lumen, a crime analytics program has been adopted (Q2) and is being utilized. The program will be evaluated for the next year to determine if the department will continue use. Another program (Paladin Data) is also being reviewed to determine if it will assist with training monitoring and other tasks.
Review options to re-establish a K9 program and acquire a new dog.		**Medium**	**Not Started**

2016 Work Plan Priorities – Public Safety

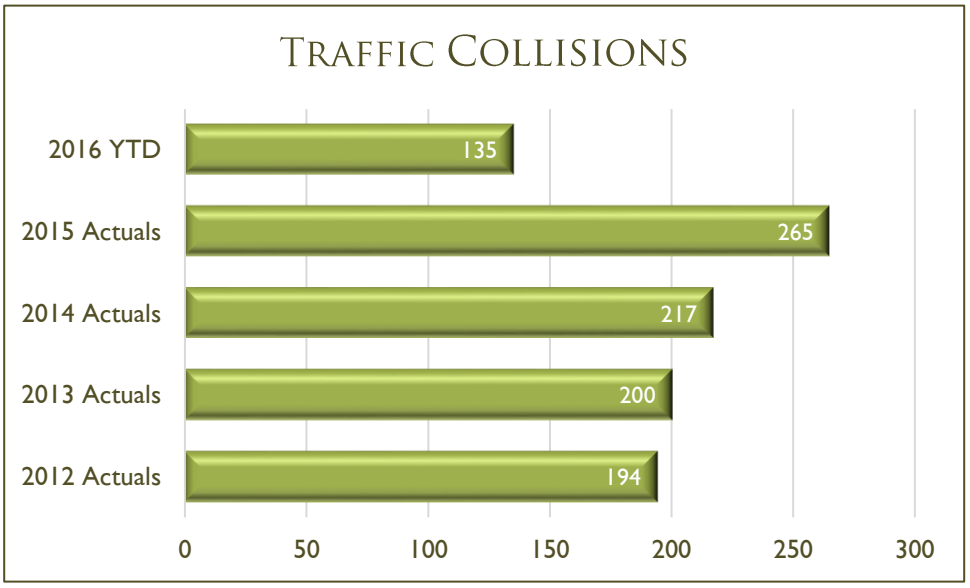
Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Continue to emphasize Crisis Intervention Officer (CIO) training for all officers Designated CIO's will continue to receive additional training for contact with people in crisis. All officers receive annual 8-hour refresher course.		**BMP**	**Completed** Conducted in Q1 of 2016. All officers will continue to receive the 8-hour refresher course.
Support City Council Public Safety Committee.		**BMP**	**Ongoing** Two meetings have already occurred for 2016 in support of the Public Safety Committee and that support will continue with targeted items the committee reviews.
Develop strategic plan for department.		**BMP**	**In Progress**
Continue expanded monthly and annual reporting on department activities and objectives.		**BMP**	**Ongoing** Department provides standard monthly and annual reporting.
Hiring Process/Background Checks Complete transition to use of outside agencies to conduct background investigations for potential hires.		**BMP**	**In Progress** A new polygraph operator was used for a civilian background with plans to continue for any future hires. Recruitment efforts continue to be a priority due to ongoing staffing turnover.
Improve and expand information provided via department section of City website.		**BMP**	**Ongoing** New information is being updated to the police section of the city website.

2016 Performance Measures – Public Safety

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Calls for Service	11,021	12,849	13,161	15,001	8,345
Top Priority Calls: Average Time from Dispatch to Arrival (min/sec)	N/A	N/A	N/A	4.28	3.26
Case Reports	1,731	1,870	1,876	1,703	892
Criminal Citations	96	81	59	77	28
Traffic Infractions	636	761	573	817	366
Traffic Collisions	194	200	217	265	135
Adult Arrests	437	353	248	265	176
Juvenile Arrests	46	16	6	10	7

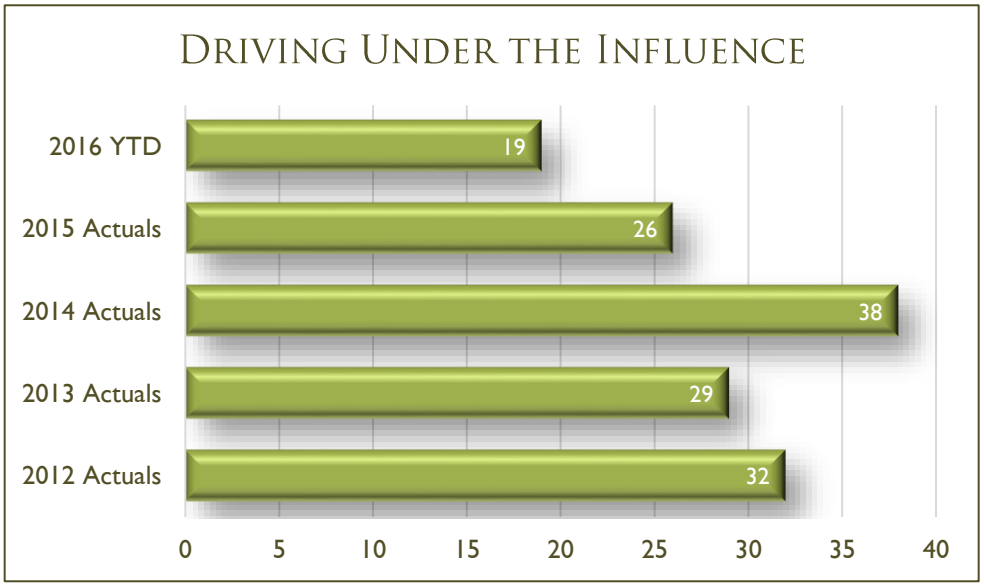


2016 Performance Measures – Public Safety



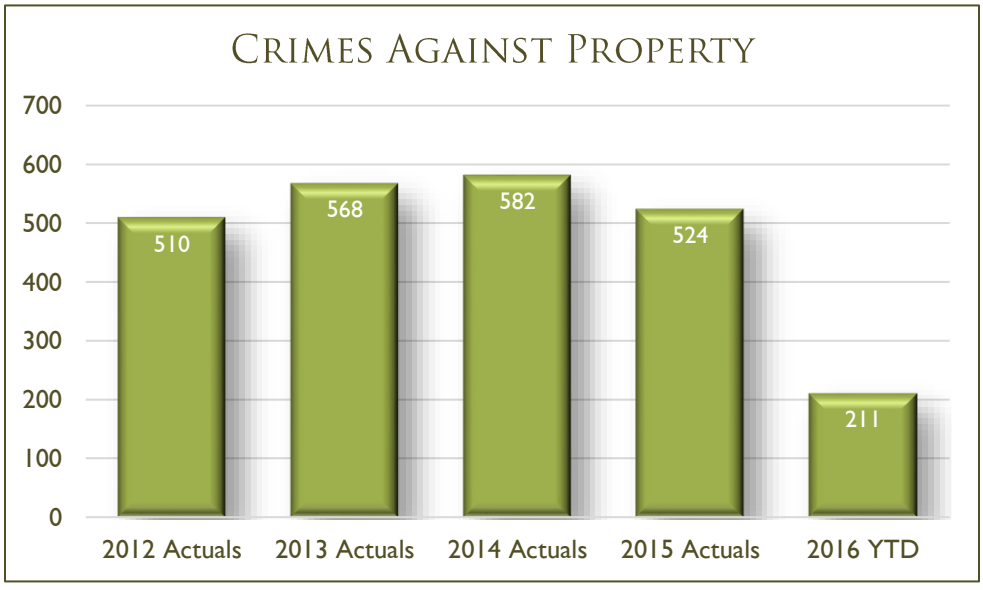
Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Driving Under the Influence	32	30	37	26	19
Drugs/Narcotics	47	27	28	23	11
Use of Force Incidents	N/A	5	5	3	3
Complaints Against Sworn Personnel: Total	7	9	27	15	9
Complaints Sustained Against Sworn Personnel: Total	4	0	3	6	0

2016 Performance Measures – Public Safety



Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Crimes Against Persons (Murder, Forcible Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Intimidation, Non-Forciible Sex Offenses, Kidnapping, Human Trafficking, and Violation of No Contact Order)	101	90	84	83	61
Violent Crime Cases Categorized as Domestic Violence	N/A	N/A	N/A	40	26
Crimes Against Persons: Cleared by Arrest	35	35	25	23	24
Crimes Against Property (Burglary/Breaking and Entering, Arson, Larceny, Motor Vehicle Theft, Extortion / Blackmail, Counterfeiting / Forgery, Fraud, Embezzlement, Stolen Property Offenses, and Destruction / Damage/ Vandalsim of Property)	510	568	582	524	211
Crimes Against Property: Cleared by Arrest	47	44	39	41	18

2016 Performance Measures – Public Safety



Public Works

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Public Safety facility replacement: • Site selection • Co-locate with Municipal Court? • Funding plan • Initiate project design		**High**	**In Progress** City Council discussion is ongoing.
Complete construction for Waterfront Park redevelopment.		**High**	**In Progress** Construction began Q2. Expected to complete Q4.
Complete design and permitting, and develop funding plan for City Dock replacement.		**High**	**In Progress** 90% design completed Q2. City notified of RCO/USFWS grant to complete funding in Q2.
Review and update prioritized Non-Motorized Transportation projects.		**High**	**Completed** 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**	**In Progress** • Phase 1: redesign in progress per Council direction. • Phase 2: will award in Q3, construction to follow. • Phase 4: will award in Q3, construction to follow.
Complete Wing Pt. Way Improvements.		**High**	**Completed** Construction completed Q2/Q3.
Identify uses for 2016 Transportation Benefit District (TBD) funds.		**High**	**In Progress** City Council discussion scheduled for Q3.
Complete Island-wide Transportation Plan (IWTP).		**High**	**In Progress** City Council review/adoption planned for Q3. IWTP will be incorporated into Comprehensive Plan Update.

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Complete planning for new Sewer capital projects: funding plan, design, and permitting.		**High**	**In Progress** Current capital plans will be reflected in the proposed CIP via Biennial Budget development.
Complete Water System Plan and implement any changes to capital plans, service delivery and/or rate structure.		**High/ Mandatory**	**In Progress** Draft System Plan is under review with DOH. City Council review is planned for Q3/Q4.
Review capital planning and financial capacity for Stormwater (SSWM) utility.		**High**	**In Progress** Current plans for capital and operations will be reflected in the proposed CIP and other Biennial Budget materials.
Develop and adopt Low Impact Development Regulations per Dept. of Ecology (due Dec. 31, 2016).		**High/ Mandatory**	**In Progress** Consultant hired in Q3 to assist with the review of LID requirements and code development. Planning Commission review Q3/Q4. City Council adoption of LID code is expected in Q4.
Complete 2nd Edition *State of the Island's Waters* Report.		**High**	**In Progress** Expected to complete Q4.
Support Comprehensive Plan Update • Complete Water Resources Element. • Complete modeling of groundwater system carrying capacity and Sea Level vs Fletcher Bay Aquifer production test. • Complete *A Community Conversation about Water Supply* workshop series.		**High/ Mandatory**	**In Progress** • Water Resources Element has completed review by PC. • Basic modeling completed Fletcher testing scheduled Q3. • Workshop series held Q1/Q2.

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Complete LED retrofit of street lighting.		**Medium**	**Completed** Replaced 65 fixtures in Q2.
Complete Mountain View construction project.		**Medium**	**In Progress** Will award construction contract Q3, complete Q4.
Complete Fletcher Landing road end improvement.		**Medium**	**In Progress** Construction contract awarded Q2, will complete Q3.
Complete Manitou Beach Road parking project.		**Medium**	**In Progress** Will award construction contract Q3, complete Q3/Q4.
Support Rolling Bay neighborhood improvements.		**Medium**	**In Progress** Q2 changes included crosswalk striping and signage and additional "No Parking" signage.
Adopt ordinance to regulation Fats, Oil and Grease (FOG).		**Medium**	**In Progress** Draft ordinance in legal review. City Council review planned for Q4.
Support initiatives to expand use of GIS for City asset management.		**Medium**	**Ongoing**

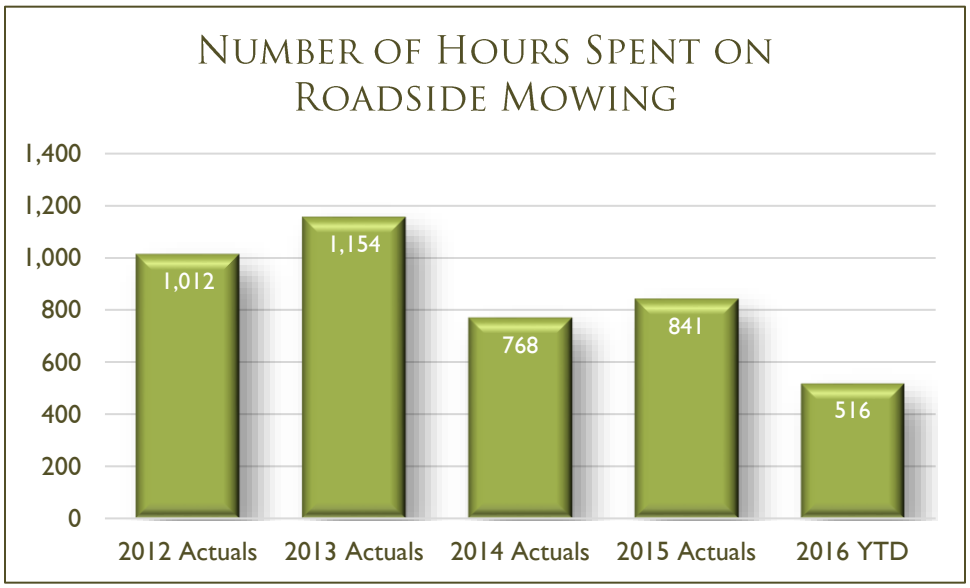
2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority-Based Budget Alignment	Priority	Status as of Midyear
Pursue Satellite Management Authority for Water Utility. Implement identified Best Management Practices.		**BMP**	**Ongoing**
Complete Annual Roads Preservation Projects.		**BMP**	**In Progress** Projects will complete Q3.
Update City Engineer designation and related Code references.		**BMP**	**In Progress**
Code updates related to Public Works, contract authority and procurement (3.70 and 3.72).		**BMP**	**Completed** Updates approved Q2.
Develop improved internal reporting with Finance to monitor capital project status.		**BMP**	**Ongoing**
Continue water resources status and trends monitoring (surface, storm, and groundwater).		**BMP**	**Ongoing**
Improve procedures with PCD for acceptance of private development projects.		**BMP**	**Ongoing**
Support citizen advisory committees: • Utility Advisory Committee • NonMotorized Transportation Advisory Committee		**BMP**	**Ongoing** PW staff support monthly committee meetings.

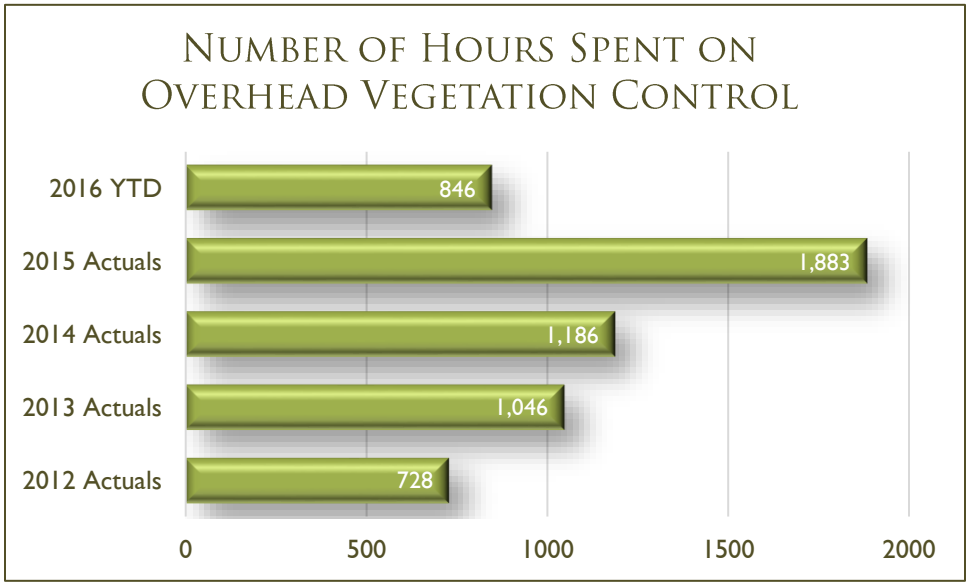
2016 Performance Measures – Public Works

Streets

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Miles Completed Towards the C40 Non-Motorized Improvements	0.71	0.16	0.11	0.3	0.55
Number of Cubic Yards of Street Waste Removed During Roadway Sweeping	349	237	321	191	77
Number of Hours Spent on Roadside Mowing	1,012	1,154	768	841	516
Number of Hours Spent on Overhead Vegetation Control	728	1,046	1,186	1,883	846
Number of Hours Spent on Street Sweeping	835	798	820	671	177
Number of Hours Spent on Bikelane Sweeping	N/A	N/A	201	205	45



2016 Performance Measures – Public Works



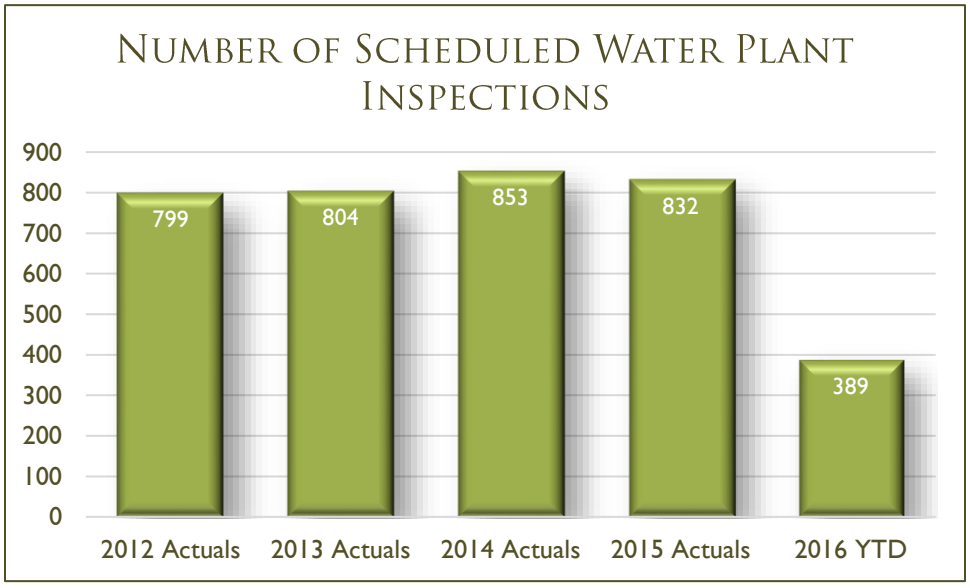
Fleet and Facility Services

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Square Feet Facilities Maintained	67,007	67,007	67,007	67,007	67,007
Number of Vehicles and Equipment Maintained	145	145	149	153	157
Average Age of Vehicles and Equipment (in years)	9.2	10.2	10.5	10.9	11.6

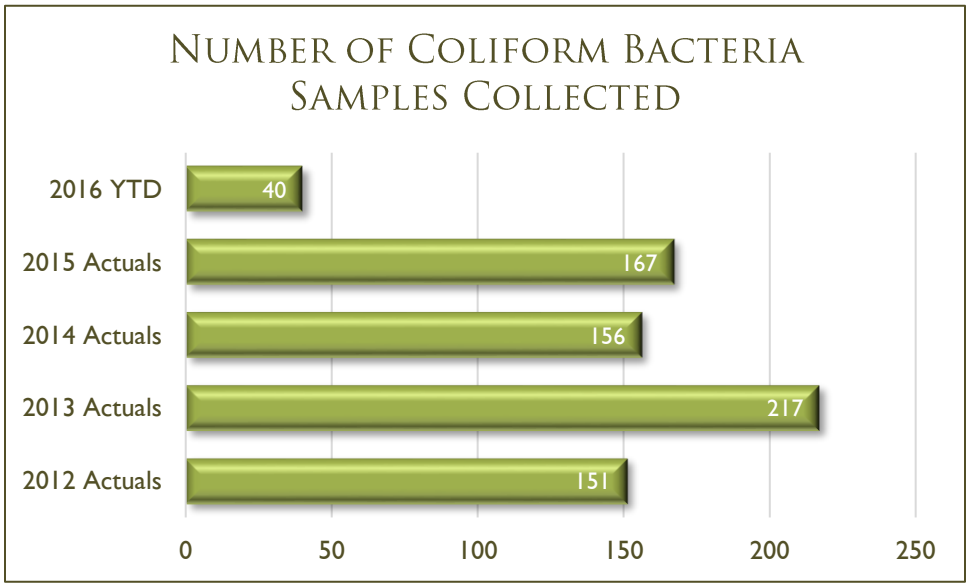
2016 Performance Measures – Public Works

Water Utility

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Scheduled Water Plant Inspections	799	804	853	832	389
Number of Coliform Bacteria Samples Collected	151	217	156	167	51.6
Number of Unsatisfactory Routine Coliform Bacteria Samples	0	0	0	0	0
Average Water Use Per Single Family Residence - Winslow Water System (in gallons per Day)	138	146	144	156	N/A
Average Water Use Per Single Family Residence - Rockaway Beach Water System (in gallons per day)	197	194	236	232	N/A



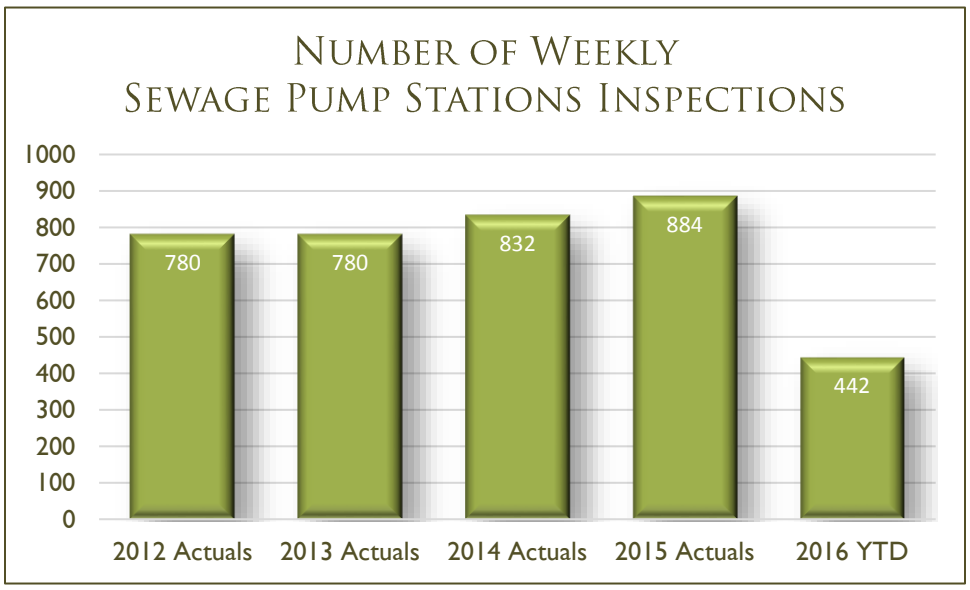
2016 Performance Measures – Public Works



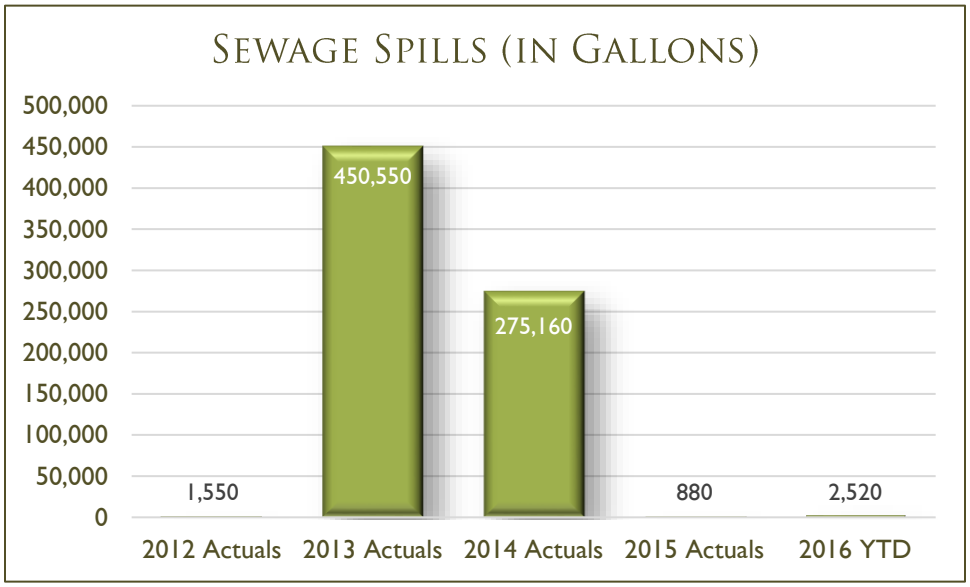
2016 Performance Measures – Public Works

Sewer Utility

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Winslow Wastewater Treatment Plant (WWTP): Average Sewage Flow Treated (million gallons per day)	0.49	0.46	0.56	0.59	0.79
Annual Average Percent of WWTP Biochemical Oxygen Demand (BOD) Removal - 85% Required by NPDES Permit	99%	99%	99%	99%	98%
Average Percent of Treatment Plant Total Suspended Solids (TSS) Removal	99%	99%	99%	98%	98%
Number of Sewage Pump Stations Inspected	780	780	832	884	442
Sewage Spills (in Gallons)	1,550	450,550	275,160	880	2,520



2016 Performance Measures – Public Works



2016 Performance Measures – Public Works

Stormwater Utility

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Catch Basins Inspected	153	322	375	410	194
Number of Catch Basins Cleaned	138	221	176	379	184
Linear Feet of Open Conveyance Ditched	1745	5,885	5,967	1,285	510
Number of Culverts Inspected (Four Year Cycle by Zone)	519	1,154	806	696	139
Number of Culverts Cleaned	136	125	101	263	24

2016 Performance Measures – Public Works

Water Resources - Drinking Water

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Safe Yield EWL-Triggering Events[a]	0	0	3[b]	N/A
Number of Seawater Intrusion EWL-Triggering Events[c]	0	0	0	N/A
Number of wells monitored	46	52	51	44[d]
Number of groundwater level measurements collected	324[e]	267[e]	481	222
Number of chloride samples collected	28	30	29	0[d]
Number of staff and equipment hours[f]	399	232	339	192

[a]EWL (Early Warning Level) for safe yield ≥ 0.5 feet of groundwater level decline per year for 10 years.

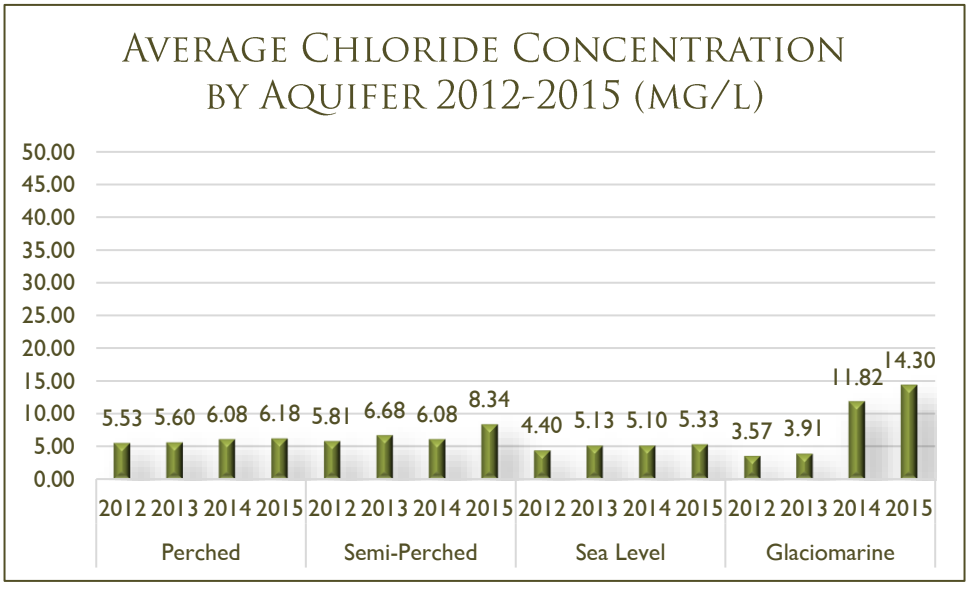
[b]Assessment completed 8/19/16; 2 events were due to spurious data & did not exceed safe yield; remaining event involved KPUD Island Utilities Well #1 being addressed by KPUD

[c]EWL (Early Warning Level) for seawater intrusion ≥ 100 mg/L chloride concentration or any increasing trend in concentration (defined by 4 consecutive increasing chloride concentrations).

[d]Chloride samples collected in early September.

[e]Reduced number of groundwater level measurements in 2013 - 2014 reflect lack of available field staff.

[f]Field hours only; does not include data management and assessment.



The graph to the left measures the amount of chloride concentration in groundwater aquifers over the last 4-year period. The existence of chloride in the groundwater can represent potential seawater intrusion into the aquifers. See footnote c above for explanation of levels.

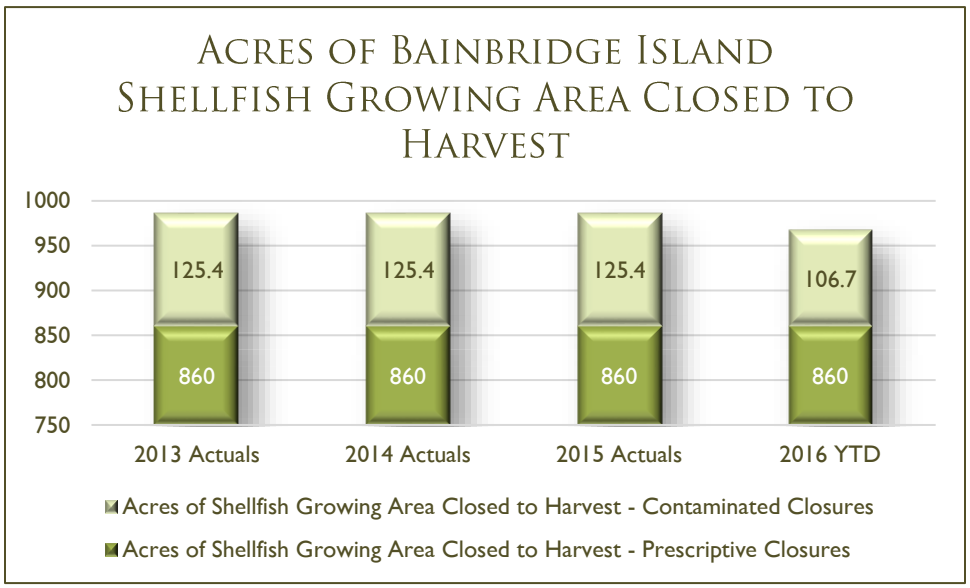
2016 Performance Measures – Public Works

Water Resources - Marine Water

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 YTD
Number of Shellfish Growing Area Monitoring Sites Identified as "Threatened"[a]	1	2	2	0
Number of Shellfish Growing Area Closures[b]	7	7	7	5
Acres of Shellfish Growing Area Closed to Harvest - Prescriptive Closures	860	860	860	860
Acres of Shellfish Growing Area Closed to Harvest - Contaminated Closures	125.4	125.4	125.4	106.7

[a]Washington State Department of Health's Annual Threatened Areas List.

[b]Washington State Department of Health's Annual Growing Area Reports.



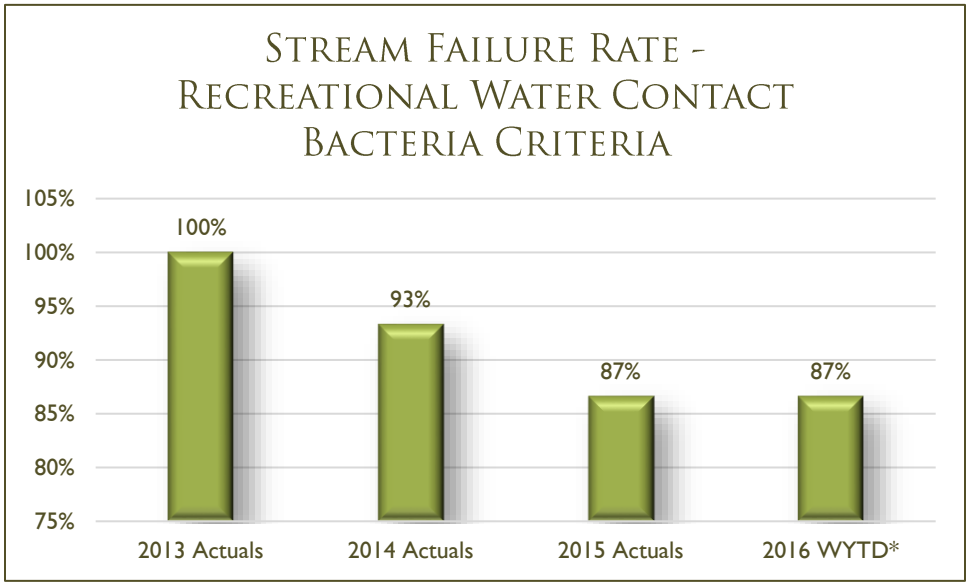
2016 Performance Measures – Public Works

Water Resources - Freshwater

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 WYTD*
Number of Streams Monitored	15	15	15	15
Stream Failure Rate - Recreational Water Contact Bacteria Criteria	100%	93%	87%	87%
Number of Bacteria Samples Collected	396	364	368	308
Number of Staff Hours[b]	30	73	35	21
Number of Volunteer Hours[b]	258	291	329	140
Number of Equipment Hours	103	78	78	88

*Water monitoring data/results are assessed by "water year", which is Oct 1 – Sept 30

[b]Hours associated with calibrating equipment, collecting samples, and lab coordination. Does not include data management or assessment.



For the 15 streams that the City monitors, the graph to the left indicates the percentage of these streams that fail to meet Washington State water quality standards for bacteria. These standards indicate what could be a potential health risk to citizens.

*Water monitoring data/results are assessed by "water year", which is Oct 1 – Sept 30

Revisions

The following metrics have been edited and revised for accuracy since the original publication of this document, with the dates changed notated:

Municipal Court

- Cases Filed (2014-2016)
- # of Parking Tickets (2014)

Public Safety

- Case Reports (2012-2015)
- Criminal Citations (2013-2014, 2016)
- Traffic Infractions (2012-2015)
- Adult Arrests (2012-2015)
- Juvenile Arrests (2012-2014)
- Drugs/narcotics (2012-2013)
- Calls for Service (2014)
- Traffic Collisions (2012-2014)
- Top priority Calls: Avg time from Dispatch to Arrival (2015)
- Violent Crimes Cases Categorized as Domestic Violence (2015)
- Crimes Against Persons (2012-2015)
    - Cleared By Arrest (2012-2015)
- Crimes Against Property (2012-2016)
    - Cleared By Arrest (2012-2016)
- Tables reformatted and grouped differently for consistency

Public Works

- Number of Safe Yield EWL – Triggering Events (2015 -2016)
- Number of Seawater Intrusion EWL-Triggering Events (2016)

City of Bainbridge Island
City Council Agenda Bill

CITY OF BAINBRIDGE ISLAND

PROCESS INFORMATION	
Subject: Planning and Community Development – Gary Christensen	Date: 9/30/2016
Agenda Item: DEPARTMENT DIRECTOR REPORTS	Bill No.:
Proposed By: Gary Christensen, Director	Referrals(s):

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

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Receive presentation from Planning and Community Development Department.

RECOMMENDED ACTION/MOTION

Information.

ATTACHMENTS:

Description	Type
Presentation	Backup Material

Bainbridge Island
Planning and Community Development
2016 Progress Report, 2017-2018 Budget

September 30, 2016

Gary R. Christensen, AICP

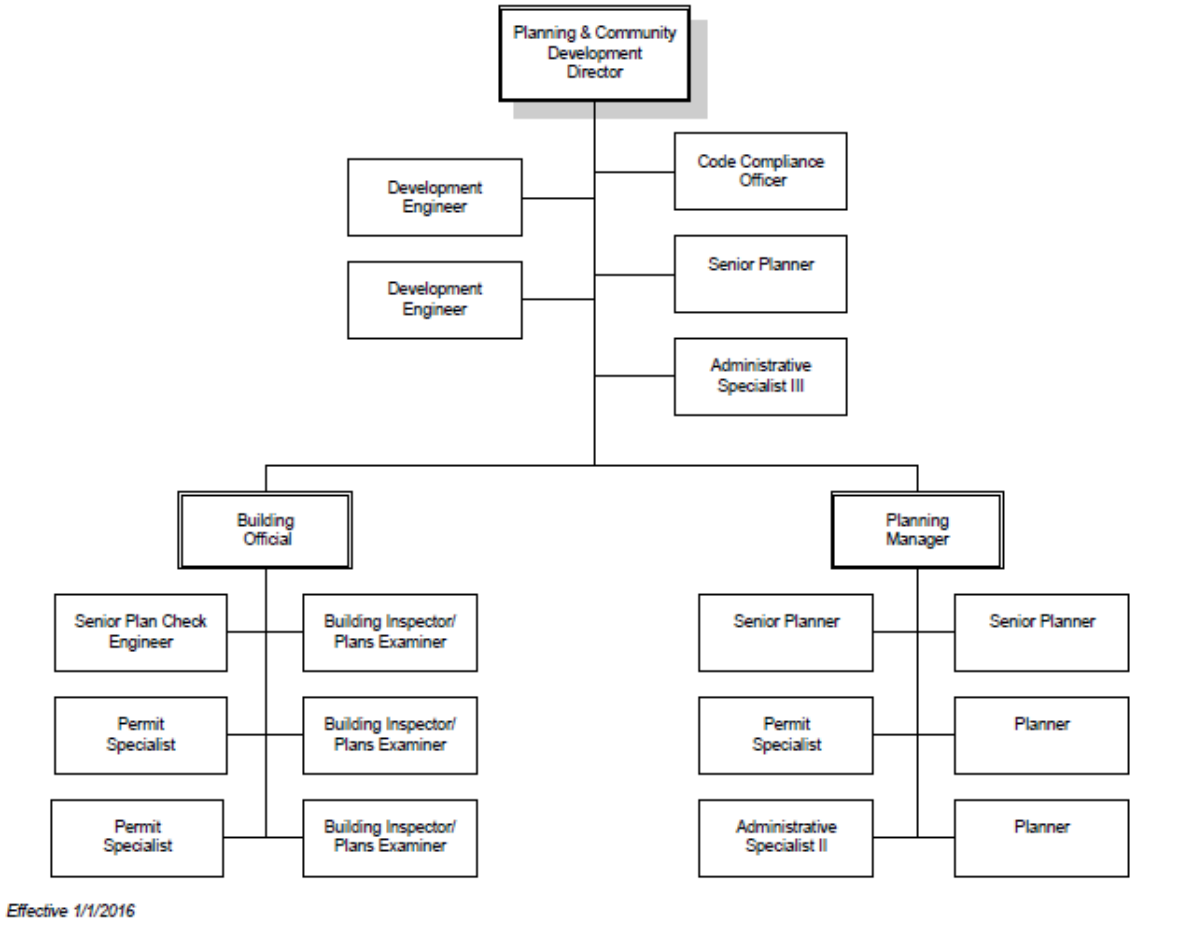
Presentation Outline

- 1. Department Summary
  - Responsibilities and Organization
- 2. A Look at 2016
  - Legislative Projects
  - Building and Land Use Trends
  - Performance Audit
- 3. Looking Forward 2017-2018
  - Staffing
  - Multi-year Work Program

1. Department Responsibilities and Organization

- Administer and Implement
  - Land use policies and regulations through planning and building permit review, ordinance development and code compliance
- Three (3) Teams
  - Administration
  - Current Planning
  - Building

Organization Chart (2016)

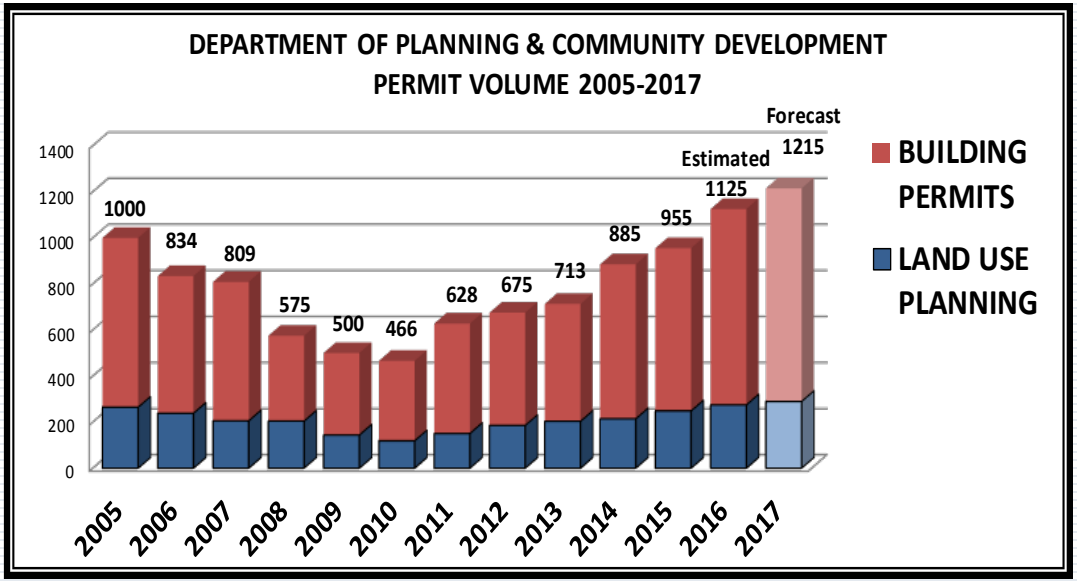


2. A Look at 2016

- Legislative Projects
  - 2016 Comprehensive Plan Update
  - Shoreline Master Plan Limited Amendment (Aquaculture)
  - Historic Preservation, Low Impact Development, Tree Preservation and Regulations, Administrative Manual, HDDP extension

2. A Look at 2016

- Building and Planning Trends
  - Post recession (2010 plus) steady increase in building and land use planning applications



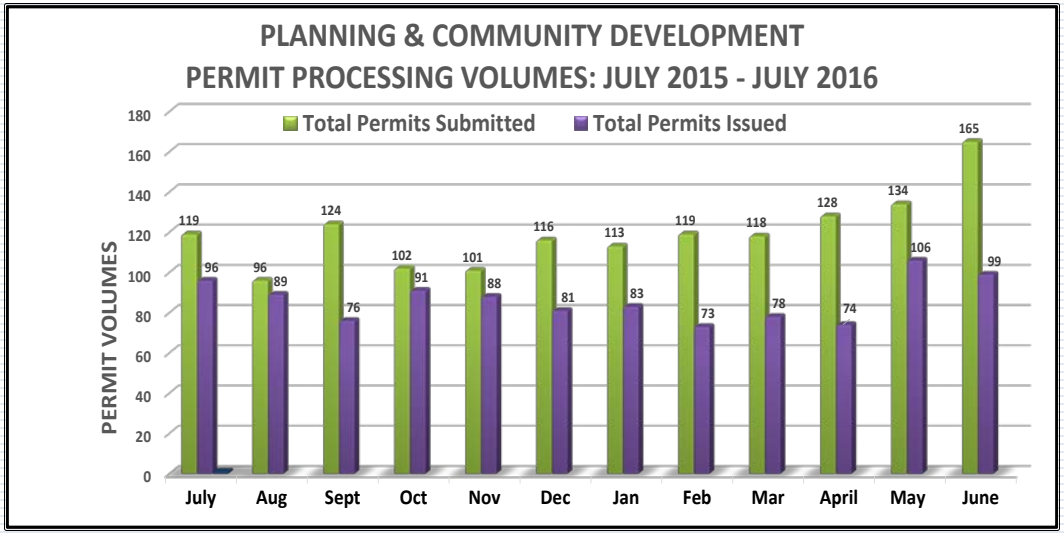
2. A Look at 2016

- Building and Planning Trends
  - This has created challenges:
    - Mandated regulatory review timelines
    - Public expectations for timely and responsive review
    - More complex regulatory environment
      - Listing of endangered species habitat on the island
      - New rigorous storm water regulations
      - New calculation of traffic impact fees, concurrency
      - Expanded notice requirements
      - Increased public records requests
      - Enhanced tree regulations
      - New shoreline management regulations

2. A Look at 2016

Building and Planning Trends

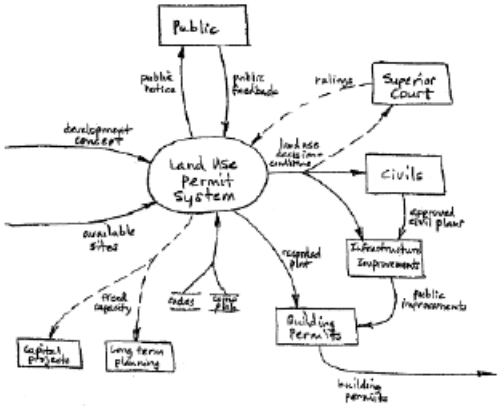
- During the last 12 months, permit volumes have increased 17%
- Forecasts predict 10% to 15%
- Trend depicts an expanding gap between submitted volumes and staff corresponding ability to issue permits



2. A Look at 2016

Development Review Process Improvement Study

- Purpose: Audit of Planning & Community Development department process and permit review performance, and to guide the team through implementation of process improvements that address ***predictability, efficiency, and collaboration*** of City service

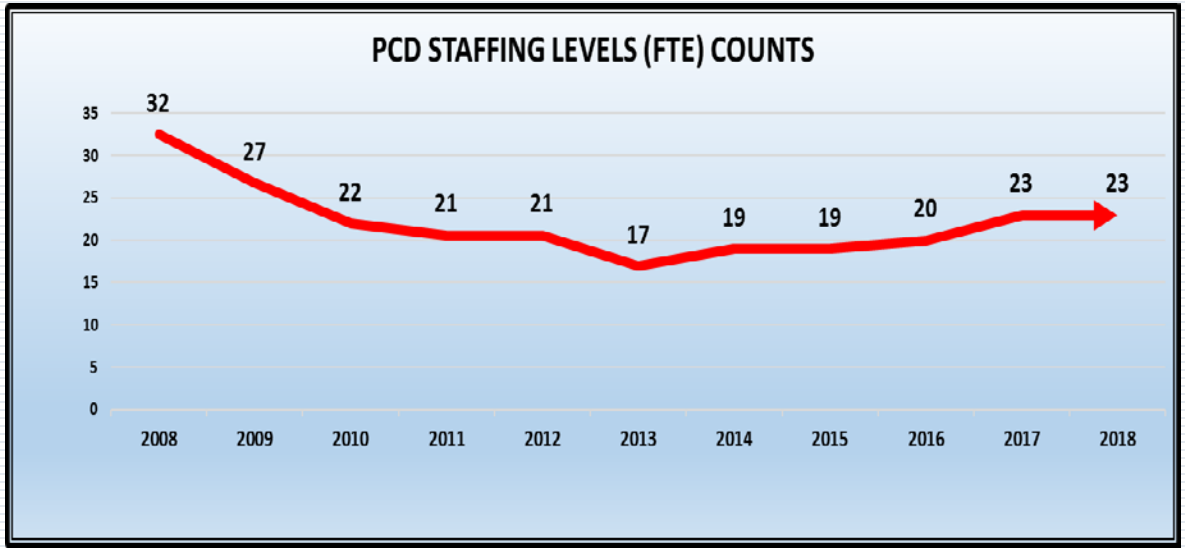


The Latimore Company, LLC

* Audit current permit process
* Measure performance of key permit workflows
* Identify development review constraints/opportunities
* Findings & Recommendations
* Pilot and new option program
* October, 2016 – July, 2017

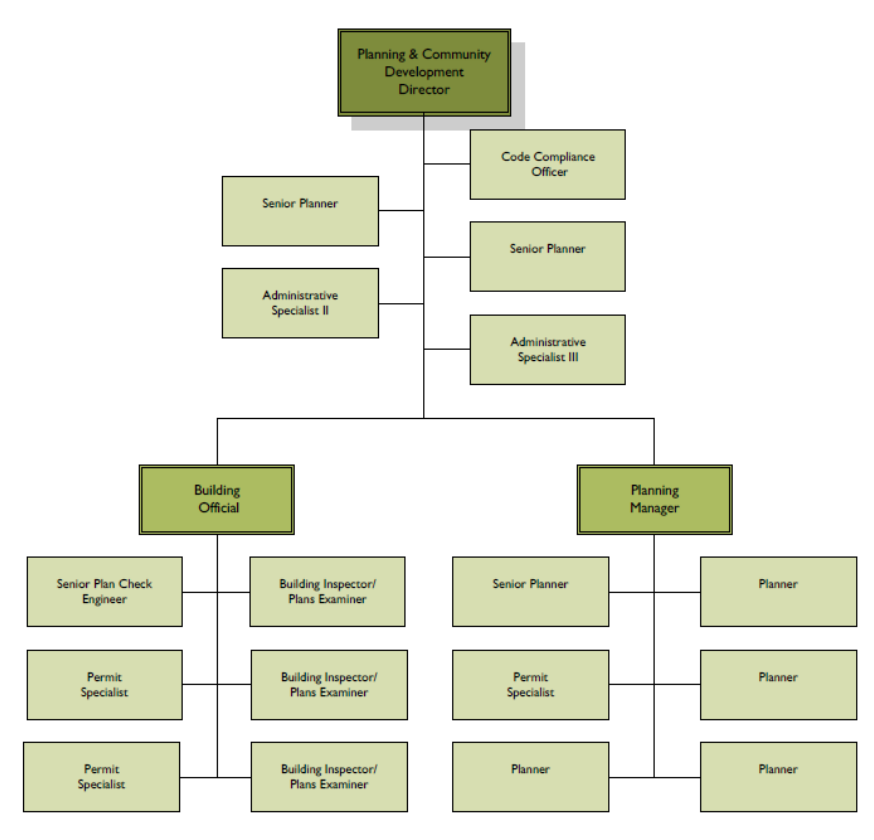
3. Looking Forward (2017-2018)

- Staffing Levels
  - Trends
  - Existing, 2016 (20)
  - Requested 2017-2018 (23)



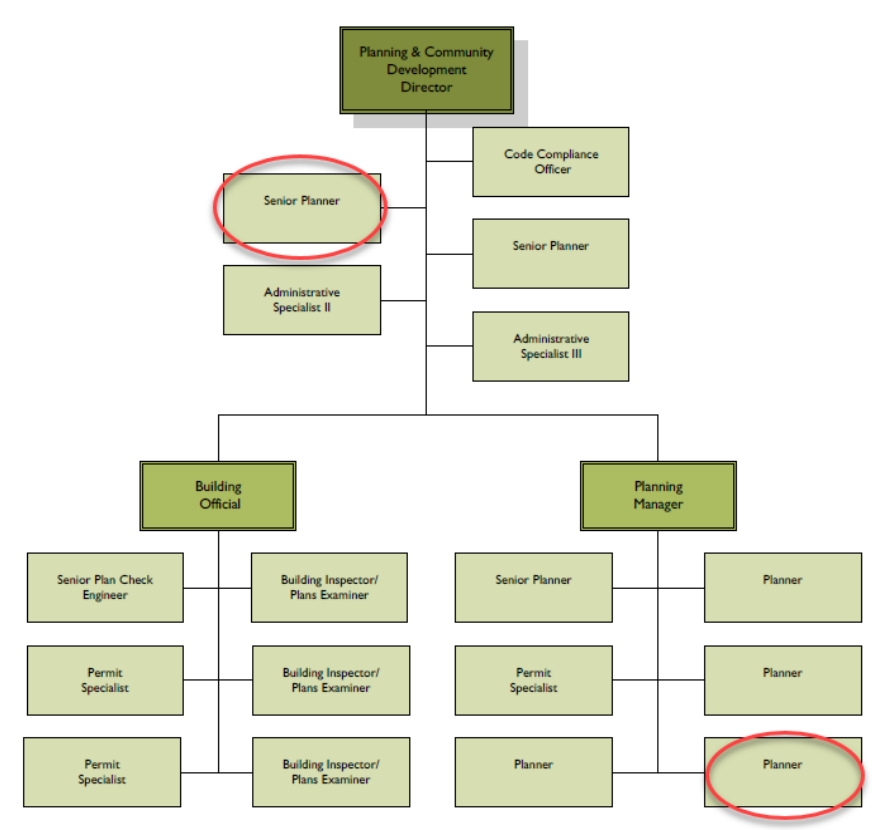
3. Looking Forward (2017-2018)

- 2017-2018 Organizational Chart



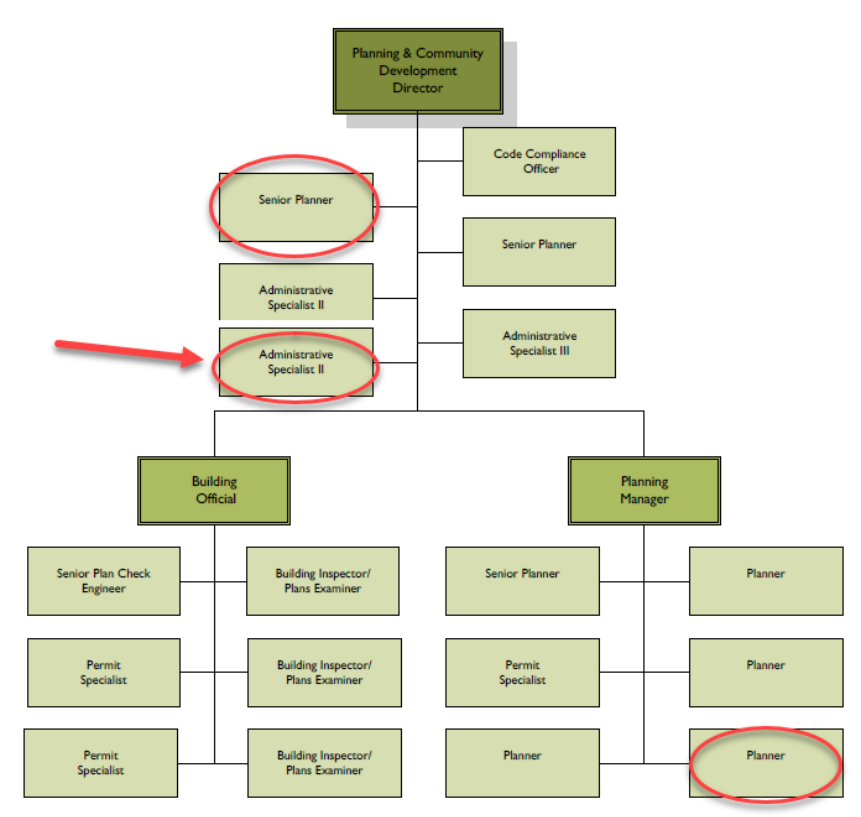
3. Looking Forward (2017-2018)

- 2017-2018 Organizational Chart (recommended new positions)



3. Looking Forward (2017-2018)

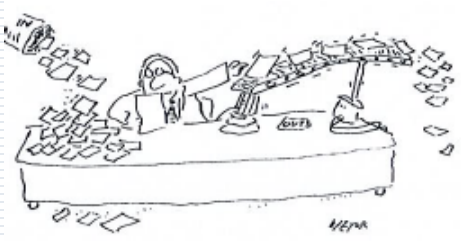
- 2017-2018 Organizational Chart (requested positions)



3. Looking Forward (2017-2018)

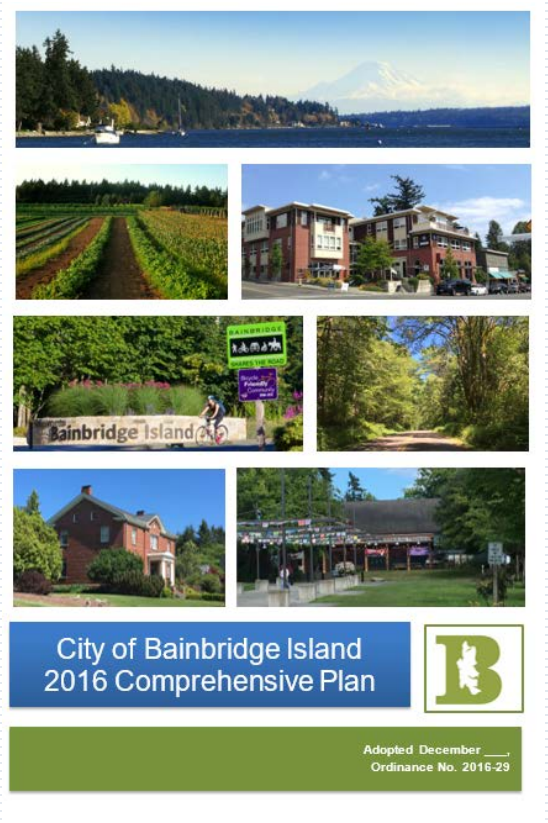
2017-2018 Staffing Increase Justification

- Increased complexity of regulatory environment
- Technical reports: geotechnical, structural, habitat, vegetation management, critical areas, shorelines, storm water
- Requires more staff time to review
- Sheer volume of permits and their requisite work slows down the entire department
- New demands on administrative support (creating files, record keeping for purposes of processing, public disclosure and state retention requirements, routing of reviews to specialized staff, closing of files in a timely manner, preparing final documents for issuance)
- **Summary:**
  - increased permit levels,
  - complex land use applications,
  - mandated regulatory review timelines,
  - expanding gap between intake and issuance



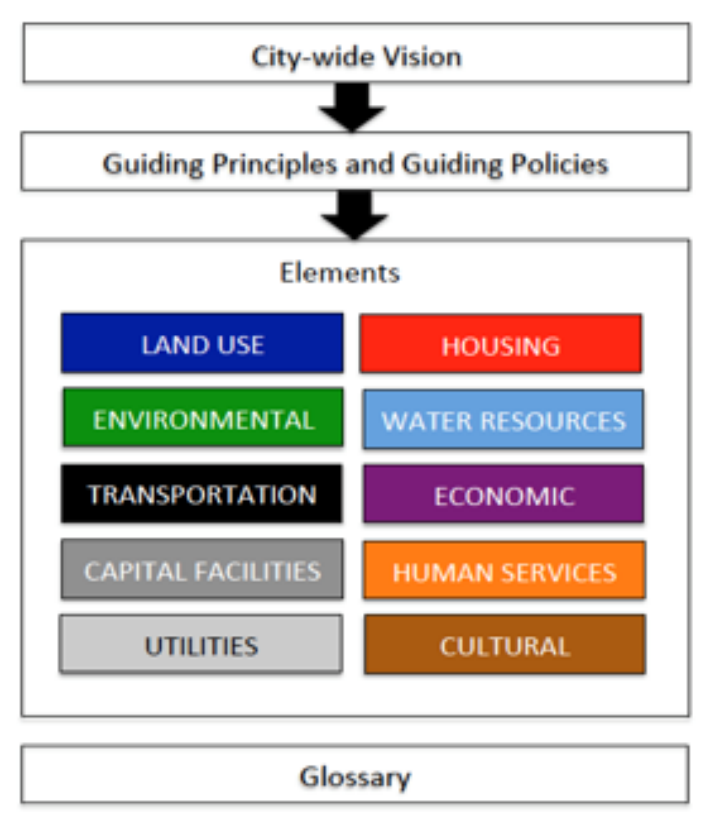
3. Looking Forward (2017-2018)

- 2016 Comprehensive Plan Update



3. Looking Forward (2017-2018)

- 2016 Comprehensive Plan Update (Implementing Actions)



3. Looking Forward (2017-2018)

2016 Comprehensive Plan Update (Implementing Actions)

- To implement the goals and policies in each element (chapter) the City must take a number of actions including adopting or amending development regulations, creating partnerships and educational programs, conduct studies and initiate programs, and staffing and other budgetary decisions
- Each element has identified and prioritized actions
- The list is long, the demands are many, the expectations are high, and the resources are limited
- As part of the 2017-2018 Budget, the Department has included those high priority action items for each element and developed a proposed budget
- The submitted Department 2017-2018 Budget request was for $290,000
- It has been recommended that $200,000 be allocated for the biennium

3. Looking Forward (2017-2018)

2016 Comprehensive Plan Update (Implementing Actions)

1. Update Critical Areas Ordinance ($40,000). The update is required under state law to be completed by July 1, 2017. Assure that regulations are based on best available science, address new statutory requirements, and compile updated critical area inventory maps for protection, conservation and development review.
2. Miscellaneous:
    a. Update Bainbridge Island Municipal Code (BIMC) ($35,000). Update BIMC to assure compliance with comprehensive plan, and to identify discrete sections of the municipal code to amend, clarify, and eliminate redundancy; address development review processes and the role of PC, DRB, HEX and CC; and, integrate sustainability, conservation, and climate change provisions.
    b. Innovative Housing Regulations ($35,000). Create housing techniques and strategies based on the Comprehensive Plan Housing Element identified tools to increase the supply and diversity of housing types and affordability.
3. Winslow Master Plan Update ($75,000). The update would focus on housing options, a review of High School Rd land uses/densities/development standards; promote a mixed-use, pedestrian-friendly, land use orientation; and, address "right-size" parking requirements.
4. Transfer of Development Rights/Purchase of Development Rights (TDR/PDR) ($30,000). Implement conservation and development objectives, and update economic market condition report.
5. Update and Complete Island Center Subarea Plan ($75,000). The update would focus on land uses, transportation and circulation patterns, and logical boundaries.

Summary

- Been busy, lots has been accomplished, much more to do
- 3 new staff have been requested
- Professional service dollars have been requested for multi-year work program to implement the comprehensive plan

Looks like the City Council approved the Planning Budget last night.

Q&A

City of Bainbridge Island
City Council Agenda Bill

CITY OF BAINBRIDGE ISLAND

PROCESS INFORMATION	
Subject: Police – Chief Matt Hamner	Date: 9/30/2016
Agenda Item: DEPARTMENT DIRECTOR REPORTS	Bill No.:
Proposed By: Chief Matt Hamner	Referrals(s):

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

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Receive presentation from the Police Department.

RECOMMENDED ACTION/MOTION

Information.

ATTACHMENTS:

Description	Type
Presentation	Backup Material

BAINBRIDGE ISLAND POLICE DEPARTMENT
Matthew Hamner, Chief of Police

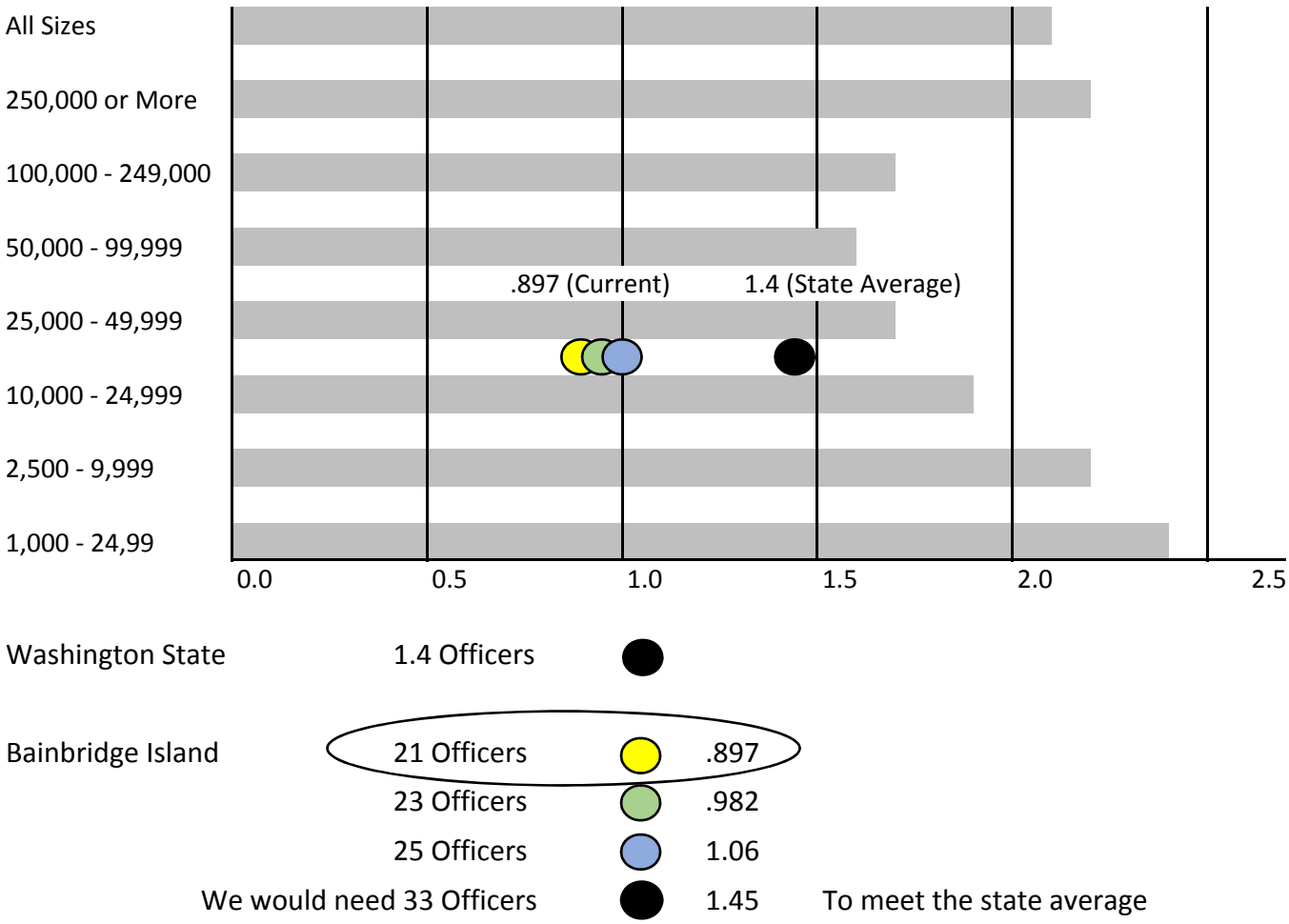
BIPD Staffing Recommendations

With Appropriate Staffing

- Increase Training (Reduced Liability)
- Less Force (Reduced Liability)
- Increase Deterrence & Detection (Reduce Crime)
- Less Impact After Officer Separations (Attrition Rate is About 2 Officers per Year, Hiring and Training Process is 3-10 months)
- Fewer Shift Shortages (Reduced Overtime)

Bureau of Justice Statistics

Average number of full-time officers in local police departments per 1,000 residents by size of population served, 2013. (Excludes county and tribal police departments; excludes departments serving fewer than 1,000 residents.)



Source: Bureau of Justice Statistics, Law Enforcement Management and Administrative Statistics (LEMAS) Survey, 2013

Shift Coverage - Current and Past 15 Months

Month	Number of Shifts with 2 Officers Scheduled	Number of Shifts with 1 Officer Scheduled	Total Shifts in the Month	Percentage of Shifts with Less Than 3 Officers Scheduled
August, 2016	25	6	62	50.00%
July, 2016	28	0	62	45.16%
June, 2016	28	7	60	58.33%
May, 2016	46	10	62	90.32%
April, 2016	35	1	60	60.00%
March, 2016	25	8	62	53.23%
February, 2016	24	0	58	41.38%
January, 2016	14	0	62	22.58%
December, 2015	46	7	64	82.81%
November, 2015	30	0	60	50.00%
October, 2015	33	5	62	61.29%
September, 2015	33	1	60	56.67%
August, 2015	32	6	62	61.29%
July, 2015	38	8	62	74.19%
June, 2015	23	4	60	45.00%
May, 2015	45	6	62	82.26%

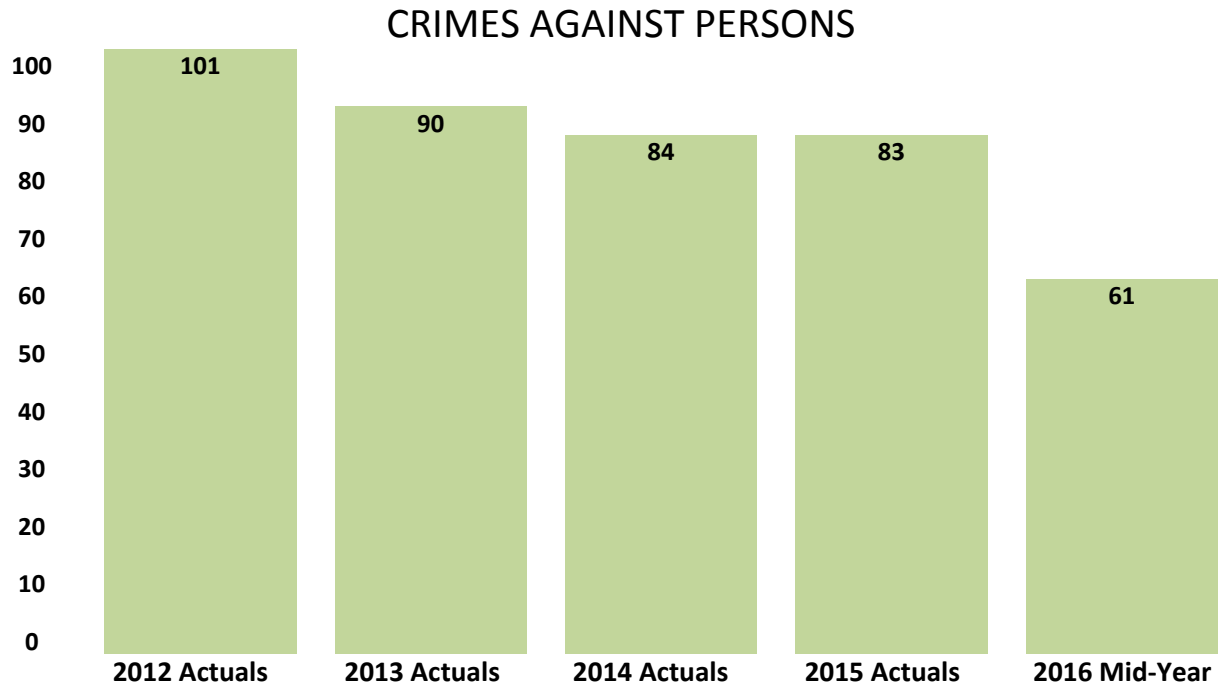
Sergeants are not included in these figures as part of the shift complement. Sergeants work staggered shifts in order to maintain a leadership presence on both day and night crews and are often called upon to perform administrative duties other than patrol. Sergeants do work patrol to cover shift shortages when needed. Shift shortages are also filled through work schedule modifications, call-outs, and overtime.

Year	Budget	BIPD Budget Change	Population	% Change	Cost Per Capita	COBI Total Budget	% of Budget	Calls for Service	FTE	Off Auth	WASPC	Off Per 1K
2015	$ 4,148,823.00	3.1%	23,390	0.1%	$ 174.03	$ 36,542,644.00	11.3%	15001	26.25	21.0	21	0.90
2014	$ 4,025,199.00	2.5%	23,360	0.7%	$ 173.21	$ 38,042,126.00	11.0%	10714	26.25	21.0	19	0.81
2013	$ 3,927,028.00	2.4%	23,196	-0.3%	$ 169.30	$ 30,461,409.00	13.0%	12849	26.25	21.0	19	0.82
2012	$ 3,834,678.00	2.1%	23,270	0.3%	$ 164.79	$ 29,183,094.00	13.1%	11021	27.75	21.0	17	0.74
2011	$ 3,754,794.00	-6.0%	23,213	0.6%	$ 161.75	$ 32,059,545.00	11.7%	11855	27.75	21.0	21	0.91
2010	$ 3,996,231.00	7.1%	23,068	5.0%	$ 173.56	$ 34,405,032.00	11.6%	13740	26.75	21.0	21	0.90
2009	$ 3,732,542.00	-16.5%	21,981	0.3%	$ 169.81	$ 42,780,014.00	8.7%	12993	~27	~22	21	0.90
2008	$ 4,469,251.00	22.0%	21,921	0.4%	$ 203.88	$ 54,273,556.00	8.2%	14859	~27	~22	22	0.95
2007	$ 3,664,588.00	16.3%	21,832	2.1%	$ 167.85	$ 48,837,391.00	7.5%	15826	~27	~22	21	0.91
2006	$ 3,150,309.00	1.9%	22,033	1.8%	$ 142.98	$ 49,905,688.00	6.3%	16801	27.0	22.0	21	0.93
2005	$ 3,090,775.00	6.8%	22,200	2.0%	$ 139.22	$ 39,178,550.00	7.9%	17170	27.7	22.0	22	0.99
2004	$ 2,894,439.00	5.4%	21,760	1.9%	$ 133.02	$ 36,709,825.00	7.9%	15213	28.0	22.0	21	0.97
2003	$ 2,745,909.00	9.2%	21,350	2.1%	$ 128.61	$ 32,109,800.00	8.6%	~15000	28.3	23.0	20	0.94
2002	$ 2,514,765.00	1.4%	20,920	0.9%	$ 115.26	$ 28,241,427.00	8.9%	~15000	26.3	22.0	22	1.05
2001	$ 2,479,369.00	11.5%	20,740	2.9%	$ 119.55	$ 26,139,743.00	9.5%	~15000	25.6	22.0	22	1.06
2000	$ 2,223,938.00	10.5%	20,150	1.6%	$ 109.51	$ 21,068,013.00	10.5%	~15000	25.3		21	1.04
1999	$ 2,012,121.00	3.7%	19,840	4.0%	$ 101.42	$ 19,414,501.00	10.4%	15275	24.4		21	1.06
1998	$ 1,939,680.00	10.8%	19,080	1.0%	$ 101.65	$ 18,340,392.00	10.6%	13160	23.9		20	1.05
1997	$ 1,749,848.00	17.1%	18,920	2.1%	$ 92.49	$ 18,841,197.00	9.2%	14975	23.3		19	1.00
1996	$ 1,493,933.00	4.6%	18,530	7.1%	$ 80.62	$ 16,009,913.00	9.3%	13938	22.0		18	0.97
1995	$ 1,427,741.00	5.8%	17,292			$ 16,493,881.00	8.6%	11913	21.7		18	
20 Years	191%	Average 5.8%		35%		122%	Average 9.7%	25%	26%		17%	

BAINBRIDGE ISLAND POLICE DEPARTMENT
Matthew Hamner, Chief of Police

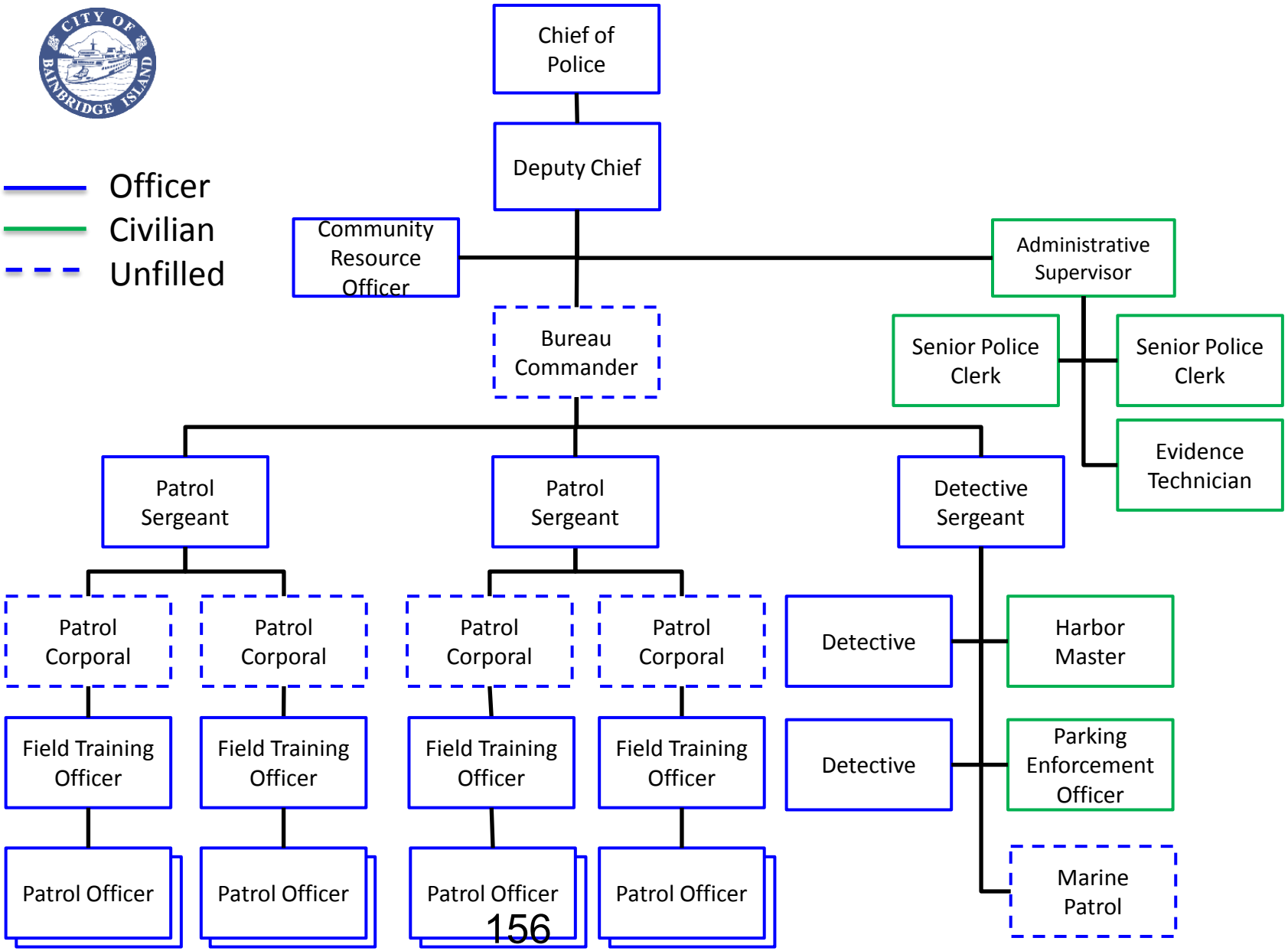
2016 Performance Measures – Public Safety

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Mid-Year
Crimes Against Persons (Murder, Forcible Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Intimidation, Non-Forcible Sex Offenses, Kidnapping, Human Trafficking, and Violation of No Contact Order)	101	90	84	83	61
Crimes Against Property (Burglary/Breaking and Entering, Arson, Larceny, Motor Vehicle Theft, Extortion/Blackmail, Counterfeiting/Forgery, Fraud, Embezzlement, Stolen Property Offenses, and Destruction/Damage/Vandalism of Property)	510	568	582	524	211
Crimes Against Persons Cleared by Arrest	35	35	25	23	24
Crimes Against Property Cleared by Arrest	47	44	39	41	18



City of Bainbridge Island

Public Safety



Spending

Bureau of Justice Statistics

APPENDIX TABLE 5

Annual operating budget of local police departments, by size of population served, 2013

Population served	Total	Per agency	Per sworn officer	Per employee	Per resident
All sizes	$64,125,369,456	$5,202,448	$131,273	$101,592	$279
1,000,000 or more	13,573,636,978	848,352,311	131,008	97,342	391
500,000–999,999	8,254,061,625	229,279,490	146,023	116,091	329
250,000–499,999	5,414,180,181	102,154,343	144,742	111,344	292
100,000–249,999	8,926,353,927	39,849,794	151,904	113,922	266
50,000–99,999	7,512,424,085	16,844,000	147,261	112,168	246
25,000–49,999	7,025,500,122	8,001,709	136,636	104,496	236
10,000–24,999	7,221,332,655	3,636,119	117,913	92,357	228
2,500–9,999	4,737,437,609	1,223,196	96,828	79,891	230
2,499 or fewer	1,460,442,272	303,311	67,041	60,601	234

Note: Data are for the fiscal year that included January 1, 2013. Figures do not include capital expenditures such as equipment purchases or construction costs. Per officer and per employee averages include both full-time and part-time employees, with a weight of 0.5 assigned to part-time employees.

Source: Bureau of Justice Statistics, Law Enforcement Management and Administrative Statistics (LEMAS) Survey, 2013.

BI = 174

Org	Object	Project	Description	2016 Revised Budget	2016 Actual Spent YTD
73637950	511000		O&M ALLOC-50WTR/50DEV-SAL OT	0.00	95.68
73637941	511000		VACTOR R&M-OT	0.00	28.14
73471595	511000		SALARY - OVERTIME	850.00	14.81
73470595	511000		SALARY - OVERTIME	1,100.00	496.54
73435838	511000		O&M-DECANT-SALARY-OT	0.00	315.46
73435838	511000	00261	VINCENT RD DUMP-GRND WTR MONIT	0.00	136.77
73431835	511000		O&M - SSWM MAINT SALARY OT	9,600.00	8,826.24
73431835	511000	00738	LYNWOOD FLOW MON-SAL OT	0.00	817.70
73431256	511000		O&M-SSWM-EM PREP-SAL OT	0.00	102.55
73431252	511000		O&M-WTR-DIS RESPONSE-SAL OT	0.00	2,509.98
73426355	511000		O&M-SIS-SALARY-OT	0.00	875.49
73425358	511000		O&M-WWTP-SALARY-OT	0.00	7,636.19
73425252	511000		O&M-WWTP-DIS RESPONSE-SAL OT	0.00	1,447.50
73421355	511000		WIN COLL-SAL OT	35,850.00	14,938.71
73421252	511000		O&M-SWR-DIS RESPONSE-SAL OT	0.00	1,602.45
73415345	511000		SALARY - OVERTIME	0.00	141.31
73411345	511000		O&M - WATER MAINT SALARY OT	17,600.00	4,710.09
73411252	511000		O&M-WTR-DIS RESPONSE-SAL OT	0.00	47.84
73111427	511000		O&M-ACCESS RDSIDE SAL OT	27,000.00	5,427.12
73111423	511000		O&M - ACCESS ROADWAY SAL OT	0.00	2,959.22
73111290	511000		SALARY - OVERTIME	0.00	1,462.27
73111267	511000		SALARY - OVERTIME	0.00	17.68
73111266	511000		SALARY - OVERTIME	0.00	85.12
73111265	511000		SALARY - OVERTIME	0.00	14.81
73111264	511000		O&M-STREET-TRAF CONTROL-OT	0.00	2,400.68
73111262	511000	00725	PED BRIDGE INSP-SAL OT	0.00	28.43
73111261	511000		SALARY - OVERTIME	0.00	363.15
73111256	511000		O&M-STREET-EM PREP-SAL OT	0.00	133.59
73111252	511000		O&M-STREET-DIS RESPON-SAL OT	0.00	1,608.26
73011897	511000		O&M-C/E-PWYD FAC-SAL OT	0.00	225.83
73011768	511000		O&M-C/E-PARKS-SALARY OT	0.00	77.00
73011755	511000		O&M-COMMONS-SALARY-OT	0.00	23.42
73011581	511000		O&M-C/E-PCD VEH WORK-SAL OT	0.00	120.08
73011483	511000		O&M-C/E-MECH SHOP-OT	0.00	1,712.57
73011321	511000		O&M-C/E-ENG VEH WORK-SAL OT	0.00	14.81
73011256	511000	00804	2016 STORM PREP-FAC GF-SAL OT	0.00	52.64
73011256	511000		O&M-C/E-DIS PREP-SAL OT	0.00	21.75
73011255	511000		O&M-C/E-COURT FAC-SAL OT	0.00	813.28
73011215	511000		SALARY - OVERTIME	11,848.00	444.95
73011189	511000		O&M - C/E FACIL SALARY OT	0.00	2,417.99
73011183	511000		O&M-C/E-CH FAC-SALARY OT	0.00	3,389.65
73011151	511000		O&M-C/E-PD FLEET-SALARY OT	0.00	482.14
				103,848.00	69,039.89
55011757	511000		PD-HARBORMASTER-SALARY-OT	500.00	0.00
54025212	511000	00434	SAFER BOATING GRANT-SAL OT	8,000.00	2,226.14
54025212	511000		MARINE - SALARY OT	6,000.00	0.00
53011217	511000		POLICE -C/E TRAF PATROL SAL OT	20,000.00	10,236.16
53011212	511000		POLICE - C/E PATROL SAL OT	140,608.00	94,729.89
52011212	511000		POLICE - C/E INVEST SAL OT	20,000.00	1,234.70
51011217	511000		PD-C/E-PARKING ENF-SAL OT	5,000.00	4,111.89
51011211	511000		PD-C/E ADMIN-SALARY OT	5,560.00	5,257.82
51011191	511000		PD-C/E-PROP RM-SALARY-OT	1,120.00	980.76
44011143	511000		RECORDS MNGT - C/E SALARY OT	2,500.00	0.00
				209,288.00	118,777.36

City of Bainbridge Island
City Council Agenda Bill

CITY OF BAINBRIDGE ISLAND

PROCESS INFORMATION	
Subject: Public Works – Barry Loveless	Date: 9/30/2016
Agenda Item: DEPARTMENT DIRECTOR REPORTS	Bill No.:
Proposed By: Barry Loveless	Referrals(s):

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

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Receive presentation from Public Works Department.

RECOMMENDED ACTION/MOTION

Information.

City of Bainbridge Island
City Council Agenda Bill

CITY OF BAINBRIDGE ISLAND

PROCESS INFORMATION	
Subject: Finance and Administration – Ellen Schroer	Date: 9/30/2016
Agenda Item: DEPARTMENT DIRECTOR REPORTS	Bill No.:
Proposed By: Ellen Schroer	Referrals(s):

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

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Receive presentation from Finance and Administration Department.

RECOMMENDED ACTION/MOTION

Information.

ATTACHMENTS:

Description	Type
Presentation	Backup Material

Finance and Administrative Services

2017-2018 Proposed Budget

September 20, 2016

CITY OF BAINBRIDGE ISLAND

Recent years - Highlights

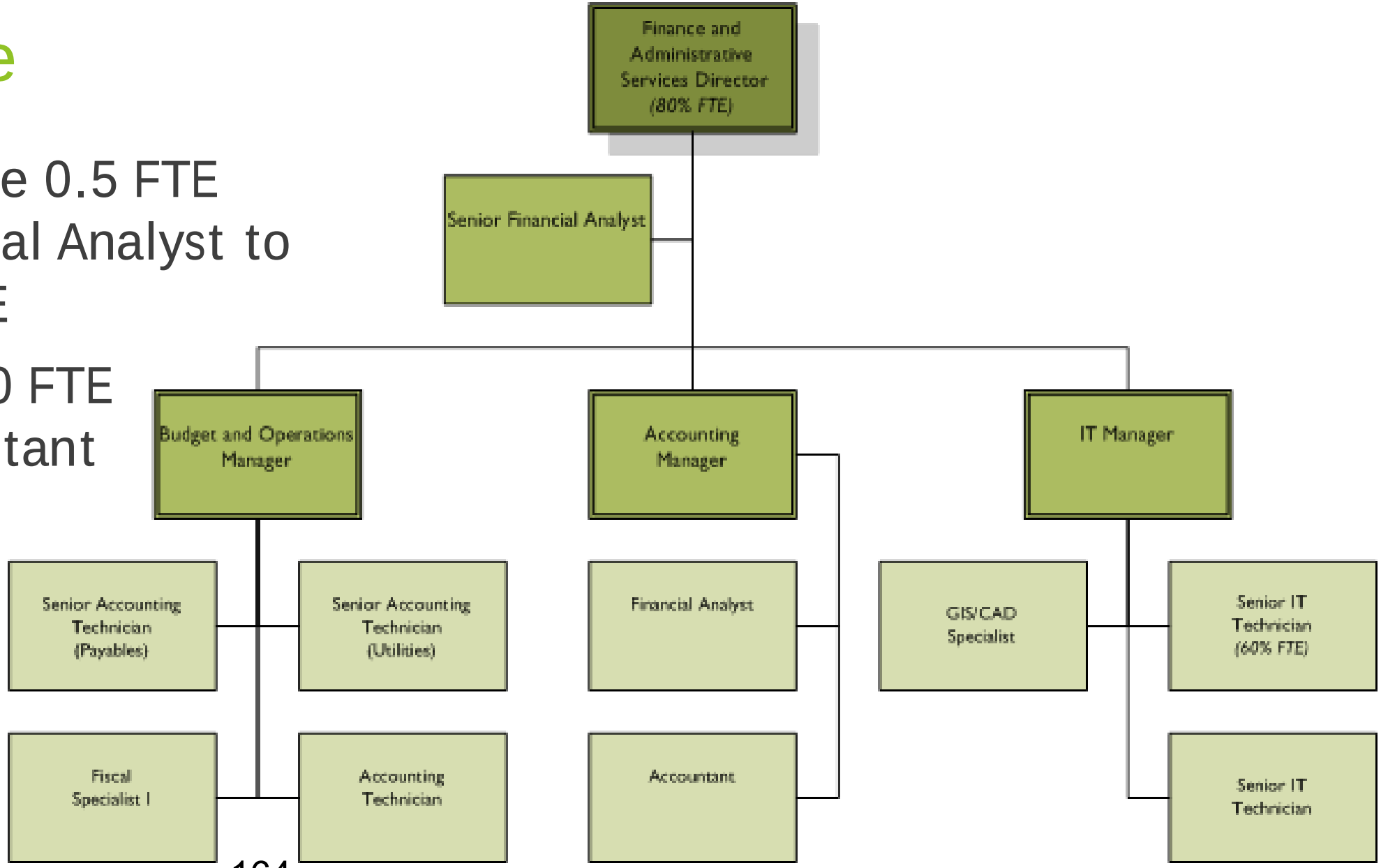
- Ongoing operations - cashiering, billing, reception, payroll, budget, accounts payable, accounting and IT
- Increased work for all departments mirrored in FAS
- Current initiatives – focus on communication
  - improved presentation for budget and annual financial reporting (award submittals)
  - OpenGov
  - Priority Based Budgeting
  - Online GIS

Staffing Changes

2017-2018 Proposed Budget

Finance

- Increase 0.5 FTE Financial Analyst to 1.0 FTE
- Add 1.0 FTE Accountant



Finance

- Increase 0.5 FTE Financial Analyst to 1.0 FTE
  - Proactive OpenGov improvements
  - Ongoing staffing for Priority Based Budgeting
  - Research capacity for financial topics

- Add 1.0 FTE Accountant
  - Capital budget is over $20 million in next biennium
  - Improve consistency of financial transactions
  - Cost expected to be partially offset by increased revenue

City of Bainbridge Island
City Council Agenda Bill

CITY OF BAINBRIDGE ISLAND

PROCESS INFORMATION	
Subject: Discussion of Governance and Procedures Issues	Date: 9/30/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 16-143
Proposed By: Mayor Tollefson	Referrals(s):

BUDGET INFORMATION		
Department: Council	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Changes to the Governance Manual reflected in the attached document would clarify the public comment process and memorialize our discussion at our last Study Session.

RECOMMENDED ACTION/MOTION

Discussion.

ATTACHMENTS:

Description	Type
Governance and Procedures Issues	Backup Material

3.1.1 Business Meeting

A business meeting is a regular or special meeting of the Council that is primarily for the purpose of voting on the City's business, generally in the form of motions, resolutions or ordinances. ~~A business meeting typically includes a public comment period for a limited period of time stated in advance on the agenda, during which a member of the public may address the Council on any matter of public concern (whether or not on the agenda).~~

3.4.1 Public Comment ~~Period~~ at Business Meetings

At Council Business Meetings, the agenda shall generally include a ~~period of~~ time ~~known as the~~ for ~~P~~public ~~C~~comment ~~Period~~. ~~Within~~ At that time ~~period~~, any member of the public may be recognized by the Presiding Officer and may address the full Council on any public issue – whether or not on the agenda. The Council will also usually accept public comment on agenda items as those items are addressed by the Council. Unless Council determines otherwise, the Public Comment Period at a Business Meeting is reserved for comments by the public rather than responses from Council or Administration. For further guidelines, see Sections 5. 6 (Respect and Decorum) and 9.12 (Procedures for Public Comment at Business Meetings).

3.4.2 Public Comment Period ~~at Business Meetings~~ at Study Sessions

At Council Study Sessions, the Presiding Officer shall determine the manner in which public comments ~~and dialog~~ are to be invited, depending on the nature of the Study Session and the amount of time available~~-~~. In general, the Presiding Officer may allow more flexibility in accommodating comments and dialog on agenda matters under discussion than is generally allowed at a Business Meeting, and the Presiding Officer may allow responses and interactive dialog with Councilmembers, the Administration, and other presenters. Generally, comment will be limited to matters on the agenda, and may be received either at the beginning of the meeting, or as each topic is addressed.

9.9 Conduct of Study Sessions and Workshops

Regular or Special Meetings of the Council, or portions thereof, may be designated as Study Sessions. The definition and the basic rules for Study Sessions are stated in Section 3.4.4 and for a Workshop in Section 3.3.5.

A Study Session may consist of any or all of the following elements:

~~**(a)** Public Comment Period~~

~~*In general, because a Study Session is more informal and more interactive than a Business Meeting, the Presiding Officer may have greater latitude to seek public comment on a particular issue being discussed. Therefore, the Presiding Officer may invite public comment and dialogfrom time to time during the Study Session. Ingeneral, public comment shall be sought solely or primarily on matters on the Study Session agenda.*~~

~~(b)~~(a) Vetting of Agenda Items:

This element of a Study Session involves a vetting and review of agenda items that are expected to appear for Council action on the agenda of the next ensuing Council Business Meeting. This element of the Study Session may include: review of clarity and completeness of issues presented; discussion of the merits of the proposal; and a procedural vote to determine whether the agenda item shall be advanced to an ensuing Business Meeting of the Council.

~~(c)~~(b) Study of Emerging Issues

This element of the Study Session involves emerging issues that are not initially expected to appearfor action at the next Council Business Meeting, and it may include:

(i) staff or third-party presentations; (ii) Council and Administration study, discussion and analysis; and/or (iii) interactive public comments and Council responses to comments.

~~(d)~~(c) First Touch and Second Touch Updates

The agenda may provide time for short updates by the City Manager, staff, Councilmembers, or a member of an Ad Hoc Committee or Steering Group.

~~(e)~~(d) Referral to Committee, Steering Group or Further Public Process

At a Study Session, the Council may choose to refer an issue to an Ad Hoc Committee or Steering Group, or schedule a Public Forum, before the issue returns to afuture agenda.

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