



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

AGENDA

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

1. ADVANCE MEETING AGENDA - 8:30 AM

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

2. ADJOURNMENT - 4:30 PM

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

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

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Advance Agenda	Backup Material

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

Facilitated by Patrick Ibarra
The Mejorando Group

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

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

e) Efficient City Government

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

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

LUNCH 12:00-12:45

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

City of Bainbridge Island City Council Agenda Bill



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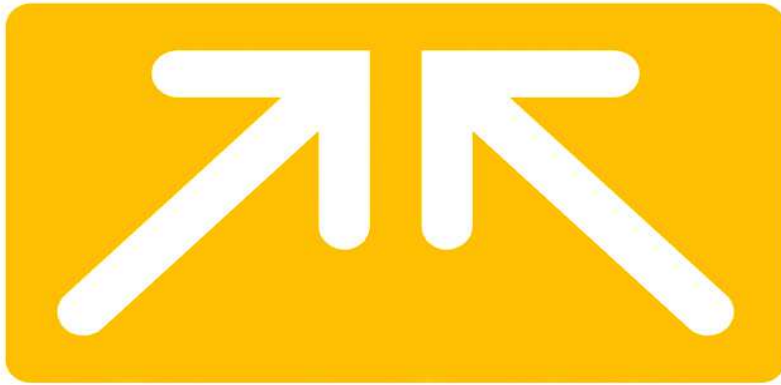
:	Recommendation:	
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DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Handout from Facilitator	Backup Material



mejorando group



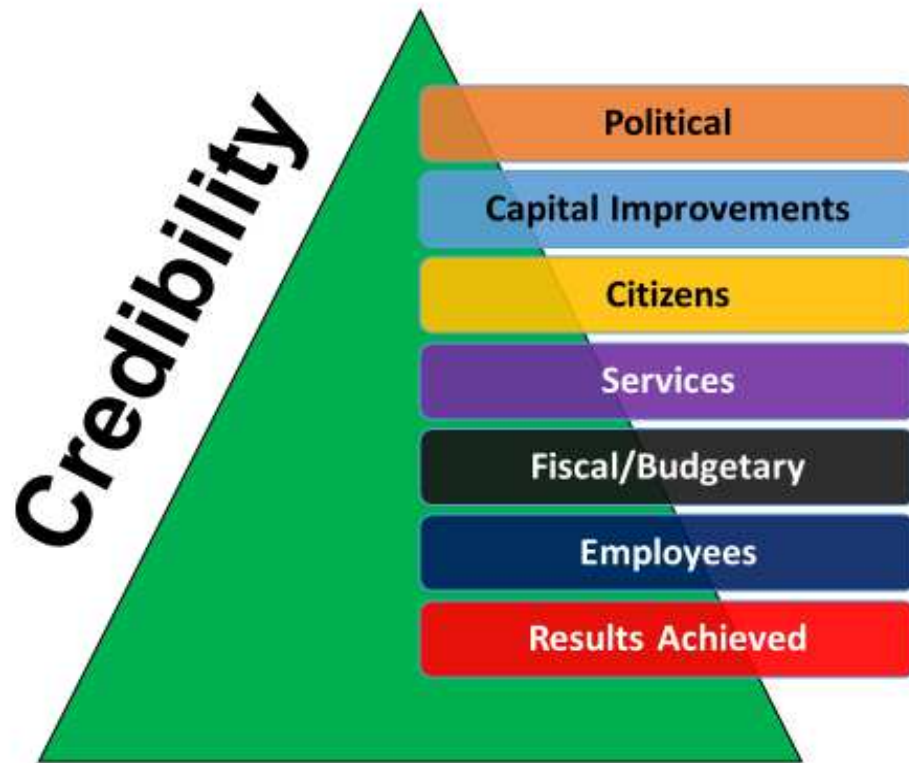
CITY OF
BAINBRIDGE ISLAND

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

Facilitated by
PATRICK IBARRA

January 26, 2017

GOVERNING EFFECTIVELY



GOVERNANCE: REFRESHER ON COUNCIL-MANAGER FORM OF GOVERNMENT

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

“HOT” TOPICS

a) Policy related

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

b) Fiscal/Budgetary

1. Funding for community arts and human services groups

c) Development-related

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

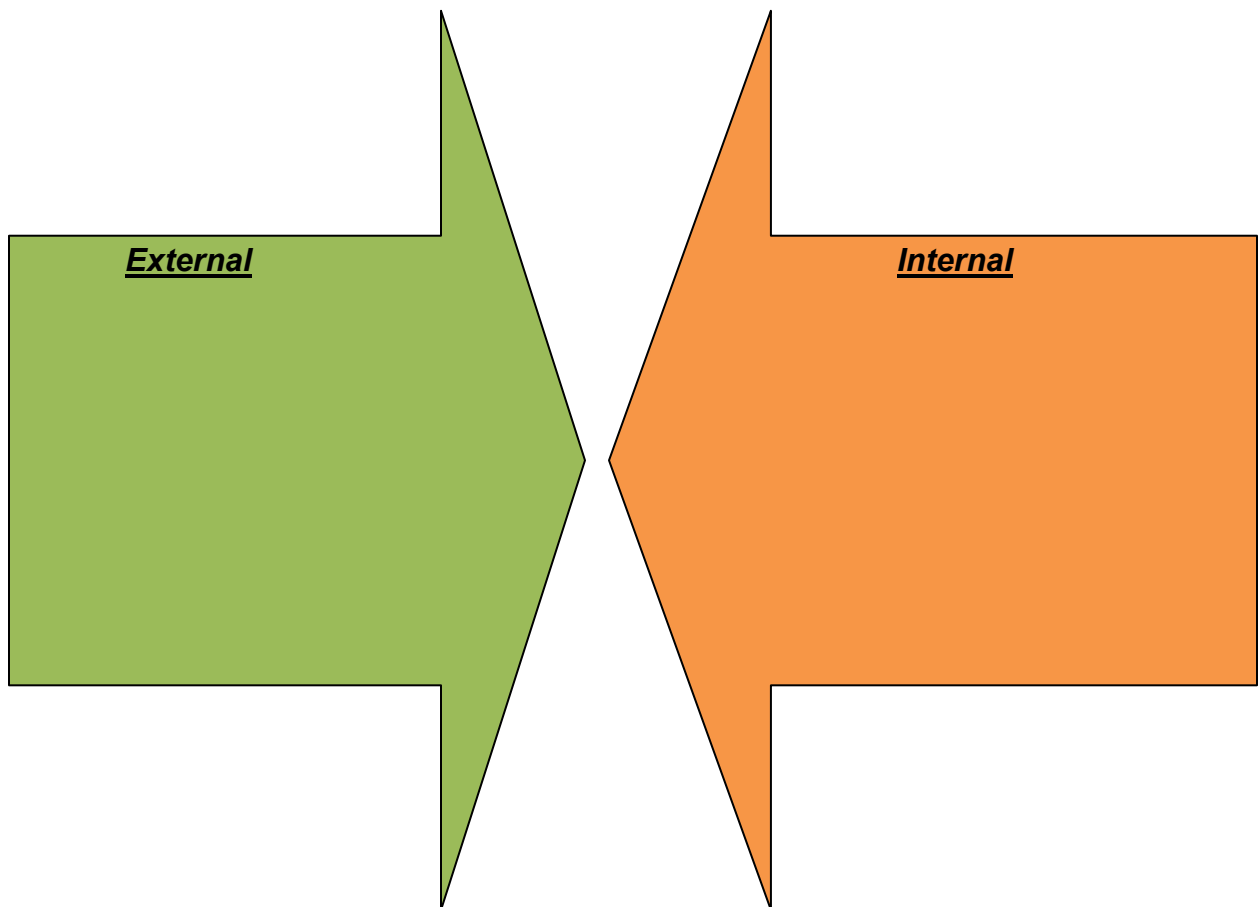
d) Infrastructure:

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

e) Efficient City Government

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

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



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

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

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

OUR FUTURE POTENTIAL WILL BE REALIZED WHEN...

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

2. What are the best indicators of our effectiveness?

ROLE OF PRIORITY-BASED BUDGETING

OUR STRATEGIC ACTION PLAN IS...

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

Goal

Action Steps

Goal

Action Steps

Goal

Action Steps

Goal

Action Steps

City of Bainbridge Island City Council Agenda Bill



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RECOMMENDED ACTION/MOTION

ATTACHMENTS:

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

2016 Headwinds/Trends

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

2015 Headwinds/Trends

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

2014 Headwinds/Trends

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



CITY OF
BAINBRIDGE ISLAND

2016 YEAR END REPORT:

Department Workplans & Priorities

Doug Schulze, City Manager
As of December 31, 2016

OVERVIEW

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

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

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

SUMMARY BY DEPARTMENT

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



EXECUTIVE

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Support completion of Comprehensive Plan Update.	High/ Mandatory	Carryforward Planning Commission review completed Q4. City Council review will complete in Q1-2017.
Support Council 2017-18 Biennial Budget development, including review of revenue options and long-term financial planning.	High	Complete 2017-18 Biennial Budget approved by City Council in Nov.
Support Council consideration of proposals for Suzuki property.	High	Carryforward - Q2: Council requested ETAC to prepare an RFP for an ecological assessment for the property. - Q4: ESA retained to perform assessment. - ESA results expected in Q1/Q2-2017
Support planning process to replace public safety facilities: Police Station and Municipal Court.	High	Carryforward - Q2: RFP issued for design services - Q3: contract awarded to Coates/MCL team - Q4: design team reviewed program; briefing scheduled for City Council in Q1-2017.
Support consideration of options for a municipal electric utility.	High	Carryforward - Q2: Selected consultant to perform feasibility study. - Report expected in Q1-2017
Planning for new Sewer capital projects.	High	Complete Projects identified in system plan update were incorporated into CIP within 2017-18 Budget.
Transportation Benefit District: - Program 2016 revenue - Evaluate options for newly authorized rates	High	Carryforward - Council discussed within budget development during Q4. - Additional discussion on revenue options scheduled for City Council in Q1-2017.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Complete hiring for Director – Planning and Community Development.	High	Completed New director hired in Q1.
Continue work to review Downtown parking options.	High	Carryforward - Community task force met throughout 2016. - Presentation to City Council in Q4. - Additional discussion scheduled with City Council in Q1-2017.
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	Carryforward EOC relocated and training exercises held in Q1/Q2. 2017-18 Budget provides support for AM Radio Project and expanded Emergency Preparedness staffing and training.
Support long-range planning for Ferry District redevelopment.	High	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	Complete Approved three-year agreement in Q4.
Negotiate new labor agreement for IAM (will expire 12/31/16).	High	Complete Approved two-year agreement in Q4.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Establish franchise agreements with utilities located in City right-of-way.	Medium	Deferred Work delayed due to City Attorney transition. Will address in 2017.
Support Council consideration of potential changes to annual award process for Lodging Tax (Civic Improvement) funds.	Medium	Complete Council reviewed options in Q2 and incorporated changes within process for 2017 funding.
Amend procurement and purchasing policies, including City Manager's contracting authority (BIMC 3.70 and 3.72).	Medium	Complete Updated policies approved in Q2.
Support Council consideration of multi-year process to award human services funding.	Medium	Complete Council approved two-year awards for 2017-18 activities in Q4.
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 adopted in Q1.
Negotiate cable franchise agreement/develop plans for PEG funding.	Medium	Complete 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	Status as of Year End
Continue to pursue disposition of designated surplus property (Meigs, Pritchard, IMHP, HOB).	Medium	Ongoing Completed transfer of Meigs and three of five remaining IMHP shares. Work to transfer Pritchard property is underway.
Human Resources: Finalize and implement onboarding program for new employees	Medium	Complete Supervisors use a common checklist to ensure standard and comprehensive process for new employee startup.

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Status as of Year End
Continue to expand environmental sustainability initiatives.	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	Ongoing Pilot session of Leadership Program met throughout the year with 7 employees participating. Will offer program every other year going forward, with next session scheduled for 2018.
Expand Code Enforcement Officer jurisdiction.	BMP	Deferred Work delayed due to City Attorney transition. Topic will be addressed in 2017.
Amend animal control Code per Hearing Examiner findings.	BMP	Deferred Work delayed due to City Attorney transition. Topic will be addressed in 2017.
Review options for criminal prosecution services.	BMP	Deferred Work delayed due to City Attorney transition. Topic will be addressed in 2017.
Continue initiatives to standardize and expand performance measurement.	BMP	In Progress Staff have selected software tool Envisio and implementation will complete in Q1-2017



FINANCE AND ADMINISTRATIVE SERVICES

2016 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Status as of Year End
Support Council review of revenue options and long-term financial planning.	High	Ongoing Briefings were provided mid-year and as part of biennial budget development. Additional discussion with City Council is scheduled for Q1-2017.
Lead biennial budget process. Develop, propose and adopt two-year budget for 2017-2018.	High	Completed Biennial Budget adopted in November.
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	Ongoing Topic is part of revenue discussion scheduled for Q1-2017.
Support Council consideration of municipal electric utility.	High	Ongoing
Support Council consideration of utility tax options.	High	Completed Ordinance adopted Q4.
Support planning for new Sewer utility capital projects.	High	Ongoing Identified projects are included in current CIP.

2016 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

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

2016 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Status as of Year End
Develop improved internal reporting with Public Works to monitor capital project status.	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	Ongoing Pilot projects completed in PCD and Finance.
Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.	BMP	Completed Award received for 2015 Reporting.
Receive Distinguished Budget Award from GFOA.	BMP	In Progress Award application to be submitted 90 days after budget approval; award would be issued in 2017.
Support citizen advisory committees: Salary Commission	BMP	Ongoing



MUNICIPAL COURT

2016 WORK PLAN PRIORITIES – MUNICIPAL COURT

Task	Priority	Status as of Year End
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	Completed The judge prefers to use paper forms in protection order hearings.
Complete debt write-off process: • Infractions • Criminal cases	Medium	Completed The Court has completed a write-off of all Infraction and Criminal Case fines over 10 years old. Going forward, this process will be incorporated into a regular annual process.

ADDITIONAL INFORMATION – MUNICIPAL COURT

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



PLANNING & COMMUNITY DEVELOPMENT

2016 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

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

2016 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
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. City Council adopted SMP amendments regarding aquaculture policies and regulations in October, 2016. Transmittal package will be provided to Ecology in Q1-2017 for their review and action.
Process limited amendment to improve clarity and consistency within the SMP. Requires review by Planning Commission, City Council and Dept. of Ecology, Q1-4.		In Progress Planning Commission review of limited amendment began Q1. Will resume in Q1-2017 with Council/Ecology review and approval anticipated by end of Q4.
Continue implementation of shoreline monitoring program including ongoing implementation monitoring improvements using SmartGov, refine standard mitigation conditions, establish baseline conditions from LULC map developed through Puget Sound Marine and Nearshore Grant, staff training on use/application of new LiDAR and LULC map, initiate volunteer monitoring using established data plots, Q1-4.		In Progress SmartGov implementation; monitoring fields were added, and the first of the monitoring reports were received in December, 2016. Refining standard mitigation conditions 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	Status as of Year End
Shoreline Master Program - Continued	High	
Improve shoreline land use application review turn-around time.		Ongoing Several tools have been developed to expedite review but turn-around time remains slow due to the volume of permits, land use applications and other work program priorities. New exemption worksheet developed to replace time-consuming staff report.
Develop outreach/education materials for general public, including FAQ and permit pathway(s) and guidance (sample) documents for required studies, Q1-4.		Not Started No outreach/education materials developed. To be developed in 2017 Q1-Q2.
Seek funding for (partial) implementation of shoreline restoration plan, Q1-4.		In Progress Applied for and received DNR Urban Forestry Restoration Program crew assistance for maintenance of two shoreline restoration sites in Q2-2016. Applied for and received same crew assistance for Q2-2017.

2016 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
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	Completed City Council approved Phase I LID regulations in December, 2016.
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. - Planning Commission review of aquifer conservation regulations not completed; revised strategy to review CAO as a whole with Planning Commission review in Q1/Q2-2017. Council review in Q2-2017 and approval anticipated Q3-2017.
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 - PSA for ecological assessment awarded to ESA in Q4. - Kick-off site visit conducted in Q4.

2016 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
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 Ad Hoc Committee work on tree and vegetation regulations.

2016 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
Adopt Historic Preservation Ordinance - Planning Commission study sessions & public hearing, Q1/Q2. - City Council review and adoption, Q3.	Medium	Completed City Council adopted Ordinance 2016-11 on August 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	Ongoing - 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 2017 Budget includes funding for project to develop implementation plan for preservation priorities
Support Executive Department/City Council in developing process for Council decision on private use of public tidelands.	Medium	In Progress City Council to review options for policies for City-owned tidelands in Q1-2017.
Amend SEPA Ordinance to reflect updates approved by State in 2014.	Medium	Not Started
Create process for citizen requests for zoning code amendments.	Medium	Not Started

2016 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Status as of Year End
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 work groups (i.e., Health, Development Engineering, Fire and Public Works). Initiated the Development Review Process Improvement project in Q4 to make the process more predictable and efficient, and to improve City service. Recommendations to improve efficiency expected in Q1-2017.
Continue work on transitioning to online permit submittal process for citizen convenience.	BMP	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. Anticipate becoming certified in Q1-2017.
Process all land use permit applications within state-mandated timelines.	BMP	Ongoing Currently meeting mandated timelines for most permits. Challenges include limited resources, the Code's complexity, and increasing applications. Permit intake process has been streamlined by bringing a computer to front counter and insisting on complete applications.
Improve process for project acceptance for private development.	BMP	Ongoing This issue is improved by moving Development Engineering to Public Works.
Continue emphasis on staff training and certifications.	BMP	Ongoing Staff are encouraged to become AICP certified; on-going opportunities are supported for all staff.
Support citizen advisory committees: - Planning Commission - Design Review Board - Historic Preservation Commission - Environmental Technical Advisory Committee - Ad Hoc Tree LID Committee	BMP	Ongoing Staff attend meetings on a monthly/twice-monthly basis to support the work of these committees.



PUBLIC SAFETY

2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Status as of Year End
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 review was held in August. The mock accreditation review helped identify weak areas in the department's processes. Over the final months of 2016, the identified issues were resolved. Anticipate the official accreditation review from WASPC in Q1-2017.
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. The mock accreditation review assisted with finding opportunities to improve the department's policies. The department's use of daily training bulletins helps officers by providing an application-based approach to the department's policies.
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 The LEMAP recommendations were based on the WASPC accreditation process. The issues raised in the 2013 LEMAP are remedied through the accreditation process and through personnel changes made in the past three and a half years.



2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Status as of Year End
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. In Q4, representatives from the department participated in the Coates/MWL review of facility programming, to specify space needs and functional layout.
Negotiate Guild labor agreement (expired Dec. 2015).	High	Completed Three-year agreement (2016-18) approved in Q4.

2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Status as of Year End
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	Completed The transition to a new organizational structure (Kitsap 911) was completed . Kitsap 911 completed the upgrades to infrastructure and hardware.
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, was adopted in Q2 and is being utilized throughout Kitsap County. The program will launch a 2017 mobile version that each officer can operate from their assigned phones. The department adopted Paladin Data (ASMI) as the training monitoring platform. ASMI also has inventory functions that will be utilized.
Review options to re-establish a K9 program and acquire a new dog.	Medium	Deferred Department will review options in 2017.



2016 WORK PLAN PRIORITIES – PUBLIC SAFETY

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





PUBLIC WORKS

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Public Safety facility replacement: • Site selection • Co-locate with Municipal Court? • Funding plan • Initiate project design	High	In Progress • Design team selected in Q4. • Coates Design/MWL, Inc. completed review of facility programming requirements in Q4. • City Council briefing scheduled for January, 2017. • Site selection and other project planning will be ongoing in 2017.
Complete construction for Waterfront Park redevelopment.	High	In Progress Construction began Q2. Expected to complete Q1-2017.
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. • Permitting and final design expected in Q1-2017. • Project bids expected Q2-2017; construction in Q2/Q3-2017.
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 requested by City Council. Final approval of redesign is under review by WSDOT and FHWA. • Phase 2 & 4: will award in Q1-2017, construction to follow.
Complete Wing Pt. Way Improvements.	High	Completed Construction completed Q2/Q3.

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

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

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Develop and adopt Low Impact Development Regulations per Dept. of Ecology (due Dec. 31, 2016).	High/ Mandatory	Completed - Consultant hired to assist with the review of LID requirements and code development in Q3. - Planning Commission approved in Q4. - City Council adopted LID code in Q4.
Complete 2 nd Edition <i>State of the Island's Waters</i> Report.	High	Deferred Report completion delayed to 2017 due to constraints on staff resources.
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 <i>A Community Conversation about Water Supply</i> workshop series.	High/ Mandatory	In Progress - Water Resources Element approved by PC. - Basic modeling - completed Fletcher testing in Q3 with second testing scheduled for Q1-2017. - Workshop series held Q1/Q2.

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Complete LED retrofit of street lighting.	Medium	Completed Replaced 71 fixtures in Q2.
Complete Mountain View construction project.	Medium	Completed Contract awarded Q3; construction completed Q4.
Complete Fletcher Landing road end improvement.	Medium	Completed Construction contract awarded Q2, construction completed Q3.
Complete Manitou Beach Road parking project.	Medium	In Progress Construction contract awarded Q3; construction will complete Q1-2017.
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	Deferred Draft ordinance in legal review. City Council expected in 2017.
Support initiatives to expand use of GIS for City asset management.	Medium	Ongoing

2016 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Status as of Year End
Pursue Satellite Management Authority for Water Utility. Implement identified Best Management Practices.	BMP	Ongoing
Complete Annual Roads Preservation Projects.	BMP	Completed Projects were completed in Q3.
Update City Engineer designation and related Code references.	BMP	Resolved Decision to move Development Engineering function to Public Works resolves issues related to Code.
Code updates related to Public Works, contract authority and procurement (3.70 and 3.72).	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 Change in Development Engineering function should help to address.
Support citizen advisory committees: • Utility Advisory Committee • NonMotorized Transportation Advisory Committee	BMP	Ongoing PW staff support monthly committee meetings.



2017 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Timing
Support completion of Comprehensive Plan Update.	High/ Mandatory	Q1
Develop citywide workplan for Implementing Items from Comprehensive Plan Update	High	Q1
Support consideration of options for a municipal electric utility.	High	Q1 – Q4
Support planning process for Police and Municipal Court Building Project.	High	Q1 – Q4
Support Council consideration of proposals for Suzuki property.	High	Q1 – Q4
Transportation Benefit District: - Review options to program existing revenue - Evaluate options for newly authorized rates	High	Q1
Support Council consideration of potential bond measure to support capital projects.	High	Q1 – Q4
Continue work to review Downtown parking options.	High	Q1 – Q4
Expand Emergency Preparedness: - Install AM radio tower - Continue EOC staff training initiatives - Complete EOC upgrades - Expand pool of CERT trained citizens - Establish network of neighborhood HUBS - Implement plans for medical surge infrastructure - Adopt new Emergency Operations Plan	High	Q1 – Q4
Support SR 305/regional transportation planning.	High	Q1 – Q4

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Timing
Establish franchise agreements with Bainbridge Disposal and utilities located in City right-of-way.	Medium	Q2 – Q3
Support Council consideration of annual funding for Cultural Element Implementation	Medium	Q1 – Q4
Review options for criminal prosecution services and assistant city attorney.	Medium	Q1 – Q2
Code Enforcement – support consideration of enforcement options	Medium	Q1 – Q2
Continue to pursue disposition of designated surplus property (Pritchard, Islandwood Easement, Manitou, Head-of-the-Bay).	Medium	Q1 – Q4
Implement Envisio software for project tracking/performance metrics • Implement 2017 projects and data • Establish standard reports • User training	Medium	Q1 – Q4
Complete study for Preservation Projects at Suyematsu Farm property	Medium	Q2 – Q3
Support Marine Access Committee requests related to encroachments and other site issues	Medium	Q2 – Q4
National Citizen Survey – conduct community 2017 survey.	Medium	Q2 – Q3

2016 WORK PLAN PRIORITIES – EXECUTIVE

Task	Priority	Timing
Expand Code Enforcement Officer jurisdiction.	BMP	Q2
Amend animal control Code per Hearing Examiner findings.	BMP	Q2 – Q3
Continue to expand environmental sustainability initiatives.	BMP	Q1 – Q4
Human Resources: • Implement online tracking system for job applicants • Consider options for automated employee performance management • Continue to consider options for expanded employee professional development • Transition some benefits administration tasks to Finance	BMP	Q1 – Q4

2017 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Timing
Transportation Benefit District (TBD): - Identify spending priorities for existing TBD funds - Support Council consideration of potential rate increase	High	Q1
Consider Municipal Electric Utility: provide analytical support	High	Q1 – Q4
Plan for and issue debt for Police and Municipal Court Building	High	Q1 – Q4
Support rate study for Sewer Utility	High	Q1 – Q4
Support assessment of SSWM Utility	High	Q1 – Q4

2017 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Timing
Utility tax – implementation and revenue review	Medium	Q1 – Q4
PBB – update information and build into reporting	Medium	Q1 – Q4
Project Tracking/Performance Measures: • support software implementation • support report development • support user training	Medium	Q2
Support AM Radio Initiative	Medium	Q1 – Q4
Improve internal reporting with Public Works to monitor capital project status	Medium	Q1 – Q4
Business license program review and update: • State program or FileLocal • Compliance • Airbnb	Medium	Q1 – Q4

2017 WORK PLAN PRIORITIES – FINANCE & ADMINISTRATIVE SERVICES

Task	Priority	Timing
Implement Payroll Initiatives: • move to biweekly pay; • move to online timesheets	BMP	Q1 – Q4
ER&R Fund - implementation	BMP	Q1 – Q4
Implement Citywide training for IT security awareness	BMP	Q2 – Q4
Receive GFOA reporting award for 2016	BMP	Q2
Receive GFOA budget award for 2017-18 Budget	BMP	Q2
Support Salary Commission	BMP	As Needed

2017 WORK PLAN PRIORITIES – MUNICIPAL COURT

Task	Priority	Timing
Passport processing • Receive final Federal approval • Complete staff training and certification • Provide services 3x weekly	Medium	Q1 – Q4
Mental Health/ Behavioral Health Pilot Program.	Medium	Q1 – Q4
Continue Improvements in Court Technology (headsets, etc.)	Medium	Q1 – Q4

2017 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Timing
Adopt Comprehensive Plan Update	High	Q1
Improve Department Administrative Functions	High	Q1 – Q4
Respond to Latimore review of development process	High	Q1 – Q4
SMP items: • Submit limited amendment (aquaculture) to DOE; • Complete general limited amendments to SMP; • Monitoring program	High	Q1 – Q4
Update Critical Areas Ordinance: • Planning Commission review Q1/Q2 • Council review in Q2 • Council approval in Q3	High/Mandatory	Q1 – Q3 Due June 30, 2017
Support Suzuki property planning	High	Q1 – Q4

2017 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

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

2017 WORK PLAN PRIORITIES – PLANNING & COMMUNITY DEVELOPMENT

Task	Priority	Timing
Continue work on transitioning to online permit submittal process for improved citizen convenience.	BMP	Q1 – Q4
Conduct surveys on PCD department performance	BMP	Q1 – Q4
Transition development engineering staff to Public Works	BMP	Q2 – Q4
Support citizen advisory committees: • Planning Commission • Design Review Board • Historic Preservation Commission • Environmental Technical Advisory Committee • Ad Hoc Tree LID Committee	BMP	Q1 – Q4

2017 WORK PLAN PRIORITIES – PUBLIC SAFETY

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

2017 WORK PLAN PRIORITIES – PUBLIC SAFETY

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

2017 WORK PLAN PRIORITIES – PUBLIC SAFETY

Task	Priority	Timing
Continue to emphasize Crisis Intervention Training (CIT) 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	Q1 – Q4
Hiring Process/Background Checks Continue to consider options to use outside agencies to conduct background investigations for potential hires.	BMP	Q2
Improve and expand information provided via department section of City website.	BMP	Q1 – Q4
Support Public Safety Committee	BMP	Q1 – Q4

2017 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Timing
Police and Municipal Court Building Project: • Site selection • Funding plan • Initiate project design	High	Q1 – Q4
Complete construction for City Dock replacement.	High	Q2 – Q4
Complete construction for Phases 2 and 4 of Sound-to-Olympics (STO) Trail Project.	High	Q2 – Q4
Complete design for STO Phase 3.	High	Q2
Complete re-design and construction for Phase 1/Olympic Dr. of Sound-to-Olympics (STO) Trail Project.	High	Q2 – Q4
Complete rate study for Sewer Utility	High	Q2 – Q4
Complete assessment for SSWM utility	High	Q2 – Q4
Develop options for City Hall renovations/retrofit	High	Q1 – Q4
Identify uses for 2016 Transportation Benefit District (TBD) funds.	High	Q1
Pursue Satellite Management Authority for Water Utility. Implement identified Best Management Practices.	High	Q1 – Q4

2017 WORK PLAN PRIORITIES – PUBLIC WORKS

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

2017 WORK PLAN PRIORITIES – PUBLIC WORKS

Task	Priority	Timing
Support initiatives to expand use of GIS for City asset management.	BMP	Q1 – Q4
Develop improved internal reporting with Finance to monitor capital project status.	BMP	Q1 – Q4
Support citizen advisory committees: • Utility Advisory Committee • NonMotorized Transportation Advisory Committee	BMP	Q1 – Q4

2016 City Council Priorities:

ITEM	TIMING
Complete Comprehensive Plan Update	Dec. 31, 2016
Biennial Budget Development: • review financial policies • review long-term fiscal capacity, including SSWM and other utilities • review revenue options, including Utility Tax • update Capital Improvement Plans & funding (Sewer, City Dock) • Priority Based Budgeting results	Q2 - Q4
Decide on disposition of Suzuki property	Q2
Planning for Public Safety facility replacement: Police Station & Municipal Court	Update on options - Mar. 2016 Plan in place – Q4
Consider options for municipal electric utility	Receive draft RFP from Task Force: Q1 Review responses to RFP: Q2 Possible decision on ballot measure: early Q3
Human Services Funding: • Consider Needs Assessment • Approve multi-year process to allocate funding	Review info on needs assessment process: Q1 Q3
Review island-wide priorities for non-motorized projects, per NMTAC recommendations	Q1
SR 305/regional transportation planning	Q1 - Q4
Adopt Island-Wide Transportation Plan (IWTP)	Q1 – Q4
Consider Tree Protection options, per Tree Committee recommendations	Q2
Consider uses for Transportation Benefit District 2016 funds; consider new rates	Q2
Review annual process for LTAC awards	Q2
Consider Downtown parking policies and alternatives	Q3
Ferry District redevelopment: • Review long-range plan • Facilitate next steps	Q4

Consider Island-Wide Utility Study	TBD - 2017?
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Previously Identified 2017 City Council Priorities:

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

LAND USE ELEMENT

HIGH PRIORITY ACTIONS

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

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

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

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

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

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

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

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

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

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

MEDIUM PRIORITY ACTIONS

LU Action #10 (Policy LU 2.5)

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

OTHER PRIORITY ACTIONS

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

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

ECONOMIC ELEMENT

HIGH PRIORITY ACTIONS

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

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

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

MEDIUM PRIORITY ACTIONS

COUNCIL RECOMMENDATION THAT ALL ECONOMIC ELEMENT ACTIONS ARE HIGH PRIORITY

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

ENVIRONMENTAL ELEMENT

HIGH PRIORITY ACTIONS

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

EN Action #2 Integrate sustainability and conservation into regulations.

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

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

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

NOTE: SAME ACTION IN WATER RESOURCES ELEMENT

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

MEDIUM PRIORITY ACTIONS

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

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

NOTE: SAME ACTION IN LAND USE ELEMENT

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

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

NOTE: SAME ACTION IN LAND USE ELEMENT

OTHER ACTIONS

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

WATER RESOURCES ELEMENT

HIGH PRIORITY ACTIONS

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

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

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

NOTE: Same Action in Environmental Element

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

MEDIUM PRIORITY ACTIONS

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

OTHER PRIORITY ACTIONS

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

HOUSING ELEMENT

HIGH PRIORITY ACTIONS

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

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

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

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

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

MEDIUM PRIORITY ACTIONS

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

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

OTHER PRIORITY ACTIONS

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

TRANSPORTATION ELEMENT

HIGH PRIORITY ACTIONS

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

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

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

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

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

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

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

MEDIUM PRIORITY ACTIONS

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

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

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

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

~~OTHER PRIORITY ACTIONS~~

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

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

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

CAPITAL FACILITIES ELEMENT

HIGH PRIORITY ACTIONS

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

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

MEDIUM PRIORITY ACTIONS

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

UTILITIES ELEMENT

HIGH PRIORITY ACTIONS

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

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

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

MEDIUM PRIORITY ACTIONS

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

CULTURAL ELEMENT

HIGH PRIORITY ACTIONS

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

NOTE: Same action in Economic Element.

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

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

MEDIUM PRIORITY ACTIONS

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

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

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

HUMAN SERVICES ELEMENT

HIGH PRIORITY ACTIONS

HS Action #1

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

HS Action #2

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

MEDIUM PRIORITY ACTIONS

HS Action #3

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

NOTE: Same Action in Housing Element.

HS Action #4

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

NOTE: Same Action in Economic Element.