



**CITY OF  
BAINBRIDGE ISLAND**

**SPECIAL CITY COUNCIL MEETING  
FRIDAY, JANUARY 18, 2019**

BAINBRIDGE ISLAND ART MUSEUM  
550 WINSLOW WAY EAST  
BAINBRIDGE ISLAND, WASHINGTON

**AGENDA**

- A. BREAKFAST (8:00 AM TO 8:30 AM)**
- B. GOVERNANCE SYSTEMS (8:30 AM TO 12:00 PM)**
  - 1. COMMUNICATION**
    - 1A. [Expectations](#)**
    - 1B. [Implementation/Accountability](#)**
  - 2. STRATEGIC VISIONING**
    - 2A. [Council Responsibilities](#)**
    - 2B. [Staff Responsibilities](#)**
  - 3. UTILIZATION OF COMMITTEES, BOARDS, AND COMMISSIONS**
    - 3A. [Choosing a system that works](#)**
    - 3B. [Review Council Liaison Assignments](#)**  
[2018 LOCAL / REGIONAL BOARD and COMMITTEE ASSIGNMENTS](#)
- C. LUNCH BREAK (12:00 PM TO 1:00 PM)**
- D. ARTICULATE STRATEGIC VISION (1:00 PM TO 4:30 PM)**

## **1. SETTING COUNCIL GOALS - 2019**

**1A. Review interview results: high level "themes" & suggested goals**

**1B. Prioritize suggested goals**

## **2. 2019 WORKPLAN PRIORITIES**

**2A. Review key tasks**

DRAFT - Citywide 2018 Workplan Results

DRAFT - Citywide Priorities 2019-2020

**2B. Discuss capacity/challenges**

**2C. Identify Council "top 5"**

## **GUIDING PRINCIPLES**

**Guiding Principle #1** - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

**Guiding Principle #2** - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

**Guiding Principle #3** - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

**Guiding Principle #4** - Consider the costs and benefits to Island residents and property owners in making land use decisions.

**Guiding Principle #5** - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

**Guiding Principle #6** - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Guiding Principle #7** - Reduce greenhouse gas emissions and increase the Island's climate resilience.

**Guiding Principle #8** - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



**City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Expectations

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion of expectations.

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Implementation/Accountability

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion.

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Council Responsibilities

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion.

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Staff Responsibilities

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion.

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Choosing a system that works

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion.

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Review Council Liaison Assignments

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion.

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[2018 LOCAL / REGIONAL BOARD and COMMITTEE ASSIGNMENTS](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# LOCAL AND REGIONAL BOARD / COMMITTEE ASSIGNMENTS

| Group                                         | Meeting Date                                       | Time              | Location                 | 2018 Assignments            |
|-----------------------------------------------|----------------------------------------------------|-------------------|--------------------------|-----------------------------|
| PSRC Transportation Policy Board              |                                                    |                   | Seattle                  | Tirman (alternate)          |
| PSRC Growth Management Policy Board           |                                                    |                   | Seattle                  | Peltier (alternate)         |
| Puget Sound Clean Air Agency Advisory Council | 2 <sup>nd</sup> Wednesdays (5-8 meetings a year)   | 9:00 am           | Seattle                  | Schneider                   |
| Housing Kitsap Board                          | 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays       | 3:15 pm/ 11:00 am | Bremerton                | Medina                      |
| Kitsap Transit Board                          | 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays       | 8:30 am           | Bremerton                | Medina                      |
| Kitsap 911 Board                              | 1 <sup>st</sup> Tuesday (some)                     | 12:30 pm          | Bremerton                | Medina                      |
| Kitsap Emergency Management Council           | 1 <sup>st</sup> Tuesday (some)                     | 12:30 pm          | Bremerton                | Medina                      |
| Kitsap Health District Board                  | 1 <sup>st</sup> Tuesday                            | 1:30              | Bremerton                | Medina                      |
| West Central Local Integrating Organization   | Fridays, Quarterly                                 | varies            | Bremerton                | Medina                      |
| West Sound Alliance                           | As called                                          |                   | Bremerton                | Nassar                      |
| Hwy 305 Task Force                            | As called                                          |                   | Suquamish, usually       | Medina/Peltier/Deets        |
| KRCC Executive Board                          | 1 <sup>st</sup> Tuesday                            | 10:15 a.m.        | Bremerton                | Medina, Tirman              |
| KRCC Transportation Policy Board              | 3 <sup>rd</sup> Thursday (not August or Nov.)      | 1:00 p.m.         | Bremerton                | Tirman, Medina (alternate)  |
| KRCC Land Use Policy Board                    | 3 <sup>rd</sup> Thursday (only 4 meetings in 2018) | 2:45 p.m.         | Bremerton                | Nassar, Peltier (alternate) |
| Kitsap Economic Development Alliance          | 3 <sup>rd</sup> Thursday on quarterly basis        | 3:00 – 6:00 p.m.  | Various county locations | Medina / Schneider          |

|                                                                                                                                                                                                                                                                                           |                                              |           |            |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------|------------|-----------------------------|
| <b>Council <u>Working</u> Committees</b><br>(These committees are staffed mainly by Council members. They are meant to provide advice/recommendations to Council on topics set by Council and/or interface with City staff on particular topics. They have no decision-making authority.) |                                              |           |            |                             |
| Public Safety Committee – <i>Council members are members</i>                                                                                                                                                                                                                              | 2 <sup>nd</sup> Thursdays (Quarterly)        | 6:00 PM   | Bainbridge | Blossom, Deets, Peltier     |
| Ad Hoc Tree/LID Committee – <i>Council members are participants &amp; chair</i>                                                                                                                                                                                                           | 1 <sup>st</sup> & 3 <sup>rd</sup> Wednesdays | 3:00 p.m. | Bainbridge | Blossom, Peltier, Nassar    |
| Affordable Housing Ad Hoc Committee                                                                                                                                                                                                                                                       |                                              |           | Bainbridge | Blossom, Peltier, Schneider |
| Suzuki Ad Hoc Committee                                                                                                                                                                                                                                                                   |                                              |           | Bainbridge | Tirman, Nassar, Blossom     |
| <b>Council <u>Standing Advisory</u> Committees</b><br>(These committees are meant to involve the public and provide advice/recommendations to Council on topics set by Council. They have no decision-making authority.)                                                                  |                                              |           |            |                             |
| Climate Change Advisory Committee – <i>Council member is liaison</i>                                                                                                                                                                                                                      | 3 <sup>rd</sup> Wednesday                    | 6:15 p.m. | Bainbridge | Deets                       |
| Cultural Funding Advisory Committee – <i>Council member acts as liaison and non-voting Chair</i>                                                                                                                                                                                          | Summer/autumn 2019                           | TBD       | Bainbridge | Nassar                      |
| Environmental Technical Advisory Committee – <i>Council member is liaison</i>                                                                                                                                                                                                             | 2 <sup>nd</sup> Thursday                     | 3:00 pm   | Bainbridge | Nassar                      |
| Human Services Funding Advisory Committee – <i>Council member acts as liaison</i>                                                                                                                                                                                                         | Summer/autumn 2018                           | TBD       | Bainbridge | Schneider, Tirman           |
| Lodging Tax Advisory Committee – <i>Council member acts as Chair; second Council member is non-voting Co-Chair</i>                                                                                                                                                                        | Spring/Summer                                | TBD       | Bainbridge | Tirman, Nassar              |

|                                                                                                                                                                                                                                                                             |                                                             |           |            |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------|------------|-----------------------|
| Multi-Modal Transportation Advisory Committee – <i>Council member is liaison</i>                                                                                                                                                                                            | 2nd Wednesday                                               | 7:00 pm   | Bainbridge | Deets, Schneider      |
| Marine Access Committee – <i>Council member is liaison</i>                                                                                                                                                                                                                  | 2 <sup>nd</sup> Monday                                      | 5:30 pm   | Bainbridge | Peltier               |
| Utility Advisory Committee – <i>Council member is liaison</i>                                                                                                                                                                                                               | 2 <sup>nd</sup> /4 <sup>th</sup> Wednesdays                 | 5:00 pm   | Bainbridge | Nassar                |
| Youth Advisory Committee – <i>Council member is chair</i>                                                                                                                                                                                                                   |                                                             |           | Bainbridge | Blossom               |
|                                                                                                                                                                                                                                                                             |                                                             |           |            |                       |
|                                                                                                                                                                                                                                                                             |                                                             |           |            |                       |
| <b>Council <u>Ad Hoc</u> Advisory Committees</b><br>(These committees are meant to involve the public and provide advice/recommendations to Council on topics set by Council. They have no decision-making authority. They are supposed to sunset when tasks are complete.) |                                                             |           |            |                       |
| Infrastructure Task Force – <i>Council members act as Chair</i>                                                                                                                                                                                                             | 1 <sup>st</sup> Wednesday                                   | 6:30 p.m. | Bainbridge | Schneider, Tirman     |
| Race Equity Task Force                                                                                                                                                                                                                                                      |                                                             |           | Bainbridge | Nassar, Tirman, Deets |
|                                                                                                                                                                                                                                                                             |                                                             |           |            |                       |
| <b>Standing Commissions &amp; Boards (not advisory to Council)</b><br>(These committees have independent decision-making authority as provided by ordinance approved by Council. These committees may also provide advice to Council.)                                      |                                                             |           |            |                       |
| Design Review Board - <i>Council member is liaison</i>                                                                                                                                                                                                                      | 1 <sup>st</sup> /3 <sup>rd</sup> Mondays                    | 2:00 PM   | Bainbridge | Peltier               |
| Ethics Board – <i>Council member is liaison</i>                                                                                                                                                                                                                             | 3 <sup>rd</sup> Monday                                      | 6:30 pm   | Bainbridge | Deets                 |
| Historic Preservation Commission – <i>Council member is liaison</i>                                                                                                                                                                                                         | 1 <sup>st</sup> Thursday                                    | 2:00 pm   | Bainbridge | Blossom               |
| Island Center Subarea Plan Steering Committee – <i>Council member is liaison</i>                                                                                                                                                                                            | 1 <sup>st</sup> /3 <sup>rd</sup> Wednesdays (starting 1/17) | 6:00 PM   | Bainbridge | Blossom               |

|                                                                            |                                                                |                                             |            |                 |
|----------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------|------------|-----------------|
| Planning Commission – <i>Council member is liaison</i>                     | 2 <sup>nd</sup> /4 <sup>th</sup> Thursdays                     | 7:00 pm                                     | Bainbridge | Blossom         |
|                                                                            |                                                                |                                             |            |                 |
| Miscellaneous Committees on Bainbridge Island                              |                                                                |                                             |            |                 |
| Bainbridge Island Healthy Youth Alliance – <i>Council member is member</i> | Quarterly                                                      |                                             | Bainbridge | Blossom         |
| Intergovernmental Work Group – <i>Mayor is member</i>                      | Quarterly; 3 <sup>rd</sup> Monday                              | 5:30 PM                                     | Bainbridge | Peltier, Medina |
|                                                                            |                                                                |                                             |            |                 |
| County Non-Council Appointments                                            |                                                                |                                             |            |                 |
| Kitsap Coord. Grant Application Comm (Capital)                             | Monthly as called; 2 yr. term exp. 2018                        |                                             |            | Ed Gilbert      |
| Kitsap Coord. Grant Application Comm (Services)                            | Monthly as called; 2 yr. term exp. 2018                        |                                             |            | Steven Walker   |
| Kitsap Public Facilities District                                          | Monthly; 4 yr. term exp. 2020                                  |                                             |            | Tom Bullock     |
| BKAT Citizen Advisory Committee                                            | Quarterly (January, July, April, October); Term not specified. | 5:00 to 7:00 PM on 4 <sup>th</sup> Thursday | Bremerton  | Beth Crittenden |





CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Review interview results: high level "themes" & suggested goals

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion.

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Prioritize suggested goals

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Prioritize suggested goals.

**SUMMARY:**

Prioritize suggested goals.

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Review key tasks

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Review key tasks.

**SUMMARY:**

Review key tasks.

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[DRAFT - Citywide 2018 Workplan Results](#)

[DRAFT - Citywide Priorities 2019-2020](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## **2018 Workplan Priorities - Status as of Year End (December 31, 2018)**

DRAFT - FOR DISCUSSION

## INTRODUCTION

This report provides an update on Citywide workplan priorities as of year-end (December 31, 2018). In January of 2018, the City Council and City staff worked together to identify key tasks and initiatives for the coming year. These workplan items are grouped by department, and represent areas of additional focus, new activities, or particular community significance. In many cases, these items have a multi-year planning horizon, and so it is helpful to track progress and next steps, and to also identify unexpected challenges or capacity issues.

---

**Priority.** Each item is assigned a level of priority: 1 = High, 2 = Medium, and 3 = Best Management Practice (BMP).

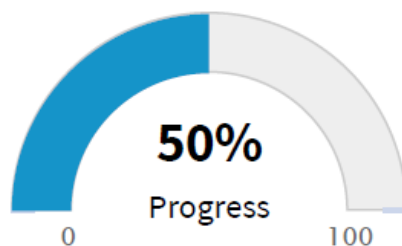
The priority level for each item is shown as an icon: 

---

**Progress.** The report indicates progress, or degree of completeness, for each task as of midyear.

Progress 50%

Overall progress is determined by the summation of each individual items' level of completion. For example, if one half of the items are 25% complete and one half are 75% complete, the overall progress result would be 50%. This high-level indicator is shown as a Progress arch at the start of each department section, and for the City overall.



---

**Status.** The report indicates status for each task as of midyear.

If an item is moving forward without impediment, on roughly the timeline anticipated in January, it is shown as “on track.” If it is moving forward without impediment, but on a slower pace than anticipated in January, it is shown as “some disruption.” In only a few cases citywide, there are items that are deferred to 2019 or will not complete at all. These are shown as “major disruption.”

Completed

On Track

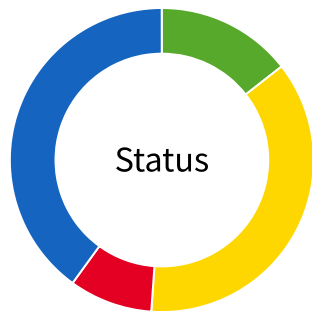
Some Disruption

Major Disruption

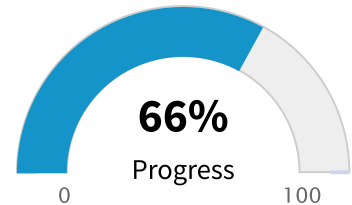
90

Work Plan Item

## Overall Summary



|                    |       |
|--------------------|-------|
|                    | %     |
| ● On Track         | 14.44 |
| ● Some Disruption  | 36.67 |
| ● Major Disruption | 8.89  |
| ● Completed        | 40.0  |



## RESULTS

Across the organization, results at year end indicate that a many of the City's 2018 workplan highest priorities are completed or are continuing with a moderate level of disruption/delay. A significant number of items have experienced some degree of timing delay ("Some Disruption") but are expected to complete in 2019. Only a very few isolated tasks have been deferred due to capacity or other issues ("Major Disruption").

## REPORTING FRAMEWORK

In 2018, the City implemented the use of Envisio software to capture workplan status and data on citywide metrics. This reporting tool was partially implemented in 2018 and was used to produce both the midyear and year-end reports on workplan status. In 2019, the City will complete user training for City staff and will complete the implementation for capturing and reporting on annual metrics. The City also plans to integrate Envisio functionality with OpenGov options, and to provide public access to this information via the City's website.

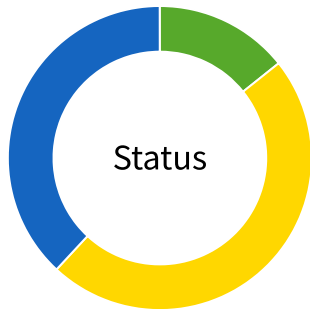


## **Executive**

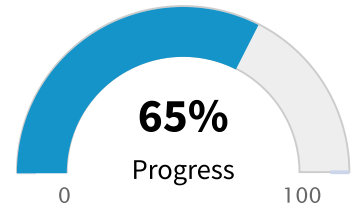
21

Work Plan Item

## Overall Summary



|                   |       |
|-------------------|-------|
| ● On Track        | 14.29 |
| ● Some Disruption | 47.62 |
| ● Completed       | 38.1  |



Priority: 1

**Work Plan Item 1.2.1**



Completed

Progress 100%

SR 305 Planning

Support SR 305 / regional transportation planning.

Cloned as Work Plan Item 4.4.2, Work Plan Item 3.6.2, and Work Plan Item 3.1.5

*Updated on Jan 02, 2019 22:52:54*

Ongoing. WSDOT presented to City Council in Q4.

**Work Plan Item 2.1.1**



Completed

Progress 100%

Provide briefing to City Council on legal issues for ADUs / condominiums.

Cloned as Work Plan Item 5.5.4 and Work Plan Item 2.6.4

*Updated on Jan 14, 2019 23:58:29*

Complete. Update provided to Council in Q1.

**Work Plan Item 2.6.1**



Completed

Progress 100%

Affordable Housing Initiatives

Support Council consideration of affordable housing initiatives, and recommendations from Affordable Housing Task Force.

Cloned as Work Plan Item 5.5.5 and Work Plan Item 4.6.3

*Updated on Jan 15, 2019 00:00:50*

In Q3-2018, the City Council received final recommendations from the Affordable Housing Task Force. In Q4, the City Council designated an Ad Hoc Committee to focus on implementation of these recommendations. These tasks are anticipated to be a high priority for 2019 workplans.

**Work Plan Item 3.4.1**



Completed

Progress 100%

Increase Broadband / Fiber Services

Continue to investigate community options to increase broadband coverage and fiber services.

Cloned as Work Plan Item 5.3.2 and Work Plan Item 4.4.3

*Updated on Jan 15, 2019 00:02:23*

Completed. The City Manager provided a presentation to City Council in Q1. Council requested further evaluation and a recommendation. In Q2 and Q3, City staff held discussions with a local company that is providing fiber service to Winslow area customers. City staff continues to seek ways in which City assistance could accelerate or expand the availability of broadband services in the community.

**Work Plan Item 3.5.1**

Completed

Progress 100%

**Downtown Parking Options**

Continue work to assess Downtown parking options.

Cloned as Work Plan Item 5.3.1 and Work Plan Item 4.4.1

Updated on Jan 13, 2019 21:55:40

In Q1 and Q2, staff provided to support on this issue to the Infrastructure Ballot Measure Task Force Subcommittee. The Subcommittee did not meet regularly in Q3/Q4 and did not request staff support for additional tasks. It is planned that the Subcommittee will present Council with a recommendations in Q1-2019 for next steps and to confirm whether additional effort will continue and, if so, in what form.

**Work Plan Item 4.6.1**

Completed

Progress 100%

**Support for Suzuki Property Planning**

Support Council consideration of proposals for Suzuki property.

Cloned as Work Plan Item 5.5.3

Updated on Jan 13, 2019 21:56:29

Completed. In July, City Council approved an 18-month agreement for property development services with Olympic Property Group (OPG). In November, OPG provided the Council with a briefing on the site studies to date, and public outreach. Also in November, OPG conducted a public workshop to share this information with community members.

In Fall, 2019 the City was informed that Housing Kitsap would not be able to act as a development partner for the project as planned. A Council Ad Hoc committee was designated to develop a recommendation for the full Council on how best to identify a new development partner. In Q1-2019, the Council is expected to consider this issue, as well as decision related to final site plan (unit numbers) and stormwater development approach.

**Work Plan Item 6.2.2**

Completed

Progress 100%

Support Council consideration of potential bond measure to support capital projects, and recommendations from Infrastructure Ballot Measure Task Force.

Cloned as Work Plan Item 6.3.4

Updated on Jan 13, 2019 21:53:05

Completed. City Council received recommendations from task force in Q2 and approved ballot measure for November, 2018 ballot. In Q3 and Q4, City staff provided extensive support for communication and community outreach, including several public workshops, educational information provided on the ferry and at other venues, and detailed information via the City's website and printed materials.

In November, voters defeated the levy. In 2019, work will continue to plan and prioritize nonmotorized initiatives that can be completed in the absence of additional levy funds.

**Work Plan Item 6.2.1**

Some Disruption

Progress 75%

**Workplan for Comp Plan Implementation Items**

Lead citywide efforts to complete multi-year implementation of identified Items from Comprehensive Plan Update.

Updated on Jan 13, 2019 21:58:23

In progress. In Q1-2018, the City selected BERK Inc. to facilitate the project to identified consistency items, coordinate with other identified Code initiatives, and develop an adopted multi-year workplan. City Council workshops were held in Q1 and Q2. Completion of this project was delayed due to the City Manager transition in Q3. A City Council briefing is planned for Q1-2019 to discuss next steps and status.

**Work Plan Item 1.3.1**  Some Disruption Progress 50%

Support for Police / Court Building

Support planning process for Police and Municipal Court Building Project.

Cloned as Work Plan Item 6.3.3 and Work Plan Item 3.5.2

Updated on Jan 02, 2019 22:54:46

In progress. City Council reviewed two site options in Q1. Staff and design team provided more detailed analysis and cost estimates for existing building opportunity in Q2. Work to negotiate potential purchase continued in Q3/Q4 per City Council direction. City discussions with property owner are ongoing.

**Work Plan Item 3.4.2**  On Track Progress 50%

Improve Cellular Service Coverage

Continue to investigate options to improve community cellular service coverage.

Cloned as Work Plan Item 5.3.3 and Work Plan Item 4.4.4

Updated on Jan 15, 2019 00:01:33

Ongoing. The City has been working with Verizon to upgrade equipment. The Legal Department is in ongoing negotiations with Verizon regarding lease, licensing, and franchise agreements and expects to complete lease agreement by Q2-2019 and a franchise agreement by Q4-2019. The Legal Division is also working with outside counsel in researching and analyzing issues related to franchise agreements more generally in a broader City-wide effort related to such agreements and activities.

**Work Plan Item 1.3.2**  Some Disruption Progress 25%

Emergency Preparedness Initiatives

Emergency Preparedness Initiatives: Adopt new EOP; Complete EOC upgrades; Complete planning for neighborhood hubs; Complete development of comprehensive portfolio of regularly scheduled training for City staff and community members.

Cloned as Work Plan Item 6.4.7, Work Plan Item 6.1.6, Work Plan Item 3.4.4, and Work Plan Item 1.5.2

Updated on Jan 02, 2019 22:57:30

Adopt new EOP – draft plan is complete and under review by City Staff and Community Stakeholders, approval planned for Q1-2019.

Complete EOC upgrades – deferred due to reassessment of City EOC functions by new Emergency Management Coordinator.

Complete planning for neighborhood hubs – In partnership with Bainbridge Prepares, planning for neighborhood hubs will continue into 2019.

Complete development of comprehensive portfolio of regularly scheduled training for City staff and community members – training portfolio is complete and a training and exercise plan will be implemented in 2019. Trainings include EOC-specific training for City staff, and Community Emergency Response Team (CERT), Wilderness First Responder (WFR), Map Your Neighborhood (MYN), and disaster preparedness training for community members.

AM Radio Tower – planning for new AM Radio Tower continues and permanent installation will be in place by the end of 2019.

Priority: 2

**Work Plan Item 2.5.1**



Completed

Progress 100%

Ferry District Planning

Long-range planning for Ferry District.

Cloned as Work Plan Item 6.3.7, Work Plan Item 5.3.4, Work Plan Item 4.7.1, Work Plan Item 4.4.5, Work Plan Item 3.6.3, and Work Plan Item 3.1.6

Updated on Jan 13, 2019 22:13:05

Completed. In Q4, representatives from WSDOT and WSF provided a briefing to City Council on their long-range planning process and key conclusions. City staff will continue to monitor WSF long-range strategic planning process.

**Work Plan Item 2.2.1**



On Track

Progress 75%

Support Climate Change Advisory Committee

Cloned as Work Plan Item 3.6.4 and Work Plan Item 2.3.1

Updated on Jan 02, 2019 23:00:49

Staff worked with CCAC members in Q2 to develop and issue an RFP for a Green House Gas Inventory. Proposals were reviewed in Q3 and Cascadia was selected as the preferred consultant. Staff discussed scope options with CCAC in Q4 and will bring forward a recommendation to initiate this project in Q1-2019.

**Work Plan Item 6.2.4**



Some Disruption

Progress 50%

Implement Envisio Software

Implement Envisio software for project tracking / performance metrics: Implement 2018 projects and data; Establish standard reports; User training.

Cloned as Work Plan Item 6.3.5

Updated on Jan 13, 2019 22:11:32

In progress. In Q1, staff worked with Envisio representatives to identify and implement significant changes to software reporting functions and user interface. An Envisio software release in Q2 provided updated and improved functionality. Staff used Envisio to produce the 2018 midyear workplan report. Next steps to complete implementation would be to rollout to other City users and to incorporate annual metrics. These efforts were planned for Q3/Q4 but were delayed due to the City Manager transition. Remaining implementation tasks are planned for Q1/Q2 2019

**Work Plan Item 6.2.5**



On Track

Progress 50%

Surplus Property Disposition

Continue to effectuate and pursue disposition of designated surplus property (Pritchard, Islandwood Easement, Manitou, Head-of-the-Bay).

Updated on Jan 13, 2019 22:22:41

- The sale of the applicable portion of the upland Manitou property is complete. The transfers of the other Manitou properties are in process with the Bainbridge Island Metropolitan Park and Recreation District (BIMPRD).
- The transfer of the Islandwood Easement is in process with the BIMPRD.
- The City and the BIMPRD have signed the transfer agreement regarding Pritchard Park and are awaiting approval from NOAA.
- After researching options regarding the Head-of-the-Bay properties, an option to un-surplus the properties is planned Council for consideration in Q1 2019.

**Work Plan Item 4.2.1**  Some Disruption Progress 25%

Support-Code Enforcement Initiatives

Code Enforcement – support consideration of enforcement options.

Updated on Jan 13, 2019 22:20:11

Research and analysis is ongoing. The Legal Department and the Code Compliance Officer provided a briefing to the Council in Q4. In Q1/Q2-2019, City staff will provide additional information and recommendations to the Council .

**Work Plan Item 4.3.1**  Some Disruption Progress 25%

Support for Sign Ordinance Review

Review sign ordinance.

Updated on Jan 13, 2019 22:20:50

This task is linked to Item 4.2.1 regarding code enforcement initiatives. As with that effort, research and analysis is ongoing. The Legal Department and the Code Compliance Officer provided a briefing to the Council in Q4 2018, and staff will be providing additional information and recommendations to the Council in Q1/Q2 2019.

**Work Plan Item 6.2.3**  Some Disruption Progress 25%

Establish Franchise Agreements

Establish franchise agreements with Bainbridge Disposal and utilities located in City right-of-way.

Updated on Jan 13, 2019 22:21:31

Research and analysis are ongoing, and negotiations are occurring with some utilities. The Legal Department is working with staff and outside counsel to prioritize franchise negotiation efforts and to evaluate possible improvements to the BIMC related to franchised utilities. It is expected that a determination related to such prioritization and evaluation will be complete by Q2 2019.

Priority: 3

**Work Plan Item 6.1.1**  Some Disruption Progress 67%

Human Resources Initiatives

Human Resources: Implement new mission, vision, values statements for City staff; Utilize new performance management software; Develop citywide plan for completion of online risk management training.

Cloned as Work Plan Item 6.6.2

*Updated on Jan 13, 2019 22:15:36*

- Mission/Vision/Values: Presented new staff-focused mission, vision, values statements to all work groups in the City in Q1. In Q2, incorporated new MVV into website, job descriptions and performance evaluations. Staff provided opportunities to recognize each other for “Living Our Values.” Will continue to seek other methods of sharing these statements with staff and also the public.
- Online performance management: New software program was initiated in Q1/Q2. User training was completed in Q2/Q3, along with some testing of the evaluation process. Staff will use this software for 2018 annual reviews.
- Online Risk Management Training. Deferred to 2019 due to need to respond to a high number of staff vacancies.

**Work Plan Item 6.4.1**  Some Disruption Progress 25%

Expand Code Enforcement Officer Jurisdiction

*Updated on Jan 13, 2019 22:23:00*

This task is linked to Item 4.2.1 regarding code enforcement initiatives. As with that effort, research and analysis is ongoing. The Legal Department and the Code Compliance Officer provided a briefing to the Council in Q4 2018, and staff will be providing additional information and recommendations to the Council in Q1/Q2 2019.

**Work Plan Item 6.4.2**  Some Disruption Progress 25%

Code Changes for Animal Control

Update animal control code per recommendations from Kitsap Humane Society.

*Updated on Jan 13, 2019 22:23:22*

The City Attorney and Deputy City Attorney are engaged in ongoing communications with the Animal Control Officer regarding options for improvements and updates to the Animal Control Code, and proposed amendments to those regulations will be brought to the Council for consideration. This task is linked to Item 4.2.1 regarding code enforcement initiatives more generally. The Legal Department provided an update to the Council in Q4 2018 regarding animal control considerations, and staff will be providing additional information and recommendations to the Council in Q1/Q2 2019, depending on the manner in which the Council prioritizes the various code compliance tasks that are being considered.

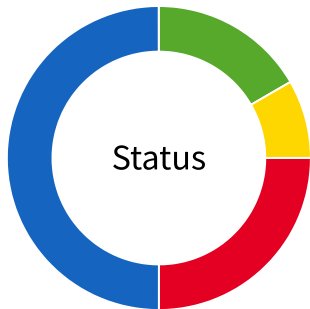


## **Finance and Administrative Services**

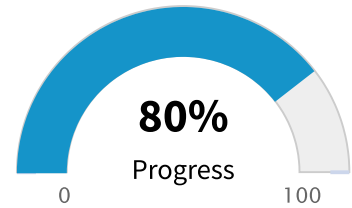
## 12

Work Plan Item

### Overall Summary



|                  |       |
|------------------|-------|
|                  | %     |
| On Track         | 16.67 |
| Some Disruption  | 8.33  |
| Major Disruption | 25.0  |
| Completed        | 50.0  |



Priority: 1

**Work Plan Item 6.1.2**



Completed

Progress 100%

Conduct Biennial Budget Process

Biennial budget process: Financial policy update; Operating budget; Capital budget.

Cloned as Work Plan Item 6.2.10

*Updated on Jan 01, 2019 00:10:37*

Biennial budget proposal delivered in Q3 and biennial budget and Capital Improvement Plan adopted in Q4.

Budget book will be produced in Q1 2019.

**Work Plan Item 6.3.1**



Completed

Progress 100%

Financing Support for Major Capital Initiatives

Provide financing support for major capital initiatives: Police and municipal court building; Infrastructure / trails; Credit rating; Potential long-term debt or levy lift.

*Updated on Jan 01, 2019 00:01:41*

Supported Transportation Levy process during 2018.

Will participate in prioritization and funding process related to CIP projects in 2019.

**Work Plan Item 6.3.2**



Completed

Progress 100%

Prepare PBB Review for 2019 Council Advance

Prepare for PBB visioning and review with City Council at January 2019 Advance.

*Updated on Jan 01, 2019 00:13:20*

Council and staff expressed interest in identifying replacement opportunities for Resource Alignment Diagnostic Tool, but plan to retain Fiscal Health approach. Review with Council planned for Q1 2019.

**Work Plan Item 3.1.1**



On Track

Progress 80%

Support for TBF Options

Transportation Benefit Fund (TBF): Identify spending priorities for existing TBF funds; Support Council consideration of potential rate increase.

Cloned as Work Plan Item 6.3.11 and Work Plan Item 3.2.1

*Updated on Dec 31, 2018 23:56:11*

The Council is currently discussing increasing the vehicle license fee and use of the new revenue that would result. Council is considering adding language to the Financial Policies to provide guidance on spending the TBD funds.

**Work Plan Item 3.3.1**  On Track Progress 75%

Support Sewer Utility Rate Study

Support rate study for Sewer Utility and Water Utility.

Cloned as Work Plan Item 6.3.14

*Updated on Jan 01, 2019 00:00:43*

In progress. Council is currently considering the initial phase of the consultant's work related to System Participation Fees. Ongoing work related to rates in Q1 of 2019.

**Work Plan Item 5.5.1**  Some Disruption Progress 75%

Business License Initiatives

Business license program: Transition to State program; Improve compliance; Develop code enforcement mechanism; Vacation rental properties.

Cloned as Work Plan Item 6.4.10 and Work Plan Item 6.2.13

*Updated on Jan 01, 2019 00:12:17*

Model code adopted in Q3.

Focus on enforcement efforts planned for Q1/Q2 in 2019 as more data is available from the state and City code enforcement approach solidifies.

Vacation rental properties – deferred.

Priority: 2

**Work Plan Item 3.1.2**  Completed Progress 100%

Improve Capital Projects Reporting

Provide regular capital and operating project status in conjunction with Public Works.

Cloned as Work Plan Item 6.2.11, Work Plan Item 3.5.4, and Work Plan Item 3.3.6

*Updated on Jan 01, 2019 00:14:03*

Ongoing. Q3 reporting delayed due to budget development.

**Work Plan Item 6.2.7**  Completed Progress 100%

Priority Base Budgeting Initiatives

Priority Based Budgeting: Consider options for including this information in ongoing accounting; Update program inventory approach; Include in 2019-2020 biennial budgeting.

Cloned as Work Plan Item 6.3.6

*Updated on Jan 01, 2019 00:14:54*

Information on PBB program and quartile information included with Proposed Budget materials.

**Work Plan Item 6.2.6**  **Major Disruption** **Progress 50%**

Payroll System Initiatives

Implement payroll initiatives: Move to online timesheets; Increase use of project coding.

*Updated on Jan 01, 2019 00:15:29*

Ongoing effort. Pilot program implemented in Q4. Full roll out for most departments and work groups planned in Q1/Q2 2019.

**Work Plan Item 6.4.3**  **Major Disruption** **Progress 25%**

Support ePlan Check/SmartGov Initiatives

Support implementation of ePlan Check initiative.

*Updated on Jan 01, 2019 00:15:54*

Data integration deferred pending completion of higher priority PCD initiatives.

Priority: 3

**Work Plan Item 6.4.4**  **Completed** **Progress 100%**

Support for Citizen Advisory Committees

Support citizen advisory committees: Utility Advisory Committee, Multi-Modal Transportation Advisory Committee, Island Center Subarea Planning, Infrastructure Ballot Measure Task Force.

*Updated on Jan 01, 2019 00:17:14*

Support provided as requested.

**Work Plan Item 6.1.3**  **Major Disruption** **Progress 50%**

GIS Initiatives

Support initiatives to expand use of GIS for City asset management.

*Updated on Jan 01, 2019 00:16:38*

Ongoing.

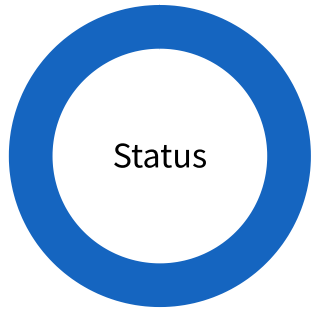


## **Municipal Court**

2

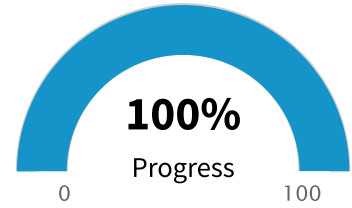
Work Plan Item

## Overall Summary



● Completed

%  
100.0



**Work Plan Item 3.4.3**



Completed

Progress 100%

Expand Outreach for Passport Services

Passport processing: Continue offering passport service three times per week by appointment; Additional outreach / advertising efforts to raise community awareness of the service being offered.

*Updated on Jan 01, 2019 00:34:39*

The Municipal Court continues to process passports by appointment Wednesday through Friday. Advertising and outreach were expanded in 2018.

**Work Plan Item 4.6.2**



Completed

Progress 100%

Explore Options for Mental Health Partnerships

Mental health support: Explore options for partnerships with Helpline House, Kitsap Mental Health, and other organizations to provide support for mentally ill defendants with criminal charges.

Cloned as Work Plan Item 4.7.2

*Updated on Jan 01, 2019 00:34:16*

The Court refers appropriate defendants to Helpline House for social work appointments and other service needs. The Mental Health Navigator grant takes cases referred by Bainbridge Island law enforcement and at times assists defendants going through the court process. The current Mental Health Navigator, Kelsey Lynch, has been present in Court on Bainbridge Island many times and has successfully assisted several seriously mentally ill defendants in connecting with services.

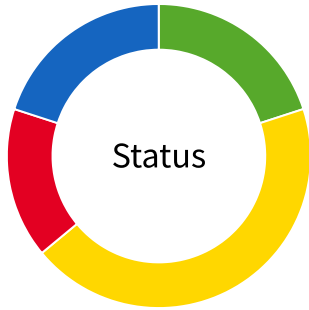


## **Planning and Community Development**

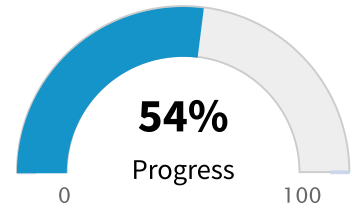
25

Work Plan Item

## Overall Summary



|                    |      |
|--------------------|------|
| ● On Track         | 20.0 |
| ● Some Disruption  | 44.0 |
| ● Major Disruption | 16.0 |
| ● Completed        | 20.0 |



Priority: 1

**Work Plan Item 1.4.1**



Completed

Progress 100%

Update Critical Areas Ordinance

Update Critical Areas Ordinance (CAO) to comply with Growth Management Act requirements.

Cloned as Work Plan Item 4.2.5, Work Plan Item 2.2.6, and Work Plan Item 2.1.8

Updated on Jan 07, 2019 21:36:00

Completed. City Council adopted CAO Ordinance 2018-01 on February 27, 2018. The ordinance became effective April 23, 2018.

**Work Plan Item 1.4.5**



Completed

Progress 100%

Support for Land Use Litigation Cases

Coordinate and support City Attorney in land use litigation cases.

Cloned as Work Plan Item 6.4.9 and Work Plan Item 2.1.11

Updated on Jan 07, 2019 21:41:24

Ongoing.

**Work Plan Item 2.1.3**



Completed

Progress 100%

Business / Industrial Zoning BIMC Update

Update business / industrial zoning district: Update BIMC to address appropriate uses the regulations.

Cloned as Work Plan Item 5.3.7

Updated on Jan 07, 2019 21:36:35

Completed. On June 12, 2018, the City Council adopted Ordinance 2018-13. . In 2019, the City Council will revisit the “live/work unit” provisions of the Business/Industrial zoning district.

**Work Plan Item 2.1.4**



Completed

Progress 100%

Support for LID Initiatives

Support low impact development (LID) implementation (led by Public Works): Address and implement storm water regulations consistent with Federal and State requirements; Phase 2 LID administration and code changes.

Cloned as Work Plan Item 2.3.2

Updated on Jan 07, 2019 21:37:23

Completed. The Site Assessment Review (SAR) application form was condensed and improved to be more user-friendly. Process improvements are still being considered.

**Work Plan Item 2.2.2**  On Track Progress 80%

Comp Plan - Vegetation / Low Impact Development

Tree / Low Impact Development Ad Hoc (in collaboration with Public Works): Update Municipal Code to address land clearing, vegetative management, critical area trees / vegetation, and native vegetation protection areas. COMP PLAN

Cloned as Work Plan Item 4.2.2

*Updated on Jan 15, 2019 00:06:47*

Completed/In Process. During February – September 2018, the Tree/Low Impact Development Ad Hoc committee met to discuss BIMC 16.18 and 18.15.010. The Committee completed its work and transmitted recommendations to the Planning Commission. In August 2018, the Planning Commission discussed and forwarded to the City Council proposed Ordinance No. 2018-19 addressing land clearing and landmark tree regulations. In September/October 2018, the City Council reviewed the proposed ordinance and held a public hearing. On October 23, 2018, the City Council adopted Ordinance No. 2018-19 relating to tree removal permitting and tree and landscaping retention and maintenance requirements; and, repealed and replaced BIMC 16.18 and amended Section 18.15.010.

On April 24, 2018, the City Council repealed BIMC 16.22, Vegetation Management.

On June 26, 2018, the City Council adopted Ordinance No. 2018-25 which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees. On December 11, 2018, the City Council adopted Ordinance No. 2018-45 which amended and extended the Landmark Tree regulations. The interim regulation ordinance is in effect until June 2019, unless the City Council acts before then.

In October 2018, the City Council authorized the City Manager to enter into a contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC. The report will be presented to the City Council in Q1 2019.

**Work Plan Item 1.4.2**  On Track Progress 75%

Amend SMP for Consistency

Adopt Shoreline Master Plan (SMP) Amendments: Phase 1 - amend SMP to be consistent with CAO, Growth Management Act, and Shoreline Management Act.

Cloned as Work Plan Item 4.2.6, Work Plan Item 2.2.7, and Work Plan Item 2.1.9

*Updated on Jan 15, 2019 00:07:25*

In Process. Initiated in the fall of 2017, the Planning Commission continued their discussions (Q1-Q2) on the SMP amendment to integrate the CAO. On May 24 and June 7, 2018, a public hearing was held on the SMP/CAO integration. The Planning Commission recommended that the SMP/CAO integration amendment be addressed concurrently with amendments to nonconforming structures, uses and lots.

On September 11, 2018, the City Council held a public hearing on SMP/CAO integration and nonconforming structures, uses and lots. In October/November 2018, the City Council held study sessions and continued to receive public comment on the proposal. On December 11, 2018, the City Council completed their deliberations on proposed SMP amendments regarding SMP/CAO integration and nonconforming issues. On January 8, 2019, the City Council considered Resolution 2019-05, approving the draft SMP amendment and authorizing staff to transmit the draft amendment to Washington State Department of Ecology for initial review. The SMP amendment process is expected to be completed in Q2/ Q3 2019.

**Work Plan Item 5.5.2**  On Track Progress 75%

Comp Plan - Improve Development Review Process

Improve development review process. COMP PLAN

Cloned as Work Plan Item 6.4.11 and Work Plan Item 6.2.14

Updated on Jan 07, 2019 21:45:54

Ongoing. Progress and implementation is captured via other specific workplan tasks.

#### Work Plan Item 6.2.8



Some Disruption

Progress 75%

##### Administrative Initiatives

Improve department administrative functions: PCD section of City website; Development review process; Utilization of SmartGov functionality; Standard operation procedures and policies.

Cloned as Work Plan Item 6.6.1

Updated on Jan 07, 2019 21:47:55

In Process. City website refreshed and updated in Q2 (April). Implemented Latimore recommendations, improved SmartGov functionality, initiated process performance improvement days, established new operational standards, procedures and policies. Created “consultation meeting” development review process and “zoning verification letter,” established internal “development review committee” (DRC), initiated single comprehensive intra-department development review letter for revisions and request for additional information, transitioned to HEX administrative clerk duty responsibilities, created on-line appointment scheduling, and developed “new” post card public notice standards. Researching options for electronic communications with the public to increase staff accessibility.

#### Work Plan Item 1.2.2



On Track

Progress 50%

##### Comp Plan - Island Center Subarea Plan

Island Center subarea plan: Citizen Advisory Steering Committee to address land use, traffic circulation, utilities / infrastructure, and neighborhood planning issues. COMP PLAN

Cloned as Work Plan Item 6.5.2, Work Plan Item 3.6.5, Work Plan Item 3.3.5, Work Plan Item 2.6.5, and Work Plan Item 2.1.7

Updated on Jan 15, 2019 00:07:50

In Process. In fall 2017, a citizen advisory steering committee was established. Committee meetings are held bi-monthly. A consultant was hired in 2018 Q1. Subarea planning scope of work, budget and timeline have been established. A widely-advertised public community meeting was held in March 2018. Subarea Plan issues have been identified, a vision statement and planning goals have been drafted. A subarea plan community survey was conducted. Existing conditions have been analyzed and alternatives will be developed. The Committee recommended subarea plan is expected to be presented to the City Council in Q3/Q4 2019.

#### Work Plan Item 1.4.3



Some Disruption

Progress 50%

##### General SMP Amendments

Adopt Shoreline Master Plan (SMP) Amendments: Phase 2 - amend SMP to address general issues.

Cloned as Work Plan Item 4.2.7, Work Plan Item 2.2.8, and Work Plan Item 2.1.10

Updated on Jan 07, 2019 21:51:17

In Process. In January 2018, the Planning Commission began its review of the SMP Amendment Phase 2 and developed a list of 10 “guiding themes” or topics. “Nonconforming” was addressed first. On April 12, 2018, the Planning Commission completed its review of “nonconforming.” The City Council considered these amendments throughout September – December, 2018. On January 8, 2019, the City Council will consider Resolution 2019-05, approving the draft SMP amendment and authorizing staff to transmit the draft amendment to Washington State Department of Ecology for initial review. Additional amendments will be considered in 2019 as part of the 2020 Shoreline Master Program periodic review process.

**Work Plan Item 2.1.2**  Some Disruption Progress 50%

Develop CAO / SMP Monitoring Plan

Develop Critical Areas / Shoreline Master Plan monitoring plan: Capture and track permit activity; Ensure compliance.

Cloned as Work Plan Item 4.2.9, Work Plan Item 2.4.4, and Work Plan Item 2.2.10

*Updated on Jan 07, 2019 21:41:58*

In Process. An intern was hired in Q2 and a monitoring program is being developed, largely based on permit tracking and compliance efforts.

**Work Plan Item 2.1.5**  On Track Progress 50%

Comp Plan - Consistency Updates to BIMC

Update Bainbridge Island Municipal Code. COMP PLAN

Cloned as Work Plan Item 2.6.6, Work Plan Item 2.5.9, Work Plan Item 2.4.5, Work Plan Item 2.3.3, and Work Plan Item 2.2.11

*Updated on Jan 15, 2019 00:08:19*

In Process. BERK Consulting, in partnership with the Watershed Company, worked with City staff to undertake a review of the BIMC and Comprehensive Plan to identify a docket of potential changes, develop and apply a prioritization tool to the items identified in the docket, and create a prioritized workplan to guide implementation. A project kick-off meeting was held with the City Council in Q4, and the Planning Commission in May, 2018. Work to develop a draft workplan continued in Q3/Q4. A proposed structure will be presented to City Council in Q1 2019

**Work Plan Item 2.1.6**  Some Disruption Progress 50%

Comp Plan - TDR / PDR Program Review

Transfer of Development Rights (TDR) / Purchase of Development Rights (PDR) Program Review: Determine reasons the City's PDR and TDR programs have been unsuccessful and explore ways to improve them; Integrate with other planning initiatives (subarea planning, affordable housing). COMP PLAN

Cloned as Work Plan Item 6.2.15 and Work Plan Item 5.3.8

*Updated on Jan 07, 2019 21:52:08*

In Process. On June 12, 2018, City Council approved a contract with ECONorthwest, in partnership with Forterra, to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights Program. On June 19, 2018, ECONorthwest and Forterra presented the project methodology to the City Council. In October and December 2018, the City Council received updates on the analysis and study. A final report is expected in Q1 2019.

**Work Plan Item 2.6.3**  Some Disruption Progress 50%

Comp Plan - Affordable Housing Initiatives

Affordable housing: Update Municipal Code to address affordable housing regulations and standards; Affordable Housing Task Force to identify programs, policies, regulations, and incentives. COMP PLAN

Cloned as Work Plan Item 5.5.6 and Work Plan Item 4.6.5

Updated on Jan 07, 2019 21:54:18

In Process. On June 12, 2018, City Council approved a contract with ECONorthwest, in partnership with Forterra, to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights Program. On June 19, 2018, ECONorthwest and Forterra presented the project methodology to the City Council. In October and December 2018, the City Council received updates on the analysis and study. A final report is expected in Q1 2019.

**Work Plan Item 6.1.4**  Some Disruption Progress 50%

Expand Use of SmartGov Development Review

Utilize and expand SmartGov development review software features.

Updated on Jan 07, 2019 21:47:03

In Process. Created Initial Level of Service (iLOS) standards for development review, developed weekly cross-team prioritization and SmartGov development review due dates, and worked on reducing "backlog aging" projects and establishing priority workflow procedures.

**Work Plan Item 6.2.9**  Some Disruption Progress 50%

Comp Plan - Development Moratorium

Building Permit and Land Use Application Moratorium: Administer and develop work plan. COMP PLAN

In Process. On January 9, 2018, the City Council passed Ordinance 2018-02 declaring a temporary six-month moratorium on the acceptance of certain development applications, with specified exclusions. In 2018, the ordinance was amended 7 times for clarifications and to further address development regulations. On November 13, 2018, the interim ordinance was extended to April 8, 2019 to allow additional work to be done on subdivision guidelines/standards/criteria, design guidelines, and affordable housing, unless the City council takes further action before such date.

#### **Critical Areas Ordinance**

On April 24, 2018, the City Council amended the ordinance to apply the aquifer recharge protection area (ARPA) requirement to the City's shoreline jurisdiction areas (Ordinance 2018-14). On November 13, 2018, the City Council adopted Ordinance 2018-43 to remove the ARPA requirement from the moratorium.

On September 11, 2018, the City Council conducted a public hearing on the SMP amendment and held study sessions in October – November, 2018. On December 11, 2018, the City Council directed staff to draft a resolution to integrate the SMP/CAO and address non-conforming issues. In Q1 2019, the City's proposed SMP amendment will be transmitted to Washington State Department of Ecology for initial review. The SMP amendment process is expected to be completed in Q2/ Q3 2019.

#### **Subdivisions**

The Design Review Board and Planning Commission met frequently in 2018 to review, discuss, and make recommendations on subdivision design guidelines, standards and the review process, decision criteria, and decision-making authority. On October 23, 2018, the City Council held a public hearing related to the Design Review Board and Planning Commission recommendations on subdivision review process and decision-making authority. On December 13, 2018, the City Council adopted Ordinance No. 2018-20 relating to revisions to BIMC Title 2 regarding Land Use Review and Approval Bodies and Procedures. The Planning Commission will continue its discussion on subdivision design guidelines and standards in Q1-Q2 2019. Further Planning Commission recommendations will be forwarded to the City Council in 2019 regarding subdivision development regulations.

#### **Design Guidelines Update**

On October 23, 2018, the City Council authorized a professional services agreement with a consultant to produce an updated set of design guidelines. On November 13, 2018, a project kick-off meeting was held with the Design Review Board. On December 19, 2018, focus groups met. The update to the City's Design Guidelines is expected to be completed in Q2 2019.

#### **Affordable Housing**

On July 24 and August 21, 2018, the City Council discussed the Affordable Housing Task Force report. The City Council subsequently "accepted" the report and recommendations and requested that a work program be developed to explore the priority recommendations and quick wins identified in the report. A work program will be presented in Q1 2019. On November 13, 2018, the City Council dissolved the Affordable Housing Task Force and created a Council Ad Hoc Committee for Affordable Housing.

On June 12, 2018, the City Council approved a contract with a consultant to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's transfer of development rights program. The City Council received updates on the analysis and study in October and December 2018. A final report is expected in Q1 2019.

#### **Business/Industrial Zoning District**

On November 13, 2018, the City Council adopted Ordinance No. 2018-43 exempting from the moratorium B/I zoning district Major Site Plan and Design review and Major Conditional Use permits. In Q1 2019, the City Council will discuss whether B/I zoning district commercial subdivisions should also be exempt from the moratorium.

#### **Accessory Dwelling Units**

On October 23, 2018, the City Council considered whether the City can prohibit, regulate, or otherwise discourage property owners from making condominiums out of accessory dwelling units locate on their property. The City Council will address this issue in Q1 2019.

**Work Plan Item 1.2.11**  **Major Disruption** **Progress 25%**

Comp Plan - Winslow Subarea Parking Study

Winslow subarea parking study (in collaboration with Public Works): Understand efficiency of parking system use, identify system capacity, and identify solutions for system improvement; Study parking system interaction with traffic circulation, public transportation, and non-motorized transportation. COMP PLAN

Cloned as Work Plan Item 6.3.8, Work Plan Item 5.3.5, Work Plan Item 4.4.6, Work Plan Item 3.5.3, Work Plan Item 3.1.7, and Work Plan Item 2.5.2

*Updated on Jan 07, 2019 21:50:47*

In Process. Coordinating near term implementing actions with the downtown association. Parking study recommendations are being reviewed and prioritized.

**Work Plan Item 1.4.6**  **Some Disruption** **Progress 25%**

Support-Code Enforcement Initiatives

Rewrite / update code enforcement regulations (in collaboration with City Attorney).

Cloned as Work Plan Item 4.2.8

*Updated on Jan 07, 2019 21:51:40*

In Process. Conducting legal review and code enforcement regulation research. On September 18 and November 27, 2018, the City Council received an update on general code enforcement trends, Chapter BIMC 1.26, sign codes, and animal control code. The City Council will address code compliance in Q1/Q2 2019.

**Work Plan Item 2.2.3**  **Some Disruption** **Progress 25%**

Comp Plan - Green Building Certificate Program

Green Building Certification program. COMP PLAN

Cloned as Work Plan Item 2.4.3

*Updated on Jan 07, 2019 21:52:38*

In Process. On July 17, 2018, the City Council was presented information on a 2018 Green Building Incentive Program, including the description of green building principles and sustainable building programs, and various policy options. The City Council will address this issue in Q1/Q2 2019.

**Work Plan Item 2.6.2**  **Some Disruption** **Progress 25%**

Support for Suzuki Property Planning

Support Suzuki property planning: Conduct project development review consistent with the development agreement and Municipal Code.

Cloned as Work Plan Item 4.6.4

*Updated on Jan 07, 2019 21:53:52*

In Process. On June 12, 2018, the City Council approved a professional services agreement for Suzuki Property Entitlement Services. The project development review phase of the project has not yet begun.

**Work Plan Item 4.3.2**  **Some Disruption** **Progress 25%**

Support for Sign Ordinance Review

Review / update sign regulations (in collaboration with City Attorney).

*Updated on Jan 07, 2019 21:54:50*

In Process. Conducting legal review and sign regulation research. On September 18 and November 27, 2018, the City Council received an update on general code enforcement trends, Chapter BIMC 1.26, sign codes, and animal control code. The City Council will address code compliance in Q1/Q2 2019.

**Work Plan Item 6.1.5**  **Major Disruption** **Progress 25%**

Implement SmartGov ePlan Check

Implement SmartGov e-Plan Check electronic on-line permit submittal and review process.

*Updated on Jan 07, 2019 21:55:19*

In Process. Preparing for electronic submittal and plan review. Visited Kitsap County to learn about the software program opportunities and constraints. Project is delayed, pending program review and assessment. This project will be addressed in 2019.

**Work Plan Item 1.4.4**  **Major Disruption** **Progress 0%**

Amend SEPA Ordinance

Amend State Environmental Policy Act (SEPA) Ordinance to reflect updates approved by State in 2014.

Cloned as Work Plan Item 6.4.8 and Work Plan Item 2.2.9

*Updated on Jan 07, 2019 21:55:45*

Delayed until 2019 due to other tasks and priorities.

**Work Plan Item 2.4.1**  **Major Disruption** **Progress 0%**

Comp Plan - ARL Designation

Agricultural Resource Land (ARL) designation: Collaborate with regional agencies, organizations, and stakeholders to potentially create a new ARL designation; Consider designating City-owned farmland as ARL; Integrate with other planning initiatives (TDR/PDR program, subarea planning, affordable housing). COMP PLAN

Cloned as Work Plan Item 4.7.3 and Work Plan Item 4.3.3

*Updated on Jan 07, 2019 21:56:15*

Delayed due to other tasks and priorities.

Priority: 3

**Work Plan Item 6.5.1**

Completed

Progress 100%

## Support for Citizen Advisory Committees

Support citizen advisory committees: Planning Commission, Design Review Board, Historic Preservation Commission, Environmental Technical Advisory Committee, Ad Hoc Tree LID Committee, Affordable Housing Task Force, Island Center Subarea Plan Steering Committee.

*Updated on Jan 07, 2019 21:56:33*

Ongoing. Department staff provide support for monthly or bi-monthly meetings.

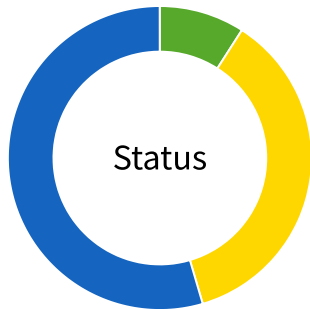


## **Public Safety**

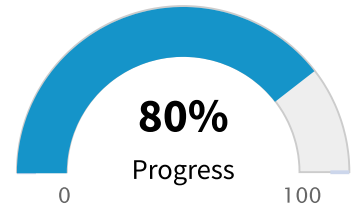
11

Work Plan Item

## Overall Summary



|                   |       |
|-------------------|-------|
|                   | %     |
| ● On Track        | 9.09  |
| ● Some Disruption | 36.36 |
| ● Completed       | 54.55 |



Priority: 1

**Work Plan Item 1.1.3**



Completed

Progress 100%

Crisis Intervention Training (CIT).

Cloned as Work Plan Item 6.1.7, Work Plan Item 4.6.6, and Work Plan Item 1.3.6

Updated on Jan 15, 2019 00:05:14

All officers have been through the 40-Hour CIT course. Officers are in the process of completing a state mandated 2-hour online course.

**Work Plan Item 1.3.3**



Completed

Progress 100%

Continue supporting Council on the Police Station replacement project.

Cloned as Work Plan Item 6.3.17 and Work Plan Item 3.5.7

Updated on Jan 02, 2019 21:44:27

Ongoing.

**Work Plan Item 1.5.1**



Completed

Progress 100%

Continue department support of the Public Safety Committee.

Cloned as Work Plan Item 6.2.16

Updated on Jan 02, 2019 21:54:18

Attended quarterly meetings for Q1 - Q4.

**Work Plan Item 6.1.9**



Completed

Progress 100%

Implement rank of Corporal to replace Relief Supervisor designation.

Updated on Jan 02, 2019 21:51:44

In mid-November, testing was held for the new rank of corporal. The list was certified by the Civil Service Commission and the Chief selected four officers for promotion.

**Work Plan Item 6.4.5**



Completed

Progress 100%

WASPC Accreditation Maintenance

Maintain proofs for Washington Association of Sheriffs and Police Chiefs (WASPC) department accreditation.

Updated on Jan 02, 2019 21:43:51

On track for 2018 proofs. Several of the 2018 proofs are completed at the conclusion of the year.

**Work Plan Item 1.1.1**  Some Disruption Progress 75%

Continue hiring initiative to fill remaining vacancies.

Cloned as Work Plan Item 6.6.3

*Updated on Jan 15, 2019 00:04:41*

Officer was hired for remaining vacant position in Q4 but resigned in December, 2018.

**Work Plan Item 6.4.12**  Some Disruption Progress 75%

Implement new body-worn camera policy.

*Updated on Jan 02, 2019 21:53:01*

Program was approved and the hardware is arriving at the police station. Implementation has been delayed to 2019 Q1.

**Work Plan Item 6.1.10**  On Track Progress 50%

Guild contract negotiation.

Cloned as Work Plan Item 6.6.4 and Work Plan Item 6.5.4

*Updated on Jan 02, 2019 21:53:29*

Contract negotiations are currently underway between the Guild and the City.

**Work Plan Item 1.1.2**  Some Disruption Progress 25%

Develop a five-year strategic plan.

Cloned as Work Plan Item 5.3.10 and Work Plan Item 1.3.5

*Updated on Jan 02, 2019 21:50:11*

Ongoing. Will continue to work with WASPC Director Strachan in 2019 for further development.

Priority: 2

**Work Plan Item 1.1.4**  Some Disruption Progress 50%

Implement K9 program.

Cloned as Work Plan Item 6.1.8

*Updated on Jan 02, 2019 21:55:54*

Staff training was completed in 2017. The initial bloodhound that was being trained for BIPD did not work out for law enforcement purposes and a second bloodhound is being trained for tracking. The second bloodhound is being trained with promising early reports. Hoping for a 2019 Q2 arrival.

Priority: 3

**Work Plan Item 3.4.5**



Completed

Progress 100%

Continue to improve and add new content to the BIPD website.

Cloned as Work Plan Item 6.5.5 and Work Plan Item 6.1.11

*Updated on Jan 02, 2019 21:54:55*

Content is continuously updated as needed.

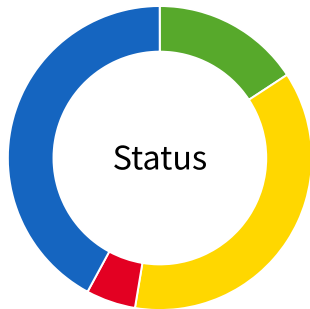


## **Public Works**

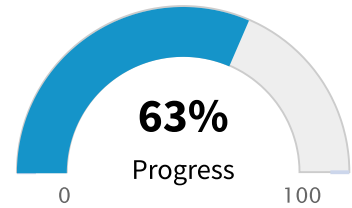
19

Work Plan Item

## Overall Summary



|                  |       |
|------------------|-------|
|                  | %     |
| On Track         | 15.79 |
| Some Disruption  | 36.84 |
| Major Disruption | 5.26  |
| Completed        | 42.11 |



Priority: 1

**Work Plan Item 1.2.3**



Completed

Progress 100%

Sound-to-Olympics Project Phase 2 and 4

Complete construction for Phases 2 and 4 of Sound-to-Olympics (STO) Trail Project.

Cloned as Work Plan Item 4.4.8, Work Plan Item 4.1.2, Work Plan Item 3.1.9, and Work Plan Item 2.5.4

Updated on Jan 02, 2019 20:48:33

Completed Q1.

**Work Plan Item 1.2.4**



Completed

Progress 100%

Sound-to-Olympics Project Phase 3

Complete design for STO Phase 3.

Cloned as Work Plan Item 4.4.7, Work Plan Item 4.1.1, Work Plan Item 3.1.8, and Work Plan Item 2.5.3

Updated on Jan 02, 2019 20:49:30

Project cancelled per Council direction in Q2.

**Work Plan Item 1.2.6**



Completed

Progress 100%

Miller and Fletcher Roads Shoulder Improvements

Complete construction of Miller and Fletcher Roads shoulder improvements.

Cloned as Work Plan Item 5.3.6, Work Plan Item 4.4.10, Work Plan Item 3.1.11, and Work Plan Item 2.5.6

Updated on Jan 02, 2019 20:53:44

Completed Q4.

**Work Plan Item 1.2.8**



Completed

Progress 100%

Support STO Project Review

Support City Council review of complete STO project.

Cloned as Work Plan Item 6.3.10, Work Plan Item 3.1.12, and Work Plan Item 2.5.7

Updated on Jan 02, 2019 20:49:59

Overview presented to City Council Q2.

**Work Plan Item 2.4.2**



Completed

Progress 100%

City Dock Replacement Project

Complete construction for City Dock replacement

Cloned as Work Plan Item 5.3.9, Work Plan Item 4.1.4, and Work Plan Item 3.5.6

Updated on Jan 02, 2019 20:50:26

Completed in Q1.

#### Work Plan Item 3.6.1



Completed

Progress 100%

SR 305 Planning

Support SR 305 / regional transportation planning.

Cloned as Work Plan Item 6.3.16

Updated on Jan 02, 2019 20:51:27

Ongoing. WSDOT presented preliminary plans to City Council Q3.

#### Work Plan Item 3.1.3



On Track

Progress 75%

Support for TBD Options

Identify uses for Transportation Benefit District (TBD) funds.

Cloned as Work Plan Item 6.3.12 and Work Plan Item 3.2.2

Updated on Jan 02, 2019 20:51:01

In progress. Public Works is coordinating with Finance Department.

#### Work Plan Item 1.2.5



Some Disruption

Progress 50%

Sound-to-Olympics Project Phase 1

Complete re-design and construction for Phase 1 - Olympic Dr. of Sound-to-Olympics (STO) Trail Project.

Cloned as Work Plan Item 4.4.9, Work Plan Item 4.1.3, Work Plan Item 3.1.10, and Work Plan Item 2.5.5

Updated on Jan 02, 2019 20:52:48

Design and ROW acquisition complete. Will re-bid project for construction 2019 Q1.

#### Work Plan Item 3.3.2



Some Disruption

Progress 50%

Support Sewer Utility Rate Study

Complete rate study for sewer utility.

Cloned as Work Plan Item 6.3.15

Updated on Jan 02, 2019 20:52:03

In progress. Anticipate to complete 2019 Q1.

**Work Plan Item 6.4.6**  On Track Progress 50%

APWA Accreditation

Pursue agency accreditation through APWA.

Updated on Jan 02, 2019 20:54:58

Mult-year accreditation process underway. Expect to complete by Q4 2019

**Work Plan Item 1.3.4**  Some Disruption Progress 25%

Police and Municipal Court Building Project: Site selection; Funding plan; Initiate project design.

Cloned as Work Plan Item 6.3.18 and Work Plan Item 3.5.8

Updated on Jan 02, 2019 20:54:21

Site selection in progress. Anticipate City Council decision on property acquisition 2019 Q1.

**Work Plan Item 1.2.7**  Some Disruption Progress 0%

Support Traffic Concurrency / Traffic Study Review

Support City Council review of traffic concurrency / traffic study methodology.

Cloned as Work Plan Item 6.3.9

Updated on Jan 02, 2019 20:56:18

Deferred due to higher priority work. Plan to procure consultant for 2019 Q1.

**Work Plan Item 2.2.4**  Some Disruption Progress 0%

Groundwater Management Plan

Provide workplan for development of Groundwater Management Plan following City Council direction.

Cloned as Work Plan Item 3.3.4

Updated on Jan 02, 2019 20:57:05

Included in 2019-20 Budget. Workplan will be developed by 2019 Q2 pending hiring action.

Priority: 2

**Work Plan Item 1.2.9**  Some Disruption Progress 50%

Wyatt Way Project Phase 1

Complete Wyatt Way – Phase 1 design.

Cloned as Work Plan Item 4.4.11, Work Plan Item 3.1.13, and Work Plan Item 2.5.8

Updated on Jan 02, 2019 20:57:33

Right-of-way acquisition in progress. To complete in Q2 2019.

**Work Plan Item 1.4.7**  **Some Disruption** **Progress 25%**

Ordinance for Fats Oils and Grease

Adopt ordinance to regulate Fats, Oil and Grease (FOG).

Cloned as Work Plan Item 4.2.3 and Work Plan Item 3.3.8

Updated on Jan 02, 2019 20:58:30

Scheduled for initial Council discussion in 2019 Q1.

**Work Plan Item 1.4.8**  **Major Disruption** **Progress 0%**

State of the Island's Waters Report

Complete 2nd Edition of State of the Island's Waters Report.

Cloned as Work Plan Item 4.2.4, Work Plan Item 2.2.5, and Work Plan Item 1.5.4

Updated on Jan 02, 2019 20:59:03

Deferred due to staff availability.

Priority: 3

**Work Plan Item 1.2.10**  **Completed** **Progress 100%**

Support for Citizen Advisory Committees

Support citizen advisory committees: Utility Advisory Committee, Multi-Modal Transportation Advisory Committee, Island Center Subarea Planning, Infrastructure Ballot Measure Task Force.

Cloned as Work Plan Item 6.5.3 and Work Plan Item 1.5.3

Updated on Jan 02, 2019 20:59:41

Ongoing.

**Work Plan Item 3.1.4**  **Completed** **Progress 100%**

Improve Capital Projects Reporting

Develop improved internal reporting with Finance to monitor capital project status.

Cloned as Work Plan Item 6.3.13, Work Plan Item 3.5.5, and Work Plan Item 3.3.7

Updated on Jan 02, 2019 21:00:16

In progress. Public Works is coordinating with Finance Department to improve content and format for quarterly reports.

### Work Plan Item 3.3.3



On Track

Progress 75%

#### GIS Initiatives

Support initiatives to expand use of GIS for City asset management.

Cloned as Work Plan Item 6.2.12

Updated on Jan 02, 2019 21:08:12

In progress. Current project includes the use of mobile technology to complete the stormwater system mapping.



# CITY OF BAINBRIDGE ISLAND

## 2019 Workplan Priorities

DRAFT FOR DISCUSSION

**EXECUTIVE**

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Q1 - Q2 2019 | Complete site selection/acquisition for Police/Court project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | EXEC |
| Q1 – Q4 2019 | Suzuki project: support Council decisions to identify new development partner, finalize site plans, select stormwater management method, and complete site development                                                                                                                                                                                                                                                                                                                                                                           | EXEC |
| Q1 - Q2 2019 | Replace Finance Director: recruitment and onboarding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | EXEC |
| Q1 – Q3 2019 | Replace Police Chief: recruitment and onboarding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EXEC |
| Q1 2019      | Groundwater Management Plan: consider partnership options with KPUD                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | EXEC |
| Q1 2019      | Resolve requirements related to Crawford property shade covenants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | EXEC |
| Q1 2019      | Complete Guild contract negotiations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | EXEC |
| Q1 2019      | Complete implementation of online performance management tool                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | EXEC |
| Q1 2019      | Support Council reconsideration of ILA for community wifi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | EXEC |
| Q1 2019      | Develop and implement additional marketing for BI Ride                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXEC |
| Q1 2019      | Plan and support community workshop on teen mental health services                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EXEC |
| Q1 – Q4 2019 | Pursue improved cellular coverage for underserved areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | EXEC |
| Q1 - Q4 2019 | Support and coordinate Greenhouse gas inventory project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | EXEC |
| Q1 – Q4 2019 | Develop and Implement Communications Strategy & New Initiatives <ul style="list-style-type: none"> <li>• Present 2019-2020 plan to Council</li> <li>• Identify and launch new tools</li> <li>• Measure and assess impacts</li> </ul>                                                                                                                                                                                                                                                                                                             | EXEC |
| Q1 - Q4 2019 | Emergency Management: <ul style="list-style-type: none"> <li>• Council and Community Emergency Management Briefing (Q1)</li> <li>• Develop Emergency Management 5 Year Strategic Plan for 2020-2024 (Q2)</li> <li>• Complete update to the Comprehensive Emergency Management Plan (Q4)</li> <li>• Implement Training &amp; Exercise program for City EOC Staff and Community Partners (Q4)</li> <li>• Scope Emergency Operations Center upgrades within City Hall (Q4)</li> <li>• Complete equipment installation for AM radio tower</li> </ul> | EXEC |
| Q1 – Q4 2019 | Continue internal initiatives to emphasize Mission/Vision/Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EXEC |
| Q2 2019      | Update Employee Manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXEC |
| Q2 2019      | Update Public Art code to reflect fixed annual funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXEC |
| Q2 2019      | Determine options for viewing platform at WSF terminal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXEC |
| Q2 2019      | Facilitate Council review of City Farmland master lease and ongoing funding for FOF                                                                                                                                                                                                                                                                                                                                                                                                                                                              | EXEC |
| Q2 – Q4 2019 | Facilitate funding cycle for 2020-2021 Cultural Funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | EXEC |
| Q2 2019      | Support Council consideration of wayfinding initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXEC |
| Q2 2019      | Facilitate Council review of ongoing administrative funding for Public Art Committee/AHB                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EXEC |
| Q2 2019      | Complete disposition of designated surplus property (Pritchard, Islandwood Easement, Manitou).                                                                                                                                                                                                                                                                                                                                                                                                                                                   | EXEC |

|              |                                                                                                                                                             |      |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Q3 2019      | Support consideration of update to sign code regulations.                                                                                                   | EXEC |
| Q3 2019      | Support update to code enforcement regulations related to authority of code compliance officer and consideration of enforcement options.                    | EXEC |
| Q3 – Q4 2019 | Support mid biennial Budget Modifications                                                                                                                   | EXEC |
| Q4 2019      | Complete update to animal control regulations.                                                                                                              | EXEC |
| 2019 - 2020  | Continue to investigate options to improve community cellular service coverage via franchises with Verizon (Q4 2019) and other service providers (Q4 2020). | EXEC |
| 2019 – 2020  | Establish franchise agreements with utilities located in City right-of-way (KPUD: Q4 2019, others: Q4 2020).                                                | EXEC |
| Q4 2019      | Complete IAM contract negotiations                                                                                                                          | EXEC |
| Q4 2019      | Transition Planning Commission and advisory committees to Granicus agenda platform                                                                          | EXEC |
| Q4 2019      | Implement closed captioning for City Council meetings                                                                                                       | EXEC |
|              |                                                                                                                                                             |      |
| Q2 - Q3 2020 | Plan for 2021 Community Needs Assessment                                                                                                                    | EXEC |

## FINANCE

|              |                                                                                |     |
|--------------|--------------------------------------------------------------------------------|-----|
| Q1 – Q4 2019 | Coordinate w/PW on capital budgeting process and quarterly reports             | FIN |
| Q1 – Q4 2019 | Deliver all monthly and quarterly reporting on schedule                        | FIN |
| Q1 – Q4 2019 | Address identified issues related to administration of City fees               | FIN |
| Q1 2019      | Develop recommendation for replacement for PBB RAD tool                        | FIN |
| Q1 2019      | ExecuTime implementation roll out                                              | FIN |
| Q1 2019      | Publish Adopted Budget - Submit for Distinguished presentation award           | FIN |
| Q1/Q2 2019   | CAFR - Certificate of Excellence in Financial Reporting award                  | FIN |
| Q1 2019      | Implement TBD fee increase. Support development of Traffic Calming program     | FIN |
| Q1/Q2 2019   | Support B&DS rate study                                                        | FIN |
| Q3/Q4 2019   | Police/Court financing and debt issuance                                       | FIN |
| Q3/Q4 2019   | Partner w/PW on CIP development process                                        | FIN |
| Q4 2019      | Mid-Biennial budget amendments                                                 | FIN |
|              |                                                                                | FIN |
| Q1 – Q4 2020 | Budget - GFOA budget presentation award                                        | FIN |
| Q1/Q2 2020   | CAFR - Distinguished presentation award                                        | FIN |
| Q1 2020      | Develop PAFR                                                                   | FIN |
|              |                                                                                | FIN |
| 2019 – 2020  | Update CIP process, including consideration of budgeting labor within projects | FIN |
| 2019 – 2020  | Update financial capacity planning, including revenue scenario                 | FIN |

**PLANNING & COMMUNITY DEVELOPMENT**

|              |                                                                                                                                                                                                                                                                              |     |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Q1 2019      | Support Council adoption of Multi-Year Workplan for Comprehensive Plan Implementation                                                                                                                                                                                        | PCD |
| Q1 – Q4 2019 | Support Council considerations of Affordable Housing Initiatives                                                                                                                                                                                                             | PCD |
| Q1 - Q2 2019 | Complete project to consider TDR Implementation / ARL Designation                                                                                                                                                                                                            | PCD |
| Q1           | Support Council consideration of moratorium exemption for B/I zone                                                                                                                                                                                                           | PCD |
| Q1           | Support Council consideration of changes in regulation of ADU's                                                                                                                                                                                                              | PCD |
| Q1-Q3 2019   | Complete revisions to Design Guidelines                                                                                                                                                                                                                                      | PCD |
| Q1 – Q4 2019 | Complete changes to Code Enforcement (BIMC 2.16, signs, animal control)                                                                                                                                                                                                      | PCD |
| Q1 – Q4 2019 | Complete SMP 2020 Periodic Update                                                                                                                                                                                                                                            | PCD |
| Q1 - Q3 2019 | Complete revisions to Subdivision guidelines, standards, and criteria                                                                                                                                                                                                        | PCD |
| Q1 – Q4 2019 | Continue Department Process Improvements <ul style="list-style-type: none"> <li>Adjust counter hours to improve service to all customers</li> <li>Expand options for online permit submittal</li> <li>Ongoing initiatives to improve efficiency and communication</li> </ul> | PCD |
| Q1 2019      | Complete revisions to Native Vegetation, Landmark Trees                                                                                                                                                                                                                      | PCD |
| Q1-Q3 2019   | Support Council consideration of Green Building Initiatives                                                                                                                                                                                                                  | PCD |
| Q1 – Q3 2019 | Complete Building & Development Services Rate Study                                                                                                                                                                                                                          | PCD |
| Q1 – Q4 2019 | Complete Island Center Subarea Plan                                                                                                                                                                                                                                          | PCD |
| Q1 – Q4 2019 | Enhanced SMP monitoring, outreach, stewardship & restoration projects                                                                                                                                                                                                        | PCD |
| Q1 - Q4 2019 | Lead Citywide “reboot” of SeeClickFix reporting tool                                                                                                                                                                                                                         | PCD |
| Q1 - Q4 2019 | Provide quarterly reporting to Council on requests for BIMC changes                                                                                                                                                                                                          | PCD |
| Q2 2019      | Report results on new Live/Work provisions in B/I Zone                                                                                                                                                                                                                       | PCD |
| Q2 2019      | Support Council review of workplan items associated with Development Moratorium                                                                                                                                                                                              | PCD |
| Q2 – Q4 2019 | Obtain consulting services related to proposed solar ordinances                                                                                                                                                                                                              | PCD |
| Q2 – Q4 2019 | Increase annual noxious weed control activities                                                                                                                                                                                                                              | PCD |
| Q3 – Q4 2019 | Consistency changes to Parking Standards                                                                                                                                                                                                                                     | PCD |
| Q3 – Q4 2019 | Consistency changes to Dimensional Standards                                                                                                                                                                                                                                 | PCD |
| Q3 – Q4 2019 | Complete Administrative Corrections to Title 18                                                                                                                                                                                                                              | PCD |
| Q3 – Q4 2019 | Complete Clarifications of Use Definitions                                                                                                                                                                                                                                   | PCD |
| Q3 – Q4 2019 | Amend Addressing for County Consistency                                                                                                                                                                                                                                      | PCD |
| Q3 – Q4 2019 | Amend SEPA ordinance to reflect updates approved by State in 2014                                                                                                                                                                                                            | PCD |
| Q3 – Q4 2019 | Develop and implement change in noticing requirements for tree clearing                                                                                                                                                                                                      | PCD |
| Q3 – Q4 2019 | Develop and implement requirements for off-site construction staging                                                                                                                                                                                                         | PCD |
|              |                                                                                                                                                                                                                                                                              |     |
| 2020         | Initiate Winslow Master Plan update                                                                                                                                                                                                                                          | PCD |
| 2020         | Review Noise Standards                                                                                                                                                                                                                                                       | PCD |
| 2020         | Initiate additional Subarea Plan update (TBD)                                                                                                                                                                                                                                | PCD |

**PUBLIC SAFETY**

|              |                                                                                                                                                                                                                                                                                                                                                               |     |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Q4 2019      | Personnel: <ul style="list-style-type: none"> <li>• Complete hiring for department vacancies/new positions.</li> <li>• Provide enhanced training for the four newly promoted Corporals.</li> <li>• Continue expanded emphasis on department-wide training and professional development.</li> <li>• Respond to Initiative 940 training requirements</li> </ul> | POL |
| Q1-Q4 2019   | Traffic Safety Initiatives: <ul style="list-style-type: none"> <li>• Designate a traffic improvement officer</li> <li>• Purchase an additional hand-held radar gun</li> <li>• Purchase two additional speed signs</li> </ul>                                                                                                                                  | POL |
| Q4 2019      | Technology Initiatives <ul style="list-style-type: none"> <li>• Complete training and installation for camera system.</li> <li>• Replace manual inventory system with software which not only tracks resources but ensures timely equipment replacement cycles.</li> </ul>                                                                                    | POL |
| Q4 2019      | K9 Team. Receive K9 currently in training in Sarasota. Complete training for designated K9 handler.                                                                                                                                                                                                                                                           | POL |
| Q1 – Q4 2019 | Police Station Replacement. The department continues to support efforts to plan for a replacement station.                                                                                                                                                                                                                                                    | POL |
| Q1 2019      | Strategic Planning: <ul style="list-style-type: none"> <li>• Identify 1, 5, and 10 year goals and developing strategies to achieve them.</li> <li>• Goals based on anticipated workload, staffing needs, population trends, capital and equipment needs, and funding issues.</li> </ul>                                                                       | POL |

**PUBLIC WORKS**

|         |                                                                                                                                                                                                                                |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Q1 2019 | Initiate Groundwater Management Plan: <ul style="list-style-type: none"> <li>Assess options for coordination with KPUD</li> <li>Hire hydrogeologist</li> <li>Confirm project scope and timing with Council and ETAC</li> </ul> | PW |
| Q2 2019 | Develop annual program for neighborhood traffic calming                                                                                                                                                                        | PW |
| Q2 2019 | Complete rate study for water and sewer utilities                                                                                                                                                                              | PW |
| Q2 2019 | Police and Municipal Court Building Project: Support next steps on site selection, funding plan, project design.                                                                                                               | PW |
| Q2 2019 | Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system.                                                                                                                                                   | PW |
| Q3 2019 | Support City Council review of traffic concurrency / traffic study methodology                                                                                                                                                 | PW |
| Q3 2019 | Support City Council consideration of \$150k for Nonmotorized planning/projects                                                                                                                                                | PW |
| Q3 2019 | Complete study to upgrade WWTP to tertiary treatment                                                                                                                                                                           | PW |
| Q3 2019 | Wyatt Way Roundabout and Improvements – Complete Design                                                                                                                                                                        | PW |
| Q3 2019 | Open Water Marina Buoy Replacement – Complete Installation                                                                                                                                                                     | PW |
| Q3 2019 | Support completion of trail segment by Visconsi                                                                                                                                                                                | PW |
| Q3 2019 | Support Council consideration of Code changes requested by Living Building Challenge project                                                                                                                                   |    |
|         |                                                                                                                                                                                                                                |    |
| Q4 2019 | Develop and implement noticing requirements for City capital projects                                                                                                                                                          | PW |
| Q4 2019 | Complete implementation of short-term recommendations from parking study                                                                                                                                                       | PW |
| Q4 2019 | Complete additional drainage improvements to Parkhill Drive                                                                                                                                                                    | PW |
| Q4 2019 | Complete consistency changes to Design and Construction Standards                                                                                                                                                              | PW |
| Q4 2019 | Complete consistency changes to stormwater Code                                                                                                                                                                                | PW |
| Q4 2019 | Complete re-design and construction of Olympic Drive Improvements                                                                                                                                                              | PW |
| Q4 2019 | Complete Major Maintenance Projects per 2018 Facility Assessment                                                                                                                                                               | PW |
| Q4 2019 | Complete project to cover and improve Farmer's Market area (Town Square)                                                                                                                                                       | PW |
| Q4 2019 | High School Road Safety Improvements – Complete Design                                                                                                                                                                         | PW |
| Q2 2019 | Waterfront Park Pedestrian Bridge Improvements – Complete Construction                                                                                                                                                         | PW |
| Q4 2019 | Eagle Harbor Drive McDonald Creek Culvert Repairs – Complete Construction                                                                                                                                                      | PW |
| Q4 2019 | Sportsman Club/New Brooklyn Roundabout – Complete Design                                                                                                                                                                       | PW |
|         |                                                                                                                                                                                                                                |    |
| 2020 Q1 | Review design and scoping options for City Hall renovations                                                                                                                                                                    | PW |
| 2020 Q1 | Initiate work to assess site options at Vincent Road property                                                                                                                                                                  | PW |
| 2020 Q3 | Complete Islandwide stormwater study                                                                                                                                                                                           | PW |
| 2020 Q4 | Complete Groundwater Management Plan                                                                                                                                                                                           | PW |
| 2020 Q4 | Complete project for viewing platform at WSF terminal                                                                                                                                                                          | PW |
| 2020 Q4 | Pursue agency accreditation through APWA.                                                                                                                                                                                      | PW |
| 2020 Q4 | Improve administration of road approach permitting                                                                                                                                                                             | PW |
| 2020 Q4 | Consolidate Codes related to right of way (ROW)                                                                                                                                                                                | PW |
| 2020 Q4 | Update fees for Traffic Concurrency and Mitigation                                                                                                                                                                             | PW |
| 2020 Q4 | Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements)                                                                                                         | PW |



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Discuss capacity/challenges

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Discussion

**SUMMARY:**

Discuss capacity/challenges.

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** January 18, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Identify Council "top 5"

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Discussion.

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**