



**CITY OF
BAINBRIDGE ISLAND**

2019 Workplan Priorities

February 12, 2019

EXECUTIVE

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

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

FINANCE

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

PLANNING & COMMUNITY DEVELOPMENT

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

PUBLIC SAFETY

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

PUBLIC WORKS

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