



MAYOR'S REPORT

July 5, 2023

BREMERTON
WASHINGTON



Increasing Internal Efficiencies

Human Resources NeoGov online portal for onboarding and E-forms

- Human Resources has adopted NeoGov online portal to provide onboarding and E-forms to all employees
- All pre-boarding, onboarding and off-boarding procedures for employees are accessible via the online system
- E-files - All employees hired after April of 2022, have full access to their personnel files online. 25% of employees hired before April, 2022 have been scanned in and have current full access 24/7. We are consistently scanning new files to get that number to 100%

Increasing Internal Efficiencies

HR Onboard Overview

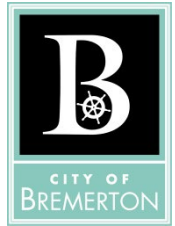
- Preboarding through Onboard has eliminated all paper for our new hires and allow for easy access to benefit previews.
- HR has streamlined electronic checklist templates associated with all new hires to streamline our Onboarding process. These have been developed and customized for each employee.
- Ability to easily create and assign checklists and forms to employees
- We can effectively Offboard employees who are departing the City by utilizing the Offboarding processes, checklists and special portal that we have created and customized for our employees.
- We have created customized online portals for all employees, including a Benefits portal, Wellness Portal and General Information Portal. This information is available 24/7 for all employees.

Increasing Internal Efficiencies

HR E-Forms

- Personnel files can be stored digitally. No more paper files and no need for storage areas.
- Offers employees self-service tools.
- Improves processes by creating workflows for internal routing of documents and policies.
- Ensures public sector compliance through automatically initiated processes.
- Allows for greater efficiencies in tracking and decreases loss and mismanagement of documents.
- Eliminates touch points.
- Forms are easily created in electronic format and made available to employees in one location.
- Central repository for all employee paperwork. New hire documents from Onboard can be accessed in E-Forms.

Ride Share and Van Pool Update



Increased Ride Share Stalls

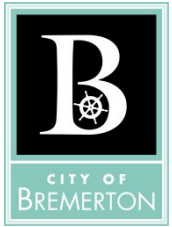
- City has completed 4 ride share stalls in Washington Avenue parking garage for total of 6 stalls
- Registered rideshare vehicles receive free parking in stalls

Increased Van Pool Stalls (Van Pool Incentive Pilot)

- Eight on-street van pool spaces distributed as of 2023:
 - 4 spaces in downtown core; 4 near shipyard walking gate access points
- City communicated van pool locations to Bremerton shipyard – they have included locations as part of their PSNS hiring events
- City will add up to 3 more van pool stalls in 2024 with continued emphasis on PSNS entrance areas

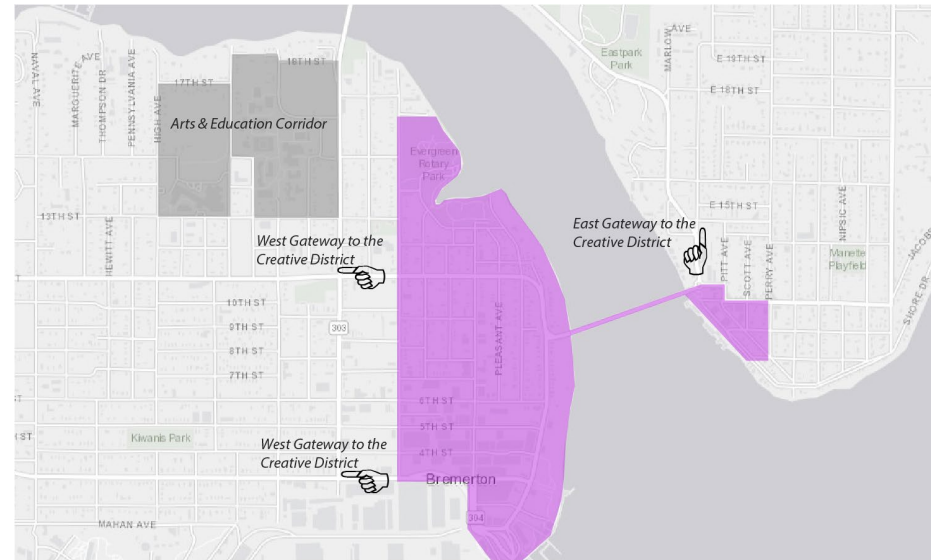


Creative District Update



Creative District Update

- Formal application for the City of Bremerton's Creative District Certification was submitted on 6/22 to the Washington State Arts Commission, which oversees the state program
- Bremerton's application will be reviewed by a Washington State Arts Commission review panel and the city will be notified within 60 days about certification



Creative District Map

- Greater Kitsap Chamber has partnered with the City of Bremerton and the Chamber has signed an agreement to be the lead administrator of the program
- We appreciate the time and commitment of everyone who has been part of pursuing the Creative District designation and will be leading this effort going forward!

**A Certified Creative District is a geographically defined area of cultural and economic activity recognized by the State of Washington as a place for people to gather and enjoy their community's arts, culture, and creativity.*