



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028  
Phone: 425-398-8900 - E-mail: [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov)

## City Council Special Meeting - Mini Retreat

**ON-SITE**

**MONDAY, JANUARY 29, 2024: 5:00 PM - 9:00 PM**

In addition, we try to provide access to the meeting virtually.

YouTube Livestream Link:

<https://www.youtube.com/@cityofkenmore4367/streams>

If you are experiencing technical difficulties, please contact Deputy City Clerk at [mkang@kenmorewa.gov](mailto:mkang@kenmorewa.gov).

**Technical Difficulties** - If the virtual component of the meeting disconnects, and we cannot resolve technical difficulties to reconnect the virtual component, the in-person meeting will continue at City Hall if there is a quorum of the body to conduct business.

### Land Acknowledgement to Honor First Peoples

*We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.*

### **AGENDA**

*Note: Times required for each topic are estimates. Once a topic is completed, the next topic will be addressed.*

- 5:00 Call Special Meeting to Order - Mayor Nigel Herbig
- 5:05 Retreat Overview and Ground Rules - Facilitator Michael Pendleton
  - [Ground Rules](#)
  - [2024 Kenmore City Council Priorities](#)
- 5:10 2024 Work Plans - City Manager Rob Karlinsey and Department Heads
  - [2024 Work Plan - City Manager's Office \(Excel\)](#)
  - [2024 Work Plan - Community Development \(Excel\)](#)
  - [2024 Work Plan - Development Services \(Excel\)](#)
  - [2024 Work Plan - Engineering \(Excel\)](#)
  - [2024 Work Plan - Environmental Services \(Excel\)](#)
  - [2024 Work Plan - Finance and Administration \(Excel\)](#)
  - [2024 Work Plan - Operations \(Excel\)](#)
  - [2024 Work Plan - Police \(Excel\)](#)
  - [2024 Planning Commission Docket](#)
- 5:55 Break
- 6:10 City Council Team Building - Facilitator Michael Pendleton

1. What are you looking forward to in 2024?
2. Polarity Thinking (if time)
  - Link to [Polarity Thinking 101: An Introduction to the Power of Polarities by Kyle Kowalski](#)
  - Link to [Polarity Thinking: A Powerful Tool for Building Leadership Capacity](#)

7:30 Break

7:45 Council Norms and Working Agreements for the 2024 City Council -  
Facilitator Michael Pendleton  
[St. Louis Park, MN City Council Norms](#)  
[Sample City Council Working Protocols and Agreements](#)

9:00 Adjourn Special Meeting - Mayor Nigel Herbig

**NOTICE OF POTENTIAL QUORUMS**

[Click here for information about Potential Quorums of the City Council.](#) Now found on the City website under City Council Meetings.

## **Retreat Ground Rules**

- **Empower The Facilitator**
- **Be On Time**
- **Respect For Others And Their Views**
- **Speak Only For Yourself And Not Others**
- **Seek Facilitator Acknowledgment Before Speaking**
- **Share Air Time**
- **One conversation at a time**
- **Listening is Sign of Respect**
- **Move On-Avoid Saying the Same Thing Twice**
- **Seek Positive Outcomes and a Positive Experience**



# 2024 KENMORE CITY COUNCIL PRIORITIES

- 1. Increase and preserve the options for affordable housing.**
- 2. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.**
- 3. Enhance multimodal transportation, including pedestrian and bicycle safety:**
  - Pedestrian Facilities Plan
  - Target Zero
  - Bus Rapid Transit
  - Passenger Ferry
  - KAPE (Photo Enforcement) Program
- 4. Update the Financial Sustainability Plan.**
- 5. Implement the Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic Plan.**
- 6. Continue to seek opportunities to activate the Lakepointe property.**
- 7. Support public safety and social justice reform.**
- 8. Promote sustainable economic development.**
- 9. Foster community engagement, participation, and fun.**
- 10. Support the post-pandemic recovery process.**

| Department: City Manager's Office                                      |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
|------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------|-----------------------------------------|------------------------------------------------------|
| 2024 Work Plan - Updated for January 2024 City Council Mini Retreat    |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
|                                                                        | Team Lead    | January                                                                                                                                               | February                                                                                                                                                                           | March                                                | April                                                                                                                                     | May                                     | June                                                        | July                                                 | August                                                                                                                                    | September                                  | October                                          | November                                | December                                             |
| City Clerk's Office, Records, & Executive                              |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| ADMINISTRATIVE                                                         |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Records Management - CM Archiving and Expired Records review (grant)   | AW/MK        | Grant Administration                                                                                                                                  | Grant Administration                                                                                                                                                               | Grant Administration                                 | Grant Administration                                                                                                                      | Final grant reimbursement and           | next year's grant application deadline                      |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Records Managment - File Clean up and organization                     | AW/MK        | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Records Management procedures/policies                                 | AW/MK        |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Risk Management - Process Claims                                       | AW           | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Policies and Procedures Updates                                        | RK           | continuing work on administrative policies                                                                                                            |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Records Management, Archiving & Destruction                            | All          |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Public Records Requests (PRR)                                          | TM           | 2023 Year End PRR Report                                                                                                                              |                                                                                                                                                                                    |                                                      |                                                                                                                                           | Prepare data for JLARC reporting        | File PRA Data Report to JLARC                               |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Front Desk Reception                                                   | NM/EG/CC     |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Recruitments                                                           | AW/MK        | Budget Approved Hires                                                                                                                                 |                                                                                                                                                                                    |                                                      |                                                                                                                                           | Seasonal Hires                          |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Project - Work Study Program on hold until reprioritized               | AW           | Internal/External Framework                                                                                                                           |                                                                                                                                                                                    |                                                      | Trial Launch Q1                                                                                                                           |                                         |                                                             |                                                      | Evaluate Launch                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Project - Kenmore Administrative Code                                  | AW           | Go Live: KAC                                                                                                                                          | Phase 2 Policy Migration                                                                                                                                                           | Phase 2 Policy Migration                             | Phase 2 Policy Migration                                                                                                                  | Ongoing codification                    | Ongoing codification                                        | Ongoing codification                                 | Ongoing codification                                                                                                                      | Ongoing codification                       | Ongoing codification                             | Ongoing codification                    | Ongoing codification                                 |
| Project - AV Hybrid Pulse System Management & Maintenance              | AW           |                                                                                                                                                       |                                                                                                                                                                                    | Maintenance                                          |                                                                                                                                           |                                         |                                                             | Maintenance                                          |                                                                                                                                           |                                            | Maintenance                                      |                                         |                                                      |
| Biennial Training Series                                               | AW/MK        |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| COMMITTEES                                                             |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Internal Staff Committees (website, records management, Kennect, etc.) | All          |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Hank Heron Mascot Committee                                            | SLL/LC/JQ    | Hank Heron reveal at City Council meeting                                                                                                             | draft and review policies and plans around Hank's use; connect with business owners who donated to his purchase to arrange visits; recruit student mascot interns; mascot training |                                                      | First event appearance at Earth Day                                                                                                       |                                         | Summer event attendance                                     | Summer event attendance                              | Summer Event Attendance                                                                                                                   |                                            |                                                  |                                         |                                                      |
| STORE Committee                                                        | AW/MK        | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| CITY COUNCIL                                                           |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Agenda Preparation and Agenda Bill Review                              | AW/MK        | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Council one on ones, Council agendas, etc.                             | RK/SLL       | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Administrative Support to the City Council                             | NM           | ongoing                                                                                                                                               |                                                                                                                                                                                    | Spring NLC Conference                                |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            | Fall NLC Conference                              |                                         |                                                      |
| Council Meeting Setup and Support, Agendas, Minutes                    | AW/MK        | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Contract, Ordinance, Resolution, Proclamation Management               | AW/MK        | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| DEIA                                                                   |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Seattle Pride Parade Administrative Support                            | NM           |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Diversity, Equity, Inclusion and Accessibility                         | GO           | Continue implementation of the DEIA Strategic Plan and 5-Year Road Map                                                                                |                                                                                                                                                                                    | Develop Key Performance Measures                     | Continue to meet with the DEIA advisory committee quarterly or as needed. Implementation continues. Meet quarterly with department heads. |                                         |                                                             | Report to the City Council on Progress               | Continue to meet with the DEIA advisory committee quarterly or as needed. Implementation continues. Meet quarterly with department heads. |                                            |                                                  |                                         |                                                      |
| LEADERSHIP                                                             |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Leadership to the Organization                                         | RK/SLL       | ongoing                                                                                                                                               |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Implement Expanded Leadership Team                                     | LC/SLL       | Review ELT goals for 2024; ELT joins Leadership Team as we prepare for 1/29 Council                                                                   | Monthly ELT meeting and follow up items                                                                                                                                            | Monthly ELT meeting and follow up items              | Join Leadership Team meeting                                                                                                              | Monthly ELT meeting and follow up items | Monthly ELT meeting and follow up items                     | Join Leadership Team meeting                         | Monthly ELT meeting and follow up items                                                                                                   | Monthly ELT meeting and follow up items    | Join Leadership Team meeting                     | Monthly ELT meeting and follow up items | Evaluate second year of the Expanded Leadership Team |
| State Legislative Agenda                                               | RK/SLL/TM    | Legislative Session Begins                                                                                                                            |                                                                                                                                                                                    |                                                      | Session Ends                                                                                                                              |                                         | Recognize State Legislators                                 |                                                      |                                                                                                                                           | prepare prelim draft Leg Agenda            | Council Adopts 2024 Legislative Agenda           | Brief Leg Delegation                    | Begin plans for Send Off Event                       |
| Federal Delegation Relations                                           | RK           | federal lobbyist management                                                                                                                           | federal lobbyist management                                                                                                                                                        | federal lobbyist management                          | federal lobbyist management                                                                                                               | federal lobbyist management             | federal lobbyist management                                 | federal lobbyist management                          | federal lobbyist management                                                                                                               | federal lobbyist management                | federal lobbyist management                      | federal lobbyist management             | federal lobbyist management                          |
| King County Exec/Council Engagement                                    | RK/SLL       |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Policy Projects                                                        | RK/SLL/JQ/GO |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Financial Sustainability Plan                                          | RK           | Continue work with the FSP task force and the community, including community engagement: Balancing Act simulation tool, Bang the Table, and Town Hall |                                                                                                                                                                                    |                                                      | Task Force to Finalize FSP Recommendations                                                                                                | Recommendations to the City Council     | City Council Adoption of New FSP                            | Implementation                                       |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| ARPA                                                                   | JQ/GO        |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| ARPA Business Assistance                                               | JQ/GO        | Market Analysis                                                                                                                                       |                                                                                                                                                                                    |                                                      | Coordinate with local businesses about market dates.                                                                                      |                                         | Winter Market Planning                                      | Identify vendors                                     | Identify vendors. Plan advertising.                                                                                                       | Organize Winter Market at Hangar           | Organize Winter Market at Hangar                 | Organize Winter Market at Hangar        | Winter Market                                        |
| ARPA Catchup Learning and Childcare Support                            | JQ/GO        | Contract oversight & evaluation                                                                                                                       | Contract oversight & evaluation                                                                                                                                                    | Contract oversight & evaluation; contract renewal or | Contract oversight & evaluation. Staff update to                                                                                          | Contract oversight & evaluation         | Contract oversight & evaluation; prepare for Summer Academy | Contract oversight. Staff update to Council.         | Contract oversight                                                                                                                        | Contract oversight & evaluation            | Contract oversight. Staff update to Council.     | Contract oversight                      | Contract wrap-up (continues into January)            |
| ARPA Community Engagement and Work Plan Development and Implementation | GO/JQ        | Determine remaining balance of ARPA funds. Visit outdoor gym.                                                                                         | Community engagement?                                                                                                                                                              | Develop options based on community engagement        | Develop options based on community engagement                                                                                             | Prepare options for Council.            | Present options to Council. Determine next steps.           | Implement next steps                                 |                                                                                                                                           | Final Council direction and authorization. | Implement Council's directions.                  | Implement Council's directions.         | Implement Council's directions.                      |
| ARPA Homelessness Response Pilot Program                               | GO/JQ        | Contract oversight & evaluation. Talk to Shoreline about teaming with them in 2024.                                                                   | Contract oversight & evaluation; contract renewal?                                                                                                                                 | Contract oversight (if renewed)                      | Contract oversight (if renewed). Staff update to Council.                                                                                 | Contract oversight (if renewed)         | Contract oversight (if renewed)                             | Contract oversight and staff update (if renewed)     | Contract oversight (if renewed)                                                                                                           | Contract oversight (if renewed)            | Contract oversight and staff update (if renewed) | Contract oversight (if renewed)         | Contract oversight and evaluation (if renewed)       |
| ARPA Human Services                                                    | GO/JQ        | Contract oversight                                                                                                                                    | Contract oversight                                                                                                                                                                 | Contract oversight                                   | Contract oversight. Staff update to Council.                                                                                              | Contract oversight                      | Contract oversight                                          | Contract oversight. Staff update to Council.         | Contract oversight                                                                                                                        | Contract oversight                         | Contract oversight. Staff update to Council.     | Contract oversight                      | Contract oversight                                   |
| ARPA Federal Reporting                                                 | JQ/MM        |                                                                                                                                                       |                                                                                                                                                                                    | Evaluate for requirements                            | Evaluate for requirements; file report                                                                                                    |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| COMMUNICATIONS                                                         |              |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             |                                                      |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Love Where You Live Community Engagement Project, continued            | LC           | Present Summer LWYL findings to the City Council on January 9                                                                                         | Statistically valid survey #1 report                                                                                                                                               | Community workshops, statistically valid survey #2   | Review outreach findings, Recommend next steps to the City Council                                                                        | Council direction on next steps         | Move forward with next steps as directed                    | Follow up with the community--communicate next steps |                                                                                                                                           |                                            |                                                  |                                         |                                                      |
| Sound Transit 3 Project Engagement                                     | RK           |                                                                                                                                                       |                                                                                                                                                                                    |                                                      |                                                                                                                                           |                                         |                                                             | ST Board Baselineing Decision                        |                                                                                                                                           |                                            |                                                  |                                         |                                                      |

|                                                                                                           |              |                                                                                                                                                                                            |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
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| Target Zero - Education & Outreach                                                                        | LC           |                                                                                                                                                                                            |                                                                                                                           | Trail Safety Messaging   CH Vest Giveaway                                                                                                              |                                                                                                                                                                     | Summer Bike Safety   CH Vest Giveaway                                   | Summer event booth outreach   CH Vest Giveaway                                                            | Summer event booth outreach   CH Vest Giveaway                                                                                                             | National Night Out/ Back to school safety   CH Vest Giveaway                       | Street Running Safety/ Booth at 5k   CH Vest Giveaway         | Walk to School Day/Halloween Safety   CH Vest Giveaway                                                                                                                                                             | Daylight Savings Time   CH Vest Giveaway        | Luminary Walk booth presence and giveaway         |
| Website Management                                                                                        | LC           | Website Management   Review subscriptions   Bang                                                                                                                                           | Website Management  Bang the Table                                                                                        | Website Management   Accessibility Review                                                                                                              | Website Management   Team training                                                                                                                                  | Website Management   Bang the Table Renewal                             | Website Management   4 year review since launch - goal setting                                            | Website Management                                                                                                                                         | Website Management                                                                 | Website Management                                            | Website Management                                                                                                                                                                                                 | Website Management   2025 contract review       | Website Management   2025 contract renewal        |
| Website Maintenance (routine content updates, etc.)                                                       | LC/TM/NM     | Annual Updates, Calendar planning/updates                                                                                                                                                  |                                                                                                                           | On-going content updates & revisions, external product review                                                                                          |                                                                                                                                                                     |                                                                         | Accessibility review of department pages                                                                  |                                                                                                                                                            |                                                                                    | On-going content updates & revisions, external product review |                                                                                                                                                                                                                    |                                                 |                                                   |
| Digital Communications                                                                                    | LC           | Gov Delivery listerv emails, press releases, social media accounts; Facebook, Twitter, Instagram                                                                                           |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| E-Newsletter (Digital) and Quarterly Newsletters (Printed)                                                | LC           | January E-News/Winter Quarterly Prep                                                                                                                                                       | February E-News/ Winter Quarterly released                                                                                | March E-News                                                                                                                                           | April E-News   Spring Quarterly Prep                                                                                                                                | May E-News/ Spring Quarterly released                                   | June E-News                                                                                               | July E-news/ Summer Quarterly Prep                                                                                                                         | August E-news/Summer Quarterly released                                            | September E-News                                              | October E-News   Fall Quarterly Prep                                                                                                                                                                               | November E-News   Fall Quarterly released       | December E-News                                   |
| Top 4 Weekly News                                                                                         | LC           | ongoing                                                                                                                                                                                    |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Web page Updates: Council, Virtual Public Comment, Police, City Clerk, RFP, Recruitment                   | AW/MK        | ongoing                                                                                                                                                                                    |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| ECONOMIC DEVELOPMENT                                                                                      |              |                                                                                                                                                                                            |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| LWYL/Lakepointe                                                                                           | RK/SLL/LC    | Present to Council idea of including LP outreach as part of LWYL project                                                                                                                   | Include LP outreach in LWYL community engagement                                                                          | Include LP outreach in LWYL community engagement                                                                                                       | Include LP outreach in LWYL community engagement; report back to Council on                                                                                         | implement next steps per Council direction                              |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| King County Passenger Ferry                                                                               | RK           |                                                                                                                                                                                            |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Business Relations/KBA/Chamber                                                                            | RK/SLL       | attend monthly meetings; orchestrate January KBA Strategic Planning Mtg and follow up                                                                                                      | Monthly meetings; present kiosk research at Feb KBA meeting                                                               | Quarterly communications outreach to highlight KBA businesses; Monthly meetings; Business Acceleration Training; implement KBA strategic planning work |                                                                                                                                                                     |                                                                         | organize KBA booth at Farmers Market                                                                      | Quarterly communications outreach highlight KBA businesses; Monthly meetings; implement KBA strategic planning work                                        |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Economic Development Outreach: Connect with Kenmore Businesses                                            | SLL          | establish list and schedule of businesses to connect with in 2024; including scheduling regular time for outreach; stakeholder outreach in anticipation of March ULI workshop              |                                                                                                                           | Assist with and attend ULI workshop                                                                                                                    | continue to meet with key business partners throughout the year                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Lodging Tax                                                                                               | SLL/LC       | continue work on memo                                                                                                                                                                      | Finalize lodging tax memo; present to The Lodge; explore next steps                                                       | Present idea to Council; implement next steps depending on Council direction                                                                           |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Implement KBA top priority for 2023: new business directory and FindKenmore.org web site using consultant | LC/JQ/TM     | Kenmore Business Directory launch                                                                                                                                                          | Kenmore Business Directory - get businesses registered                                                                    | Kenmore business directory public rollout                                                                                                              | Farmers Market promo                                                                                                                                                | Summer in Kenmore blogs                                                 | updates and routine maintenance                                                                           | summer events                                                                                                                                              | summer events                                                                      | updates and routine maintenance                               | updates and routine maintenance                                                                                                                                                                                    | Winter Local Business Holiday Events and Promos |                                                   |
| Implement KBA top priority for 2024: new economic development kiosk for the Hangar                        | SLL/JQ/TM/LC | Conduct research around KBA top priority for 2024: digital kiosk                                                                                                                           | Present kiosk research at Feb KBA meeting; seek feedback and commit to next steps                                         | Implement next steps                                                                                                                                   | Compare researched kiosk cost to available funds and discuss options with KBA                                                                                       | continue to implement kiosk initiative                                  | continue to implement kiosk initiative                                                                    | continue to implement kiosk initiative                                                                                                                     | continue to implement kiosk initiative                                             | continue to implement kiosk initiative                        | continue to implement kiosk initiative                                                                                                                                                                             | continue to implement kiosk initiative          | continue to implement kiosk initiative            |
| Arts of Kenmore Gallery                                                                                   | RK           |                                                                                                                                                                                            |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Waterfront Coalition/Harbor Village                                                                       | SLL          | meet quarterly with coalition; continue to connect the group with the KBA; explore next steps                                                                                              |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Business Registration                                                                                     | SLL/TM       | Launch new business registration program                                                                                                                                                   | monitor new business registration program                                                                                 |                                                                                                                                                        | report to KBA on business registration program revenue                                                                                                              |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               | Annual Update to KBA                                                                                                                                                                                               |                                                 |                                                   |
| Port of Seattle ED Grant                                                                                  | SLL/JQ/TM    | Explore options for Port of Seattle grants in 2024; implement as feasible; work with Corey to organize possible celebration of 2023 Port of Seattle grant program and results              |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| HOUSING AND HUMAN SERVICES                                                                                |              |                                                                                                                                                                                            |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Affordable Housing Development Proposal - Holt Property - Imagine Partnership                             | TC/SL        | Construction timeline finalized; seek funding through engagement with local, state and federal funding sources                                                                             |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    | 2024 Funding Applications Due                                 |                                                                                                                                                                                                                    |                                                 |                                                   |
| Affordable Housing Development Proposal - Shell Property - Plymouth Partnership                           | TC/SL/JQ     | TBD                                                                                                                                                                                        |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Affordable Housing - Partnerships                                                                         |              | Collaboration with: A Regional Coalition for Housing (ARCH), Joint Recommendations Committee, Affordable Homeownership Assembly Group                                                      |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Homelessness Response - ARPA Lake City Partners Contract                                                  |              | Explore non-ARPA partnership with Lake City Partners                                                                                                                                       |                                                                                                                           | Lake City Partners ARPA Contract Ends                                                                                                                  | TBD                                                                                                                                                                 |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Homelessness Response - Partnerships                                                                      |              | Collaboration with: King County Regional Homelessness Authority (KCHRA), North King County Coalition on Homelessness (NKCCH),                                                              |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Homelessness Response - Temporary Shelters                                                                |              | Severe Weather Shelter                                                                                                                                                                     |                                                                                                                           | CUWS at Northlake Lutheran                                                                                                                             |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               | 2025 Notice of Intent Deadline                                                                                                                                                                                     |                                                 | 2025 Permit Deadline                              |
| Human Services - Contract Mgt                                                                             | TC           | Q4 reimbursements                                                                                                                                                                          |                                                                                                                           | Open 2025-2026 Application                                                                                                                             | Q1 Reimbursements                                                                                                                                                   | Close 2025-2026 Application                                             | Create HHS 2025-2026 Funding Recommendation                                                               |                                                                                                                                                            | Q3 Reimbursements                                                                  | HHS Funding Recommendation to Council                         | HHS Funding Recommendation Adoption as part of 2025-2026 budget                                                                                                                                                    |                                                 | Q4 Reimbursements and Draft contracts to agencies |
| Human Services - Needs Assessment                                                                         | TC           | Community Needs Assessment: Complete Assessment                                                                                                                                            |                                                                                                                           | Draft report to Council                                                                                                                                | Final Report Adoption                                                                                                                                               | Present Community Needs Assessment                                      | Ongoing utilization of community needs assessment                                                         |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Human Services - Partnerships                                                                             | TC           | Collaboration with: NUHSA, NE Cities Pooled Funders, King County Alliance for Human Services Alliance (KCAHS), County-wide Sub-Regional Human Services Collaborative, Nourishing Networks, |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| PUBLIC SAFETY                                                                                             |              |                                                                                                                                                                                            |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Police Contract Cities Oversight Committee                                                                | SLL          |                                                                                                                                                                                            | attend Oversight Committee                                                                                                |                                                                                                                                                        | attend Oversight Committee                                                                                                                                          |                                                                         | attend Oversight Committee                                                                                |                                                                                                                                                            | attend Oversight Committee                                                         |                                                               | attend Oversight Committee                                                                                                                                                                                         |                                                 | attend Oversight Committee                        |
| Community Court                                                                                           | SLL          | Begin Year Two; work with                                                                                                                                                                  |                                                                                                                           | Review quarterly community                                                                                                                             | Annual Report to the City Council at April Study Session                                                                                                            |                                                                         | Review quarterly community court                                                                          |                                                                                                                                                            |                                                                                    | Review quarterly community                                    |                                                                                                                                                                                                                    |                                                 | Review quarterly community                        |
| Regular meetings with Judges, Prosecutor, Public Defender, Community Court team                           | SLL/BM       | attend check in meetings; follow up on any needed action items                                                                                                                             |                                                                                                                           |                                                                                                                                                        | attend check in meetings; follow up on any needed action items; be sure they are prepared for April Study Session; suport as needed and conduct necessary follow up |                                                                         |                                                                                                           | attend check in meetings; follow up on any needed action items                                                                                             |                                                                                    |                                                               | attend check in meetings; follow up on any needed action items                                                                                                                                                     |                                                 |                                                   |
| Plan Public Safety Study Session: April 22                                                                | SLL/BM       | Notify participants of session                                                                                                                                                             | hold prep sessions with presenters to better coordinate content                                                           | orchestrate Public Safety Study                                                                                                                        | next steps from study session;                                                                                                                                      |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Regional Crisis Response Program                                                                          | SLL          | Attend monthly meetings of RCR Executive Board, monthly prep meetings with Chair and RCR Executive Director, and quarterly meetings of Principals Assembly                                 |                                                                                                                           |                                                                                                                                                        | Attend monthly meetings of RCR Executive Board, monthly prep meetings with Chair and RCR Executive Director, and quarterly meetings of Principals Assembly          |                                                                         |                                                                                                           | Attend monthly meetings of RCR Executive Board, monthly prep meetings with Chair and RCR Executive Director, and quarterly meetings of Principals Assembly |                                                                                    |                                                               | Attend monthly meetings of RCR Executive Board, monthly prep meetings with Chair and RCR Executive Director, and quarterly meetings of Principals Assembly; participate in annual evaluation of Executive Director |                                                 |                                                   |
| North King County 24/7 Crisis Center in Kirkland                                                          | SLL/GO       | check in meeting with Connections Health to receive updates on progress                                                                                                                    | check in meeting with Connections Health to receive updates on progress                                                   | check in meeting with Connections Health to receive updates on progress                                                                                | Invite Connections Health to attend April Study Session with an update on center construction progress and roll out plans                                           | check in meeting with Connections Health to receive updates on progress | support Connections Health as plan for opening of 24/7 crisis center                                      |                                                                                                                                                            | check in meetings with Connections Health as needed to receive updates on progress |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Gun Buyback Program                                                                                       | BM/SLL       | No event planned in 2024                                                                                                                                                                   |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| REGIONAL PARTNERSHIPS                                                                                     |              |                                                                                                                                                                                            |                                                                                                                           |                                                                                                                                                        |                                                                                                                                                                     |                                                                         |                                                                                                           |                                                                                                                                                            |                                                                                    |                                                               |                                                                                                                                                                                                                    |                                                 |                                                   |
| Support WCMA and NWWLA                                                                                    | SLL          | WCMA Executive Board work including roll out of new web site/membership portal; meet with UW Students on NWWLA Capstone Project                                                            | February WCMA meeting as part of AWC Action Days in Olympia; Capstone Team's work underway; Census of the Profession work | Attend Western Regional Conference in Oregon; Capstone Team's work underway; Census of the Profession                                                  | Open NWWLA application process; Capstone Team's work underway                                                                                                       | Respond to applicant questions; Capstone Team's work underway           | Convene NWWLA Committee and select cohort; Capstone Team completes their project and submits final report | assist with WCMA Summer Conference Planning                                                                                                                | Attend WCMA Summer conference where will end term as WCMA President                | continue as member of the Board as Past President             | Attend WCMA Board Retreat in Selah                                                                                                                                                                                 |                                                 |                                                   |

|                                                                       |          |                                                                          |                                                                                                         |                                                                          |                                                                          |                                 |                                                        |                               |                               |                                                            |                          |                          |                          |
|-----------------------------------------------------------------------|----------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------|-------------------------------|-------------------------------|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Serve on AWC Board                                                    | SLL      | participate in regular AWC Board Legislative Steering Committee meetings | Attend Action Days in Olympia; participate in regular AWC Board Legislative Steering Committee meetings | participate in regular AWC Board Legislative Steering Committee meetings | participate in regular AWC Board Legislative Steering Committee meetings | help with AWC Summer Conference | Attend and also present at AWC Conference in Vancouver |                               |                               | Attend AWC Board Retreat                                   |                          |                          | Attend AWC Board Meeting |
| Liaise with UWB Community Engaged Learning and Research Classes       | JQ       | Meet with students                                                       | Meet with students; identify project proposal                                                           | Meet with students                                                       | Meet with students                                                       | Meet with students              | Meet with students                                     | Identify project proposal     | Identify project proposal     | Meet with students                                         | Meet with students       | Meet with students       | Meet with students       |
| Bastyr University Relations                                           | SLL      | monthly check in meetings with Bastyr                                    |                                                                                                         |                                                                          |                                                                          |                                 |                                                        |                               |                               |                                                            |                          |                          |                          |
| Support WMCA                                                          | AW/MK    |                                                                          |                                                                                                         | WMCA Retreat                                                             | Spring Education                                                         |                                 | PD 1 - Deputy Clerk                                    |                               |                               | Fall Education Days                                        |                          |                          |                          |
| SPECIAL PROJECTS (ONE -TIME)                                          |          |                                                                          |                                                                                                         |                                                                          |                                                                          |                                 |                                                        |                               |                               |                                                            |                          |                          |                          |
| Civics 101 Video Course - <i>if time permitting</i>                   | LC/GO    | Outline finalized                                                        | content creation/editing, create online course                                                          | content creation/editing                                                 | content creation/editing                                                 | content creation/editing        | content creation/editing                               | content creation/editing      | content creation/editing      | content creation/editing; release to IHS for fall semester | content creation/editing | content creation/editing | content creation/editing |
| Aquatic Center Feasibility Study                                      | GO/DB    | Consultant presentation to City Council                                  | TBA; dependent on Council direction                                                                     |                                                                          |                                                                          |                                 |                                                        |                               |                               |                                                            |                          |                          |                          |
| Art Policy and Mural Art <i>(if time/resources available in 2024)</i> | GO/RK    | Finish drafting city-wide art policy                                     | Obtain public input on the policy; RFQ for 181st Wall Mural                                             | Art Policy Adoption                                                      | 181st Wall Mural Artist Selection                                        |                                 | 181st Wall Mural Installation                          | 181st Wall Mural Installation | 181st Wall Mural Installation |                                                            |                          |                          |                          |
| Town Square/Hangar Scheduling                                         | NM/EG/CC | Support Hangar scheduling (taken over by Public Works Ops)               |                                                                                                         |                                                                          |                                                                          |                                 |                                                        |                               |                               |                                                            |                          |                          |                          |

|                            |  |
|----------------------------|--|
| LEGEND                     |  |
| = Highest Peak Workload    |  |
| = Substantial Workload     |  |
| = Less But Steady Workload |  |

| Community Development<br>2024 Work Plan                                            |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
|------------------------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------|-------------------------------------------------|-------------------------------------|------------------------------------------------------|-----------|-------|---------------------------|-------------------------------------------------------|-----------------------|-----------------------|--|
| Project                                                                            | Team  | Jan                                                                                                    | Feb                 | Mar                                                     | Apr                                             | May                                 | June                                                 | July      | Aug   | Sept                      | Oct                                                   | Nov                   | Dec                   |  |
| Comp Plan/Development Regs (docket)                                                |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Update Housing Element to be consistent with State legislation on middle           | TH/DB | council approves docket                                                                                | PC review Feb-Apr   |                                                         | joint PC/CC mtg                                 | CC review                           |                                                      |           |       |                           |                                                       | CC Ordinance adoption |                       |  |
| Update Land Use Element to be consistent with State legislation on middle          | TH/DB | council approves docket                                                                                | PC review Feb-Apr   |                                                         | joint PC/CC mtg                                 | CC review                           |                                                      |           |       |                           |                                                       | CC Ordinance adoption |                       |  |
| "Middle housing" regulations to be consistent with 2023 state legislation          | TH/DB | council approves docket                                                                                | prepare info for PC |                                                         |                                                 | PC review                           |                                                      |           |       | Joint PC/CC               | CC Ordinance adoption                                 |                       |                       |  |
| Cottage Housing regulations (2024 PC docket)                                       | TH/DB | council approves docket                                                                                | prepare info for PC |                                                         |                                                 | PC review                           |                                                      |           |       | joint PC/CC               | CC Ordinance adoption                                 |                       |                       |  |
| ADU regulations to be consistent with 2023 state legislation (2024 Council         | TH/DB | council approves docket                                                                                | prepare info for CC |                                                         |                                                 | CC review                           |                                                      |           |       |                           |                                                       |                       | CC Ordinance adoption |  |
| Regs for small houses on small lots (2024 Council )                                | TH/DB | council approves docket                                                                                | prepare info for CC |                                                         |                                                 | CC review                           |                                                      |           |       |                           |                                                       |                       | CC Ordinance adoption |  |
| Regs for unit lot subdivisions (2024 Council)                                      | TH/DB | council approves docket                                                                                | prepare info for CC |                                                         |                                                 | CC review                           |                                                      |           |       |                           |                                                       |                       | CC Ordinance adoption |  |
| Update the Downtown Element (2024 PC docket)                                       | TH/DB | council approves docket                                                                                | prepare info for PC |                                                         | PC review Apr-Jun                               |                                     | joint PC/CC                                          | CC review |       |                           |                                                       | CC Ordinance adoption |                       |  |
| Update the Community Design Element (2024 PC docket)                               | TH/DB | council approves docket                                                                                | prepare info for PC |                                                         | PC review Apr-Jun                               |                                     | joint PC/CC                                          | CC review |       |                           |                                                       | CC Ordinance adoption |                       |  |
| Downtown Floor Area Ratio (2024 council)                                           | TH/DB | council approves docket                                                                                | prepare info for CC |                                                         |                                                 | CC review                           |                                                      |           |       |                           |                                                       |                       | CC Ordinance adoption |  |
| Update the Economic Development Element (2024 PC docket)                           | TH/DB | council approves docket                                                                                | joint PC/CC         | CC review                                               |                                                 |                                     |                                                      |           |       |                           |                                                       |                       | CC Ordinance adoption |  |
| Update the Surface Water Element (2024 PC docket)                                  | TH/DB | council approves docket                                                                                | prepare info for PC |                                                         |                                                 |                                     | PC review Jun-Sept                                   |           |       | Joint PC/CC               | CC review                                             | CC Ordinance adoption |                       |  |
| Update the Capital Facilities Element (PC docket)                                  | TH/DB | council approves docket                                                                                | prepare info for PC |                                                         |                                                 |                                     | PC review Jun-Sept                                   |           |       | Joint PC/CC               | CC review                                             | CC Ordinance adoption |                       |  |
| Update the Natural Environment (PC docket)                                         | TH/DB | council approves docket                                                                                | prepare info for PC |                                                         |                                                 |                                     | PC review Jun-Sept                                   |           |       | Joint PC/CC               | CC review                                             | CC Ordinance adoption |                       |  |
| Policy and Strategy                                                                |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Aquatic Center Feasibility Study next steps                                        | GO/DB | 1/9/24 present results to council. council direction on gauging interest in purusing one or both sites |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Housing Affordability Internal Staff Team                                          | DB    | provide assistance on strategy, policy and projects                                                    |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Lakepointe Internal Staff Team                                                     | DB    | provide assistance on strategy, policy and projects                                                    |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| ST3 Stride BRT Internal Staff Team                                                 | DB    | provide assistance on strategy, policy and projects                                                    |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Leadership Team Thematic Goal                                                      | DB    | provide assistance on strategy, policy and projects                                                    |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Public Art Policy continued from 2023                                              | GO/DB | develop policy                                                                                         |                     | CC review and adoption                                  |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Develop Internal Policy for Property Acquisition                                   | MC/DB |                                                                                                        |                     |                                                         |                                                 | policy development                  |                                                      |           |       |                           |                                                       |                       |                       |  |
| Park Capital Projects/Other Projects                                               |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| P 28 W&W Log Boom Park: Waterfront Improvement Project                             | MC    | RFP/contract award for mitigation/monitoring/stewardship                                               |                     |                                                         | admin                                           | prepare and submit report           |                                                      |           | admin | prepare and submit report |                                                       | admin                 |                       |  |
| P 27 W&W Squires Landing Park, TI' awh-ah-dees (λ' a Xw a d i s) : Waterf          | MC    | RFP/contract award for mitigation/monitoring/stewardship                                               |                     |                                                         | admin                                           | prepare and submit report           |                                                      |           | admin | prepare and submit report |                                                       | admin                 |                       |  |
| P1 Twin Springs Phase 1 minimal construction for park opening (continued           | MC    | working with King County on agreements/easements                                                       |                     |                                                         | permit review                                   |                                     | Bid process/contract award/construction              |           |       | project close out         |                                                       |                       |                       |  |
| Rhododendron Park Signage (replace two park signs)                                 | MC    |                                                                                                        |                     | Bid process/contract award/sign fabrication and install |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Park Recreation and Open Space Plan (needs to be updated and adopted b             | MC    |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           | develop scope of work for PROS plan and RFP as needed |                       |                       |  |
| Lease for Log Boom Park Pier                                                       | MC    | contract for survey and work with DNR on lease terms                                                   |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Art for the Sammamish River Bridge (assisting Engineering Dept)                    | MC    |                                                                                                        |                     |                                                         | solicit proposals from artists/contract/install |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Other Work Program Items                                                           |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Emergency Management                                                               | DB    | Quarterly NEMCo board meetings; coordinating staff training                                            |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Budget Development                                                                 | DB    |                                                                                                        |                     |                                                         |                                                 | dept budget and park capital budget |                                                      |           |       |                           |                                                       |                       |                       |  |
| CEMP Adoption (continued from 2023)                                                | DB    | respond to state comments; council adoption                                                            |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| King County Regional Hazard Mitigation Plan (Update due 2025)                      | DB    | attend meetings; prepare Kenmore information                                                           |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Urban Land Institute workshop, next steps for Downtown                             | TH/DB | preparing contract and briefing materials                                                              |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Grants                                                                             |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| 2023-2024 State Dept of Commerce Grant for comp plan update (\$125k to             | TH/DB |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| 2023 Dept Commerce middle housing grant \$40k                                      | TH/DB |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| 2019 State Appropriation Award (\$151,900) for Twin Springs Phase 1 Proje          | TH/DB |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Working with Other Agencies                                                        | TH/DB |                                                                                                        |                     |                                                         |                                                 |                                     | assess what actions needed to respond to legislation |           |       |                           |                                                       |                       |                       |  |
| ARCH: Staff committees. Attending ARCH Board Meetings.                             |       | provide input/review/ represent Kenmore on the ARCH board and committees                               |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| PSRC: Review/Comment on Regional Plan Updates                                      |       | provide input/review as needed                                                                         |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| King County: Review/Comment on Regional Plan Updates. Staff Committee supporting J |       | provide input/review as needed                                                                         |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| State Legislature: Review/Comment on Proposed Legislation                          |       | provide input/review as needed on proposed legislation                                                 |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
|                                                                                    |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
|                                                                                    |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Highest peak workload                                                              |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Substantial workload                                                               |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
| Less steady workload                                                               |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |
|                                                                                    |       |                                                                                                        |                     |                                                         |                                                 |                                     |                                                      |           |       |                           |                                                       |                       |                       |  |

| Project                                              | Team | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------------------------------------------------------|------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| DB: Debbie Bent, Community Development Director      |      |     |     |     |     |     |      |      |     |      |     |     |     |
| TH: Todd Hall Principal Planner                      |      |     |     |     |     |     |      |      |     |      |     |     |     |
| MC: Maureen Colaizzi, Parks Project Manager          |      |     |     |     |     |     |      |      |     |      |     |     |     |
| CC: City Council                                     |      |     |     |     |     |     |      |      |     |      |     |     |     |
| PC: Planning Commission                              |      |     |     |     |     |     |      |      |     |      |     |     |     |
| GO: Garrett Oppenheim, Assistant to the City Manager |      |     |     |     |     |     |      |      |     |      |     |     |     |

| Community Development<br>2024 Work Plan                                                  |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
|------------------------------------------------------------------------------------------|-------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------|-------------------------------------------|-----------------------------------------|-------------------|-------|---------------------------|-----------------------------|-----------------------|-----|--|
| Project                                                                                  | Team  | Jan                                                                      | Feb                                                                                                                                                                                                          | Mar                    | Apr                                                     | May                                       | June                                    | July              | Aug   | Sept                      | Oct                         | Nov                   | Dec |  |
|                                                                                          |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Comp Plan/Development Regs (docket)                                                      |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Update Housing Element to be consistent with State legislation on middle housing         | TH/DB | council approves docket                                                  | PC review Feb-Apr                                                                                                                                                                                            |                        |                                                         | joint PC/CC mtg                           | CC review                               |                   |       |                           |                             | CC Ordinance adoption |     |  |
| Update Land Use Element to be consistent with State legislation on middle housing        | TH/DB | council approves docket                                                  | PC review Feb-Apr                                                                                                                                                                                            |                        |                                                         | joint PC/CC mtg                           | CC review                               |                   |       |                           |                             | CC Ordinance adoption |     |  |
| "Middle housing" regulations to be consistent with 2023 state legislation (2024 Council) | TH/DB | council approves docket                                                  | prepare info for PC                                                                                                                                                                                          |                        |                                                         | PC review                                 |                                         |                   |       |                           | Joint PC/CC                 | CC Ordinance adoption |     |  |
| Cottage Housing regulations (2024 PC docket)                                             | TH/DB | council approves docket                                                  | prepare info for PC                                                                                                                                                                                          |                        |                                                         | PC review                                 |                                         |                   |       |                           | joint PC/CC                 | CC Ordinance adoption |     |  |
| ADU regulations to be consistent with 2023 state legislation (2024 Council)              | TH/DB | council approves docket                                                  | prepare info for CC                                                                                                                                                                                          |                        |                                                         | CC review                                 |                                         |                   |       |                           |                             | CC Ordinance adoption |     |  |
| Regs for small houses on small lots (2024 Council )                                      | TH/DB | council approves docket                                                  | prepare info for CC                                                                                                                                                                                          |                        |                                                         | CC review                                 |                                         |                   |       |                           |                             | CC Ordinance adoption |     |  |
| Regs for unit lot subdivisions (2024 Council)                                            | TH/DB | council approves docket                                                  | prepare info for CC                                                                                                                                                                                          |                        |                                                         | CC review                                 |                                         |                   |       |                           |                             | CC Ordinance adoption |     |  |
| Update the Downtown Element (2024 PC docket)                                             | TH/DB | council approves docket                                                  | prepare info for PC                                                                                                                                                                                          |                        | PC review Apr-Jun                                       |                                           | joint PC/CC                             | CC review         |       |                           |                             | CC Ordinance adoption |     |  |
| Update the Community Design Element (2024 PC docket)                                     | TH/DB | council approves docket                                                  | prepare info for PC                                                                                                                                                                                          |                        | PC review Apr-Jun                                       |                                           | joint PC/CC                             | CC review         |       |                           |                             | CC Ordinance adoption |     |  |
| Downtown Floor Area Ratio (2024 council)                                                 | TH/DB | council approves docket                                                  | prepare info for CC                                                                                                                                                                                          |                        |                                                         | CC review                                 |                                         |                   |       |                           |                             | CC Ordinance adoption |     |  |
| Update the Economic Development Element (2024 PC docket)                                 | TH/DB | council approves docket                                                  | joint PC/CC                                                                                                                                                                                                  | CC review              |                                                         |                                           |                                         |                   |       |                           |                             | CC Ordinance adoption |     |  |
| Update the Surface Water Element (2024 PC docket)                                        | TH/DB | council approves docket                                                  | prepare info for PC                                                                                                                                                                                          |                        |                                                         |                                           | PC review Jun-Sept                      |                   |       | Joint PC/CC               | CC review                   | CC Ordinance adoption |     |  |
| Update the Capital Facilities Element (PC docket)                                        | TH/DB | council approves docket                                                  | prepare info for PC                                                                                                                                                                                          |                        |                                                         |                                           | PC review Jun-Sept                      |                   |       | Joint PC/CC               | CC review                   | CC Ordinance adoption |     |  |
| Update the Natural Environment (PC docket)                                               | TH/DB | council approves docket                                                  | prepare info for PC                                                                                                                                                                                          |                        |                                                         |                                           | PC review Jun-Sept                      |                   |       | Joint PC/CC               | CC review                   | CC Ordinance adoption |     |  |
| Policy and Strategy                                                                      |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Aquatic Center Feasibility Study next steps                                              | GO/DB | 1/9/24 present to CC                                                     | Council direction to pursue partnership with jurisdictions in the Norshore area and NSD, NPRSA. Also keep sites in Kenmore including St. Eds. Also consider partnership with Shoreline, LFP and/or Kirkland. |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Housing Affordability Internal Staff Team                                                | DB    | provide assistance on strategy, policy and projects                      |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Lakepointe Internal Staff Team                                                           | DB    | provide assistance on strategy, policy and projects                      |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| ST3 Stride BRT Internal Staff Team                                                       | DB    | provide assistance on strategy, policy and projects                      |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Leadership Team Thematic Goal                                                            | DB    | provide assistance on strategy, policy and projects                      |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Public Art Policy continued from 2023                                                    | GO/DB | develop policy                                                           |                                                                                                                                                                                                              | CC review and adoption |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Develop Internal Policy for Property Acquisition                                         | MC/DB |                                                                          |                                                                                                                                                                                                              |                        |                                                         | policy development                        |                                         |                   |       |                           |                             |                       |     |  |
| Park Capital Projects/Other Projects                                                     |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| P 28 W&W Log Boom Park: Waterfront Improvement Project                                   | MC    | RFP/contract award for mitigation/monitoring/stewardship                 |                                                                                                                                                                                                              |                        | admin                                                   | prepare and submit report                 |                                         |                   | admin | prepare and submit report |                             | admin                 |     |  |
| P 27 TI' awh-ah-dees (Ḷ' a Xw a d i s) Park: Waterfront Improvement Project              | MC    | RFP/contract award for mitigation/monitoring/stewardship                 |                                                                                                                                                                                                              |                        | admin                                                   | prepare and submit report                 |                                         |                   | admin | prepare and submit report |                             | admin                 |     |  |
| P1 Twin Springs Phase 1 for park opening (continued from 2023)                           | MC    | working with King County on agreements/easements                         |                                                                                                                                                                                                              |                        | permit review                                           |                                           | Bid process/contract award/construction |                   |       | project close out         |                             |                       |     |  |
| P18 Rhododendron Park Signage (replace two park signs)                                   | MC    |                                                                          |                                                                                                                                                                                                              |                        | Bid process/contract award/sign fabrication and install |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Rhododendron Boathouse RFP for Boathouse manager                                         | DB    | CC update                                                                | research options for RFP                                                                                                                                                                                     |                        |                                                         |                                           |                                         | prepare draft RFP |       |                           | RFP issuance for 2025 start |                       |     |  |
| Park Recreation and Open Space Plan (update due 2/24/26)                                 | MC    | develop scope of work for PROS plan and RFP as needed                    |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Memorial Boulder for TI' awh-ah-dees (Ḷ' a Xw a d i s) Park                              | MC    | coordinate installation                                                  |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Lease for Log Boom Park Pier                                                             | MC    | survey, coordinate with DNR on lease renewal                             |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Art for the Sammamish River Bridge (assisting Engineering Dept)                          | MC    |                                                                          |                                                                                                                                                                                                              |                        | solicit proposals from artists/contract/install         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Other Work Program Items                                                                 |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Emergency Management                                                                     | DB    | Quarterly NEMCo board meetings; coordinating staff training              |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Budget Development                                                                       | DB    |                                                                          |                                                                                                                                                                                                              |                        |                                                         | dept budget and park capital budget       |                                         |                   |       |                           |                             |                       |     |  |
| CEMP Adoption (continued from 2023)                                                      | DB    | respond to state comments; council adoption                              |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| King County Regional Hazard Mitigation Plan (Update due 2025)                            | DB    | attend meetings; prepare Kenmore information                             |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Urban Land Institute workshop, next steps for Downtown                                   | TH/DB | preparing contract and briefing materials                                |                                                                                                                                                                                                              | 3/6-3/7 ULI on site    |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Grants                                                                                   |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| 2023-2024 Commerce Grant for comp plan update (\$125k)                                   | TH/DB | grant admin/reporting                                                    |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| 2023-2024 Commerce Grant for middle housing (\$40k)                                      | TH/DB | grant admin/reporting                                                    |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| 2019 State Appropriation Award (\$151,900) for Twin Sprins                               | MC    | grant admin/reporting                                                    |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Working with Other Agencies                                                              |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| ARCH: Staff committees. Attending ARCH Board Meetings.                                   | DB/TH | provide input/review/ represent Kenmore on the ARCH board and committees |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| PSRC: Review/Comment on Regional Plan Updates                                            | DB/TH | provide input/review as needed                                           |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| King County: Review/Comment onPlan Updates. Staff Committee to JRC                       | DB/TH | provide input/review as needed                                           |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| State Legislature: Review/Comment on Proposed Legislation                                | DB/TH | provide input/review as needed on proposed legislation                   |                                                                                                                                                                                                              |                        |                                                         | prepare plan/strategy for code amendments |                                         |                   |       |                           |                             |                       |     |  |
|                                                                                          |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
|                                                                                          |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Highest peak workload                                                                    |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Substantial workload                                                                     |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |
| Less steady workload                                                                     |       |                                                                          |                                                                                                                                                                                                              |                        |                                                         |                                           |                                         |                   |       |                           |                             |                       |     |  |

| Project                                              | Team | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------------------------------------------------------|------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
|                                                      |      |     |     |     |     |     |      |      |     |      |     |     |     |
| DB: Debbie Bent, Community Development Director      |      |     |     |     |     |     |      |      |     |      |     |     |     |
| TH: Todd Hall Principal Planner                      |      |     |     |     |     |     |      |      |     |      |     |     |     |
| MC: Maureen Colaizzi, Parks Project Manager          |      |     |     |     |     |     |      |      |     |      |     |     |     |
| CC: City Council                                     |      |     |     |     |     |     |      |      |     |      |     |     |     |
| PC: Planning Commission                              |      |     |     |     |     |     |      |      |     |      |     |     |     |
| GO: Garrett Oppenheim, Assistant to the City Manager |      |     |     |     |     |     |      |      |     |      |     |     |     |

Development Services Department  
2024 Work Plan

Less Steady Workload  
Substantial Workload  
Highest Peak Workload

AT Andy Torres  
BB Bridgit Baker  
BH Bryan Hampson  
DS Daniel Saunders

LL Lukasz Lisowski  
MK Miguel Kelly  
MQ Maura Query  
RR Reilly Rosbotham

SL Samantha Loyuk  
DRE Senior Engineer (Vacant)

Updated 1/2/2024

City Council

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|                                                                                   |           |         | 2024 |     |     |     |     |     |     |     |      |     |     |     | 2025 |     |     |     |     |     |
|-----------------------------------------------------------------------------------|-----------|---------|------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|------|-----|-----|-----|-----|-----|
|                                                                                   | Lead      | Support | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun |
| Daily Work Load:                                                                  |           |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| General Permitting Inquiries                                                      | AT & DS   | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Service Requests                                                                  | BB        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Permit Intake and Management                                                      | AT        | DS      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Regulatory Business Licenses                                                      | AT        | DS      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Contractor Business Registration                                                  |           |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Pet Licenses (RASKC & PAWS)                                                       | Reception | MQ      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Permit/Project Plan Review: Building                                              | BH        | LL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Permit/Project Plan Review: Planinng                                              | RR        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Permit/Project Plan Review: Engineering                                           | DRE       |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Inspections: Building                                                             | BH        | LL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Inspections: Engineering                                                          | MK        | DRE     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Development Review Meetings (e.g., pre-application and pre-construction meetings) | RR        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Code Enforcement (e.g., Correction Notices, Notice of Violations, etc.)           | BB        | LL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Financial Guarantee Monitoring                                                    | MQ        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Land Use Notices                                                                  | RR        | MQ      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Cooperative Nuisance Odor Complaints                                              | BB        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Public Records Requests                                                           | MQ        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Budget                                                                            | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| General Administrative support                                                    | MQ        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Website                                                                           | MQ        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Franchise Utility Permit Process                                                  | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Permit Application Forms Update                                                   | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Development Services Procedures                                                   | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Permit Tracking Software (TRAKIT) Management                                      | AT        | SL, MQ  |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Online Permit Portal Management (MyBuildingPermit.com or "MBP")                   | AT        | DS, SL  |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Contracts                                                                         | SL        | MQ      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Reporting - Census & King County                                                  | AT        | DS      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Expired Permits                                                                   | AT        | MQ, DS  |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Development Projects (Private Property)                                           |           |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Kenmore Urban Townhomes                                                           | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Lakepointe                                                                        | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Beechwood II Apartments                                                           | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| 25 Degrees Condominiums                                                           | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| First Romanian Pentecostal Church                                                 | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Jackson Critical Area Variances (2)                                               | RR        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Timber Townhomes                                                                  | MK        | BH      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Hiatt Springs Townhomes                                                           | MK        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Development Projects (Public)                                                     |           |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Inglemoor High School Master Plan                                                 | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Kenmore Elementary Modernization                                                  | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Plymouth Affordable Housing Project                                               | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Holt Affordable Housing Project                                                   | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Public Works Operations Center (PWOK)                                             | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| ST3 Park and Ride / TOD                                                           | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Code Updates                                                                      |           |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Tree Regulations ("Tier 2")                                                       | SL        |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Construction Codes (building, energy, etc.)                                       | BH        | LL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Non-conformance rule adjustment                                                   | RR        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Parking near transit corridors                                                    | RR        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Household size redefined                                                          | RR        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Replace "marijuana" with "cannabis "                                              | RR        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Burn ban ordinance                                                                | BB        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Special Projects                                                                  |           |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Permit Tracking Software (TRAKIT) OTC Permits Automation and Enhancements         | AT        | MQ      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Code compliance integration with MBP                                              | AT        | BB      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| MBP Backend Software Procurement Study                                            | SL        | MQ      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Echeck electronic payments (MBP & TRAKIT)                                         | SL        | AT & MQ |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Hiring & Training: Senior Engineer                                                | SL        |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Onboarding: Senior Permit Coordinator                                             | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Records Management Plan                                                           | MQ        | SL      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| City Committees                                                                   | All       |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Climate Action Plan                                                               | SL        | RR      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Accessory Dwelling Unit educational materials                                     | SL        | AT & MQ |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Diversity, Equity, Inclusion and Accessibility                                    | All       |         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Customer service: DS webpage improvements                                         | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |
| Customer service: DS forms update                                                 | SL        | All     |      |     |     |     |     |     |     |     |      |     |     |     |      |     |     |     |     |     |

|    |                  |
|----|------------------|
| AT | Andy Torres      |
| BB | Bridgit Baker    |
| BH | Bryan Hampson    |
| DS | Daniel Saunders  |
| LL | Lukasz Lisowski  |
| MK | Miguel Kelley    |
| MQ | Maura Query      |
| RR | Reilly Rosbotham |
| SL | Samantha Loyuk   |

Engineering Department  
**2024 Work Plan**  
Non-Capital

Less Steady Workload

Substantial Workload

Highest Peak Workload

AC

JV

KV

TJ

Amber Clifton

John Vicente

Kent Vaughan

Thomas Joachimides

TBG

TB

JS

Tobin Bennett-Gold

Terri Bielenberg

Jarrett Smith

December 28, 2023

Council      **+**

|                                                                      |  |            |           | 2024 |     |     |     |     |     |     |     |      |     |     |     |
|----------------------------------------------------------------------|--|------------|-----------|------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Project                                                              |  | Lead       | Support   | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| Pavement Management Update (every even year)                         |  | TJ         | TBG       |      |     |     |     |     |     |     |     |      |     |     |     |
| Service Requests - Traffic                                           |  | TBG        | Intern    |      |     |     |     |     |     |     |     |      |     |     |     |
| Traffic Calming Program                                              |  | TBG        | Intern    |      |     | +   |     |     |     |     |     |      |     |     |     |
| Annual Counts program                                                |  | TBG        | Intern    |      |     |     |     |     |     |     |     |      |     |     |     |
| Crash Data Maintenance & Analysis                                    |  | TBG        | Intern    |      |     |     |     |     |     |     |     |      |     |     |     |
| Local Road Safety Plan                                               |  | TBG        | Intern/JV |      |     |     |     |     |     |     |     |      |     |     |     |
| Photo Enforcement Program                                            |  | TBG        | JV        |      |     |     |     |     |     |     |     |      |     |     |     |
| Alternate Modes of Transportation Analysis (Bike share and the like) |  | TBG        | JV        |      |     |     |     |     |     | +   |     |      |     |     |     |
| Capital Projects Management                                          |  | TB, KV, TJ | JV, AC    |      |     |     |     |     |     |     |     |      |     |     |     |
| Pedestrian Facilities Plan                                           |  | JV         |           |      |     |     |     |     |     |     |     |      |     |     |     |
| Project Management toolkits                                          |  | JV         | AC        |      |     |     |     |     |     |     |     |      |     |     |     |
| Municipal Code Update - Title 13 Utilities and Public Works          |  | JV         |           |      | +   |     |     |     |     |     |     |      |     |     |     |
| Municipal Code Update - Title 10 Vehicles and Traffic                |  | JV         | TBG       |      |     |     |     |     |     |     |     |      |     |     |     |
| Transportation Improvement Plan                                      |  | JV         |           |      |     |     |     |     | +   |     |     |      |     |     |     |
| Oversight of CIP                                                     |  | JV         |           |      |     |     |     |     |     |     |     |      |     |     |     |
| Budget                                                               |  | JV         |           |      |     |     |     |     |     |     |     |      |     |     |     |
| Road Standards Management                                            |  | JV         | AC        |      |     |     |     |     |     |     |     |      |     |     |     |
| ADA Transition Plan - Phase 2                                        |  | JV         |           |      |     |     |     |     |     |     |     |      |     |     |     |
| ADA Transition Plan Management                                       |  | JV         | KV        |      |     |     |     |     |     |     |     |      |     |     |     |
| Capital Improvement Plan Update                                      |  | JV         | KV/TLB/TJ |      |     |     |     |     |     |     |     |      |     |     |     |
| Grants                                                               |  | JV         | KV        |      |     |     |     |     |     |     |     |      |     |     |     |
| Interagency Coordination (Sound Transit 3, committees, WSDOT)        |  | JV         | TBG/KV    |      |     |     |     |     |     |     |     |      |     |     |     |
| Lakepointe Development                                               |  | JV         | TBG       |      |     |     |     |     |     |     |     |      |     |     |     |
| Franchise Right of Way Permit Review                                 |  | JS         | JV        |      |     |     |     |     |     |     |     |      |     |     |     |
| Franchise Right of Way Permit Inspection                             |  | JS         |           |      |     |     |     |     |     |     |     |      |     |     |     |
| Right of Way Code Compliance                                         |  | JS         | AC        |      |     |     |     |     |     |     |     |      |     |     |     |
| Policies and Procedures (permitting and code compliance)             |  | AC/JS      | JV        |      |     |     |     |     |     |     |     |      |     |     |     |
| Franchise Right of Way Permit Coordination                           |  | AC         | JS        |      |     |     |     |     |     |     |     |      |     |     |     |
| Contracting/Invoicing                                                |  | AC         | Everyone  |      |     |     |     |     |     |     |     |      |     |     |     |
| General Administrative support                                       |  | AC         |           |      |     |     |     |     |     |     |     |      |     |     |     |
| Website                                                              |  | AC         | Everyone  |      |     |     |     |     |     |     |     |      |     |     |     |
| Public Outreach                                                      |  | AC         | Everyone  |      |     |     |     |     |     |     |     |      |     |     |     |
| Records Management                                                   |  | AC         | Everyone  |      |     |     |     |     |     |     |     |      |     |     |     |
| City Committees                                                      |  | All        |           |      |     |     |     |     |     |     |     |      |     |     |     |
| Diversity, Equity, Inclusion, and Accessibility                      |  | ALL        |           |      |     |     |     |     |     |     |     |      |     |     |     |
| Climate Action Plan                                                  |  | JV         | All       |      |     |     |     |     |     |     |     |      |     |     |     |
| Love Where You Live                                                  |  | JV         | All       |      |     |     |     |     |     |     |     |      |     |     |     |

Public Works Engineering

2024 Workplan

Capital Projects

Date: December 28, 2023

KV

JV

TB

TJ

Kent Vaughan

John Vicente

Terri Bielenberg

Thomas Joachimides

Design thru Award

Construction

Closeout/Establishment Period

Grant apps/study/STIP/WSDOT

Design/construction on-call needs

|                                          | Current       |           |      | 2024 |     |     |     |     |     |     |     |     |     |     |     |
|------------------------------------------|---------------|-----------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Project                                  | Status        | Project # | Lead | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Juanita Drive Ped & Bike (170th - 143rd) | Plant Est.    | T-41      | KV   |      |     |     |     |     |     |     |     |     |     |     |     |
| West Sidewalk Replacement Phase 1        | Design        | T-44      | KV   |      |     |     |     |     |     |     |     |     |     |     |     |
| 175th Wayfinding                         | Construction  | T-244     | KV   |      |     |     |     |     |     |     |     |     |     |     |     |
| 89th Ave Sidewalks                       | Design        | T-260     | KV   |      |     |     |     |     |     |     |     |     |     |     |     |
| AA Transition Plan Program               | Not Started   | T-252     | KV   |      |     |     |     |     |     |     |     |     |     |     |     |
| Lover Swamp Creek Bridge Replacement     | Contracting   | T-38      | KV   |      |     |     |     |     |     |     |     |     |     |     |     |
| Juanita Extra Trees                      | Design        | T-41      | KV   |      |     |     |     |     |     |     |     |     |     |     |     |
| 23 Overlay and Sidewalk Repair Project   | Construction  | T-35      | TB   |      |     |     |     |     |     |     |     |     |     |     |     |
| 90th Culvert @ 61st                      | Construction  | SW-8      | TB   |      |     |     |     |     |     |     |     |     |     |     |     |
| East Sammamish R Bridge                  | Wetland Maint | T-37      | TB   |      |     |     |     |     |     |     |     |     |     |     |     |
| 192nd Sidewalks/Culvert Replacement      | Not Started   | T-261     | TB   |      |     |     |     |     |     |     |     |     |     |     |     |
| 181st Sidewalks (61st-east of 63rd)      | Pending Funds | T-253     | TB   |      |     |     |     |     |     |     |     |     |     |     |     |



[illegible]



FINANCE/ADMINISTRATION  
2024 Work Plan

Less Steady Workload

Substantial Workload

Highest Peak Workload

BC

BR

CS

MM

Brenda Chamness

Brian Randall

Carla Schnee

Melinda Merrell

Updated 1/16/2024

|                                                                             |        | 2024 |     |     |     |     |     |     |     |      |     |     |     |
|-----------------------------------------------------------------------------|--------|------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
|                                                                             | Lead   | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| <b>Daily/Ongoing Work Load:</b>                                             |        |      |     |     |     |     |     |     |     |      |     |     |     |
| Payroll & Benefits Administration                                           | CS/BC  |      |     |     |     |     |     |     |     |      |     |     |     |
| Financial Accounting, reconciliations, reporting                            | BR     |      |     |     |     |     |     |     |     |      |     |     |     |
| Cash and Investment Management                                              | MM/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| Payroll W-2s/1099s                                                          | CS/BC  |      |     |     |     |     |     |     |     |      |     |     |     |
| Payroll related reporting (fed/state)                                       | BR/BC  |      |     |     |     |     |     |     |     |      |     |     |     |
| Invoices/Accts Rec/Grant Reimbursements                                     | BR/BC  |      |     |     |     |     |     |     |     |      |     |     |     |
| Monthly & Annual Financial Reports (to Council)                             | BR/MM  |      |     |     |     |     |     |     |     |      |     |     |     |
| IT Liaison Work                                                             | BR     |      |     |     |     |     |     |     |     |      |     |     |     |
| IT Advisory Committee                                                       | MM/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| Investment Advisory Committee                                               | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| Agenda Preparation & Agenda Bill Review                                     | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| Wellness Committee                                                          | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| Review internal controls & financial processes                              | ALL    |      |     |     |     |     |     |     |     |      |     |     |     |
| DEIA implementation                                                         | ALL    |      |     |     |     |     |     |     |     |      |     |     |     |
| Oyster Committee meetings (Police contract)                                 | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>Annual Report/Audit/Financial Statements</b>                             |        |      |     |     |     |     |     |     |     |      |     |     |     |
| Update Cost Allocation/Overhead Plan                                        | MM/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| Close 2023 Fiscal Year                                                      | BR     |      |     |     |     |     |     |     |     |      |     |     |     |
| 2023 Annual Report(file w/State)/notes/schedules                            | BR/MM  |      |     |     |     |     |     |     |     |      |     |     |     |
| 2023 Financial Audit                                                        | MM/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| Parks Levy Annual Report                                                    | MM/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| File Annual Report on EMMA (Electronic Municipal Market Access)             | MM/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>Financial Sustainability Plan Task Force 2024</b>                        |        |      |     |     |     |     |     |     |     |      |     |     |     |
| Financial Sustainability Plan                                               | MM/CS  |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>Budget 2025-2026</b>                                                     |        |      |     |     |     |     |     |     |     |      |     |     |     |
| 6 Year Forecast and Plan Update/review/update/                              | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| Service Level Budgeting                                                     | MM/CS  |      |     |     |     |     |     |     |     |      |     |     |     |
| Budget Kickoff                                                              | MM/CS  |      |     |     |     |     |     |     |     |      |     |     |     |
| Budget Training in Incode??                                                 | CS/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| Dept Program Budget Prep                                                    | MM/All |      |     |     |     |     |     |     |     |      |     |     |     |
| City Manager Review of Dept Budgets                                         | MM/RK  |      |     |     |     |     |     |     |     |      |     |     |     |
| City Council Budget Study and Presentations                                 | MM/All |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>CIP</b>                                                                  |        |      |     |     |     |     |     |     |     |      |     |     |     |
| CIP Management                                                              | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| CIP review revisions, update, presentation, ordinance                       | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| CIP review, presentation, ordinance                                         | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>Property Tax Levy 2026</b>                                               |        |      |     |     |     |     |     |     |     |      |     |     |     |
| Property Tax Levy 2025 - Regular & Excess-PH/ord.                           | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>Information Technology</b>                                               |        |      |     |     |     |     |     |     |     |      |     |     |     |
| IT Advisory Committee, quarterly meetings                                   | MM/BR  |      |     |     |     |     |     |     |     |      |     |     |     |
| Review current IT strategy with Committee                                   | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| IT-Review controls, risk, exposure (software/electron                       | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>Risk Management</b>                                                      |        |      |     |     |     |     |     |     |     |      |     |     |     |
| Risk Management - claims/misc.                                              | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| Annual Risk Management Audit                                                | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| Board Meeting - required 1x/year                                            | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| WCIA - Required 3 trainings/year                                            | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>PWOC - Financing</b>                                                     |        |      |     |     |     |     |     |     |     |      |     |     |     |
| Councilmanic Bond Issue                                                     | MM     |      |     |     |     |     |     |     |     |      |     |     |     |
| <b>CAP &amp; Human Services Funding</b>                                     |        |      |     |     |     |     |     |     |     |      |     |     |     |
| Monitor new revenue sources: Gas utility tax, solid waste, car fee increase | CS     |      |     |     |     |     |     |     |     |      |     |     |     |
|                                                                             |        |      |     |     |     |     |     |     |     |      |     |     |     |

2024 PW OPERATIONS - Facilities, Park, Streets Surface Water Maintenance, Events Volunteer Programs, and Recreation Programs

Less Steady Workload

Substantial Workload

Highest Peak Workload

PW OPS PARKS

PW OPS STS/SW

PW OPS FACILITIES

PW OPS GENERAL

EVENTS & VOLUNTEERS

RECREATION

ALL DEPT/NON DEPT

| Project                                                                                                                                                                                                                                                   | Lead            | Jan                               | Feb | Mar | Apr | May                                        | Jun | Jul | Aug | Sept                       | Oct | Nov | Dec |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|-----|-----|-----|--------------------------------------------|-----|-----|-----|----------------------------|-----|-----|-----|
| City - Public Works Operations Center Development                                                                                                                                                                                                         | JeG             | Public Works Facility Site Design |     |     |     |                                            |     |     |     | Advertise/Bid/Construction |     |     |     |
| City - Division Administration and Support/Leadership Team                                                                                                                                                                                                | JeG             |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - PW - Climate Action Plan for Operations                                                                                                                                                                                                            | JeG/AF          |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - PW - IA - Diversity, Equity, Inclusion, & Accessibility Program Implementation                                                                                                                                                                     | ALL             |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Employee Evaluations                                                                                                                                                                                                                               | JeG/JE/QP/AF/SB |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Standard Operating Procedures Development                                                                                                                                                                                                          | JeG             |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Annual Workplan Management                                                                                                                                                                                                                         | JeG             |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Department Budget Management                                                                                                                                                                                                                       | JeG             |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Emergency Operations - Operations Section/NEMCO Board                                                                                                                                                                                              | JeG             |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Asset Management - Parks, Streets, Facilities & Fleet                                                                                                                                                                                              | JeG/JE/QP/AF    |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Parks Landnscape Maintenance Contract Management                                                                                                                                                                                                   | QP              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - PW Landscape Maintenance Contract Management                                                                                                                                                                                                       | QP/JE           |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Managing County Roads Services Contract (street sign installation and maintenance of sign inventory, signal operations and maintneance, banner installation/removal, thermoplastic markings & striping, and coordination with traffic engineering) | JeG             |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Summer Seasonal Positions (advertising, hiring and managing)                                                                                                                                                                                       | JE/QP           |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Customer Service Portal Administration                                                                                                                                                                                                             | NS              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Service Request & Work Order Management                                                                                                                                                                                                            | NS              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Staff Administrative Support                                                                                                                                                                                                                       | NS              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - PW OPS Website Management                                                                                                                                                                                                                          | NS              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - PW OPS Division PRR Management/STORE Representative                                                                                                                                                                                                | NS              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - City property damage claims reimbursements                                                                                                                                                                                                         | NS              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Senior Center Programs Promotion & Coordination                                                                                                                                                                                                    | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Park & Facilities Reservations Administration and Management - Moorlands Park Athletic Field, Picnic Shelters (Rhododendron, Moorlands, Log Boom, & TI'), City Hall, & the Hangar                                                                  | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Parks Concession Agreements (WhatsSup, etc.)                                                                                                                                                                                                       | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Recreation Programs/Contracts/Agreements -Contract Development and Management of (Skyhawks, Skate Like a Girl, etc.)                                                                                                                               | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Step It Up                                                                                                                                                                                                                                         | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Boathouse Operations/Contract/Agreements (KCRC & NSD)                                                                                                                                                                                              | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - KWAC Contract Management                                                                                                                                                                                                                           | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - YMCA Swim Lesson Program (Not Funded)                                                                                                                                                                                                              | MC              |                                   |     |     |     | Dev. Options for 2025-2026 Biennial Budget |     |     |     |                            |     |     |     |
| City - Recreation Program/Facility Rentals - City Website Content Management                                                                                                                                                                              | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - CH & Hangar Monitor - Schedule Management                                                                                                                                                                                                          | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Recreation Programs Coordination with Operations Staff                                                                                                                                                                                             | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - City Supported Community Projects Program                                                                                                                                                                                                          | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Love Notes Program                                                                                                                                                                                                                                 | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |
| City - Free Life Jacket Stations                                                                                                                                                                                                                          | MC              |                                   |     |     |     |                                            |     |     |     |                            |     |     |     |

| Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Lead     | Jan                                                    | Feb                                 | Mar                                                 | Apr                                                                                                       | May                                                                      | Jun                                                    | Jul                                                        | Aug                                                                         | Sept                         | Oct                                             | Nov                                | Dec                                     |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------|-------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|-------------------------------------------------|------------------------------------|-----------------------------------------|-----------|
| World Parks Maintenance (Park opening, restroom cleaning, playground inspections & audits, contract management, landscape maintenance, managing landscape maintenance contract, small project management done internally or by small works contracts, intergrated pest management, irrigation, parks signs, parks amenities, trail maintenance, hardscape maintenance, Senior Center building maintenance, parks/facilities snow & ice control, management & oversight to part time Maintenance Worker, special events support, volunteer parks project support, coordination with Moorlands Athletic field users, and safety officer) | QP       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Holiday Lighting ROW & Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | QP/AF    | Holiday Light Take-down                                |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              | Domestic Violence Month - Purple Lights         | Holiday Light Installation         |                                         |           |
| City Hangar and Town Square Facility Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Property Management: Post Office & Diva Espresso                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Facility Reservations Support (City Hall & Hangar)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Special Event Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| City Hall Operations & Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| City Hall Maintenance Contracts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| City Office Operations & Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Facilities Janitorial Services Contract - Admin. & Mgmt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Facilities Landscape Maintenance Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Property Management: Post Office & Diva Espresso                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Fleet/Equipment Acquisition and Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | AF       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Equipment Surplus & Electronics Recycling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | JeG/AF   |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Streets Maintenance (Contract management, ROW Vegetation, integrated pest management, roads maintenance and repair, temporary traffic control, snow and ice control, bridge cleaning and repair, bullseye maintenance, street sweeping, SW facility repairs, sidewalk repair, small project management done internally or by small works contracts, management and oversight to Maintenance Workers, plans/schedules/implements weekly & monthly workplans, and safety officer)                                                                                                                                                        | JE       |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Community Recycling Events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | JeG/SBr  | Grant Submissions/Contracts                            |                                     |                                                     |                                                                                                           | Spring Event                                                             |                                                        |                                                            | Grant Reporting                                                             |                              | Fall Event                                      |                                    | Grant Reporting                         | Contracts |
| Community Events and Volunteer Program Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | QP/JE/AF |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| City Events & Volunteer Programs Website Content Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SBr      |                                                        |                                     |                                                     |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| City Organized Events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SBr      | Finalize special event schedule & sponsorship for 2024 | Winter Concert @ Town Square/Hangar | Develop event marketing plan and update the website | Final event preparations for the summer, send out sponsorship contracts. Earth Day Celebration Activities | Final event preparations for the summer, send out sponsorship contracts. | Farmers Market begins & Juneteenth; Pride Flag Raising | Farmers Market, 4th of July, Concert Series, Outdoor Movie | Farmers Market, Concert Series, Outdoor Movie, National Night Out, Play Day |                              | Jack Crawford Day, planning for December events | Finalize plans for December events | Holiday Event & Winter Porchlight Event |           |
| Special Events & Volunteer Summer Intern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SBr/NSu  |                                                        |                                     | Position Recruitment, Hiring & Training             |                                                                                                           |                                                                          |                                                        |                                                            |                                                                             |                              |                                                 |                                    |                                         |           |
| Other Event Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SBr      |                                                        |                                     |                                                     | Hydroplane Cup                                                                                            |                                                                          |                                                        |                                                            |                                                                             | 5K Fly Away with the Chamber |                                                 |                                    |                                         |           |

| Project                                                        | Lead     | Jan                                                                 | Feb                                                                  | Mar                                                                              | Apr                                                             | May                                                         | Jun                                                                                            | Jul                                                                                            | Aug                                                                                            | Sept                                        | Oct                                         | Nov | Dec |
|----------------------------------------------------------------|----------|---------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|-----|-----|
| Farmers Market Program                                         | NSu/SBr  | Planning, WSFMA meetings. Market manager recruitment                | WSFMA Boot Camp- 3 days, vendor recruitment: vendor application live | Vendor application review & selection. Vendor contracts/Form Volunteer Committee | Order all supplies; business relations; sponsorship recruitment | Final planning & coordinating                               | 4 market days - vendor communications/scheduling; site maps; social media; community relations | 4 market days - vendor communications/scheduling; site maps; social media; community relations | 5 market days - vendor communications/scheduling; site maps; social media; community relations | Market recaps;                              | Webpage review and management               |     |     |
| Farmers Market - Day of Manager/SNAP Cashier                   | SBr/Nsu  | Position Recruitment, Hiring & Training                             |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Manager Rob Kean Volunteer Program                             | SBr      |                                                                     | Program planning, process & agreement review                         |                                                                                  | Adopt A Park, Adopt A Street, recruitment for Summer events     | Adopt A Park, Adopt A Street, recruitment for Summer events | Adopt A Park, Adopt A Street, Summer events                                                    | Adopt A Park, Adopt A Street, Summer events                                                    | Adopt A Park, Adopt A Street, Summer events                                                    | Adopt A Park, Adopt A Street, Summer events | Adopt A Park, Adopt A Street, Summer events |     |     |
| Community Court Volunteers                                     | SBr      |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Events & Volunteer Programs Coordination with Operations Staff | SBr/Nsu  |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Committees                                                     |          |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Wellness Committee                                             | AA       |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Customer Service Committee                                     | JG/NS    |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Safety Committee                                               | JG/QP/CW |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Complaints Committee                                           | JG       |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Website Committee                                              | NS/MC    |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| SCORE Committee                                                | NS       |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| QP Project Support                                             |          |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Walkways and Waterways Parks Project - λ' a Xw a d i s         | MC       | Transition from Costruction to Operations (Warranty Period Ending)  |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Walkways and Waterways Sidewalk Project: 68th Ave NE           | KV       | Transition from Construction to Operations (Warranty Period Ending) |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| Walkways and Waterways Sidewalk Project: Juanita Drive         | KV       | Transition from Construction to Operations (Warranty Period Ending) |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| West Samm Bridge                                               | JV/TB    | Transition from Construction to Operations (Warranty Period Ending) |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |
| NE 190th St Culvert Replacement                                | TB       |                                                                     |                                                                      |                                                                                  |                                                                 |                                                             |                                                                                                |                                                                                                |                                                                                                |                                             |                                             |     |     |

- Jennifer Gordon - JeG

Nicki Sawyer - NS

Justin Ell - JE

Chase Walker - CW

Anna Arnott - AA

Paul Halalilo - PH

Reggie Bautista - RB

Quinn Proffitt - QP

Seth Thompson - ST

Case Rogers - CR

Darrin Neil - DN

Aleks Firsov - AF

Bill Garza - BG

James (Jim) Garrity - JaG

Maurita Colburn - MC

Stephanie Brown - SBr

Nicole Suarez - Nsu
- Public Services Director

Administrative Specialist

Streets & Surface Water Maintenance Supervisor

Maintenance Worker

Maintenance Worker

Maintenance Worker

Maintenance Worker

Parks & Streetscapes Supervisor

Maintenance Worker

Maintenance Worker

Maintenance Worker

Facilties & Fleet Supervisor

Senior Facility Maintenance Technician

Facility Maintenance Technician

Recreation Program Supervisor

Events & Volunteer Supervisor

Events Specialist

Department: **Police**

2024 Work Plan

| Team Lead                                |            | January                                                                                                                                     | February | March | April | May | June | July | August | September | October | November | December |
|------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Police Administration                    | Chief      | 2023 Crime Stats Review    Police Services Report    WASPC Data Review    Evaluations (ongoing)    WTSC Distracted Driving and DUI Emphasis |          |       |       |     |      |      |        |           |         |          |          |
| Patrol                                   | Chief      |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| Investigations                           | Detective  |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| Crime Prevention Programs                | Chief      | Block watch presentations and business consultations year-round    4th of July    NNO Prep.    NNO Event                                    |          |       |       |     |      |      |        |           |         |          |          |
| Home & Business Security Checks          | Chief      |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| Automated Photo Enforcement Program      | Patrol     |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| School Outreach Efforts                  | Chief      | Lunch with a Cop    Reading Program    Lunch with a Cop    MS Drug Presentations                                                            |          |       |       |     |      |      |        |           |         |          |          |
| Marine Services                          | Marine Sgt |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| Community Giveaways/Prescription Drop-Bo | Chief      |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| Interdepartment Training                 | Chief      | Body Worn Camera Implementation                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| RCR Program                              | Chief      |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| DEIA Strategy Implementation             | Chief      | Prep for listening sessions                                                                                                                 |          |       |       |     |      |      |        |           |         |          |          |
| Community Court Support                  | Chief      |                                                                                                                                             |          |       |       |     |      |      |        |           |         |          |          |
| Community Outreach                       | Chief      | Social Media management throughout the year    Prep for Nurturing Trust Workshops                                                           |          |       |       |     |      |      |        |           |         |          |          |

- Legend:**

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

WTSC = Washington Traffic Safety Commission  
NNO = National Night Out  
RCR = Regional Crisis Response

## **2024 DOCKET/WORK PROGRAM PRIORITIZATION DRAFT 12/22/23**

The “docket” is the Planning Commission’s annual work program. Zoning Code Section 19.20.080 provides threshold review criteria for selecting projects to be placed on the docket. Criteria include how long it has been since the issue was last considered (more than two years unless there’s a compelling reason for taking something up again), correction of inconsistencies or clarifications, and serving the public interest.

Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal.

The attached prioritization chart identifies possible work program items recommended by the staff, the Planning Commission, the City Council, or other entities. Amendments are grouped by general topic. The proposed year of consideration and lead department are shown. A more complete description of each project follows the chart.

Along with assigning the docket to the Planning Commission, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2024 are identified on the following pages.

Once Council has approved the docket, staff develops a schedule for Planning Commission and Council.

### **2024 Planning Commission Docket**

The recommended 2024 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart). Staff anticipates that the majority of work will be focused on the Housing Element and implementing regulations:

3. December 2024 Comprehensive Plan Update:
  - A. Economic Development Sub-Element (Community Development)
  - B. Downtown Sub-Element including the following regulations: (Community Development)
  - C. Community Design Sub-Element (Community Development)
  - D. Natural Environment Sub-Element (Community Development)

E. Housing Element and Land Use Element including the following development regulations (Community Development)

14. Missing Middle Zoning Regulations

19. Cottage Housing

New State requirements related to housing growth targets at different income bands may require adjustment of the 2022 adopted Housing Element, this will be consistent with Countywide Planning Policies.

F. Land Use Element (Community Development)

Amend polices to be consistent with State Legislation on Middle Housing and ADU's. Any needed adjustments to the Land Use Map and Zoning map will also be reviewed.

G. Surface Water Element (Environmental Services)

H. Capital Facilities Element (Environmental Services)

In addition, staff also recommends Council accept the comprehensive plan amendment and rezone request from the Northshore School District for a residential parcel purchased by NSD adjacent to Inglemoor High School.

## **2024 Amendments to go directly to City Council**

### **Community Development:**

- 1. Consider Downtown uses
- 5. TOD “carve out regulations” (following completion of Swamp Creek corridor assessment and restoration opportunities see #21). Note: interim regulations for the “carve out” area will remain in effect until new regulations are adopted. Interim regulations require a public hearing every six months to extend (expires 3/11/24).
- 6. Apply minimum FAR Downtown and near 61<sup>st</sup> Avenue NE
- 15. Consider small houses on small lots
- 18. ADU regulations
- 37. Unit Lot Subdivision regulations

### **Development Services:**

- 8. Parking ordinance for parking near transit corridors
- 23. Tree protection/preservation
- 28. Development code cleanup amendments, including
  - 17. Definition of household
  - 29. Replace marijuana with cannabis
  - 31. Non-conformance rule adjustments
- 32. Building code adoption
- 36. Burn ban ordinance

### **Engineering:**

- 11. Title 10 vehicles and traffic code revision
- 26. Title 13 utilities and public works code cleanup amendments

### **Environmental Services:**

- 21. Assess Swamp Creek restoration opportunities

### **Public Works:**

- 20. Park rules update

### **City Manager:**

- 35. Political Sign regulation review

Prioritization Chart

TBD = still to be determined  
EN = Engineering  
ESD = Environmental Services

CD = Community Development  
DS = Development Services  
CM = City Manager’s Office

PW = Public Works

| Item                                                                                                                                                                                                                                                           | Source | Need PC Review? | Recommend PC Review ? | Amendment scope | Could it be grouped? | Lead Department                                          | Year?                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------------------|-----------------|----------------------|----------------------------------------------------------|--------------------------------------------------------------------------|
| LAND USE                                                                                                                                                                                                                                                       |        |                 |                       |                 |                      |                                                          |                                                                          |
| 1. Downtown uses                                                                                                                                                                                                                                               | EDS*   | No              | No                    | Medium          | Yes                  | CD                                                       | 2024                                                                     |
| 2. Heavy manufacturing amortization                                                                                                                                                                                                                            | Staff  | No              | No                    | Medium          | No                   | CM/DS                                                    | 2025                                                                     |
| 3. Comprehensive Plan Update (due 12/31/2024):<br>A. Economic Development Element<br>B. Downtown Sub-Element<br>C. Community Design Sub-Element<br>D. Natural Environment Sub-Element<br>E. Housing Element<br>F. Land Use Element<br>G. Surface Water Element | State  | Yes             | Yes                   | Large           | No                   | CD<br><br>CD<br>CD<br>CD<br>CD<br>CD<br>CD<br>ESD<br>ESD | 2024<br><br>2024<br>2024<br>2024<br>2024<br>2024<br>2024<br>2024<br>2024 |

| Item                                                                                                                                                                                               | Source            | Need PC Review?          | Recommend PC Review?     | Amendment scope | Could it be grouped? | Lead Department                                                   | Year?                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|--------------------------|-----------------|----------------------|-------------------------------------------------------------------|------------------------------------------------------------------|
| H. Capital Facilities Element<br><del>I. Climate Action Element</del><br><del>J. Transportation Element</del><br><del>K. Public Facilities Element</del><br><del>L. Public Utilities Element</del> |                   |                          |                          |                 |                      | <del>ESD</del><br><del>EN</del><br><del>CD</del><br><del>CD</del> | 2023 complete<br>2023 complete<br>2023 complete<br>2023 complete |
| 4. Lakepointe: a.<br>a. Subarea Plan.<br>b. Review/eliminate P-Suffix conditions <b>New</b>                                                                                                        | Staff             | Yes                      | Yes                      | Large           | Yes                  | CD                                                                | 2025                                                             |
| 5. Review of the TOD "carve-out" regulations                                                                                                                                                       | Council           | No                       | No                       | Medium          | No                   | CD                                                                | 2024                                                             |
| 6. Apply minimum FAR Downtown and near 61 <sup>st</sup> Avenue NE                                                                                                                                  | Comp Plan & Staff | No                       | No                       | Medium          | Yes                  | CD                                                                | 2024                                                             |
| 7. Bastyr Master Plan (extend/amend/new). Need for related comp plan amendment or rezoning unknown. <b>New</b>                                                                                     | Bastyr & staff    | Yes if comp plan amended | Yes if comp plan amended | Large           | Yes                  | CD                                                                | 2025                                                             |
| <b>TRANSPORTATION/TRANSIT</b>                                                                                                                                                                      |                   |                          |                          |                 |                      |                                                                   |                                                                  |
| 8. Transit corridor parking standards                                                                                                                                                              | State             | Maybe                    | Yes                      | Large           | No                   | DS                                                                | 2024                                                             |
| 9. CTR ordinance                                                                                                                                                                                   | State             | No                       | Yes                      | Medium          | Yes                  | CD                                                                | 2025+                                                            |
| 10. Airport Plan                                                                                                                                                                                   | State             | Yes                      | Yes                      | Large           | No                   | CD                                                                | 2025+                                                            |

| Item                                                                                    | Source     | Need PC Review? | Recommend PC Review ? | Amendment scope | Could it be grouped? | Lead Department | Year?          |
|-----------------------------------------------------------------------------------------|------------|-----------------|-----------------------|-----------------|----------------------|-----------------|----------------|
| 10. <del>Transportation impact fee study</del>                                          | State      | No              | No                    | Medium          | Yes                  | EN/CD           | 2023 completed |
| 11. <del>Title 12, Streets and Bridges, code revisions</del>                            | Staff      | No              | No                    | Medium          | No                   | EN              | 2023 completed |
| 11. Title 10, Vehicles and Traffic, code revisions                                      | Staff      | No              | No                    | Medium          | No                   | EN              | 2024           |
| <b>AFFORDABLE HOUSING</b>                                                               |            |                 |                       |                 |                      |                 |                |
| 12. Housing Strategy Plan update                                                        | Comp Plan  | No              | Yes                   | Medium          | Yes                  | CD              | 2025           |
| 13. Finish mobile home park regulations                                                 | Council    | Yes             | Yes                   | Large           | No                   | CD              | 2025           |
| 14. Middle housing regulations (regulations need to be adopted by June 2025) <b>New</b> | State      | Yes             | No                    | Large           | Yes with comp plan   | CD              | 2024           |
| 15. Small houses on small lots                                                          | Comp Plan  | No              | No                    | Medium          | Yes                  | CD              | 2024           |
| 16. Increase SEPA review housing thresholds                                             | Staff      | No              | No                    | Medium          | No                   | DS              | 2025           |
| 17. Adjust "household" definition                                                       | State      | No              | No                    | Small           | Yes                  | DS              | 2024           |
| 18. ADU regulations (to comply with 2023 state legislation by Jun) <b>New</b>           | State      | No              | No                    | Medium          | Yes                  | CD              | 2024           |
| 19. Cottage Housing regulations <b>New</b>                                              | Comp plan/ | No              | Yes                   | Medium          | Yes with             | CD              | 2024           |

| Item                                                                                                                                                                 | Source  | Need PC Review? | Recommend PC Review? | Amendment scope | Could it be grouped? | Lead Department | Year?     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|----------------------|-----------------|----------------------|-----------------|-----------|
|                                                                                                                                                                      | Staff   |                 |                      |                 | comp plan            |                 |           |
| <b>PARKS</b>                                                                                                                                                         |         |                 |                      |                 |                      |                 |           |
| 20. Update Park rules                                                                                                                                                | Staff   | No              | No                   | Medium          | No                   | PW              | 2024      |
| <b>CRITICAL AREAS</b>                                                                                                                                                |         |                 |                      |                 |                      |                 |           |
| 21. Assess Swamp Creek restoration opportunities                                                                                                                     | Council | No              | No                   | Large           | No                   | ESD             | 2024      |
| 22. Review reasonable use exception criteria <b>New</b>                                                                                                              | staff   | No              | No                   | Small           | Yes                  | DS              | 2025      |
| <b>TREES</b>                                                                                                                                                         |         |                 |                      |                 |                      |                 |           |
| 23. Tree protection/preservation                                                                                                                                     | Council | No              | Yes                  | Large           | Yes                  | DS              | 2023/2024 |
| <b>ECONOMIC DEVELOPMENT</b>                                                                                                                                          |         |                 |                      |                 |                      |                 |           |
| 24. Economic Development Strategy:<br>A. Incentives for office development<br>B. Address additional priorities<br>C. Incentives for ground-floor nonresidential uses | EDS     | No              | Yes                  | Medium          | Yes                  | CD/CM           | 2025      |
| <b>MISCELLANEOUS</b>                                                                                                                                                 |         |                 |                      |                 |                      |                 |           |
| 25. Review general change-of-use standards                                                                                                                           | Staff   | No              | No                   | Small           | Yes                  | DS              | 2025      |

| Item                                                            | Source        | Need PC Review? | Recommend PC Review? | Amendment scope | Could it be grouped? | Lead Department | Year?          |
|-----------------------------------------------------------------|---------------|-----------------|----------------------|-----------------|----------------------|-----------------|----------------|
| 26. Expand Multifamily Tax Exemption (MFTE) in downtown area(s) | Staff         | No              | No                   | Medium          | No                   | DS              | 2025           |
| 27. Title 13 code cleanup amendments                            | Staff         | No              | No                   | Small           | Yes                  | EN/ESD          | 2024           |
| 28. Development code cleanup amendments                         | Staff         | No              | No                   | Small           | Yes                  | DS              | 2024           |
| 29. Replace "marijuana" with "cannabis"                         | Staff         | No              | No                   | Small           | Yes                  | DS              | 2024           |
| 30. Address vesting                                             | City Attorney | No              | No                   | Small           | No                   | DS              | 2025           |
| 30. Code enforcement tools                                      | Staff         | No              | No                   | Medium          | No                   | DS              | 2023 completed |
| 31. Nonconformance rule adjustments                             | Staff         | No              | No                   | Small           | Yes                  | DS              | 2024           |
| 32. Reassess temporary display rules                            | Staff         | No              | No                   | Small           | Yes                  | DS              | 2023 completed |
| 32. Building Code adoption                                      | State         | No              | No                   | Medium          | No                   | DS              | 2024           |
| 33. Transfer of Development Rights <b>New</b>                   | Staff         | No              | No                   | Large           | No                   | DS              | 2025           |
| 34. Small-Scale neighborhood commercial uses <b>New</b>         | Comp Plan     | No              | No                   | Medium          | No                   | CD              | 2025           |

| Item                                            | Source  | Need PC Review? | Recommend PC Review ? | Amendment scope | Could it be grouped? | Lead Department | Year? |
|-------------------------------------------------|---------|-----------------|-----------------------|-----------------|----------------------|-----------------|-------|
| 35. Political Signs <b>New</b>                  | Staff   | No              | No                    | Small           | No                   | CM              | 2024  |
| 36. Burn Ban Regulations <b>New</b>             | council | No              | No                    | Small           | No                   | DS              | 2024  |
| 37. Unit Lot Subdivision Regulations <b>New</b> | Staff   | No              | No                    | Medium          | No                   | CD              | 2024  |

\*Economic Development Strategy

### **Explanation of Prioritization Chart Items**

Following are more complete descriptions of each item in the docket prioritization chart:

#### **LAND USE**

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing, prohibiting drive-throughs and gun sales, and addressing educational services. This project would also consider incentives for ground floor non-residential uses.

2. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses, potentially through property-owner agreements.

3. Comprehensive Plan Update. The State-required update of the City's Comprehensive Plan is due in December 2024

New State requirements related to housing growth targets at different income bands may require adjustment of the 2022 adopted Housing Element following ratification of Countywide Planning Policies in 2023. 2023 State Legislation on Missing Middle Housing will require amendments to the 2022 adopted Housing Element and Land Use Element. Remaining Elements will be on the 2024 docket as noted above.

4. Lakepointe Subarea Plan and P-Suffix Conditions. The planned future of the Lakepointe site could be considered if talks with a private developer are stalled and/or based on other development options. Review and elimination of P-suffix conditions could be considered as part of a future Lakepointe development plan.

5. Review of the Transit-Oriented Development (TOD) "carve-out" regulations. A "carve-out" of the City's updated TOD regulations was made in 2022 pending a Swamp Creek corridor assessment (#21). In the "carve-out" the pre-existing interim zoning rules were retained. Once the corridor assessment is complete, the "carve-out" regulations should be revisited.

6. Minimum FAR Downtown and in the area near 61<sup>st</sup> Avenue NE. Currently, single-story buildings can be constructed in the Downtown and surrounding areas. A Comprehensive Plan policy supports a minimum floor area ratio (FAR) to mandate a minimum building height of two stories.

7. Bastyr Master Plan was approved in 2009 and extended through 2025 through a Development Agreement minor amendment process. The Master Plan will need to be extended beyond 2025. Depending on what Bastyr's plans are for future growth/uses a comprehensive plan amendment and/or rezone and/or amended or new master plan may be required.

## **TRANSPORTATION/TRANSIT**

8. Transit corridor parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced, consistent with State law. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.) This project began in 2021 but was deferred to allow for a DEI analysis.

9. CTR ordinance. State law requires that cities have a commute trip reduction (CTR) ordinance applicable to businesses which have more than 100 full-time employees. State CTR funds are not available to jurisdictions without an ordinance. Kenmore's largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.

10. Airport Plan. State law requires that cities with airports have an Airport Plan in place to protect continued operation of the airport. Kenmore has incorporated information and a number of policies into its Comprehensive Plan related to Kenmore Air that would be addressed through SEPA review for new development proposals, however, a formal airport plan has not been developed.

~~10. Transportation impact fee study. Transportation impact fees would be reviewed in conjunction with the Transportation Element update. Completed 2023~~

~~11. Title 12, Streets and Bridges, amendments. A list of possible amendments to the City's street standards is maintained by EN. This project also would include review of potential new regulations related to transit stops and stations, and other amendments to update Title 12. A former item--"to address franchise process and requirements"--would be incorporated. Completed 2023~~

11. Title 10, Vehicles and Traffic, amendments. The City's traffic safety and traffic management policies are maintained by EN. This project would include review of potential amendments related to on-street parking and new regulations related to alternative modes of travel (e-bikes, scooters, bike share, etc.), along with other potential amendments to update Title 10.

## **HOUSING**

12. Housing Strategy Plan update. This project includes review and re-prioritizing of the projects within the Housing Strategy Plan adopted in 2017.

13. Phase 2 of the manufactured housing communities project (future upzoning of properties on the north side of SR-522) was put on hold pending appeal of the Phase 1 ordinance. That appeal is ongoing and likely will not be resolved until 2024+.

14. Middle housing code amendments. Comprehensive Plan amendments to support middle housing within ¼-mile of the City's two main transit corridors were adopted in 2022. Implementing zoning regulations have not been adopted. State Legislation passed in 2023 will require amendments to the adopted 2022 Housing Element and Land Use Element. Implementing zoning regulations must be in place by June 2025.

15. Smaller houses on smaller lots. An implementing measure of the Comprehensive Plan is to look at minimum lot sizes in conjunction with regulations for maximum house size.

16. Increase SEPA review thresholds for housing. State law allows the SEPA exemption level to be raised from 20 multifamily units to 60 multifamily units and 20 single-family units to 30 single-family units. To increase these thresholds, the City must demonstrate that existing regulations adequately provide for environmental analysis, protection and mitigation of impacts to the environment.

17. Revise definition of "Household." State law now prohibits zoning rules from specifying a maximum number of unrelated individuals that may live together in a single dwelling unit. Standards from the Building Code still would apply.

18. Accessory Development Unit (ADU) Regulations: State Legislation adopted 2023 requires amendments to City regulations by June 2025.

19. Cottage Housing Regulations: Cottage housing is a type of middle housing. City Council expressed interest in cottage housing during middle housing discussions in 2021-2022. Implementing regulations could be combined with amendments to the land use and housing elements.

## **PARKS**

20. Park rules update. Titles 8 and 9 address a number of park-related issues, including how to handle park use and reservations.

## **CRITICAL AREAS**

21. Critical area and shoreline rules were updated in 2019/2020. As part of the recent TOD amendments, Council authorized a “carve-out” of the area near Swamp Creek to consider whether restoration in the area is a priority and whether property easements should be purchased to facilitate restoration. The Swamp Creek corridor assessment will study the entire length of Swamp Creek in Kenmore and determine restoration needs and priorities. Results will determine the actions to be taken in the TOD “carve-out” area near the Creek (5.).

22. Review Reasonable Use Exception (RUE) Criteria. RUE is a land use process that applies when a lot is entirely impacted by critical areas. Typically a reasonable use is to allow a single-family residence with minimal impacts to critical areas.

## **TREES**

23. Tree protection/preservation. This project began in 2023.

- A. Increase the tree density requirement for new development;
- B. Decrease yearly allowances for single-family tree removal;
- C. Always require tree replacement;

- D. Create a tree fund for instances where replacement is infeasible (“fee in lieu”); could include tree rebate program for planting on single-family lots.
- E. Retain trees in the perimeter landscape
- ~~F. Establish an exceptional tree program completed 2023~~

## **ECONOMIC DEVELOPMENT**

24. Economic Development Strategy follow-up. This project includes review of priority items from the Economic Development Strategy that was adopted in 2018. In 2023 a new “three prong” approach was adopted for economic development, aligned with the adopted Economic Development Strategy: 1. Be a well run city; 2. Seize strategic opportunities; 3. Focus on key partnerships.

## **MISCELLANEOUS**

25. Review general change-of-use standards. When a business changes from one type of use to another, the Zoning Code process for review is unclear. The Building Code has change of use standards. Standards in the Zoning Code need adjustment to clarify the required permit process.

26. Expand the Multifamily Tax Exemption (MFTE). The MFTE can be used in some parts of the downtown and in the TOD District but is not available in other areas of the City. The City may wish to expand the MFTE to remaining parts of the City’s downtown, including Lakepointe. MFTE is an important incentive to affordable housing development.

27. Title 13 code cleanup amendments. Staff have identified several minor code provisions in Division 1 of Title 13, Utilities and Public Works, needing revision, along with other potential minor revisions to Division 3. If Division 2 also needs minor revisions those would be coordinated with Environmental Services staff

28. Development code cleanup amendments. Staff has identified several minor code provisions in the Subdivision and Zoning Codes needing revision.

29. Replace “marijuana” with “cannabis.” The new terminology reflects changes at the State level.

30. Vesting rules. Case law holds that vesting applies only to building permits, plats, and development agreements unless a city's code provides more liberal allowances. Kenmore has extended vesting to certain types of zoning permits. In the future, as major code amendments are made (particularly related to critical areas), reconsideration of these rules may be warranted.

~~30. Code enforcement tools. Revisions to the code enforcement standards (for example, use of the International Property Maintenance Code and revised standards for vegetation maintenance and residential outdoor storage) could strengthen the City's code enforcement program. Completed 2023~~

31. Nonconformance rule adjustments. Current nonconformance rules allow, in some cases, continuation of a nonconforming use beyond the typical one-year period if certain types of paperwork are submitted. A code revision would require that the nonconformance be physically operating to continue nonconformance protections. This item could be combined with item 27, Development Code cleanup amendments.

~~32. Temporary display amendments. Amendments adopted last year need additional revision. This item could be combined with item 27, Development Code cleanup amendments. Completed 2023.~~

32. Building Code adoption. Per RCW 19.27, the City is required to enforce the State Building Code which effectively requires the City to adopt the Building, Plumbing, and Mechanical codes as adopted and amended by the State. This is typically done on a three-year cycle. It is also an opportunity to review the City's construction and maintenance codes for any needed local updates.

33. Transfer of Density Credits/Transfer of Development Rights. The zoning code allows transfer of density credits from one site to another in certain circumstances. Transfer of density credits is handled between private parties with documentation provided to the City until such time as the City enters into a formalized transfer of development rights (TDR) process through King County or another agency. Exploring options for a TDR program and process.

34. Small-Scale Neighborhood Commercial Uses: Adopted Land Use Policy, consider small-scale neighborhood commercial uses within walking or bicycling distances of homes to increase residents' opportunities to meet their daily needs without having to drive. Preliminary analysis was completed by consultant LDC as part of the missing middle housing analysis in 2023.

35. Political Signs: Review political sign regulations to ensure compliance with state law.

36 Burn Ban Ordinance: At the 2023 City Council retreat, Council asked staff to look into a burn ban ordinance for Council consideration.

37. Unit Lot Subdivision Regulations: Provides for fee-simple ownership of lots on which townhome dwellings are placed. SB5258 passed by the legislature in 2023.

## St. Louis Park City Council norms

### DO:

- Assume good intentions
- Agree to disagree
- Pay attention to each other; listen
- Accept the vote once taken and support implementation. (*Suggested response: "I accept the body's decision, even though I didn't vote for it."*)
- Make sure everyone has opportunity to speak
- Be respectful, open and honest
- Exercise humility
- Seek opportunities to make/build connections with each other
- Address problems with other council members in a timely and constructive manner
- Accept the decisions of other council members
- Focus discussions on policy
- Check self in adherence to norms; practice self-regulation

### DON'T:

- Have side conversations
- Personalize policy disagreements, or take offense to what someone says as their truth
- Get stuck when you disagree with an outcome

### Accountability to norms

- Exercise caution calling each other out in public
- Identify/own your feelings and needs when speaking up
  - Say "I'm not feeling heard" or "I'm feeling we are not able to agree to disagree"
- Address issues/concerns one on one or with an intermediary

### Guidance for council/staff interactions (*to be further developed at a future workshop*)

- **DO** strive to request only information you need to make the decision at hand
- **DON'T** re-litigate points with staff during implementation

*Established January 27, 2022; updated May 9, 2022*

## Council protocols for key situations

### **Titles**

- During *council meetings*, council addresses each other using titles (for example, Mayor Spano)
- During *study sessions*, council uses first names.
- Staff uses council titles in public communications with council; council uses first names for staff.

### **Public discussions**

- Council wants more organic and free-flowing discussion; the mayor is responsible for facilitating this.
- Mayor will generally speak last in council meetings but will participate more flexibly in study sessions.

### **Ward considerations**

- For issues specific to a ward, the impacted ward member speaks first and make(s) the motion unless they decline to do so.

### **Recusals**

- Council members should recuse themselves from an issue as soon as a conflict is reasonably apparent or identified, and no later than before a vote.
- Once a council member has recused themselves from an issue, they should not work on the issue with staff or speak on it as a council member.
- When a vote happens, they may elect to sit at or leave the dais and may choose to leave the room during the discussion.
- They also may only speak to staff or other council about the topic on the same basis as any other member of the public.

### **Connections**

- Council will have recurring dinner connections on the first and third Mondays of each month. One will be before a council meeting/study session at city hall, one will be after the meeting offsite.

### **Spokesperson**

- In general, the mayor represents the council to the media on issues of “why” and staff work with media on the “how.”
- Council may represent themselves on issues they feel strongly about, making it clear they don’t speak for the city council.
- As a general rule, council should always notify staff of media requests and/or appearances to avoid surprises.

### **Emails**

- When a member of the public sends an email to multiple council or staff, the impacted ward member takes the lead (or mayor if not a ward issue).
- Suggestion is for the ward member to “reply all” to say, “Thanks for your message, I’ll reach out separately to avoid any open meeting law conflicts.”
- The group will give the mayor or ward member 24 hours to respond.
- It’s okay for council members to reply directly to senders to acknowledge the message.
- Staff is also available to assist with crafting responses.

**Sample  
City Council Working Protocols and Agreements**

**Courtesy Norms**

- 1. To be courteous and professional at all times**
- 2. To avoid discourteous behavior such as sidebar discussions or rolling of eyes when colleagues are speaking etc.**
- 3. To be recognized by the Mayor before speaking in study sessions, and full council meetings by the raising of hands.**
- 4. To speak in turn after being recognized.**
- 5. To praise each other in public and criticize in private.**
- 6. To have the staff follow-up with citizens, when appropriate, on issues brought before the council.**
- 7. To wait until citizens have returned to their seats in the audience before paraphrasing and responding to citizen presentations.**
- 8. To enforce and adhere to the three minute citizen speaking rule.**
- 9. To assist the mayor in responding to citizens and clarifying key points.**
- 10. To, at all times, treat staff in a polite and professional manner.**

**Respect our differences, honor disagreement and vote and move on**

- 1. Disagreement and differences is an honored and respected feature of government in “the city”.**
- 2. When requested, council members will be given time to explain their votes on issues, although council members are not required to make a public statement explaining their vote.**
- 3. Do not seek out the media to vent feelings when on the losing end of a vote.**
- 4. Do not criticize those who voted against your position on issues.**

5. When there is media coverage of an issue do not automatically assume that those who are in the minority on the particular issue initiated the media contact.
6. On Key issues (selection of Mayor, bond issues, etc.) strive for a 7-0 vote for the good of the whole.
7. Once the policy or issue is passed/defeated by majority vote get on board and do not work against the decision.
8. Once a vote has been taken on an issue indicate you will support the policy/vote of the council.
9. After a vote is taken on an issue only state the councils position on the issue and direct the media or others to the City Manager for a copy of your statements given in formal council meetings.
10. When in strong disagreement with your colleagues simply tell them face-to-face of your views.

#### **Role of the Council: Policy vs. Administration.**

1. Council members will focus on policy matters and not administrative issues.
2. The City Manager is the primary point of contact between the City Council and the staff.

#### **No Surprise Rule**

1. Make every attempt to notify staff in advance of public meetings about key questions and discussion points that the council would like addressed during the policy discussion.
2. If necessary, elaborate in open session on key policy elements etc. to establish for the public, a formal record on policy issues under consideration.
3. Council members should call each other on key issues to advise of emerging issues and /or to gain information from each other on policy issues.
4. The council will use the council initiative process to introduce new ideas or issues (see discussion below).

5. **Learn to count to seven. When seeking support from your elected colleagues, ask for their vote and approach all members of the elected body (not just what is needed for a majority).**

#### **Role of the Mayor**

1. **The Mayor will continue the monthly meetings held every third week of the month.**
2. **The primary role of the Mayor is to facilitate meetings and represent the city in a ceremonial capacity.**
3. **When the Mayor has a strong interest in a policy issue and/or agenda item the Deputy Mayor can be asked to lead the council meeting so the Mayor can participate fully in the agenda discussion.**
4. **The Mayor will use the “council reports” section of the agenda to inform the council of Mayors activities for the past week.**
5. **The Mayor will use the council initiative process to bring new issues to the council**
6. **A FYI announcement will be given in advance of those public presentations/ceremonies/events that the Mayor is invited to attend.**
7. **The Mayor will ask others on the council to accompany or attend meetings in place of the Mayor when he/she cannot attend.**

#### **The council initiative process**

1. **Topic or issue is first raised in a council study session**
2. **The topic/issue is first presented as a concept to include a statement of the problem (if known) and how the topic relates to existing city goals.**

- 3. On emerging issues, members can call their colleagues and ask to have the item on the next available council agenda.**
- 4. It takes four votes to move an item from study session to the full council agenda.**
- 5. If an agenda item on the regular council meeting agenda has not been presented/discussed in a study session, two members can ask for the item to be moved to a study session for discussion. The item will be moved to study session if there are four votes to do so. The item is removed for one week.**