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City of Kenmore City Council Retreat Agenda

Friday, January 10, 2014 and Saturday, January 11, 2014

La Conner Channel Lodge
205 N. First Street, La Conner, WA 98257

FRIDAY, JANUARY 10, 2014

10:00 a.m. Welcome and Introduction

Ground Rules and Agenda Review

2013 Accomplishments

[City Council Goals 2013-2014](#)

[City of Kenmore Mission Statement](#)

[City of Kenmore Vision Statement](#)

[Council Goals Update Memo](#)

[Communication, Volunteer, and Events Accomplishments 2013](#)

[Community Development Accomplishments 2013](#)

[Development Services Accomplishments 2013](#)

[Engineering Accomplishments 2013](#)

[Finance & Admin Accomplishments 2013](#)

[Police Accomplishments 2013](#)

[Public Works Accomplishments 2013](#)

Council Rules and Procedures

[Council Rules & Procedures](#)

10:30 a.m. Financial Forecast, Internal Processes and Issues

6-Year Forecast and Plan

[6-Year Financial Forecast](#)

Priority-Based Budgeting and the 2015-16 Budget Process

[Center for Priority-Based Budgeting](#)

Organizational Capacity and Workload Management

Employee Expenses and Compensation Packages

Capital Asset Management Plan and Program

11:15 a.m. Break

11:30 a.m. Continuation of above

12:00 p.m. Lunch

1:00 p.m. Parks and Sidewalk Funding: The Price of Government Model

2:00 p.m. Break

2:15 p.m. Waterfront and Parks

Lakepointe

Twin Springs

3:15 p.m. Break

3:30 p.m. General City Issues

Farmers' Market

How to Involve Non-White Citizens

Kids' Programs

Cement Plant Fume Monitoring

Senior Center in PROS Plan

Updates:

- Service Line Warranty Program
- Monthly Weed Schedule
- IPZ with Bastyr and Others
- Possible Joint Meeting with Fire District
- Scoping Truck-Detection Surface Decay

4:30 p.m. Adjourn

SATURDAY, JANUARY 11, 2014

8:00 a.m. Breakfast

9:00 a.m. Tree Ordinance

9:30 a.m. Economic Development

St. Edward State Park
Kenmore Village
Regional Business Zone
Business Incubator
Natural Health Zone
Other

10:15 a.m. Break

10:30 a.m. Citizen Involvement and Government Transparency

Volunteerism
[Volunteer Program Slides](#)
Televised Council Meetings
Reporting Process on Assets
Coffee with Council and Town Hall Meetings
Other

12:00 p.m. Lunch

1:00 p.m. Goals for 2014-15

Overview of Work Plan and Goal Updates
[City Manager's Office 2014 Work Plan](#)
[Community Development 2014 Work Plan](#)
[Development Services 2014 Workplan](#)
[Engineering 2014 Work Plan](#)
[Finance & Admin 2014 Work Plan](#)
[Police 2014 Work Plan](#)
[Public Works 2014 Work Plan](#)
New Goals
City Manager Performance and Evaluation Goals
Other

2:00 p.m. Break

2:15 p.m. Continuation of above

5:00 p.m. Adjourn

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



*City of Kenmore
Washington*

2013 - 2014 City Council Goals

1. To continue to implement the Economic Development Plan.
2. To continue to seek transportation funding and mitigation for State impacts on the city's transportation system, air-water quality, and noise to include but not limited to SR 522, Sammamish River Bridge, local roads and Lake Washington sediment depths.
3. To continue to establish a contemporary Information Technology Program.
4. To continue to pursue downtown development, with an emphasis on Kenmore Village.
5. To advance the public's access and connection to the waterfront.
6. To continue to seek opportunities to complete a successful Lakepointe development.
7. To establish a 20 to 30 Year Sidewalk Plan.
8. To implement a Parks Improvement and Financial Plan.
9. To establish a long term Financial Plan for the future.
10. To conduct a comprehensive review of the Regional Business Zone.
11. To move the City Council's Interconnectivity Vision forward toward a parks improvement and financing plan implementation (parks, trails, open space, etc.).
12. To address watershed issues affecting the City.

Kenmore Mission Statement

With integrity as its cornerstone, Kenmore is a city that will meet its obligations by providing:

- ~ Effective and efficient services
- ~ Public safety
- ~ Forum for citizen participation and involvement
- ~ A community-generated plan for the future
- ~ Fair and friendly services responsive to the diverse needs of the citizens
- ~ Representation of Kenmore's interests in local and regional partnerships

. . . Leaving a sustainable legacy

Kenmore Vision Statement

As we look into the future twenty years from now, we see Kenmore as a place that residents, businesses and visitors find special, with welcoming, courteous people, offering a high quality of life as a place to live, raise children, shop, work, recreate, and socialize. In 2020, we see Kenmore as . . .

- A community** that is family-friendly with a small town feeling, that recognizes its history and is open to and values diversity
- A community** that fosters a sense of belonging and pride, makes use of the vast skills of its citizens, and promotes volunteerism
- A community** that has preserved the character of its single-family residential neighborhood, which offers a range of housing types and prices to ensure an adequate choice of attractive living accommodations, and promotes compatible housing
- A community** that actively protects natural and environmentally sensitive areas, significant open space, and trees
- A community** with an attractive, vital, pedestrian-oriented city center offering commercial, civic, cultural, and park spaces, integrated with higher-density housing
- A community** with clear design standards creating attractive, functional, and enduring buildings and places
- A community** that manages its traffic well and is united by a safe and effective system of streets, transit routes, sidewalks, and trails, linking significant regional and local destinations
- A community** that supports and encourages quality schools, diverse and continuing education opportunities
- A community** with a network of parks, trails, open spaces, and recreational facilities providing for passive and active recreation, and waterfront access
- A community** with clear public priorities, that efficiently and effectively utilizes its public resources
- A community** with an economic base that provides for the needs of its citizens and provides quality employment opportunities
- A community** that is attentive to, and seeks to provide for, the health, safety and welfare of all its citizens
- A community** that is a good partner with the citizens and governments throughout the region
- A community** with an informed citizenry working with an open, responsive government that seeks out and integrates public input

To achieve this vision, responsible commitments in planning and resources will be made. We share and support this vision for Kenmore.



City Of Kenmore, Washington

Memorandum

Date: January 2, 2014

To: Mayor & City Council

From: Rob Karlinsey, City Manager

Re: 2013 Year-End Council Goals Update

2013 was a productive year for the City of Kenmore, and we appreciate the City Council's leadership, direction, and support as the City Team worked together towards improving quality of life in Kenmore. The following is an update on 2013 accomplishments as they relate to the City Council's adopted goals:

City Council Goals

Council Goal 1. Economic Development Plan Implementation

- New Business Incubator—to date over 17 new workers in the tech field have worked in the Kenmore KBI (opened in February 2013). These companies are primary industry employers, meaning they make Kenmore's economic pie bigger by bringing in jobs and revenue and exporting product (software in this case). We have also engaged a team of mentors that will work with the companies and offer some training sessions for broader Kenmore business audience as well.
- Innovation Partnership Zone application and continued cluster facilitation. Nancy Ousley and the EDC did a phenomenal job on the IPZ application—the application process itself added by making connections and establishing connections between Bastyr University, researchers, and natural health product and service providers. Though we were not approved for the IPZ designation, the Natural Health cluster we're forming can still go forward with the momentum we've already established and under its own name.
- Marketing plan implementation, including the creation of a media toolkit and over 40 media coverages for the City since late May. Example: PSBJ authored article in September
- Led the charge to establish the Kenmore Business Alliance
- Business Registration Ordinance adopted, creating a new Business Registration Program (Kenmore is now in the 54 of 58 total cities in King and Sno Counties with a general business license or registration program)
- Economic Gardening project started—will be implemented with new web site.
- Successfully lobbied for I-405 and I-5 freeway signage.

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- Held two business networking events and two business training workshops.
- Very successful NLC mobile workshop during which over 40 electeds from across the US came to Kenmore.

Council Goal 2: Transportation Funding and Mitigation

- Aggressive lobbying for Transportation Package Funding—SR 522 West B project on Transportation Package List
- Additional Stormwater Funding (\$475,000) for SR 522 West A
- Jointly signed, 5-Mayor letter for tolling mitigation (initiated and led this effort)
- Multiple Grant Applications for Transportation, including:
 - TIB: 68th Avenue NB Queue Jump
 - TIB: Sidewalks 202nd near KJH and 155th near IHS
 - CDBG: 181st Street
 - TAP: 181st Street
- West Samm Bridge Monitoring and Analysis. Jacobs Engineering contract in place.

Council Goal 3: Contemporary Information Technology Program

- Draft IT Strategy Complete, including City Council review
- Progress on Web Page Revamp

Council Goal 4: Downtown Development—Emphasis on Kenmore Village

- Kenmore Village potential buyer selection and PSA negotiation and execution in June and July 2013
- Great response to offering KV properties for sale was due to the well-planned take to market strategy and building relationships/promoting Kenmore to the development community
- Town Green Funding (\$300,000) in the State Capital Budget
- MainStreet fast track permitting (Mainstreet: “fastest we’ve ever seen”) and development agreement negotiations complete; Development agreement and site plan adopted on 12/9/2013.
- Kenmore Village Commercial—PSA negotiations, grocery market study, aggressive pursuit of tenants
- Kenmore Camera—permitting and construction process going smoothly. Soft opening in January 2014. This new store will be the largest camera store on the West Coast and North of Los Angeles and is pioneering a new business model.

Council Goal 5: Public Access and Connection to the Waterfront

- WhatsUP canoe and kayak concession at Log Boom Park
- AV Watersports skyboarding at Log Boom Park
- Log Boom Park Pier Float and Ramp—Contractor selected and contract executed. HPA approved from WDFW. DOE approval obtained. Federal agency approval pending.
- Rhododendron Park Float and Ramp on the Sammamish River. Permitting underway, but recent response from the Tribe will delay the process.
- Rhododendron Park Boardwalk and Boat Shed. Preliminary design complete.
- Kenmore Canoe and Kayak Club formation. Crew program discussions.

- YMCA Summer Kayak Camps at Rhododendron Park—in discussions.
- Kenmore Water Walk and Waterfront Vision/Master Plan: Proposed in draft PROS plan

Council Goal 6: Lakepointe

- Continued discussions with owner and potential developer(s). Promote and emphasize City's commitment to this project's success.
- Still need to draft a Lakepointe strategy; but current developer interest has put this on hold. Pending latest developer response/commitment, we will likely be recommending a different approach/strategy than what has been done in the past.

Council Goal 7: 20 Year Sidewalk Plan

- Complete. Incremental implementation underway. More funding needs to be appropriated in order to execute the plan.

Council Goal 8: Parks Improvement and Financial Plan

- Draft PROS Plan completed on schedule
- Parks CIP, including financing, updated and adopted
- Northshore Summit Park concerns resolved after years of discord. Construction underway
- KABOOM grant for Northshore Summit play structure

Council Goal 9: Financial Plan

- 6-Year Forecast complete and presented to the City Council in November 2013

Council Goal 10: Regional Business Zone Review

- Underway as part of Comprehensive Plan amendment process. This project is expected to be completed by the end of 2014.

Council Goal 11: Interconnectivity Vision

- Multiple sidewalk grant applications for the downtown and also for 202nd (KJH) and 155th (IHS).
- 68th Avenue sidewalk (between 182nd and 185th) about to get underway.
- Tolt Trail still needs formal approval from Seattle Public Utilities. Construction anticipated in 2014.
- Water Walk proposed in draft PROS Plan.
- Rhododendron Board Walk design underway.
- New sidewalks on 182nd and also on 68th will be part of the Kenmore Village projects. An enhanced crosswalk across 68th at 182nd is also being proposed.
- Bicycle Friendly Strategy developed and implemented. In addition, we are engaging a new cadre of community members on bike safety issues.

Council Goal 12: Watershed Issues

- The upcoming Surface Water Masterplan Update, including the Swamp Creek watershed, will address and provide recommendations for moving forward. At the risk

of getting too far in front of the Surface Water Masterplan Update, I believe that 1) working with upstream neighbors to find funding for the installation of sediment collection ponds and 2) reestablishing the Swamp Creek Channel will be key components to resolving our most pressing watershed problems.

The following pages contain 2013 Accomplishments from the Departments. These accomplishments taken together, show what great things we can accomplish as a City Team. The following are just a small sampling:

- AWC Municipal Excellence Award.
- NLC Mobile Workshop (Thank you Mayor Baker for seizing this one-time opportunity)
- Wagon Wheel resolution.
- Established the Volunteer Program and energized community members to volunteer more than in prior years.
- Evaluated and reported on whether to take over the Refuse Franchise from the State UTC.
- Facilitated Arts of Kenmore events and exhibits at City Hall.
- Success in the 2013 Legislative Session: freeway signage and the Capital Budget dollars for the Town Green.
- Established new tradition of Legislative Sendoff and Wrap Up Receptions.
- Successful conclusion to the Sediment Sampling and Analysis Project, with good strategy/communication and positive reports from Ecology and Health on the conditions in the Kenmore lakefront area.
- Purchased former Shell property (aka Strieck property).
- Meetings with higher ups at USACE re: navigation channel dredging. Also were able to get Congressional Delegation to write letters in support of Kenmore navigation channel dredging. We also wrote follow up letters to USACE.

Please read on!

Kenmore City Manager's Office: Communications, Events and Volunteer Highlights 2013

of Press Releases: 70 approx.

Social Media

As of December 31, 2013: 218 Likes

of Facebook Posts: 352

Facebook Total Reach: 62,659

Facebook Engaged Users: 3,055

As of December 31, 2013: 142 Followers

of Tweets: 465

Website:

of Visitors: 85,759

Finalized design of new website

Printed Communications

Published three City Newsletters

Kenmore Reporter bi-monthly ½ page advertisements

Provided content for Kenmore Business Alliance monthly newsletter

Other:

Legislative Send-Off Event: January

Legislative Wrap-Up Event: August

National League of Cities Mobile Workshop

Developed roster of professional photographers and database of photographs

Management of human services agency contracts

Successfully lobbied Hopelink to offer ESL classes in Kenmore

Inaugural Beautification Award Program

Municipal Excellence Award

61st Ave NE & NE 181st Street Traffic Signal Ribbon Cutting Ceremony

Comcast Neighborhoods Segment

Representative on Northshore Community Schools Advisory Board

Leslie awarded Washington City/County Management Association (WCMA) Graduate

Student Scholarship

City organized special events

Fourth of July Fireworks Show

Summer Concert Series (6)

15th Anniversary Celebration

Kenmore Play Day

Christmas Tree Lighting Festival

City supported events

Document Shredding courtesy of Windermere Northlake
Remembering History: The Sammamish Slough Boat Races

Event sponsorship:

Monetary: \$15,775
In-kind: \$5,730 approx.

City Booth

Northshore Fire Department Open House
Bastyr Herb & Food Fair
National Night Out Against Crime
North Urban Human Services Alliance Volunteer Expo

Volunteer Program

of Volunteer Hours Worked: 1,358
of Volunteers Worked: 430 (includes some duplicates: ie: some volunteers worked multiple events)

Volunteer Activities:

January	Rhododendron Adopt a Park	Cub Scout Pack
February	Adopt a Street Clean Up Kenmore Village Blackberry Clean up	Caldwell Family JC of Latter Day Saints
March	Storm Drain Marking Blackberry grubbing/maintenance project along BGT & 65 th	Eagle Scout The Landing Church
April	Parks Appreciation Day (Rhododendron, Swamp Creek, and Log Boom Parks) Storm Drain Marking Admin/Mktg/Event Prep Asst.	Community Members Eagle Scout KET Team/Jeff Foster
May	Inglewood Wetlands Adopt a Park	Nancy Bowen-Pope/Friends of
June	Log Boom Park Clean Up/ mulching Adopt a Street (Juanita Drive) Adopt a Street Special Event Prep/Mktg Distribution	I.H.S. Football Northshore Rotary Corpore Sano Physical Therapy KET Team
July	Special Event Prep Fireworks Show Summer Concert Series x 3	KET Team KET Team & various volunteers KET Team & I.H.S. Football

August	Summer Concert Series x 3 Kenmore Play Day	KET Team & I.H.S. Football KET Team & various volunteers
September	Special Events project Custodial & Maintenance Intern (Average 8 hours a week) Beautify Kenmore Volunteer Program Admin. Swamp Creek Park Kiosk Project Log Boom Park: Waterways Clean Up	KET Team Adult Transition Program Intern KET & Community Members Volunteer Asst.: Alexa Bliss Eagle Scout: William Donovan WhatsUp Paddle & Kayak
October	Adopt a Park Admin. Volunteer Program Admin. Custodial & Maintenance Intern Jack Crawford Day	AAP Ambassador: Alex Bernard Volunteer Asst.: Alexa Bliss Adult Transition Program Intern Community Members
November	Adopt a Park Admin. Volunteer Program Admin. Custodial & Maintenance Intern	AAP Ambassador: Alex Bernard Volunteer Asst.: Alexa Bliss Adult Transition Program Intern
December	Tree Lighting Festival Volunteer Orientation Adopt a Park Admin. Volunteer Program Admin. Custodial & Maintenance Intern	KET Team, I.H.S. Clubs & others Various Volunteers trained AAP Ambassador: Alex Bernard Volunteer Asst.: Alexa Bliss Adult Transition Program Intern

COMMUNITY DEVELOPMENT STATUS OF 2013 WORK PROGRAM

A. Comprehensive Plan Implementation/Development Regulation Amendments

1. **Commercial Zoning Project (Regional Business zone):** The Planning Commission met jointly with the Council 2/19/13 and the City Manager and Assistant Manager presented perspectives on economic development to the Commission 10/15/13. The Commission has developed a list of 50 standard land use definitions and reviewed the results of the Berk market report. The Commission will be presenting their preliminary recommendations on the vision and uses to the Council 1/13/14 prior to working on recommendations for development regulations. The Commission will develop a recommendation in 2014 for Council consideration and adoption in late fall 2014.
2. **PROS Plan and Parks Element of the Comprehensive Plan:** Council jointly met with the Planning Commission 4/16/13. A Parks Project Manager was hired in April to focus on the PROS plan update and management of park capital projects. The Commission reviewed public feedback and held a public hearing 10/11/13. The Commission presented their recommendation to Council 10/21/13 and Council adopted Ordinance 13-0368 on 11/24/13.
3. **Medical Marijuana Collective Gardens and Initiative 502:** Council extended the moratorium on medical marijuana collective gardens twice in 2013, most recently on 6/24/13 (Ordinance 13-0361) through 2/1/14. Council adopted a moratorium on marijuana producers and retailers (related to Initiative 502) on 6/24/13 and extended the moratorium on 12/2/13 (Ordinance 13-0370) for an additional six months to 5/12/14. Council adopted interim rules on 11/12/13 (Ordinance 13-0369) prohibiting marijuana businesses in single-family zones, in effect to 5/13/14. In 2014 staff will be developing regulations for council consideration.
4. **Affordable Housing Amendments:** Amendments to change the definition of affordable housing in both the land use regulations and multi-family tax exemption regulations, to assist the Kenmore Village residential development (Main Street). Amendments were developed in mid May and Council adopted Ordinance 13-0363 on 6/24/13.
5. **Shoreline Master Program Implementation:** Growth Board appeal hearing 1/16/13 with the decision issued in favor of the City 2/27/13.
6. **Transportation Element Update:** Staff worked with the City's consultant to develop a scope of work in September and met in December to discuss data needs and identify policy issues. The update is recommended to be on the 2014 docket. The Planning Commission would review and develop a recommendation in 2014 for Council consideration and adoption late fall 2014.

B. Policy and Strategy Development/Implementation

1. **Economic Gardening Strategy:** Staff developed a framework for economic gardening and a graduate intern was hired in April to assist with research on data sources that would assist businesses. Information will be available on the City's website with the new relaunch in 2014.
2. **Sustainability Strategy:** Staff developed a framework for assessing sustainability and a graduate intern was hired in April to assist in research and developing a draft strategy. The draft strategy needs to be further refined in 2014.

C. Downtown Development/Economic Development

1. **Kenmore Village:** Staff participated on the internal strategy team and provided assistance as needed on the Main Street and Benaroya projects including background research, data gathering, affordable housing amendments and document review.
 2. **Lakepointe:** Part of internal strategy team. City issued a 6/14/13 letter granting an extension of the Site Permit to 12/31/15 subject to conditions including processing an addendum to the Transportation Mitigation Agreement.
- D. Park Capital Improvement Program Projects:** Park Project Manager hired in April to manage park capital projects. Council approved amendments to the Park CIP on 12/2/13 (Ordinance 13-0367).
1. **Tolt Pipeline Trail Phase 1 (\$120,000):** City's consultant (Perteet Engineering) completed survey work and wetland delineation in July. Staff received an email from the City of Seattle in May about consent to build a trail pursuant to the road easement. Formal approval still needed from the City of Seattle. A scope for completing engineering work to be finalised with Perteet prior to year end. Permitting, design in the first half of 2014 with construction anticipated Fall 2014.
 2. **WDFW Boat Launch Restroom (\$65,650):** Council approved a maintenance agreement in January for maintenance of the new restroom and an interlocal agreement in March (ILA 13-C117). City completed permit review in June. Construction started November. Project completion March 2014.
 3. **Kenmore Village Public Square (\$50,000):** Council approved a Purchase and Sale Agreement with Benaroya 6/10/13 for the Kenmore Village commercial parcels, which required a 10,000 sq.ft. Town Green. The Benaroya project did not move forward. Review of the town green proposal in 2014 assuming a new buyer for the property.
 4. **Moorlands Park Improvements (\$60,000):** Amended CIP adopted 12/2/13. The master plan and design documents for all park improvements will be updated and a grant application will be submitted to the State Recreation Conservation Office (RCO) in March 2014 for \$405,000. Staff will work with the Northshore School District in 2014 on a revised maintenance agreement. Permitting 2015 and construction 2015/2016.

5. **Northshore Summit (\$659,000):** Survey and wetland delineation completed in March. Public workshops completed in April. In July Council approved an increase in budget from \$190k to \$659k to complete all park improvements. Council authorized a contract for park construction in September and purchase of playground equipment in October. Contractor mobilized on site 10/23/13. Project completion in January 2014, weather dependent.
6. **Park Land Acquisition \$0:** In 2013 \$30k was originally budgeted to complete a park land acquisition study. The amended CIP adopted 12/2/13, reassigned the \$30k to the Moorlands park project.
7. **Logboom Park Pedestrian Bridge \$95k:** Council adopted amendments to the CIP 12/2/13 which included increasing the design budget from \$40k to \$95k. Staff will final a scope of work with Perteet for design by year end. In March 2014 Staff will prepare and apply for a RCO grant for \$100k. Final design and permitting 2015. Construction 2015/2016.
8. **Logboom Park seasonal float (\$72,500):** Council authorized a contract with Marine Floats in February (C13-112). City permit applications submitted in June. City issued shoreline decision in October but still waiting for Ecology approval. City issues final decision following Ecology approval, likely January 2014. WDFW issued HPA permit in October. Goal is seasonal float and mitigation completed by end of May 2014.
9. **Rhododendron Park permanent hand carry boat launch float (\$73,500) 2013:** Council authorized a contract with Marine Floats in February. City preapplication meeting October. Muckleshoot tribe need additional information to address the float design and proposed use/operations. Resolve permit issues with permitting agencies in 2014. Construct 2015 if permit issues are resolved.
10. **Rhododendron Park boardwalk and boatshed to (\$482,000):** Council adopted amendments to the CIP 12/2/13 included a change in the project's scope, budget, schedule and funding source. Wetland delineation, survey work and preliminary geotechnical work completed in July. April through October discussions about project scope. Preliminary cost estimates available in November, that exceeded the budgeted amount. Council direction 12/2/13 was to put the boathshed project on hold until float design and operation questions are resolved with permitting agencies and the Muckleshoot tribe. In addition, Council direction to create a backup plan for the boathouse if the dock is not approved and to proceed with permitting (not construction) for the boardwalk and boatshed in 2014.
11. **Skate Park relocation (estimate \$20,000 for relocation):** Skate park needs to be relocated to the City Hall site by March 2014 prior to issuance of building permits for MainStreet's residential project on the former park & ride property. January to February 2014, obtain contract for moving the skate park.

E. Other Park Projects

1. **Squires Landing Three Acre Restoration Project (\$14,000):** Last phase of the three acre restoration project completed in March by EarthCorps. Original \$100k King County Conservation Futures grant. Final grant and monitoring report due to King County by year end.
2. **Rhododendron Park temporary storage container:** In July worked with Development Services to obtain a City shoreline permit approval for the location of an 8'w x 20'l x 8'h temporary storage container on the east side of the 68th Ave bridge for use by the Kenmore Crew Kayak and Canoe Club until a permanent storage shed is constructed. Container not located.
3. **Container for kayak concession at Logboom Park:** In May worked with Development Services to obtain a City shoreline permit for a temporary storage container for a kayak rental concession.

F. Watershed Issues: Participated on the City's internal strategy team as needed. .

G. Grant Opportunities

- a) **King County Conservation Futures Grant (for 2014 funds):** In January, interest from a property owner on 192nd wanting to sell 4.5 acre parcel to the City for open space. Grant application not submitted.
- b) **CDBG Sidewalk Grant application for \$230k (700 linear feet NE 181st Street):** Grant application submitted in May. Project ranked #3, no funding received.
- c) **Squires Landing Restoration (potential Corps funding):** In May the Seattle District Army Corps office contacted the City about potential federal funds for assessing the feasibility of site restoration as the site is a property previously degraded by a Corps project. Project on hold.
- d) **Kaboom Lets Play City Construction Grant:** Grant application submitted in July. September the City was awarded a \$20k grant towards the purchase of playground equipment at Northshore Summit Park. A community build is one of the grant requirements, anticipated early 2014.
- e) **2013 Transportation Alternatives Program (federal grant funding) for sidewalk improvements on NE 181st Street:** Grant submitted in August. No grant funds awarded.

H. Working with Outside Agencies

- a) **ESCA – Shelter Plan (Annex to Emergency Plan):** Working with ESCA staff and other jurisdictions to develop a regional approach to address shelter needs. Anticipate the plan will be adopted in 2014 as part of the City's emergency management plan.

- b) **ESCA – Hazard Mitigation Plan Update:** Working with ESCA and other ESCA jurisdictions to update the Hazard Mitigation Plan (required). Adoption anticipated 2015.
- c) **King County (buildable lands):** Working with King County to update the 2007 report (GMA required), due June 2014.
- f) **Historic Preservation:** Part of internal staff team working on developing and implementing a historic preservation strategy, exploring grant opportunities.
- g) **Metro/Transit:** Part of internal staff team working on transit issues.



City Of Kenmore, Washington

Memorandum

Date: December 26, 2013

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director

Re: **Development Services 2013 Accomplishments**

Economic Development & Customer Service

- **Facilitated the permitting process in a timely manner.** The department experienced an increase permitting activities this year compared to the past two years. In order to continue to process permits in a timely manner the department:
 - o Strategized for higher work load levels to maintain 95% of applications were processed on time. This included shifting the permit specialist and the receptionist to accommodate for the higher volume of permit applications and bringing on a limited term employee to backfill the receptionist duties;
 - o Performed over 99% of inspections on the day requested;
 - o Established and implemented electronic permitting. Now most types of permits offered by the city may be obtained electronically. Customers can apply for permits 24 hours a day, including holidays and weekends. This required many hours of personnel time to configure Mybuildingpermit.com to our business practices; purchasing new hardware and software; and training.
- **Provided predictable, efficient and straightforward services.** In order to maintain the precedence set with builders, developers, and the community as well as to continue to be competitive with other jurisdictions, the department:

- o Conducted a Lean exercise to improve permitting services. The Lean exercise focused on the short plat process from pre-application to construction. The exercise identified areas needing improvement, ways to reduce steps, and added value steps, which will be implemented over the next year. Although it was focused on the short plat process, the Lean project will also translate into improvements in other services.
- o Created a Customer Satisfaction Program to gauge the customer's experience, through surveys conducted both on-line and by hand. Sixteen valuable surveys were received in 2013. Questions on the survey range from the overall rating of Kenmore Development Services to rating the level of customer service received. The surveys typically rated the services excellent or good.

Summary of 2013 surveys received rating Kenmore Development Services			
Excellent	Good	Fair	Poor
11	4	1	0

Development

- The development review team executes planning, engineering, grading, traffic, building, fire, utilities, landscaping, right of way, SEPA and other environmental and permit management disciplines. The total number of applications and inspections processed and performed in 2013 by the team will be included in the 2013 year-in review report, which will be available early 2014. The following is a highlight of the more complex projects the team worked on in 2013:
 - o **Kenmore Camera** – Commercial tenant improvement, approximately 18,000 square foot for new retail and classroom space. Application approved in 6 weeks, construction approximately 12 months, occupancy expected early 2014.

- o **Super Supplements** – New 3,961 square foot retail building within the downtown plan area required to meet downtown design standards. Application approved in 3 months, constructed and occupancy approved in 6 months.
- o **Kenmore Village Residential, Spencer 68 Apartments and Lofts** – Phase 1 consisting of 138 dwelling units. Site Plan, SEPA and Development Agreement applications approved in 8 weeks.
- o **Kenmore Air Harbor** – New 2,800 square foot prefabricated storage building. Application approved in 2 weeks, constructed and occupancy granted in 3 months.
- o **Kenmore Montessori School @ former Fire Station** – Site Plan, SEPA, and Change of Use under review, received September 27, 2013. The Site Plan review is a type 4 land use decision, consisting of public notification with comment period, a recommendation to the Hearing Examiner and public hearing, subsequent Hearing Examiner recommendation to the City Council, and final decision by the City Council during a public meeting.
- o **WDFW Boat launch** – Renovation of existing boat launch area, including widening the ramp, reorganizing the traffic and parking area including a plumbed restroom. Shoreline, Building and Engineering applications approved in 4 weeks.
- o **Value Driven Mixed Use** – 2 new buildings located at 6229 NE 181st St. Building 1 is a 3- story, mixed use with 3,000 square foot of commercial space on the 1st floor and 8 residential units above. Building 2 consists of 4 three-story townhouses. Building and engineering applications received 8/30/2013 and are currently under review. Construction estimated to begin early 2014.

- o **Refino 6 Townhouses** – New 6 unit townhouses located at 6124 NE 181st St. Demo, Engineering and Building applications approved in 6 months. Under construction, expected to be complete in 9 months.
- o **East Creek Village** - Land development for a 60 lot plat located at 80th Ave Ne and NE 198th St. Engineering application reviewed and approved in 3 months. Currently under construction, expect final plat and building permit applications early 2014.
- o **West Creek Village completion** – 2005 Plat consisting of 20 lots located at 19233 80th Ave NE. Land improvements constructed, inspected and built out in 2013. 20 new single family permits reviewed, approved and finaled in 2013.
- o **Inglemoor Heights completion** – 2005 Plat consisting of 9 lots located at Simonds Road NE and NE 155th St. Engineering application issued 10/09/2012. Land improvements constructed and inspected in 2013. 9 new single family permits reviewed, approved and finaled in 2013.
- o **Northlake Landing engineering** – 2006 Plat consisting of 11 lots located at 16707 74th Ave NE. Engineering permit issued and under construction.
- o **Hanks Plat engineering** – 2006 plat consisting of 18 lots located at 20116 73rd Ave NE. Engineering application reviewed and approved in 5 months, currently under construction.
- o **Northshore Summit Park** – New City park located at 6200 NE 193 st. SEPA and Engineering applications reviewed and approved in 5 weeks. Currently under construction.
- o **Plat Hearings** – Conducted 1 preliminary plat hearing.
- o **Council Approvals** – Received approval of 2 final plats.
- o **Meetings** – Approximately 30 pre-application and Development Review Team meetings.

Code Compliance

- **Code compliance concerns.** Includes construction codes, junk vehicles, land use violations, nuisances, recreational vehicles, boats, trailers and signs. Our code compliance section successfully:
 - o Resolved 98% of violations through voluntary compliance methods;
 - o Established and managed a multi-pronged approach that includes proactive enforcement in the downtown area. The downtown proactive code compliance plan achieved its goals of cleaning up and beautifying the downtown area;
 - o Resolved one of the City's biggest cases since incorporation, which has improved the quality of life and safety of the citizens and emergency responders.
- **Beautification Awards.** Successfully established a city-wide beautifications awards program. The inaugural Beautification Awards Program promoted beautification efforts in the City by recognizing residents & businesses who take pride in maintaining their properties. The mission of the program is to give public recognition to properties that people have spent considerable time, effort and expense making their property pleasing and enhance the community of Kenmore. The inaugural event was received positive feedback from the community.

Emergency Management

- **Emergency preparedness program.** In order to prepare for a disaster the City successfully:
 - o Updated the City's Comprehensive Emergency Management Plan (CEMP). Last updated in 2008, this 200 page document includes a basic plan, responsibilities, emergency support functions, and emergency operations center procedures;

- o Conducted various emergency exercises such as an EOC drill, seaplane exercise, EOC table top exercise, and a great shake out drill;
 - o Continues to work with ESCA and the partnering jurisdictions to develop a regional shelter program, which should be available in 2014;
 - o Continues to work with ESCA and the partnering jurisdiction to establish a Volunteer Reception Center, which should be wrapped up in 2014.
- **Emergency mitigation program.** The Planning Section continued working with ESCA updating the Hazard Mitigation Plan. The Hazard Mitigation Plan was last updated in 2008.

Miscellaneous Projects

- **Historical Building Preservation Program.** The City has an agreement with King County to help identify and process properties designated as having historic significance. In preparation of launching the program in Kenmore our internal team (consisting of people from various departments):
 - o Updated the information on the City's website;
 - o Met with King County Historic Preservation staff;
 - o Updated the City's technical papers and applications to align with King County's;
 - o Explored grant opportunities.
- **Building Code Adoption.** The State Building Code Act requires each local jurisdiction to enforce the State Building Code adopted by the State Building Code Council. Every 3 years the State Building Code changes. The effective date of the 2012 State Building Code was July 1st, 2013. The 2012 editions of the State Building Code with local amendments were successfully presented to and adopted by Council before the July deadline.

- **Information Technology Program.** As a Council goal to establish a contemporary informational technology program our department:
 - o Worked with Finance and Administration and RNR Consulting on the IT Strategic Plan;
 - o Implemented electronic permitting;
 - o Continued to work towards obtaining a new permit tracking software system.
- **Business Registration Program.** As part of a City-wide effort to establish a business registration program our department:
 - o Worked on the Ordinance and supporting Municipal Code Language;
 - o Revised the fee schedule to include registration fees;
 - o Met with Department of Revenue staff to configure their business rules to our business practices and processes.
- **Storage room/shelves.** The department purchased and set-up new shelving in the upstairs storage room, which allowed us to move all the permitting records out of the self storage facility next door.

Engineering & Environmental Services Team Accomplishments 2013

Kris Overleese, Kent Vaughan, Zack Richardson, Art Simpson, Richard Sawyer, Nicki Walsh, Terry Paananen, Ryan Miller

Project/Program	2013 Accomplishment
T-27: Sidewalk Program	Completed and approved by Council (2013 Council Goal)
SW-8: 190th & 61st Embankment Repair	Addressed immediate erosion and sidewalk settling concerns then evaluated larger project. project on-hold until completion SW Master Plan Update.
SW-12: 74th Ave NE Culvert Replacement	Re-evaluated project and put project on-hold until 0057 box culvert replacement project complete.
SW-1: Tributary 0057 Channel Relocation	Design and permitting completed. In process of renewing a temporary construction easement (TCE) which is set to expire Dec 31. TCE should be secured by year's end. Project to be bid in January 2014.
SW-3: Juanita Ditch Project	Construction Completed (Summer 2013); Project Closed Out
Swamp Creek Demo Project	Construction Completed on all 3 sites (Summer 2013)
Abatement Demo Project (16206 81st PI NE)	Construction Completed; Project Closed Out
61st/181st Culvert Project	Construction Completed and Project Closed out
T-36: Gateways Project	Survey complete. Renderings complete. Design begun.
P-11: Log Boom Pedestrian Bridge	Initiated scoping for design.
SR 522 Phase 2 concrete package	Staff evaluation complete. WSDOT coordination ongoing.
T-7: 61st/181st Signal Project	Construction Completed and Project Closed out
T-6: SR 522 West A Project (61st to 65th Ave NE)	Obligated federal ROW funds for reimbursement
	Reached an understanding with WSDOT re: the timing for future upgrades to the existing Tributary 0056 stream crossing under SR 522.
	Adopted condemnation ordinance
	Settled 3 parcel acquisitions to date
	Modified design to avoid business relocations
	Attained WSDOT permission for EB to WB U-turn at 64th Ave NE
	Extended obligation date for \$1.1 in federal construction funds to October 1, 2014
	Terminated Lochner Contract/Hired HDR within 1 month's time
	Negotiated interim contract with HDR to evaluate Lochner design before negotiating final contract
	Attained WSDOT approval to use federal funds for an interim sole source contract with Universal Field Services to continue ROW negotiations during consultant transition
West Samm Bridge (new CIP in 2013)	Created monitoring plan with King County and implemented plan: installation of survey prisms, survey and under bridge inspection truck (UBIT)
	Formal process to hire bridge consultant: Jacobs selected
	Scour evaluation completed by Jacobs : no immediate action required
	Geotechnical evaluation of existing conditions
	Load limit evaluation completed: posting recommended
	Create posting plan: coordinate with County, Operations
	Contracted with Jacobs and started rehabilitation vs. replacement study
T-27: 68th Sidewalks project	Completed design, awarded contract. Construction to begin in January 2014.
T-31: Citywide Safety improvements	Completed 60% design; working through right-of-way conflicts.
Bicycle Strategy	Completed, on to implementation
NUD SR 522 Settlement (past phases)	Completed
HDR/Midmountain Lawsuit	Settled; used the additional services negotiated from the settlement to evaluate the SR 522 West A design
80th Ave NE: Speed limit study/modification	Completed and 35 mph signs installed
SR 522 Speed limit change to 40 mph	Coordinated with WSDOT and staff
Surface Water Inspections	Inspected 100 Private Facilities and 63 maintenance correction letters were sent to property owners. Facilities were re-inspected and 42 facilities required a second maintenance correction letter, which will be followed up in January 2014.
	Inspected 154 Public Facilities and 55 facilities required maintenance.
	Inspected the surface water conveyance system, including 5,300 catch basins, 1,000 ditches, 2,100 drain points and several miles of pipe.
Surface Water CARS	126 surface water citizen action requests have been initiated in 2013 and 100 requests have been closed.
Surface Water Grants	The City was awarded \$157,000 from the King County Flood Control District to apply towards construction of the Tributary 0057 Box Culvert.
	The City was awarded \$475,000 from the WA State Dept. of Ecology for surface water components of the SR 522 West A project.
	The City was awarded \$120,000 from the WA State Dept. of Ecology for development and implementation of stormwater municipal permit programs and development of a low impact development project.
Sharawy Settlement	Through mediation, the City settled a long standing claim/lawsuit with a private property owner regarding a landslide which occurred in 2009 in the Arrowhead neighborhood (Richard & Jen leads)
Harbour Village Condominiums Settlement	The City settled a long standing dispute/lawsuit with a private condominium complex regarding Tributary 0056.
Surface Water Fees	Assessed surface water fees for City of Kenmore parcels and delivered to King County for collection.
	Conducted audit on Northshore School District rate reduction. Currently assisting the School District to meet requirements to maintain reduction.
	Assessed surface water fee rate reductions for eligible private stormwater facility owners
Surface Water Master Plan Update	Initiated the update of the City's Surface Water Master Plan Update
SW-9: Swamp Creek Study	Initiated Swamp Creek Study. Field survey completed for stream cross sections (south of 192nd St). Combined contractually with SWM Master Plan.
Development Review & Inspection	14 engineering permits issued in 2013; 2 engineering permits closed out; Road Standards and Drainage Review for all other permit types.
Traffic Count Program	Maintained monthly counts at 4 locations around Sammamish Bridge & continued select historical counts locations (total of 52 week-long counts in 2013); performed 7 speed studies in 2013.
Annual Title VI Report	Completed and will be submitted to WSDOT for approval.
Language Line Contract	Contract is now in place for over the phone interpretation services.
Engineering Citizen Action Requests	Received and responded to 53 Citizen Action Request (Kris, Kent, Zack, Terry)
SR 522 Phase 1 and Phase 2 Close Out	Submitted necessary state paperwork to officially close out projects
On-Call Contracts: Pertee & Osborn Consulting	Monthly invoice review and approval. Budget tracking. Amended Osborn Contract through Council December 2013.
Street Standards	Gathered standards from several other Cities.
Transportation Element Comp Plan Update	Contract completed with Pertee. Stakeholder interviews completed. Traffic data collected. Existing conditions chapter drafted. 2014 Planning Commission dates set for review.

Department: **Finance & Administration**Joanne Gregory, Patty Safrin, Brian Randall, Carla Schnee

	<u>Team Lead</u>
2013 ACCOMPLISHMENTS:	
Close 2012 Budget Year	BR
Prepare, Distribute, Reconcile W-2s/1099s	CS
Processed salary & benefits for 26 payperiods, up to 46 individuals	CS
Processed 3,050 invoices for payment and issued 1,909 checks	CS
Finalize and Distribute 2013-2014 Budget Document	JMG
Received GFOA Distinguished Budget Award	JMG
Long Range Financial Forecast Updated	JMG
Prepared 12 Monthly Financial Reports to Council	BR
Presented 4 Quarterly Financial Reports to Council	JMG
2012 Annual Street Report Filed	BR
2012 Annual Report Prepared/Submitted	BR/JMG
2011-2012 Two Year Audit Successfully Completed	BR/JMG
IT Strategy RFP Issued and Consultant Selected	JMG/BR
IT Strategic Plan Completed	JMG
IT Governance Committee Created	JMG/BR
Managed Upgrade of Computer Workstations to Windows 7	JMG/BR
Executed Spring AWC Happy Trails Wellness Campaign	JMG/CS
Executed Fall AWC Walk Across Washington Wellness Campaign	JMG/CS
Organized Wellness Activities (healthcheck, webcasts, flu shots, bike safety, ergonomic analysis, etc)	CS/JMG
2 % Wellness Discount Obtained	CS/JMG
Participated in Ecitygov Shared Procurement Portal Upgrade	BR
New Council Recording System Identified	PS
Contract Template Update Process Begun	PS
Mid Biennium Review, Adjustment Completed	JMG
Property Tax Levy Ordinance Completed	JMG
Managed \$16M Average in Cash and Secured Investments	JMG/BR
Employee Benefit Study Underway	JMG/BR/CS
Managed Recruitment and Hiring for New Employees:	JMG
2 Mgt Interns, Volunteer Coord, Parks Project Mgr, Bldg Insp, PT Parks Worker	JMG
Managed and Assisted in Resolution of HR Risk Management Issues	JMG
Public Defender Contract Extended through 2014	JMG
Completed EOC Trainings and ICS 100,200,700,800	JMG
Completed WCIA Risk Management Audit: Cyber Liability	JMG
Facilitated Kenmore Transportation Benefit Agreements with Treasury, DOR	JMG
Participated in Kenmore Village Strategy Meetings	JMG
Assisted with Incubator Technology Needs	JMG

Department: **Finance & Administration**

Joanne Gregory, Patty Safrin, Brian Randall, Carla Schnee

	<u>Team Lead</u>
Completed CIP Update and Amendment	JMG
Completed (3) Staff Annual Evaluations	JMG
Provided Agenda Forecasts and Preparation, Agenda Bill Review, Meeting Minutes and Audio for 44 City Council Meetings	PS/JMG

KENMORE POLICE ACCOMPLISHMENTS FOR 2013

- Kenmore Police and Northshore Fire hosted “National Night Out,” which is an annual event that brings neighborhoods together to take a stand against crime. The event was held at City Hall with information booths featuring crime and safety tips, fingerprinting of children and a free BBQ.
- The Kenmore Police in partnership with the cities of Woodinville and Shoreline sponsored our annual Citizens Academy for local residents. The academy is a ten-week course that is designed to give citizens a better understanding of police work and available resources.
- The Kenmore Police sponsored several teen activities, which included Halloween and Valentine dances at Kenmore Junior and Northshore Junior High and several ice cream socials at Inglemoor High School. The dances were held with music provided by disc jockeys from Action Entertainment. Mall gift cards were awarded to the best male/female Halloween costumes. These activities promote an opportunity for positive interaction between local teens and their police officers.
- Kenmore Police taught seven drug awareness classes to the sixth graders at all three of the elementary school. The classes included the following subjects: Respect; Bullying; harassment; drugs and personal safety.
- Kenmore Police taught a two day Drug and Alcohol class for the Kenmore Junior High eighth grade class. The effects and consequences of drugs are emphasized.
- Kenmore Police taught one Junior High Academy at Kenmore Junior High. The academy is taught once a week for seven weeks. This academy is a smaller version of the Citizens Academy taught to the adults.
- Kenmore Police sponsored a bicycle rodeo at Arrowhead Elementary. Kids can register their bikes and learn bike safety.
- Kenmore Police participated in the annual DUI reenactment drill at Inglemoor High School. High school students see firsthand the results of drinking and driving.

- Kenmore Police provided vacation house checks to those residents gone for an extended time. Police volunteers check the residences once a day through the work week.
- Kenmore Police continue to provide block watches with a monthly crime map. We also have established several new block watches in the city.
- Kenmore Police provided two Officers as School Resource Officers for Kenmore Junior High and Inglemoor High School.

Public Works Operations Department 2013 Accomplishments
Jennifer Gordon, Nicki Walsh, Jarrett Smitt, and Adam Torres

Project/Program	2013 Accomplishment
811 Utility Locates (new program in 2013)	Receive and responded to over 926 locate calls between March and December 2013.
CARS (Citizen Action Request System)	Received and responded to over 1000 Citizen Action Requests.
ROW Franchise Utility Permits	Processed over 170 permit applications.
Facility Rentals	Processed and set up for 39 external Facility Room Rentals (FRR).
Major Contract Management	City of Lake Forest Park, King County Roads, King County CWP, Total Landscape, Northwest Landscape Service, Trane, Protection Tech.
Streets Maintenance	Maintained over 145 road lane miles.
Parks Maintenance	Maintained over 175 acres of active and passive park lands.
Facility Maintenance	Maintained over 21,000 building square footage at City Hall.
City Fleet Maintenance	Maintained 12 City owned vehicles.
Electrical Service Contract	Bid out and executed.
Plumbing Service Contract	Bid out and executed.
City Events	Supported City Events; 4th of July, Summer Concerts, Parks Cleanup Events, and Volunteer Events.
Special Events Applications	Processed 12 Special Events permits.
Incubator Setup	Successfully set up the Kenmore Business Incubator and provide ongoing support.
Blackberry Eradication Project	Major blackberry removal along the 522 ROW; and two replanting projects and subsequent ongoing maintenance.
WDFW Boat Launch Agreement	Executed agreement to take over maintenance of the newly installed restrooms at the Kenmore Boat Launch.
City Recycling Events	Held 2 residential and 1 business recycling event.
"Support Local Business" Banners	New Banner Design and installation on 181st Street
Holiday Banners	Holiday Banner design and installation.
Holiday Lighting	Doubled the lighting on street trees and added to 522 where possible.
CH ADA front Counter	Design completed with two failed attempts to bid project.
Sammamish River Bridges Pressure Washing	Secured HPA application (late in the work window); Completed 70% of project.
BGT Projects	KC completed 80th Ave ramp revisions (left from 522 project), installed new water main, and eradicated blackberries
68th Ped Guardrail	Prepped and painted Green. Edged sidewalk along the guardrail.
Summer Workers	Advertised, Interviewed and Hired PW Summer Workers.
Managed Temp Workers	Managed short term employees for supplemental parks maintenance.
Parks Part time position	Advertised, Interviewed and Hired David Gelgisser for Part time (mainly weekend park maint.) Parks Worker.
Recycling Consultant Contract	Executed agreement in January for 2013 Services.
KC Community Work Program	Executed agreement in January for 2013 Services.
Surfacewater Small Works Projects	Assisted with planning and completed 2 Small Works Projects; NE 152nd St/61st Pl NE and 62nd Ave NE off of Arrowhead
Parks Signage	Worked with Consultant to tweak and finalize park signage design and construction drawings.
Adopt A Street and Park Signage	Worked with Consultant to design Adopt A Street and Adopt A Park Signage.
2013 Bridge Inspections	Completed.
1st Floor Breakroom Door	Replaced weather damaged door.
Hanging Flower Baskets	Procured and installation of basket hangers and flower baskets.
City Hall Flower Pots	Designed and installed City Hall flower pots.
NUD Franchise Agreement	Worked with NUD to finalize Section 11.
NUD 81st Watermain break	Emergency support and project oversite.
El Sharawy	Led mediation and achieved a settlement agreement.
Video Detection at 68th/170th	Installed video detection for signal operations.
Log Boom Park Noxious Weeds	Hired contractor to hand removed noxious weeds at Log Boom Park along shoreline.
522 ROW Landscape Maintenance	Bid and executed contract for 522 ROW Landscape Maintenance.
Log Boom Park Lake Bed Cleanup and Pier Inspection	Completed pier inspection and two lake bed clean ups.
Irrigation Systems Backflow Testing	Citywide; completed.
CH Fire Extinguisher Inspection & Recharge	Completed.
New 360 Security Cameras at City Hall	New cameras and software installation completed.
Zayo Group Franchise Agreement	Ordinance to Council 5/2013.
Annual Street Striping and Thermoplastic Inspection & Maint.	On 128 lane miles of roadway.
Street signage night inspections and maintenance	For over 2000 street signs
Engineered Wood Fiber Surface for Playgrounds	Installation of wood fiber at all playground facilities.
Senior Center Memorial Bench	Completed.
Juanita Overlay Project	Completed all ADA ramps associated with overlay project (over 30); overlay contract executed; work delayed to 2014.
NE 190th St Drainage and Fence Project	Repoured sidewalk panel, routed drainage and installed new fencing.
Safety Improvements Project on Juanity Drive	Provide Support to Engineering
West Samm Bridge Project Support	Provide project support and scheduled monitoring tasks
Completed Annual Employee Performance Evaluations	Adam, Jarrett and Nicki Completed.
Harbor Village Project	Coordinated access via Log Boom Park for Harbor Village stream project.
Kenmore Village Property Management	Assist and oversee maintenance and operations with JSH Properties
Crack Sealing	2013 Cracksealing Completed.
Road Slurry Seal	Assisted and provided support to Zack on project, including preparing the road surface for the slurry seal.
Concrete Panel Replacements	Replaced broken concrete panels in City Hall Parking Lot. Installed new concrete panels on 68th Avenue
182nd Street Parking	In response to citizen complaints, conducted a safety study relating to parking; responded & installed appropriate signage
80th Avenue Parking	In response to citizen complaints, conducted a safety study relating to parking; responded & installed appropriate signage
Completed Ops Section Chief Training (Jennifer)	Emergency management course
Multiple WCIA Trainings	Verbal De-escalation Training (Jennifer, Nicki and Jarrett); WCIA Supervisor 4 part series (Jennifer)
APWA Public Works Institute (Jennifer)	Completed 3rd course in series; received certificate of completion for 90hour course for PW Supervision and Management

ATTACHMENT TO CITY OF KENMORE RESOLUTION NO. 13-215

CITY OF KENMORE
Council Rules and Procedures

Section 1. General

A. Purpose of Meetings

City Council meetings are for the purpose of conducting city business, including but not limited to budgeting (e.g. revenues, expenditures, taxes, fees, monthly payments, capital project payments), long-range planning (e.g. vision, zoning, development, and land use) and federal and state mandates.

B. Structure of Meetings

1. Meetings will be orderly and will involve Councilmembers, City staff, consultants, and citizens, which will allow all viewpoints to be heard and considered.
2. Meetings will be called to order by the Presiding Officer, who shall be the Mayor, the Deputy Mayor in the absence of the Mayor, or a Councilmember selected by the City Council in the absence of both the Mayor and Deputy Mayor.
3. There will be 3 regular meetings per month on the 2nd, 3rd and 4th Monday evenings. If a regular meeting falls on a holiday, it will be held the next day, Tuesday, unless canceled by the City Council. There will be no regular meetings on the 1st and 5th Monday evenings. Additional meetings, which may be referred to as meetings or work or study sessions, will be scheduled as needed. Executive sessions will be scheduled as needed. Town Hall meetings will occur periodically as determined by the City Council. Retreats will be scheduled yearly, or more often if needed, when extended blocks of time are needed to set priorities and make long-term plans for the City.
4. All public meetings will be scheduled or announced, and agendas will be prepared in advance as required by State law (the Open Public Meetings Act). Meetings may be added or canceled as discussed and approved by the City Council.
5. Actions may be taken, motions may be passed, proclamations may be made, and resolutions and ordinances may be adopted at regular meetings, or at special meetings with proper notification.
6. Meeting agendas with relevant information on each topic will be available 10 days in advance whenever possible.
7. Regular meetings will be recorded by the City Clerk or designee.

8. Remote attendance and voting will be allowed as noted in Section 5.
9. Copies of all documents distributed in the Council chambers pertaining to Council business, as well as copies of all documents submitted by speakers during Citizen Comments, shall be provided to the City Clerk and distributed as necessary.

C. Rules for Meetings

1. These rules constitute the official rules and procedures and code of conduct for the City Council.
2. In addition to these rules, the City Council shall conduct its meetings in compliance with the most current edition of Robert's Rules of Order Newly Revised (Robert's Rules). A copy shall be maintained in the office of the City Clerk.
3. Where there is a conflict between these rules and Robert's Rules, these rules shall govern. Where there is a conflict between these rules and State and federal laws, the State and federal laws shall govern.
4. In general, the City Council will follow Robert's Rules for "Formal Debate," including requiring a second for all motions and disallowing the Presiding Officer from making motions.
5. Robert's Rules of Order for "Small Boards" will be used to:
 - a. Allow the Presiding Officer to participate in debate. In general the Presiding Officer will speak after others have spoken on the topic.
 - b. Allow informal discussion before a motion is made.
 - c. Not require speakers "for" and "against" the motion to alternate.

Section 2. Order of Business Meetings

A. Call to Order

1. The Presiding Officer will call a meeting to order.
2. The Presiding Officer will request the City Clerk to call the roll of the Councilmembers. The Clerk will record the names of Councilmembers present and absent. The Clerk will also note the time of any late arrivals and early leave takings for the record.

B. Citizen Comments

1. Members of the public may only speak during the designated Citizen Comment period, or during a scheduled public hearing or a quasi-judicial hearing (as discussed in Section 7 below).

2. No person shall address the City Council at a meeting without being recognized by the Presiding Officer.
3. The Presiding Officer will state the rules for the Citizen Comment period. This may include items such as:
 - a. Members of the public must sign the log prior to the Citizen Comment period to be allowed to speak. They are not required to sign anywhere to attend the meeting.
 - b. They must state their name and address.
 - c. There is a 3-minute time limit.
 - d. It is a time for members of the public to speak on any topic(s) of their choice.
 - e. It is not a time for the Council or staff to answer questions, but exceptions can be made at the discretion of the Presiding Officer.
 - f. Comments should be addressed to the Presiding Officer and the City Council, not the audience.
 - g. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
 - h. Booing, hissing or clapping is inappropriate.
4. Each members of the public will be given 3 minutes. Suspension of this rule will require a majority vote of the Councilmembers present.
5. The Citizen Comment period will be a maximum of 30 minutes unless approved by a majority vote of the Councilmembers present. Extra time may be given at the end of the Council business meeting to hear more citizen comments.
6. No person may use the designated Citizen Comment period to support or oppose any candidate for public office.
7. The Presiding Officer will allow members of the public to return to their seats in the audience before paraphrasing and responding to their presentations.
8. There will be no two-way conversations between Councilmembers and members of the public.
9. The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council.

C. Agenda Approval

1. The City Council shall approve the agenda.
2. Amendments may be suggested, discussed and approved.

D. Council Business Meeting

1. Each item on the agenda will be addressed in turn with staff, consultant or special speaker reports as appropriate.
2. Council will discuss the issues and take action on them as appropriate.

E. Councilmember Reports and Comments

1. Councilmembers may give reports and make comments during "Councilmember Reports and Comments."
2. Each Councilmember will have 5 minutes for reports and comments. Extra comments can be submitted in writing.
3. By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

F. Councilmember Initiatives

1. Councilmembers may raise new topics or issues during "Councilmember Initiatives."
2. In raising a new topic or issue, the Councilmember must present it as a concept that includes a statement of how the topic or issue relates to existing City goals or to other important Council discussions.
3. A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.
4. The Presiding Officer will direct discussion of the new topic or issue.
5. After discussing the new topic or issue, the City Council will vote or come to consensus on whether to move the topic or issue forward as a future agenda item or as a request for action by the City Manager.

Section 3. Structure and Roles of Government

A. Council Role

1. Focus on policy matters, including but not limited to priority setting, long-range planning, budgeting, federal and State mandates, City Manager recruitment, hiring, evaluation and termination, and approval of employee positions. **The City Council will not focus on administrative issues and matters.**
2. Comply with the laws, regulations and policies affecting operation of City government.
3. Use public office for public good, not personal gain.

4. Be independent, impartial and fair in judgments and actions.
5. Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.
6. Monitor and understand operations of the City to be knowledgeable in order to provide policy direction.
7. Represent the City at local, State and national forums.
8. Represent the City to its citizens.
9. Notify staff in advance of meetings regarding key questions and discussion points that likely will be raised and addressed during meetings, to allow the staff time to prepare for the questions and discussions.
10. Not individually request the City Manager to initiate any action or work that will take more than 1 hour to complete, without consent of the City Council. If a Councilmember wants the City Manager to initiate action or work that will take more than 1 hour to complete, the Councilmember must ask the City Council to approve the action or work by a majority vote.
11. Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time. If a Councilmember wants City staff or consultants to accomplish actions or work, the Councilmember must make the request of the City Manager if the action or work will take 1 hour or less and of the City Council if the action or work will take more than 1 hour.
12. Access City computers at the appropriate access level. A City computer, such as an iPad, will be provided for home access if the Councilmember requests it, and it may not be used for personal business. This is preferred to the use of a Councilmember's personal computer, for risk management purposes. The City computer is the property of the City and will be returned to the City at the end of the term of office.
13. In the event of a vacancy on the City Council, a committee consisting of 3 Councilmembers will be formed to deliberate and present a recommendation to the full Council.

B. City Manager Role

1. Serve as the primary point of contact between the City Council and City staff and consultants. The City Manager works for and serves at the will of the City Council. The City staff works for and reports to the City Manager.
2. Direct the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.

3. Spend City funds per the City's adopted purchasing policies, which align with State and City laws.
4. With input from the Mayor, prepare agendas for meetings and retreats.
5. Provide timely, useful information evenly and equally to all Councilmembers.
6. Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember.
7. Prepares adequately for City Council meetings.
8. Meets with citizens as needed to solve problems and answer questions.
9. Interact with other public agencies to accomplish City Council goals and policies.

C. Mayor Role

1. Primary roles: facilitate meetings; represent the City at local, State and national forums; and represent the City in a ceremonial capacity.
2. Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.
3. Announce in advance public presentations, ceremonies and events that the Mayor is invited to attend.
4. Bring new issues to the City Council during Council Initiatives.
5. Request other Councilmembers to attend meetings in place of the Mayor when he or she cannot attend, or to join the Mayor at such meetings to increase the City's representation.
6. At the Mayor's option, hold monthly meetings with up to two Councilmembers and the City Manager. The Mayor should attempt to rotate the participation of Councilmembers in such meetings.
7. In the event that a City Manager resigns or leaves, the Mayor will work with the City Council to find a replacement using a recruitment agency.

Section 4. Council Conduct

A. Purpose

This section sets forth a Code of Conduct for Councilmembers regarding their treatment of each other, City staff, City consultants, citizens, and others with whom they come into contact while representing the City.

B. General Courtesy Expectations

1. Be courteous, respectful, kind and professional at all times with everyone.
2. Be honest and truthful.
3. Act with integrity and in good faith.
4. Foster an environment of mutual respect for each other. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.
5. At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
6. Stay on the topic being discussed for efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.
7. Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order, except by consent of a majority of the Councilmembers present at the time the motion is before the City Council. During discussions prior to a motion being made, a Councilmember may request to speak more than twice.
8. Comments will be limited to 3 minutes at a time.
9. Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order."
10. Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff and City consultants.
11. Treat City staff in a polite and professional manner.
12. Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

C. Respect in Regard to Voting

1. Disagreement and differences of opinion are honored and respected features of government in the City.
2. When there is disagreement, discuss and clarify the issues before voting.
3. Councilmembers will be allowed one minute maximum to explain their vote during a roll call vote. This is an exception to Robert's Rules.
4. Councilmembers must not seek out members of the media to vent feelings when on the minority side of a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the

full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.

5. Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.
6. After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the Councilmember's personal viewpoint or opinion.
7. When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

D. Prohibited Conduct

1. The City Council recognizes the right of every Councilmember to free speech, as stated in the U.S. Constitution and as interpreted by the courts, and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.
2. The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.
3. Prohibited conduct includes, but is not limited to, the following:
 - a. Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.
 - b. Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.
 - c. Modifying, revising, altering, or editing any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.
 - d. Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:
 - (i) Contacting City staff, other than as authorized by these rules or by final action of the City Council or by the City Manager, which contact materially limits a City staff member's ability to complete work assigned by the City Manager or by final action of the City Council; or

- (ii) Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, which correction or explanation substantially interrupts the efficient operations of the City.
- e. Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager, when such contact is used or intended to impermissibly redirect, interfere with, interrupt or undermine City staff's work assignments as determined by the City Manager or by a majority vote of the City Council.
- f. Representing to citizens, other public agencies, or other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation, or concerning any other matter that has not yet come before the City Council for final action but that will be acted upon by the City Council.
- g. Discussing or disseminating information from an executive session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council.
- h. Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.
- i. Making verbal or written contact with State, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.
- j. Taking actions and voting when there is a conflict of interest as defined in Chapter 42.23 RCW. Recusal must be used when there is a conflict of interest.

E. Sanctions

1. The Council has power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.
2. The Council may punish a member for violation of these rules by: a verbal admonition, written reprimand, letter of no confidence, censure,

expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.

3. The Presiding Officer may give a verbal admonition.
4. Other punishments not mentioned in Section 4.E.-2. require the affirmative vote of 5 members of the City Council.
5. A censure is a statement by 5 members of the City Council that a prohibited action has occurred.
6. A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

Section 5. Council Attendance and Voting via Speakerphone or Video

A. Purpose

Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone or video is contained in this section.

B. Frequency

Councilmember attendance via speakerphone or video is limited to 3 times in a calendar year, but the City Council, by majority vote, may allow additional attendance by speakerphone or video.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone or video to allow time for preparation of the speakerphone or video components and of the agenda items to be attended via speakerphone or video.
2. The Councilmember attending via speakerphone must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The video and audio components of videoconferencing should be visible and audible to all persons in the meeting room.
3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:
 - a. "Councilmember _____ is attending via speakerphone/video for Agenda Item No. _____, relating to _____."

- b. "Councilmember _____, can you (see and) hear me?"
(There must then be a clearly audible response in the affirmative.)
 - c. "Can the City Council and City Clerk (see and) hear Councilmember _____?"
4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded. "
5. Each agenda item being attended via speakerphone or video shall be introduced and acknowledged in the same manner as set forth above.
6. After all agenda items being attended via speakerphone or video have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember _____, thank you for your attendance via speakerphone/video. The remote connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone/video has been terminated."

Section 6. Executive Sessions

A. Executive Session Topics and Confidentiality

The topics that may be discussed in executive sessions are set forth in RCW 42.30.110 and RCW 42.30.140. Topics discussed in executive session must not be discussed outside of the executive session with anyone outside of the proper lines of authority (Councilmembers, the City Manager, and City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council). Councilmembers shall keep all executive session information and discussions confidential to ensure that the City's interests are not compromised.

B. Topics for Executive Session Discussions

1. Executive session topics include but are not limited to the following:
 - a. Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.
 - b. Consideration of the minimum price for sale or lease of City property when public knowledge regarding such consideration would cause a likelihood of decreased price.
 - c. Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.

- d. Receipt and evaluation of complaints or charges against a public officer or employee.
- e. Evaluation of qualifications of an applicant for public employment.
- f. Review of the performance of a public employee.
- g. Discussion with legal counsel of litigation, potential litigation or pending litigation (legal counsel may attend via speakerphone or video).
- h. Discussion of collective bargaining sessions with employee organizations.
- i. Consideration of matters affecting national security.

C. Procedure

- 1. The Presiding Officer must announce the executive session by stating: "The City Council is recessing into an executive session pursuant to RCW _____ (e.g. "RCW 42.30.110(1)(a)) regarding _____. (e.g., review of the performance of a city employee). The executive session is expected to last for ____ minutes (hours)."
- 2. If the executive session is the last item on the meeting agenda, the Presiding Officer shall state whether or not the City Council will take action or take no action when the meeting reconvenes.
- 3. If, during the executive session, the Presiding Officer believes that the executive session will extend beyond the announced deadline, the Presiding Officer shall announce in open session the number of minutes that the executive session will be extended.
- 4. The Presiding Officer shall announce the conclusion of the executive session in open session by stating: "The executive session is completed."
- 5. At the close of the executive session or the meeting at which the executive session occurs, the Presiding Office shall complete a document recording the topic or reason and time of the executive session, including extensions.

D. Written Material

- 1. During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.
- 2. Papers and documents that are distributed during executive sessions are to be returned to the City Manager or the Presiding Officer (if the City Manager is not in attendance), prior to the end of the executive session. No paper or document will be removed by a Councilmember from the executive session, unless the City Manager, or the Presiding

Officer (if the City Manager is not in attendance), determines that the paper or document may be removed from the executive session.

3. Written notes taken by any attendee of an executive session will be treated in the same manner as a paper or document as discussed above, that is, the paper or document will be returned to the City Manager or Presiding Officer prior to the end of the executive session.
4. Councilmembers will not generate computer notes, take photos, or make recordings during an executive session.

Section 7. Public Testimony

A. Citizen Comments as noted in Section 2.B. above.

B. Public Hearings

1. The Presiding Officer shall open the public hearing and ask for a City staff presentation.
2. Members of the public will be invited to provide comments.
3. Each person will be allowed to speak for 5 minutes, which is longer than the 3 minutes allowed for Citizen Comments.
4. A person who testifies shall state his or her name, address and organization (if applicable).
5. Motions will not be made during the public hearing.
6. After all members of the public wishing to speak have had an adequate opportunity to speak, and the Councilmembers have had an opportunity to ask City staff questions regarding the staff presentation and/or the public comments, the Presiding Officer shall declare the public hearing closed. The City Council may by, majority vote, continue the public hearing to a stated date, time and place, and/or allow for certain written materials to be presented to the City Council for a period of time after the public hearing.

C. Quasi-Judicial Matters

1. Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the City Council applies law to facts and makes a decision. Examples of quasi-judicial actions are: conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending or revising comprehensive, community or neighborhood plans, land use planning

documents, area-wide zoning ordinances and area-wide zoning amendments.

2. The Presiding Officer will begin a quasi-judicial hearing by asking Councilmembers to place on the record any ex parte contacts with either proponents or opponents of the action. The Presiding Officer shall ask whether any person objects to participation of a Councilmember in the action, and if so, to explain the objection. If an objection is made, the Presiding Officer shall ask for input from the City Attorney.
3. The Presiding Officer, or the City Attorney at the request of the Presiding Officer, shall explain the rules and procedures for the quasi-judicial action.
4. The Presiding Officer, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.

Section 8. Waiver / Effect of Waiver of Rules

These rules are adopted for the sole benefit of the City Councilmembers to assist in the orderly conduct of City Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, employees and agents, or serve as the grounds for invalidation of any City Council action or decision. The City Council may, by a majority vote, temporarily waive all or any of these rules.

**CITY OF KENMORE, WASHINGTON 6 YEAR PROJECTION
AS OF SEPTEMBER 30, 2013**

**CITY OF KENMORE, WA, GENERAL & STREET FUNDS
FINANCIAL SUMMARY, BY ACCOUNT GROUP
\$ IN THOUSANDS**

01-GENERAL FUND

INDEX

	2013E	2014B	2015F	2016F	2017F	2018F	2019F
REVENUES & SOURCES							
01-PROPERTY TAXES	4,214	4,256	4,299	4,363	4,407	4,473	4,518
02-SALES TAX	2,084	1,985	2,145	2,021	2,143	2,076	2,118
03-UTILITY TAX	1,334	1,484	1,505	1,532	1,559	1,587	1,615
04-OTHER TAXES	52	31	31	31	32	32	32
05A-COMCAST FRANCHISE	258	265	271	276	281	287	293
05B-FRONTIER FRANCHISE	23	24	24	25	25	26	26
05C-WATER/SEWER FRANCHISE	-	423	431	440	449	458	467
05D-FEES, LICENSES & PERMITS-OTHER	801	781	775	731	738	745	752
06-INTERGOVERNMENTAL	346	334	337	340	343	346	348
07-OTHER REVENUE	35	15	15	15	15	15	15
08-CHARGES FOR SERVICE	-	-	-	-	-	-	-
09-FINES & FORFEITURES	(1)	-	-	-	-	-	-
10-USE OF MONEY & PROPERTY	185	35	36	36	37	38	38
11-OTHER FINANCING SOURCES	1,230	1	1	1	1	1	1
12-TRANSFERS-IN	288	236	241	246	251	256	261
TOTAL REVENUES AND SOURCES	10,847	9,871	10,111	10,057	10,280	10,339	10,485
% ANNUAL CHANGE	13.2%	-9.0%	2.4%	-0.5%	2.2%	0.6%	1.4%
EXPENDITURES & USES							
01-PERSONNEL COSTS	2,828	2,738	2,899	3,027	3,161	3,301	3,447
02-SERVICES AND SUPPLIES	6,238	6,111	6,274	6,442	6,615	6,793	6,976
03-CAPITAL OUTLAY	76	78	0	0	-	-	-
04-DEBT	-	-	-	-	-	-	-
05-TRANSFERS-OUT	3,635	473	431	463	500	538	578
TOTAL EXPENDITURES AND USES	12,777	9,400	9,605	9,932	10,275	10,631	11,001
% ANNUAL CHANGE	22.8%	-26.4%	2.2%	3.4%	3.5%	3.5%	3.5%
SURPLUS/(DEFICIT)	(1,929)	472	506	125	5	(293)	(516)
% ANNUAL REVENUES & SOURCES	-17.8%	4.8%	5.0%	1.2%	0.0%	-2.8%	-4.9%
ADJUSTMENTS (TO BALANCE WITH TAB 12 BALANCES)	(0)	(0)	0	0	(0)	0	(0)
FUND BALANCE	3,610	4,081	4,588	4,713	4,718	4,425	3,909
% ANNUAL CHANGE	-34.8%	13.1%	12.4%	2.7%	0.1%	-6.2%	-11.7%

Major Assumptions

Revenue:

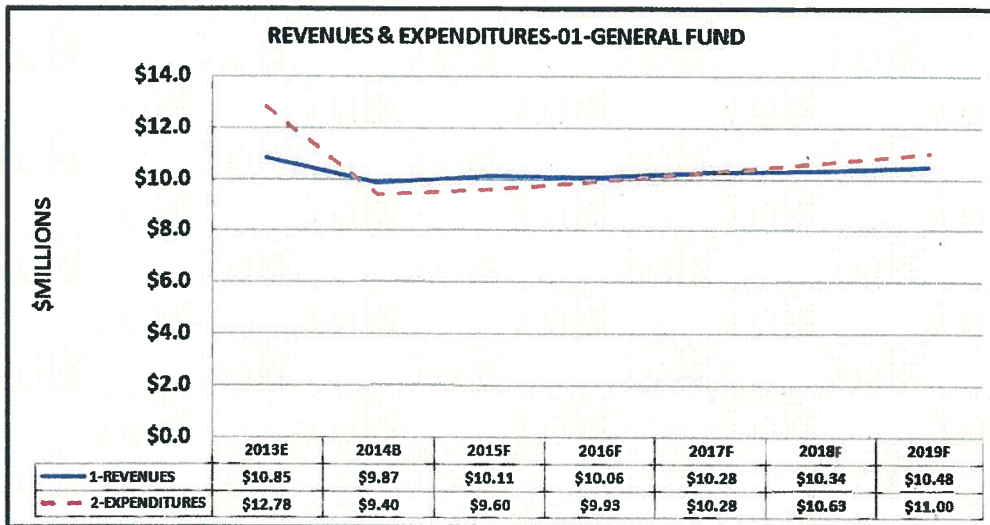
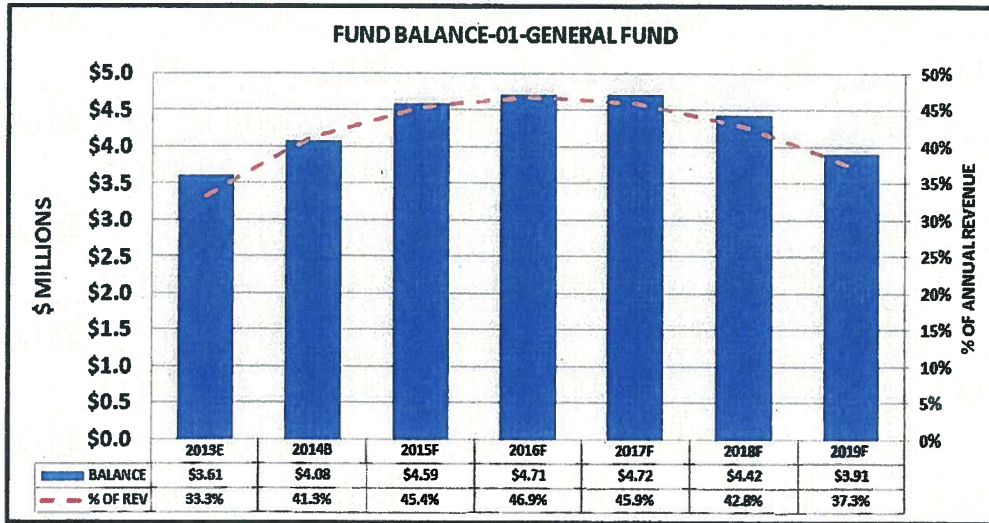
Property Tax	Increases 1% except 1.5% in years 2016 and 2018
Sales Tax	Increases 2% except 2015-2018
Utility Tax	Cell: 1-2%, Gas: 2% Electric: 2% Telephone: 0%
Franchise Fees	2% Increase
Development Fees	Generally 1% increase after drop in 2015

Expenditures:

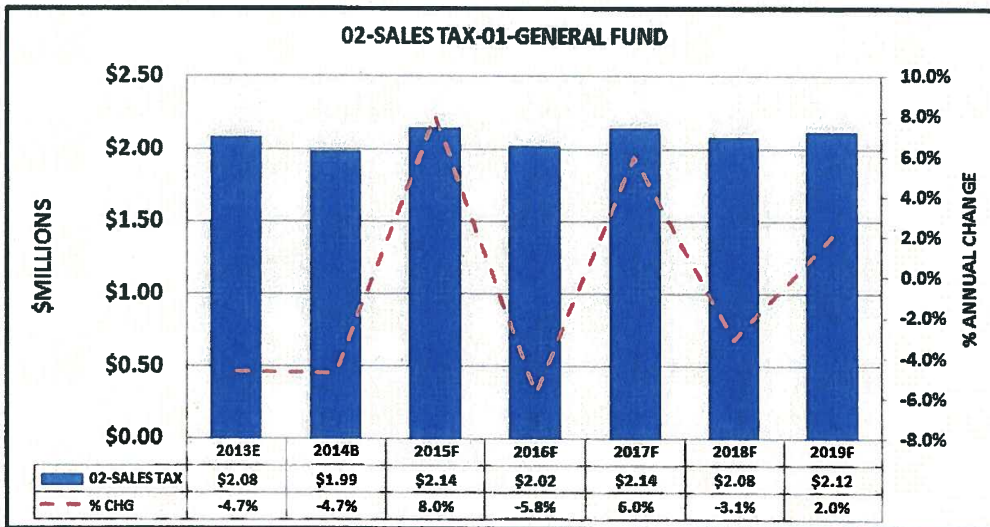
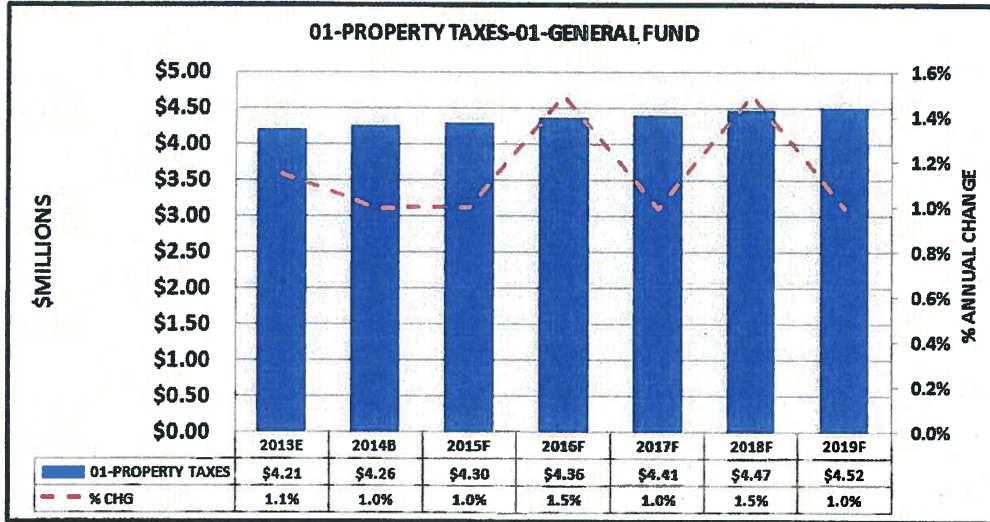
Salaries	4%
Benefits	6% (composite of 8% health, 0-5% other)
Services and Supplies	2-3%
Police Contract	3%

November 8, 2013
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**CITY OF KENMORE, WASHINGTON 6 YEAR PROJECTION
AS OF SEPTEMBER 30, 2013**

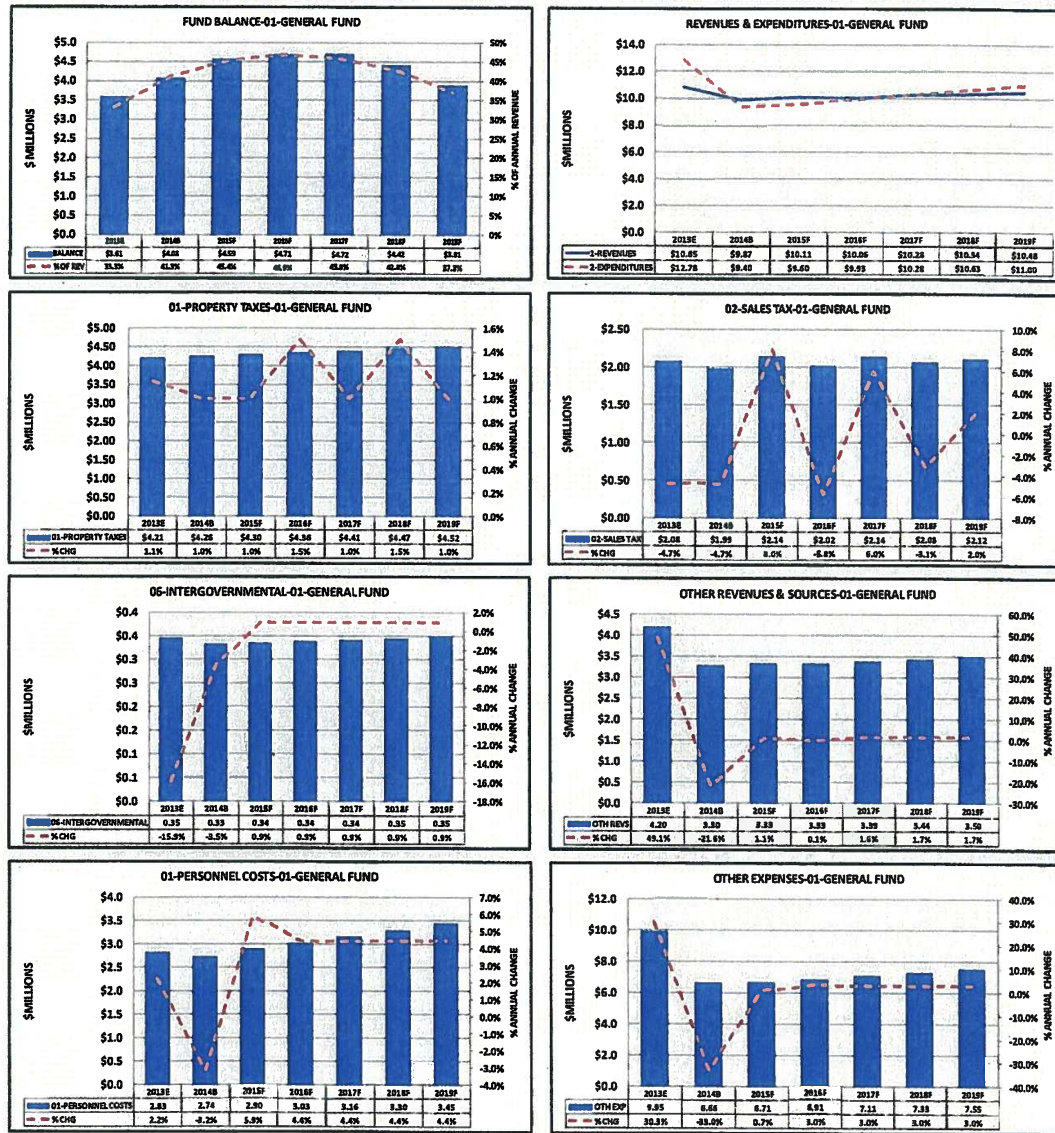


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**CITY OF KENMORE, WASHINGTON 6 YEAR PROJECTION
AS OF SEPTEMBER 30, 2013**

**CITY OF KENMORE, WA, GENERAL & STREET FUNDS
FINANCIAL SUMMARY, BY ACCOUNT GROUP
\$ IN THOUSANDS**

10-STREET FUND

INDEX

	2013E	2014B	2015F	2016F	2017F	2018F	2019F
REVENUES & SOURCES							
06-INTERGOVERNMENTAL	677	422	422	422	422	422	422
07-OTHER REVENUE	-	-	-	-	-	-	-
08-CHARGES FOR SERVICE	-	-	-	-	-	-	-
09-FINES & FORFEITURES	-	-	-	-	-	-	-
10-USE OF MONEY & PROPERTY	10	10	10	10	11	11	11
11-OTHER FINANCING SOURCES	0	-	-	-	-	-	-
12-TRANSFERS-IN	1,628	773	1,220	1,261	1,307	1,355	1,405
TOTAL REVENUES AND SOURCES	2,316	1,204	1,652	1,693	1,739	1,787	1,837
% ANNUAL CHANGE	108.9%	-48.0%	37.2%	2.5%	2.7%	2.7%	2.8%
EXPENDITURES & USES							
01-PERSONNEL COSTS	184	129	135	141	147	154	162
02-SERVICES AND SUPPLIES	1,601	1,455	1,493	1,532	1,572	1,613	1,655
03-CAPITAL OUTLAY	20	20	20	20	20	20	20
04-DEBT	-	-	-	-	-	-	-
05-TRANSFERS-OUT	25	-	-	-	-	-	-
TOTAL EXPENDITURES AND USES	1,830	1,604	1,647	1,693	1,739	1,787	1,837
% ANNUAL CHANGE	43.2%	-12.4%	2.7%	2.7%	2.8%	2.8%	2.8%
SURPLUS/(DEFICIT)	486	(399)	5	0	0	(0)	0
% ANNUAL REVENUES & SOURCES	21.0%	-33.1%	0.3%	0.0%	0.0%	0.0%	0.0%
ADJUSTMENTS (TO BALANCE WITH TAB 12 BALANCES)							
FUND BALANCE	1,998	1,599	1,604	1,604	1,604	1,604	1,604
% ANNUAL CHANGE	32.1%	-20.0%	0.3%	0.0%	0.0%	0.0%	0.0%

Major Assumptions:

Revenue:

Street Fuel Tax	0% Increase
TBD	10% to \$330,000 2015 then 0% increase
Transfers from REET	\$459,000 in 2015 then 2% increase
Transfers from General Fund	Equal to Water Sewer Franchise Fee plus \$265,000 from 2016-2019

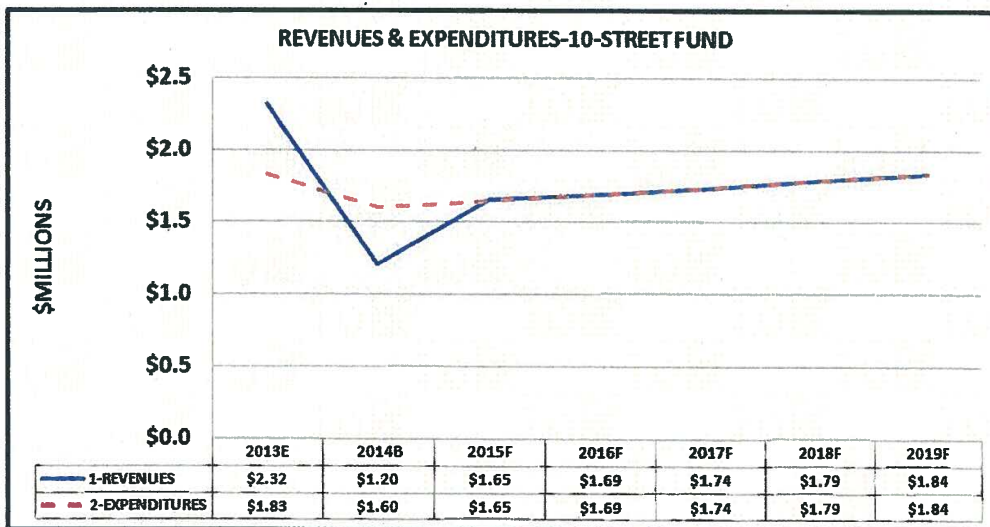
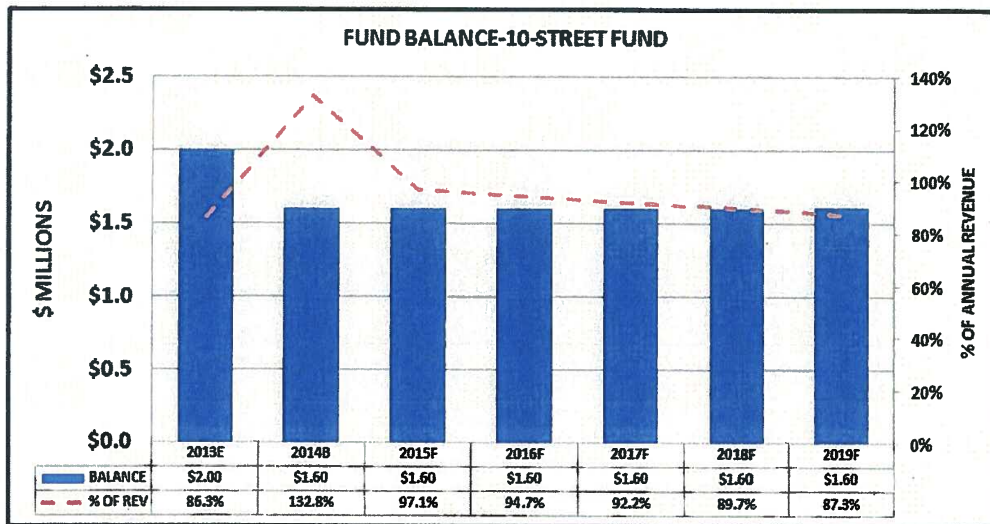
Expenditures:

Salaries	4%
Benefits	6% (composite of 8% health, 0-5% other)
Services and Supplies	2-3%
Overlay	\$459,000 in 2015 then 2% increase

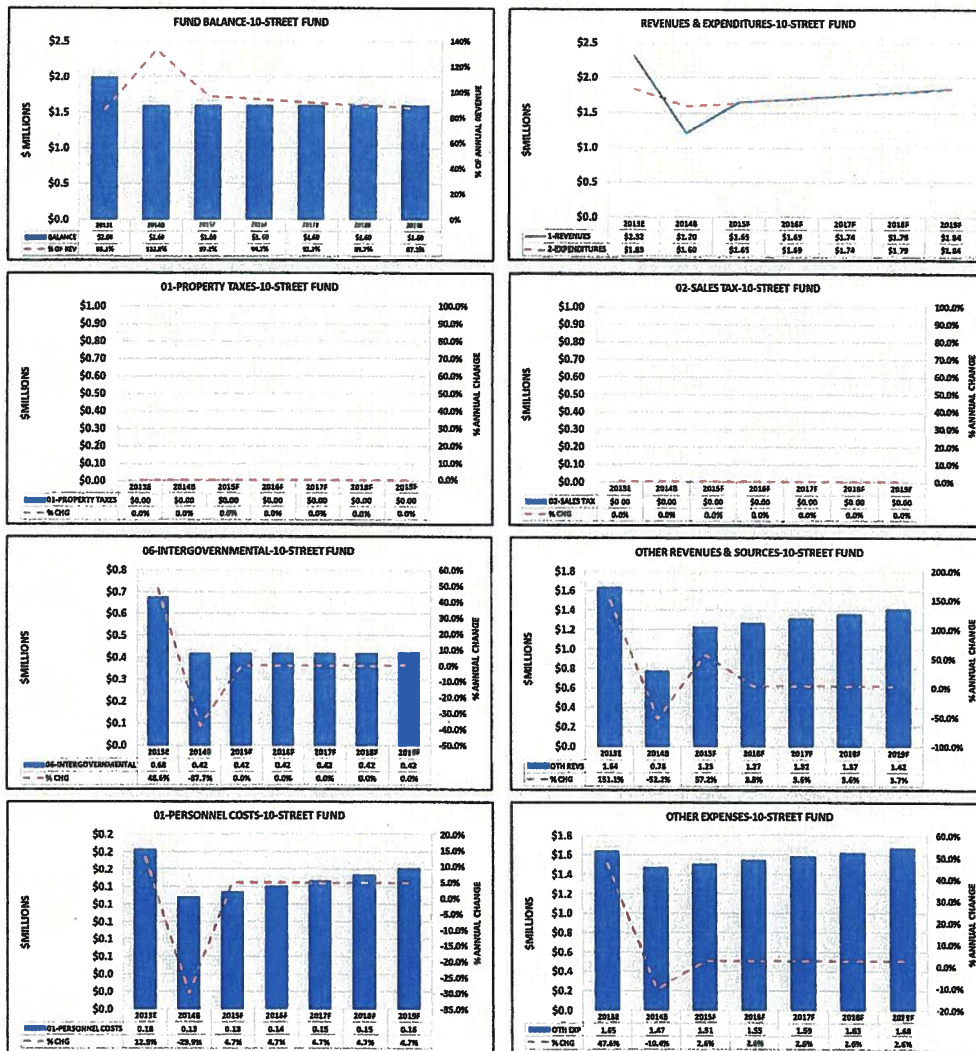
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AS OF SEPTEMBER 30, 2013**



Center for the Priority Based Budgeting

From their Website:

The **Center for Priority Based Budgeting™ (CPBB)**, a Denver, Colorado-based, mission driven organization established in 2010, provides technical and advisory services to assist local governments, school districts and other non-profit agencies achieve **Fiscal Health and Wellness through Priority Based Budgeting**. This creative and innovative process, developed by **CPBB**, enables communities to reassess their priorities in order to make sound, long-term funding decisions. Establishing a non-profit solidifies **CPBB's** mission of being a trusted advisor and a dependable, objective resource, assisting local government leaders who are seeking service excellence, transparency to their stakeholders and a strong desire to achieve the Results that are important to their community.

From large organizations (such as the cities of Cincinnati, Ohio, Sacramento, California and Edmonton, Alberta) to mid-sized communities (like the Colorado cities of Boulder, Wheat Ridge and Fort Collins) to smaller communities (such as Blue Ash, Ohio and Douglas County, Nevada), the processes and tools developed by CPBB have proven effective, scalable, and best of all, repeatable. **CPBB has already led over 40 communities through this comprehensive body of work.** As a result, in 2012, the International City/County Management Association (ICMA) established Fiscal Health and Wellness through Priority Based Budgeting as a [leading practice for local governments](#).

Local governments continue to face previously unknown financial and political pressures as they struggle to develop meaningful and fiscally prudent budgets. Fiscal Health and Wellness through Priority Based Budgeting is a unique and innovative approach being used across the Country to:

- help organizations assess their “picture of fiscal health”
- objectively determine how to match available resources with community priorities
- provide elected officials with clearly presented information that leads to better informed decisions
- meaningfully engage citizens in the budgeting process
- escape the traditional routine of basing “new” budgets on revisions to the “old” budget

This holistic approach helps to provide elected officials and other decision-makers with a “new lens” through which to frame better-informed financial and budgeting decisions and helps ensure that a community is able to identify and preserve those programs and services that are most highly valued.

Conversely, communities that have successfully navigated the fiscal storm will also benefit from Fiscal Health and Wellness through Priority Based Budgeting. By continuing to match resources with community priorities, engage citizens, and develop budgets that focus scarce resources on the most highly valued programs and services, this unique and logical process created by CPBB, provides an ongoing platform for high-performing communities to continue to be successful.

Fiscal Health and Wellness

The Leading Practice of Fiscal Health is achieved by properly diagnosing the symptoms and causes of an organization's fiscal issues in order to avoid applying the wrong treatment (which may make matters ever worse) and properly “prescribing” the correct treatments needed to alleviate any fiscal distress. This preventative diagnostic approach helps uncover the root cause of an organization's fiscal “ailments” and uncovers potentially unhealthy practices that can be easily corrected before the organization's fiscal position is compromised. Fiscal Health is attainable for every organization by undertaking **CPBB's basic 5-step diagnostic process**, then graphically depicting and communicating the organization's “picture of fiscal health” using the newly designed web-based **“Fiscal Health Diagnostic Tool”**. Through a series of basic diagnostic questions, organizations gain a better

assessment of not only their positive signs of Fiscal Health but also the root causes of the fiscal "disease" impacting their long-term financial sustainability.

CPBB has seen its diagnostic approach to achieving Fiscal Health and the development and utilization of its unique and innovative "Fiscal Health Diagnostic Model" profoundly change the conversation between local government managers, finance professionals and elected officials. These are but a few of the powerful ways Fiscal Health has been used to help local government leaders achieve long-term financial sustainability.

Local governments choosing to implement the concepts of Fiscal Health as a treatment regimen are making substantial progress because they are doing the analytical work required to more accurately diagnosis the reasons behind their fiscal issues and then determining the best treatments that lead to a viable cure. Once an organization is on the road to being fiscally healthy, it can then become more financially sustainable by implementing a **Fiscal Wellness** regimen centered around the principles of **Priority Based Budgeting**.

Priority Based Budgeting provides a comprehensive review of the entire organization, identifying every program offered, identifying the costs of every program offered, evaluating the relevance of every program offered on the basis of the community's priorities, and ultimately guiding elected and appointed officials to the policy questions they can answer with the information gained from the Priority Based Budgeting process, such as:

- What is the local government uniquely qualified to provide, offering the maximum benefit to citizens for the tax dollars they pay?
- What is the community truly mandated to provide? What does it cost to fulfill those mandates?
- What programs are most appropriate to fund by establishing or increasing user-fees?
- What programs are most appropriate for establishing partnerships with other community service providers?
- What services might the local government consider "getting out of the business" of providing?
- Where are there apparent overlaps and redundancies in a community because several entities are providing similar services?
- Where is the local government potentially competing against private businesses within its own community?

The creative, organic, and diagnostic process developed by CPBB progresses from a diagnosis to a prescription that ultimately enables communities to link funding decisions to their avowed priorities.

The process also brings together government managers, finance officers, civic leaders, and community residents to make decisions that better align the community's resources with what its leaders the residents value the most. Accomplish this and you've attained Fiscal Health and Wellness©.

CPBB's work is published and/or highlighted by such leading organizations as the International City/County Management Association (ICMA), Alliance for Innovation, Government Finance Officers Association (GFOA), and National League of Cities (NLC).



*Volunteers
make a difference, gather residents
together for a common goal, and
residents feel more connected to
their City and their Community!*



City of Kenmore, Washington

VOLUNTEER PROGRAM OVERVIEW & INTRODUCTION OF RESOLUTION 13-223

OCTOBER 21, 2013

New Volunteer Programs and Positions in 2013

**Northshore School District
ATP Internship Program**



Kenmore Events Team (KET) Formed



Log Boom Waterways Adopted



Log Boom Park Adopted



Future Programs and Developments

- **Park Steward Program** will launch in November with interviews of potential steward candidates, training, and orientations. These key volunteers will be visible workers out in our parks.
- **Emergency Volunteer Team** is currently being recruited and will receive training by the City and American Red Cross in November. This team will assist the City in staffing emergency shelters and ESCA's Volunteer Reception Center.
- Discussions are underway with King County's Volunteer Coordinator to develop ways to collaborate on volunteer recruitment, training, and equipment in order to better maintain Burke-Gilman Trail through the City of Kenmore.
- **Environmental Steward Program** is being researched to determine specific needs for the City. Areas of environmental education and the creation of a stream team that will help with storm drain stenciling and other stream and habitat protection efforts are being considered.

The Volunteer Program is Growing!

2012

Volunteer Hours Logged	
Quarter 1	0
Quarter 2	48
Quarter 3	0
Quarter 4	243.75
Year Totals:	291.75

2013

(Up to September 30th)

Volunteer Hours Logged	
Quarter 1	132.25
Quarter 2	396.25
Quarter 3	505.25
Quarter 4	TBD
Year Totals:	1033.75

Cost Savings

KET Team and event volunteers provided over 280 hours of special event labor to assist with special event expansion and reduced the hours needed by contracted maintenance staff that resulted in a \$3,000 cost savings to the City.



City of Kenmore
2014 Work Plan

Department: **City Manager's Office**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December		
1 Contract Management	RK/NKO	Manage contracts, including police, municipal court, public defenders, prosecuting attorney, animal control, City Attorney, human services, and more . . .													
2 Kenmore Village Action Plan	RK/NKO	Resolve 182nd Easement/ROW		Commercial Prop PSA		Town Green Plan/Contract with State			Implement Agreements						
3 Kenmore Camera Transaction	NKO	Grand Opening			Keep Kenmore Camera Current on Kenmore Village Plans										
4 Lakepointe Strategy	RK	Develop and implement an affirmative strategy, including an analysis of tools available (e.g., Public Development Authority and new MTCA financing tool)													
5 City Council Goal Setting & Retreats	RK	January Retreat				Update work plans		June Retreat		Prep for January Retreat; update work plans					
6 2015-2016 Bienniel Budget Preparation	RK														
7 Pilot Business Incubator	NKO	Business Plan	Open House	Progress Report/Prepare Grant proposals			Progress Report		Progress Report			Progress Report			
8 Long-Term Business Incubator	NKO/RK	Council Briefing on Progam Options					Draft Recommendations			Recommendations 2015-1016 Budget					
9 Business Registration	NKO	Website Set-Up		DOR Notification			Online Directory			Home Based Business Mtg\		Business Recogniti	Sector Report		
10 Business Events	NKO	KBI Class		Business Seminar	KBI Class	Business After Hours			Business Seminar / Business After Hours						
11 Natural Health Sciences Zone (temp name)	NKO	Kick Off	Launch Branding		Advisory Group		Connect with Potential Partners			Bastyr Master Plan Check-in					
12 Cluster Devel. & Business Recruitment	NKO	Ongoing Outreach and Meetings													
13 Website	LH	Content Devel	Launch website	Keep the website content and design fresh and updated											
14 Social Media Development	LH	Facebook and Twitter													
15 Messaging & Marketing Strategy	NKO	Continue message placement campaign			Print Updated Media Kit & Brochure				Continue Media Relations						
16 Newsletters	LH	Hard Copy			Hard Copy			Hard Copy			Hard Copy				
17 Electronic Outreach	LH	E-News			E-News			E-News			E-News				
18 City-Run Events	LH	Secure Event Sponsorship		Event Planning & Prep			Fireworks & Summer Concerts			Play Day		Tree Lighting			
19 St Edward Seminary Proposal	NKO	Parks Public Mtg	Temp Use Permit		Site Plan App TBD						Site Plan Decision TBD				
20 Other Event Support	LH	Slough Race Event Prep			Slough Race Event Recycling		Bastyr Herb & Food Fair			Recycling					
21 Connecting the City with the Water	RK	Work with Clubs. Boathouse and Samm River Dock siting & permitting				Kayak & Water Sports Concessions		YMCA Kayak Camps							
22 Volunteer Program	LH	New Park Stewards Program. Adopt-/ Vol. Appreciation			Parks Appreciation Day			Volunteer programs & projects adminisration			Park Cleanup Day Jack Crawford Day				
23 "Adopt - A _____" Program	CS/LH	All Year													
24 NUD Franchise Agreement	RK/KO	Final Negotiations, Adoption & Implementation													
25 State Legislative Agenda	NKO	Leg Sendoff	Meet with Legislators/Staff in Olympia				Post Leg Session "Wrap Up" Event			Develop 2015 Agenda					
26 Federal Legislative Agenda	NKO	Delegation District Staff meetings		DC Meetings		Invite Senators to Kenmore			Develop 2015 Agenda						
27 Lake WA Sediment Testing Project	NKO	TBD with Ecology on Follow up testing													
28 Kenmore Navigation Channel	NKO	USACE District, Division Meetings			King County Exec/Council meeting			District meetings							
29 SR520 Construction Coordination	NKO	Continue Agency Coordination													
30 Human Services Funding	LH	Accounts payable	Contract Admin, etc			Accounts payable		Contract Admin, etc		Accounts payable	Contract Admin, etc		Accounts payable		
31 Frontier Cable Contract Enforcement	NKO	Frontier Mtg	Brief Council on Recommended Action					Report to Council							
32 Destination Kenmore Event in 2015	LH/NKO	TBD				Begin Planning for Spring 2015 Event									
33 Historic Preservation	NKO	Public Meeting on Survey Follow up				Grant Application TBD			Decide on Landmark Application						
34 Public Records Requests (PRR)	TM	PRR training for employees				Semi-Annual PRR Report				Year end PRR report					
									Legend: = Highest Peak Workload = Substantial Workload = Less but Steady Workload						

City of Kenmore
2014 Work Plan

Department: **Community Development**

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
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Comprehensive Plan Implementation/Development Regulation Amendments

o Commercial Zoning Project	LA	Planning Commission meetings Public Hearing and Recommendation SEPA review CTED notice Presentation to City Council Adoption										
o PROS Plan and Parks Element	DB/MC	RCO approves plan by 3/1										
o 2014 Comprehensive Plan Amendments	DB/LA	Council approves docket Begin technical update Planning Commission meetings Council consideration										
o Other Departments' Development Regulations Amendments	LA	Review and comment when presented										
o Medical Marijuana Collective Gardens and Initiative 502	LA	Develop regulations council adoption										

Policy and Strategy Development/Implementation

o Economic gardening strategy	DB/NKO	support city managers office as needed: developing information for the natural health cluster										
o Environmental sustainability strategy	DB/LA	complete final strategy										

Downtown Development/Economic Development

o Kenmore Village	DB	Participate on strategy team										
o Lakepointe	DB/LA	Participate on strategy team										

Park Capital Improvement Program

o Tolt Pipeline Trail	DB/MC	Design permitting construction closeout										
o Logboom Park Pedestrian bridge	DB/MC	design/grant prep RCO grant application design/permitting construction anticipated in 2015										
o Rhododendron Park float	RK/DB	Permitting (City and other agency permits, through 2014)										

City of Kenmore
2014 Work Plan

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
o Rhode Park Boardwalk and boat shed	DB/RK	RCO grant application for boardwalk permitting for boardwalk and shed footprint											
o Kenmore Village Public Square	RK/DB	Review design at time of permit application?											
o Skate Park	DB/MC	RFQ Relocate to city hall											
o Moorlands Park	DB/MC	RCO grant application design/permitting											
o Twin Springs (Brightwater) Park		Monitor King County site regrading and restoration activities Upon completion of County's work, transition ownership to City											
Watershed Issues													
o Watershed issues	DB/LA	Participate on strategy team											
Grant Opportunities/Working with Outside Agencies													
o Pursue grant/other funding	DB/LA/MC	Three RCO grant applications for park projects. CDBG sidewalk application											
o Work with outside agencies	DB/LA	Work with outside agencies as needed											

Legend:

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

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City of Kenmore
2014 Work Plan

Department: **Development Services**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
Day-to-day Permitting:														
Intake/Management	SL	on-going permitting					on-going permitting							
Development Review Team Meetings (pre-apps, pre-cons, review, and pre-CofO meetings)	SL	on-going permitting			on-going permitting									
Review	SL	on-going permitting			on-going permitting									
Inspections	MS	on-going permitting			on-going permitting									
Monitoring	NM	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports			
Day-to-day Code Enforcement	–	Create Standard Operating Procedure												
Customer Satisfaction Program	SL	progress report			progress report			progress report	assess & revise		progress report			
Promote/Improve Permitting Services	BH		update handouts	create SOPs	news release to promote Dev Svcs						news release			
Implement 2013 LEAN Improvements	Team	implement improvements identified in the strategy												
Permit Tracking Software	BH	I.T. Strategy		RFP				Interviews		Selection		Purchase	Implement in 2015	
e-Permitting (paperless plan review)	BH	create SOP and provide training				Continuous Improvement						review		
Emergency Preparedness	BH	Voluntary Reception Center Policies					Exercise	Shelter Policies				Exercise		
Historical Building Preservation	AB	Training	Survey Outreach		Council Update						Goal is to Nominate a Bldg by end of 2014			
Beatification Contest	–			news release and notifications			accept nominations					review and awards presentations		
Dev Code/Program Updates	BH	2013 Annual Report, Plat time lines			Qtrly Report	Flood Plain Regulations update		Qtrly Report		Qtrly Report				
Interview and Hire New Bldg/Code Insp	BH	Interviews and selection			training									
Spencer 68 Appts Project	AB		Engineering Rev	Fnd Rev	Building Review	Site inspections	Bldg inspections							
Kenmore Village Commercial	–	Workload to be Determined												
Lakepointe	–	Workload to be Determined				Legend: = Highest Peak Workload								

Legend:

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City of Kenmore
Engineering Environmental Services Workplan 2014

Engineering & Environmental Services 12/30/2013 Workplan																			
		City Council Review/Action																	
			2014												2015				
Project	Phase	PM	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	10	20	03	04	Notes
Tributary 0057 Channel Relocation	Design	KV																	
	Permitting																		Permitting Completed in 203
	ROW																		Extend TCEs through 2014
	Advertise for bids																		
	Construction																		Council award Feb-Mar 2014.
	Closeout																		
Road Standards KMC 12.50 Code Update	Development	KV/KO																	Schedule to be reevaluated with Trans. Element schedule.
	Dept. of Commerce Review																		
	SEPA																		
	Final Adoption																		
Transportation Element Update	Development	KO																	Planning Commission/Council schedules will
	Dept. of Commerce Review																		be laid out in January/February 2014
	SEPA																		
	Final Adoption																		Adoption December 2014
CIP/TIP 2015-2020	Development	KO/Team																	
Safety Project on Juanita Dr. -signal improvements -Juanita curb ramps/ped buttons	Design	TP																	
	ROW																		
	Advertise for bids																		
	Construction																		Possible full time inspector needed (federal funds)
	Closeout																		
West Samm Bridge	Monitoring	KO																	
	scour/load rating eval																		Scour analysis and load rating completed in 2013
	rehab/replace study																		
	BRAC Grant application																		
SR 522 West A	Design	KV/KO																	
	ROW																		Condemnation Ordinance passed June 2013
	Obligate funds																		
	Advertise for bids																		Advertise for bids Oct 2014
	Construction																		Construction Jan 2015 through Jun 2016
68th Avenue Sidewalk Project	Design	TP																	Design completed in 2013
	Permitting																		Permitting completed in 2013
	Advertise for bids																		Bid Award completed in 2013
	Construction																		
	Closeout																		
Sidewalk Projects (TBD)	Apply for Grants	KV																	N/A. Were not successful w/ 2013 grant apps.
																			Placeholder for next sidewalk project(s) that obtain
																			grant funding
Gateway Signs on SR 522	Design	KO																	Design started in June
	ROW																		
	Construction																		
	Closeout																		

City of Kenmore
Engineering Environmental Services Workplan 2014

Project	Phase	PM	2014												2015				Notes
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
Kenmore Freeway Signage	Coordinate WSDOT	KO																	
Simonds/Inglemoor Right Turn Pocket	Design	KO																	school district will discuss in March 2014
Swamp Creek Building Demolitions	Design/Permitting	ZR																	Design, Permitting, and Demolitions completed in 2013
	Advertise for bids																		
	Demolition																		
	Closeout																		Closeout underway.
SR 522 Concrete Package	Design	ZR																	
	Permitting																		No permits, but need to co-ordinate with WSDOT
	Advertise for bids																		Council Award 6/2014
	Construction																		
	Closeout																		
190th & 61st Embankment Repair	Design	ZR																	on-hold : could not repair embankment without
	Permitting																		replacing culvert per DFW. Evaluating with SWM Master
	Advertise for bids																		Plan update in 2014.
	Construction																		
	Closeout																		
74th Ave NE Culvert Replacement	Design	ZR																	completed value engineering and recommend
	ROW																		waiting until 0057 culvert project complete
	Permitting																		
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
192nd Culvert Replacement	Design	ZR																	
	Permitting																		
	Advertise for bids																		Ad early 2015, construct summer 2015
	Construction																		
	Closeout																		
Surface Water																			
NPDES Permit Compliance	I	RS																	No report to be submitted to Ecology in 2014
Total Max Daily Load (TMDL) REPORT																			Annual report due February 2014
Swamp Creek-Wallace Park Dredging																			
	Advertise for bids	RS																	Small Works Roster
	Construction	RS																	
Swamp Creek 73rd Bridge Replanting		TBD																	
	Design																		Additional research needed.
	Installation																		
Surface Water Public Facilities	Inspections	AS																	
Maintenance Work (King County)		RS																	
Surface Water Private Facilities	Inspections	AS																	
	Private Maintenance Work	RS																	
Surface Water Conveyance System	Inspections	AS/TEMP																	mid June to mid Sept
	Maintenance Work (InnoVac)	RS																	

City of Kenmore
Engineering Environmental Services Workplan 2014

			2014												2015				
Project	Phase	PM	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
Oufall/illicit discharge Inspections		RS																	
Cityworks (Installation/implementation)		RS/AS																	installation, data migration, set up
Live Phase 1																			Live Jan 1, 2014: Staff work out bugs, utilize system
Live Phase 2																			public information integration
Surface Water Plan Update		RS			+		+												Adoption in 2014
KMC 13.40 Update: policy review		RS			+		+												Policy review as part o SWM Master Plan
SWM Data report to King County		RS																	Due to King County 12/1/14
Ecology Report for municipal stormwater permit		RS																	No report required for year 2013. Next report in 2014.
Swamp Creek Study		RS			+		+												Completion in 2014
185th St. Low Impact Development Retrofit		RS																	Department of Ecology Funded
30% DESIGN			+																
90% DESIGN																			

Con

City of Kenmore
2014 Work Plan

Department: **Finance & Administration**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Close 2013 Budget Year	BR	<u>Close out Dec,</u>	<u>Year End Entries</u>										
W-2s/1099s	CS	<u>Preparation, Distribution, Reconcile</u>											
Process Payroll and Benefits	CS	<u>Ongoing</u>											
Process Accounts Payable, Cash Receipts, GL, Grant Reimb	BR/CS	<u>Ongoing</u>											
Contract Template Improvement Process	PS	<u>Meet with Team, Create Templates, Process</u>											
Plan and Setup Citywide Training: First Aid, CPR, Anti Harrassment	JMG			<u>Setup Trainings</u>									
2013 Annual Street Report	BR				<u>Prepare and File</u>								
2013 Annual Financial Statement Preparation	BR/JMG		<u>Year End Entries</u>	<u>Report Prep</u>	<u>Review</u>	<u>Due 5/30</u>							
Long Range Financial Forecast	JMG	<u>Update Budget</u>	<u>Changes & 2013 Actuals, 4th Qtr Up</u>	<u>1st QtrUpdate</u>				<u>2nd Qtr Update</u>			<u>3rd Qrt Update</u>		
Employee Benefit Review	JMG	<u>Complete Project, Recommendation to Council</u>	<u>Prepare and Perform Employee Education on High Deductible Health Plan</u>										
Price of Government	JMG		<u>Research and Report</u>										
IT Governance Committee	JMG		<u>Meet, ReviewIT</u>		<u>Meet, ReviewIT</u>		<u>Meet, ReviewIT</u>		<u>Meet, ReviewIT</u>		<u>Meet, ReviewIT</u>		<u>Meet, ReviewIT</u>
2013 Audit Preparation	BR/JMG				<u>Audit Schedules and Analyses (Date tbd if Federal Audit)</u>								
Prepare for 2014 Risk Management Audit	JMG				<u>Audit Prep/Review</u>								
Wellness Activities	CS	<u>Wrap up 2013</u>	<u>Plan 2014</u>	<u>AWC spring campaign</u>	<u>Wellness Effort</u>				<u>Wellness Effort</u>	<u>Fall Campaign</u>	<u>and Wrap Up</u>		
Wellness Discount	CS/JMG	<u>2% Discount Application</u>											
Records Management	PS	<u>Ongoing Effort</u>											
Update of archiving and destruction schedule	PS	<u>Update Departmental Archives and Indentify Records for Destruction</u>				<u>Maintain</u>							
File Clean up and organization	PS	<u>Ongoing Effort</u>											
eRecords system implementation	PS	<u>Identify Need and Solution</u>					<u>Implement</u>	<u>Maintain</u>					
New Council Mtg recording software	PS	<u>Integrate with Web/Work with Leslie - "AV Capture-All"</u>											

City of Kenmore
2014 Work Plan

Department: **Finance & Administration**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
City Council Support: Agenda forecast and prep, Agenda bill review, meeting minutes, audio	PS/JMG	<u>Ongoing Effort</u>											
Personnel policies update (including meals with meetings)	JMG	<u>Review Legal Updates, Modify, Distribute</u>											
6 Year CIP Update	JMG				<u>Update</u>	<u>Study</u>	<u>Complete</u>						
2014 Budget Amendment	JMG			<u>Based on 2013 Actuals</u>							<u>Prepare for Council Action</u>		
2015-16 Budget Preparation	JMG	<u>Council retreat</u>			<u>Budget Prep Process</u>	<u>Budget Call</u>	<u>Budget Prep</u>	<u>City Mgr Review</u>	<u>Budget Deliberations</u>	<u>Adopt Budget</u>	<u>Prepare Document</u>		
Compensation Study Update	JMG							<u>Comparable City Surveys</u>					
Property Tax Levy Ordinance	JMG									<u>Public Hearings, Ordinance for Levy</u>			
Financial software (assumes funding)	JMG/team										<u>RFP prep and advertise</u>		
Bank RFP	BR/team												
RFP						<u>RFP</u>							
Selection							<u>screen, interview</u>						
Implementation								<u>select and implemnt</u>					
Cutover									<u>complete transition.</u>				

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

City of Kenmore
2014 Work Plan

Department: **Police**

	January	February	March	April	May	June	July	August	September	October	November	December
Police Administratoin												
Patrol												
Investigations												
Crime Prevention Programs	Block watch presentations and business consultations year-round											
Home & Business Security Checks												
Citizen Academy												
School Resource Officer Program												
Youth Dances												
Marine Services												
Prescription Drug Dropoff Box												

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

Public Works Operations Department
12.2013 Workplan Update

 = Less but steady Workload
 = Substantial Workload
 = Highest Peak Workload

Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	Notes
Contract Management:														
KC Community Work Program Contract	JeG	<u>2014 Contract</u>												Contract to go to Council and implemented in January
Landscape Maintenance Contract	JeG	<u>Contract Prep</u> <u>New Contract</u>												New Contract for City wide landscape maintenance to go to Council and be implemented by March 1st
Arborist Misc. Services Contract	JeG	<u>New Contract</u>												
HVAC Controls	JeG													
Plumbing Misc. Services	JeG													
Electrical Misc. Services	JeG													
King County Roads Services	JeG													
Lake Forest Park PW Services	JeG													
Daily Operations:														
CARS Management	JeG													Transition to Cityworks 2014
Parks Maintenance	JeG													
City Hall Facility Maintenance	JeG/AT													
Streets Maintenance	JeG													
Surface Water Maintenance	JeG													
Fleet Maintenance	JeG													
Parking & Traffic Calming Requests	JeG/JS													Including the 62nd/187th Project
One Call (Utility Locate) Set Up and Mgt.	JeG/JS													Set up completed in March 2013; Ongoing management.
Franchise Utility ROW Permits	JeG/JS/NW													Processed over 170 Applications in 2013
Community Events and Volunteer Support	LH													
Emergency Management	BH													Continue E-Prep Work
Advertised and Hired Summer Workers	JeG													
Part time Parks Employee	JeG													
Special Projects:														
68th Bridge Pressure Washing	JeG													
Blackberry Eradication near B-G Trail	None planned in 2014, although Volunteer Coordinator Cindy Shelton may work with volunteer groups who wish to eradicate plants along the trail For now the focus needs to be on helping the recently-installed native plants thrive where invasives have been removed.													
Kenmore Business Incubator Facility Mgmt.	JeG													Set up Completetd in Q1 2013; then ongoing facility manangement and janitorial contract management
Kenmore Village Site Management	JeG													
Juanita Overlay Project	JeG													Depending on work schedule
2014 Overlay Project - 80th Avenue	JeG													
City Hall Storage/Archives	RS/JeG													LDP Dept. Moved files to the second floor records room; still need to develop a plan for records storage for future.
Cityworks Implementation														

City of Kenmore
2014 Work Plan

Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	Notes
Wayfinding Signage Project	JeG													Have been working on the Adopt a Street and Adopt a Park signage, Park signage (main signage, park rules and secondary entrance signage)
Street Banners	JeG													
Gateway Singage Project	KO													Support Kris with project
Holiday Lighting	JeG													
Hanging Flower Baskets	JeG													Bracket design, order and installation (coordination with PSE); basket design and maintenance
LEED Signage City Hall	JeG													Have not been able to work on this project; plan to work on in 2014.
WDFW Boat Launch Project	JeG													Project Schedule Nov.-March; take over maintenance of restroom March 2014.
Pavement Management Survey	JeG													Signed task order with Perteet; Survey to be completed in March 2014.
Recycling Events	JeG													Secured grant funding, executed contract with consultant and planning for future events.
BGT Projects Coordination	JeG													
NUD Franchise Agreement	KO/RK													
SR 522- Additional Landscape Plantings	JeG													Plan, plant and ongoing maint.
Simonds Rd - Additional Landscape Plantings	JeG													Plan, plant and ongoing maint.
West Samm Bridge	KO													
Parks and Capital Project Support														
Northshore Summit Park Maintenance	JeG													Provide support and take over maintenance when construction is completed.
Moorlands Park	MC													
Tolt Pipeline	MC													
Kenmore Village - Town Green	MC													
Log Boom Park Ped Bridge	KO													
Skate Park Relocation	MC													