



Kenmore City Council
June Retreat
Bastyr University Board Room
June 17, 2013
5:00 p.m.

-Agenda-

- | | |
|-------------|--|
| 5:00 | Dinner |
| 5:30 | Welcome and Introduction
-Ground Rules
-Review Agenda |
| 5:45 | Review and Further Clarification of 2013-2014 Goals Established at the January 2013 Retreat |
| 7:00 | Break |
| 7:20 | Department Work Plan Updates |
| 9:00 | Adjourn |



*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.

City of Kenmore 2013 Work Plan

Department: **City Manager's Office**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
1 Kenmore Village Action Plan	RK	Complete RFQ/RFP. Negotiate with buyer(s)			Approve PSA	PSA Due Diligence Period			Property Transaction Closes			Development process begins		
2 Kenmore Camera Transaction	NKO						Transaction Closes			Keep Kenmore Camera connected with the KV Action Plan				
3 Lakepointe Strategy	RK	Draft strategy in concert with the property owner			Community & City Council input		Finalize Strategy		Implement Strategy					
4 Interim Business Incubator	NKO	Start incubator; open house event			Progress Report		Progress Report		Progress Report			Progress Report		
5 Long-Term Business Incubator	RK/NKO	Research various incubator operating & funding models.					Seek grants & partners							
6 Business Registration	NKO	Ordinance to City Council			Outreach/notifications/agreements with DOR			Registration program begins						
7 Business Events	NKO	Business Seminar			Business After Hours			Business Seminar / Business After Hours						
8 Innovation Partnership Zone	NKO	Inquire with State Commerce Staff on feasibility			Retain consultant & develop plan with Bastyr			Complete and Submit IPZ application						
9 Cluster Development & Business Recruitment	RK/NKO	Meet with Bastyr & other key sectors					Solidify strategy with KV purchaser			Confirm RB zone direction				
10 Website Revamp	LH	Review Draft Design					New Web Design Goes Live			Website review & quality control				
11 Social Media Development	LH	Facebook posts		City Twitter Account goes live		Facebook Posts & Tweets		City YouTube Channel goes live			Posts, Tweets, and Streaming Videos			
12 Messaging & Marketing Strategy	NKO	Start Frause message placement campaign					Update marketing brochure							
13 Newsletters	LH	Hard Copy			Hard Copy			Hard Copy			Hard Copy			
14 Electronic Outreach	LH	Constant Contact listerve implentation			E-News			E-News			E-News			
15 Promotional Video	LH				Select film producer, negotiate & execute contract			Filming		Production		Publish & Promote		
16 City-Run Events	LH	Hire Vol./Event Coordinator. Event Sponsorships			Summer Concert & Fireworks Prep			Fireworks & Summer Concerts		Play Day		Halloween or Fall Event		Tree Lighting
17 Farmers Market	LH	TBD												
18 Other Event Support	LH				Oragami Boat Race Data Shred & Recycling			Paddler Event		Octoberfest & Haunted Trails				
19 Connecting the City with the Water	RK	Agreement with Kayak Concession; help locate a Canoe & Kayak Club in Kenmore; Develop larger, long--term hand-powered watercraft strategy for Kenmore												
20 Volunteer Program	LH	Adopt-A Program all year		Vol. Appreciation Event; Parks Appreciation Day			Volunteer programs & projects adminisration			Park Cleanup Day		Jack Crawford Day		
21 Community Survey	RK	Survey set up			Publish Results									
22 NUD Franchise Agreement	RK	Negotiations		Franchise Approval		Franchise Implementation								
23 State Legislative Agenda	NKO	Meet with Legislators & Staff in Olympia					Interim mtgs with legislators							
24 Federal Legislative Agenda	NKO	DC meetings						District office contacts			Federal legislative agenda to council			
25 Lake WA Sediment Testing Project	NKO	Results Published; next steps			Health Dept. Report; next steps									
32 Kenmore Navigation Channel	NKO	Sediment test results			Meet w/ district/div USACE;		King County Re local sponsor			Congressional & USAC mtgs				
26 SR520 Project Agency Coordination	NKO	Recurring agency conference calls and property contacts									Legend: = Highest Peak Workload = Substantial Workload = Less but Steady Workload			
27 Human Services Funding	NKO	Funding Allocation Approval			Contract administration, accounts payable, etc.									
28 Frontier Cable Contract Enforcement		Meet with Frontier and cities			Recommend franchise amendment or enforcement									
29 Former Sheriff Precinct Disposition	RK													
30 Refuse Franchise - Notice of Assumption?	RK													
31 Historic Preservation	NKO	Implement program with CD & Dev Svcs			Grant submittal	Propose incentives for current use taxation			Work with potential nominations for landmark designation					

Legend:

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

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 Kenmore Village Action Plan	RK	Implement agreements												
2 Kenmore Camera Transaction	NKO	Keep Kenmore Camera connected with the KV Action Plan												
3 Lakepointe Strategy	RK	Implement Strategy												
4 Interim Business Incubator	NKO	Progress Report				Progress Report				Progress Report		Progress Report		
5 Long-Term Business Incubator	RK/NKO	BASTYR/UW and investor mtgs												
6 Business Registration	NKO	Publish Business Directory						Report on business sectors & demographics						
7 Business Events	NKO	Business Seminar				Business After Hours				Business Seminar / Business After Hours				
8 Innovation Partnership Zone	NKO	To Be Determined, depending on application status												
9 Cluster Devel. & Business Recruitment	RK/NKO													
10 Website	LH	Keep the website content and design fresh and updated												
11 Social Media Development	LH	Posts, Tweets, and Streaming Videos												
12 Messaging & Marketing Strategy	NKO	Continue message placement campaign												
13 Newsletters	LH	Hard Copy				Hard Copy				Hard Copy		Hard Copy		
14 Electronic Outreach	LH	E-News				E-News				E-News		E-News		
15 City-Run Events	LH	Secure Event Sponsorships			Summer Concert & Fireworks Prep			Fireworks & Summer Concerts		Play Day	Halloween or Fall Event		Tree Lighting	
16 Farmers Market	LH	TBD												
17 Other Event Support	LH					Origami Boat Race Data Shred & Recycling			Paddler Event		Octoberfest & Haunted Trails			
18 Connecting the City with the Water	RK	TBD												
19 Volunteer Program	LH	Adopt-A Program all year		Vol. Appreciation Event; Parks Appreciation Day				Volunteer programs & projects adminisration			Park Cleanup Day		Jack Crawford Day	
20 Community Survey	RK													
21 NUD Franchise Agreement	RK													
22 State Legislative Agenda	NKO	Meet with Legislators & Staff in Olympia												
23 Federal Legislative Agenda	NKO													
24 Lake WA Sediment Testing Project	NKO	TBD												
31 Kenmore Navigation Channel	NKO	TBD												
25 SR520 Construction Coordination	NKO													
26 Human Services Funding	NKO	Funding Allocation Approval				Contract administration, accounts payable, etc.								
27 Frontier Cable Contract Enforcement	NKO	Monitor build out status						Report to Council						
28 Former Sheriff Precinct Disposition	RK	TBD												
29 Refuse Franchise - Notice of Assumption?	RK													
30 Historic Preservation	NKO	Program oversight with C.D. & D.S.												

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

Legend:

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

CITY OF KENMORE
2013 Work Plan

Team Lead		January	February	March	April	May	June	July	August	September	October	November	December
Close 2012 Budget Year W-2s/1099s	BR	Close out Dec year end entries											
	CS	w-2 and recons											
Finalize 2013-2014 Budget Document	JMG	ye update, charts, etc		print budget book	monitor.....								
6 Year Forecast	JMG					finish budget input and forecast	maintain	maintain	maintain	maintain	maintain	maintain	
2012 Annual Street Report	BR				prepare and file								
2012 Annual Report Preparation	BR/JMG		year end entries	report prep	review	due 5/30							
2011-2012 Two Year Audit	BR/JMG						audit schedules and analyses and aingle audit						
IT Strategy RFP Interview/Select Consultant Strategy Review and Results	JMG/BR		rfp prep and advertise			review, screen, interview							
							develop strategy interviews, analysis, action plan						
Financial software	JMG												
RFP	JMG										prepare rfp and advertise		
Schedule demos	TEAM											schedule demos, review	
Selection	TEAM												select and negotiate
Implementation 2014	JMG												
Cutover 2014	JMG												
Wellness Activities	CS	wrap up 2012	plan 2013	awc spring campaign		wellness effort			wellness effort	fall campaign and wrap up			
Wellness Discount	CS/JMG	2% discount application											
Ecitygov Shared Procurement Portal upgrade	BR	participate in vendor selection and implementation											
Records Management	PS	ongoing effort											
Update of archiving and destruction sched	PS	update departmental archives and indentify records for destruction					maintain						
File Clean up and organization	PS	ongoing effort											
eRecords system implementation	PS	identify need and solution						implement	maintain				
New Council recording system	PS						integrate with web/work with Leslie						
Personnel policies update	JMG									review legal updates, modify, distribute			
Contract Template Process	PS						meet with team, create templates, process						
Mid Biennium Review, Adjustment	JMG									review, meet with depts, public hearing, prepare documents			
Property Tax Levy Ordinance	JMG										public hearing, ordinance for levy		
Employee Benefit Study	JMG					design scope	gather comps	results					

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

maintain

City of Kenmore
2014 Work Plan

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 W-2s/1099s	BR CS	close out Dec year end entries w-2 and recons											
6 Year Forecast	JMG	finish budget input and forecast, update 2013 actual maintain											
2013 Annual Street Report	BR	prepare and file											
2013 Annual Report Preparation	BR	year end entries report prep review due 5/30											
2013 Audit	BR	audit schedules and analyses											
2014-15 Budget Preparation	JMG	retreat planning and set up new budget prep process Budget Call Dept budget prep City Mgr review budget study budget study adopt budget											
Property Tax Levy Ordinance	JMG	public hearing, ordinance for levy											
Financial software	JMG/team	implement, train transition											
Bank RFP RFP Selection Implementation Cutover	JMG	RFP screen, interview select and implemnt complete transition.											
6 Year CIP Update	JMG	update study complete											

Legend: = Highest Peak Workload
 = Substantial Workload
 = Less but Steady Workload

Engineering Environmental Services Workplan 2012-2013

Engineering & Environmental Services
1/9/2013
Workplan

Design

Right of Way

Permitting

Construction

Closeout

June 2013 Update

				2012	2013												2014				
Project	Phase	Project #	PM	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
NE 181st ST Culvert Replacement	Closeout		TP																		Closeout continues
181/61st Signal	C		TP																		substantial completion given
	Closeout																				punch list items and closeout remain
Trib 0057 Channel Relocation	D		KV																		
	Permitting																				
	ROW - Completed																				Extend TCE's
	Advertise for bids																				
	C																				Council award December 2013.
	Closeout																				
145/Juanita Signal	Closeout		KV																		Complete
Road Standards KMC 12.50 Code Update			KO																		Schedule to be reevaluated with trans. Element schedule.
	Development																				Study Session & Public Mtg
	CTED																				
	SEPA																				
Transportation Element Update			TBD																		
	Development																				
	CTED																				
	SEPA																				
	Final Adoption																				
Citywide Safety Project	D		TP																		
-signal improvements	NEPA-Exmpt																				
-Juanita curb ramps/ped buttons	Advertise for bids																				Council Award 9/2013
	C																				Possible full time inspector needed (federal funds)
	Closeout																				
SR 522 West A	D		KV/KO																		
	ROW																				Condemnation Ordinance June 2013
	Advertise for bids																				Advertise for bids Feb 2014
	C																				
68th Sidewalk Project	D		TP																		

Engineering Environmental Services Workplan 2012-2013

				2012	2013												2014				
Project	Phase	Project #	PM	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
	Permitting																				
	Advertise for bids																				
	C																				
	Closeout																				
Sidewalk Project (TBD)	D		KV																		Pending grant selection.
	Permitting																				
	Advertise for bids																				
	C																				
	Closeout																				
Gateways	D		KO																		Design started in June
	ROW																				
	C																				
	Closout																				
Simonds/Inglemoor Right Turn Pocket	D		KO																		coordination with school dist
Swamp Creek Demolition Project	D		ZR																		
	Permitting																				
	Advertise for bids																				Council Awarded 5/2013
	C																				June demolition
	Closeout																				
522 Concrete Package	D		ZR																		
	Permitting																				No permits, but need to co-ordinate with WSDOT
	Advertise for bids																				Council Award 5/2013
	C																				
	Closeout																				
190th & 61st Embankment Repair	D		ZR																		on-hold : could not repair embankment without replacing culvert per DFW
	Permitting																				
	Advertise for bids																				
	C																				
	Closeout																				
74th Ave NE Culvert Replacement	D		ZR																		completed value engineering and recommend waiting until 0057 culvert project complete
	ROW																				
	Permitting																				
	Advertise for bids																				on hold
	C																				on hold
	Closeout																				on hold
192nd Culvert Replacement	D		ZR																		

Engineering Environmental Services Workplan 2012-2013

				2012	2013												2014				
Project	Phase	Project #	PM	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
	Permitting																				
	Advertise for bids																				Ad early 2015, construct summer 2015
	C																				
	Closeout																				
Juanita Drive Ditch Repair	D		ZR																		Expect limited small works project
	C																				
Surface Water																					
NPDES	I		RS														+				Update Council on new permit\ 3/31/14: Annual report due (Council comment prior)
Swamp Creek-Wallace Park Dredging																					
	Advertise for bids		RS							+											Small Works Roster
	C		RS																		
Swamp Creek 73rd Bridge Replanting			TBD																		
	D																				Additional research needed.
	C																				
Temp Help - Inspections																					
Advertise/Hire			RS																		
Work			RS																		2013 work mid June til mid Sept
Public Facilities																					
Inspections			AS																		
Maintenance Work (King County)			RS																		
Private Facilities																					
Inspections			AS																		
Private Maintenance Work			RS																		
Conveyance																					
Inspections			AS/TEMP																		mid June to mid Sept
Maintenance Work (InnoVac)			RS																		
Oufall/illicit discharge Inspections			RS																		
Cityworks (Installation/implementation)			RS/AS																		installation, data migration, set up
Live Phase 1																					Staff work out bugs, utilize system
Live Phase 2																					public information integration
SW Plan Update			RS																		Council prelim. look 9/13; approval at completion
KMC 13.40 Update			RS																		Council 'check-in' at end of 3/13; approval at comp.
SWM FEES			RS																		Due to King County 12/1/13

Engineering Environmental Services Workplan 2012-2013

				2012	2013												2014				
Project	Phase	Project #	PM	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
Swamp Creek Study (TBD)																					

City of Kenmore
2013 Work Plan

Department: Public Works

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Contract Management	JeG												
KC Correctional Worker Contract	JeG	Renew											
Landscape Maintenance Contract	JeG	New											
Arborist (Misc. Service)	JeG	New											
HVAC Controls	JeG	New											
Plumbing (Misc. Sevice)	JeG	New											
Electrical (Misc. Service)	JeG	New											
King County Roads	JeG												
Lake Forest Park	JeG												
CARS Management	JeG												
Parks/Facility Maintenance	JeG												
Streets Maintenance	JeG												
Surface Water in-house Maint	JeG												
Fleet Management	JeG												
Blackberry Eratication	JeG	Removal	Planting	Planting	Intense maintenance in replanted areas			Removal	Removal	Removal	Planting	Planting	
Business Incubator Set up	JeG	Space Set up			Ongoing Facility Operational Support								
Kenmore Village	JeG	Ongoing Facility Operational Support to Property Management											
Junaita Overlay Project	JeG	Planning			Start ADA upgrades			Paving					
City Hall Storage/Archives Project	JeG	Planning/ Start Moving			Future planning, process/procedure for archives and document inventory								
Cityworks Implementation	RS/JeG	Planning/Templates			Roll out								
Wayfinding Signage Project	JeG	Planning/Design/Construction Drawings			Advertise and Construction								
Monument Signage Project	KO												
LEED Signage City Hall	JeG	RFP			Construction/Installation								
WDFW Boat Launch Improvements	JeG	Maint. Contract Capital Project Agreement						Construction			Operation and Maintenance		
Pavement Management Survey	JeG/KO												
One Call 811 Set up	JeG/JS	Contract Implementation/Procedures											
Parks Capital Project Support	Parks PM	Support to Parks Project Manager, Operate and Maintain Facilities when Construction is Complete											
Northshore Summit Park	Parks PM												
Moorlands Park	Parks PM												
Tolt Pipeline Trail	Parks PM												
Kenmore Village Public Square	Parks PM												
Recycling Events / Grant Mgmt	JeG	Contract Management				Spring Residential			Grant Applications	Fall Residential	Business Event		
Community Event Support	LH	Parks Appreciation				Concerts	4th of July	Concerts/Playday	Sept. Cleanup	Jack Crawford/ Fall Event		Tree Lighting	
Volunteer Program Support	LH									= Highest Peak Workload = Substantial Workload = Less but Steady Workload			
ROW Franchise Utility Permits	JS												
City Hall Facility	AT												
Emergency Management	BH												

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

City of Kenmore 2014 Work Plan

Department: Public Works

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Contract Management	JeG												
HVAC Maintenance Contract	JeG	Renew											
KC Correctional Worker Contract	JeG	Renew											
King County Roads Contract	JeG												
Lake Forest Park Contract	JeG												
Misc. Purchased Contracts	JeG												
CARS Management	JeG												
Parks/Facility Maintenance	JeG												
Streets Maintenance	JeG												
Surface Water in-house Maint.	JeG												
Fleet Management	JeG												
Blackberry Eratication	JeG	Removal	Planting	Planting	Intense maintenance in replanted areas			Removal	Removal	Planting	Planting		
Business Incubator Set up	JeG	Ongoing Facility Operational Support											
Kenmore Village	JeG	Ongoing Facility Operational Support to Property Management											
2014 Overlay Project	JeG	Planning			ADA Upgrades			Paving		Project close out			
City Hall Storage/Archives Project	JeG	Planning/ Start Moving			Future planning, process/procedure for archives and document inventory relocation								
Wayfinding Signage Project	JeG	Planning/Design/Construction Drawings			Advertise and Construction								
Monument Signage Project	KO	Support Role											
Parks Capital Project Support	Parks PM	Support to Parks Project Manager, Operate and Maintain Facilities when Construction is Complete											
Northshore Summit Park	Parks PM												
Moorlands Park	Parks PM												
Tolt Pipeline Trail	Parks PM												
Kenmore Village Public Square	Parks PM												
Log Boom Park Pedestrian Bridge	Parks PM												
Recycling Events / Grant Mgmt.	JeG	Contract Management				Spring Residential			Grant Applications	Fall Residential	Business Event		
Community Event Support	LH				Parks Appreciation		Concerts	4th of July	Concerts/Playday	Sept. Cleanup	Jack Crawford/ Fall Event	Tree Lighting	
Volunteer Program Support	LH												
ROW Franchise Utility Permits	JS												
City Hall Facility	AT												
Emergency Management	BH												

City of Kenmore
2013 Work Plan

Department: Community Development

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Comprehensive Plan Implementation/Development Regulation Amendments													
o 2013 Comprehensive Plan Amendments	DB	Council approves docket	Planning Commission Review & Recommendations									Council action	
o Commercial Zoning Project	LA	Planning Commission appointed	Planning Commission meetings				Berk & Associates	Council		Community Open House			
o PROS Plan and Parks Element	DB	Hire Project Manager	Public involvement process/open house					check-in	CTED notice	Draft plan to RCO			
o Medical Marijuana Collective Gardens and Initiative 502	LA	Council public hearing and ordinance	Develop strategy		Extend moratorium					Draft regulations		Council action	
o Shoreline Master Program (SMP) Implementation	LA	Growth Board hearing	Growth Board decision										
o 2014 Comprehensive Plan Amendments	LA	Background research as time allows			Kickoff meetings for Transportation Element update					Advertise for 2014 docket			
o Other Departments' Development Regulations Amendments	LA	Review and comment when presented		Affordable Housing amendments									
Policy and Strategy Development/Implementation													
o Economic gardening strategy	DB/LA	Set framework					Graduate intern collects background information		Council check-in	Refine and post website information			
o Environmental sustainability strategy	DB/LA						Graduate intern sets up internal Green Team, develops draft strategy						
Downtown Development/Economic Development													
o Kenmore Village	DB	Participate on strategy team	CD involvement and workload to be determined										
o Lakepointe	DB/LA	Participate on strategy team			Meet with property owner					Discuss P-suffixes with Planning Commission			
Park Capital Improvement Program													
o Tolt Pipeline Trail Phase I	DB	Hire Project Manager	Agreement with City of Seattle (ETA Fall)					Survey work		Design and permitting (Construction 2014)			
o WDFW Boat Launch	DB	Hire Project Manager	Approve capital improvement interlocal agreement				Review permit			Construction starts			
o Kenmore Village Public Square	DB	Hire Project Manager						Agree on location/configuration		Pre-design concept to Council			
o Moorlands Park Improvements	DB	Hire Project Manager							Maintenance agreement with NSD	Complete design/construction documents (Construction 2015 dependent on RCO Funding)			
o Northshore Summit	DB	Hire Project Manager		Community Involvement									
o Park Land Acquisition	DB	Hire Project Manager		Determine improvements	Design and permitting					Oversee installation			
o Logboom Park Pedestrian bridge	DB							DEFER TO 2014					
o Logboom Park Seasonal float and Kayak concession	DB			Draft concession agreement		Kayak operations begin							
o Rhododendron Park float	DB							Permitting for float	Float installed				
o Rhododendron Park Boardwalk and Kayak storage shed	DB								Preapplication	Design and Permitting			
o Squires Landing Restoration (Corps funding) and Boardwalk	DB								Approve scope, budget, design/permitting				
o Skate Park Relocation	DB								Discuss restoration funding opportunities with Corps, develop draft scope				
									Assess feasibility of City Hall paved area, obtain quotes	Assess alternate sites if necessary			
Watershed Issues										Legend: = Highest Peak Workload = Substantial Workload = Less but Steady Workload			
o Regional watershed issues	DB/LA	Participate on strategy team and help identify opportunities for volunteer stewardship programs											
Grant Opportunities/Working with Outside Agencies													
o Pursue grant funding	DB/LA	Develop list of possible funding opportunities		2013 CDBG grant application	2013 CERB grant application?			Army Corps funding		Meet with RCO staff			
o Work with outside agencies	DB/LA	Work with outside agencies for assistance with grants and or co-applications (e.g. ARCH,					ESCA, King County Right Size Parking project, Metro, Sound Transit, etc.)						

City of Kenmore
2014 Work Plan

Department: Community Development

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
-----------	---------	----------	-------	-------	-----	------	------	--------	-----------	---------	----------	----------

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	Adopted plan to RCO by 3/1				
o 2014 Comprehensive Plan Amendments	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				

Policy and Strategy Development/Implementation

o Economic gardening strategy	DB/LA	Develop tools for business research	Develop Natural Health Industry Cluster information for website
o Environmental sustainability strategy	DB/LA	Set annual goals and implement 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	Construction									
o Logboom Park Pedestrian bridge	DB	Scope/budget					Design/permitting (Construction 2015)				
o Rhododendron Park float	DB	Construction									
o Rhododendron Park Boardwalk and Kayak storage shed	DB	Construction									
o Kenmore Village Public Square	DB	Review design at time of permit application?									
o Skate Park	DB	Relocate to new site									
o Squires Landing Restoration (Corps funding) and Boardwalk	DB	Feasibility/design									
o Park Land Acquisition	DB	Site identification and feasibility study									

Watershed Issues

o Watershed issues	DB/LA	Participate on strategy team										
--------------------	-------	------------------------------	--	--	--	--	--	--	--	--	--	--

Grant Opportunities/Working with Outside Agencies

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

City of Kenmore
2013 Work Plan

Department: **Development Services**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
Day-to-day Permitting Activities:														
Intake/Management	SL	on-going permitting						on-going permitting						
DRT 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	AB o													
Customer Satisfaction Program	SL	research and development		set-up and implementation				monitor and manage			progress report		evaluate, revise as necessary	
Improve/Promote City Services	BH	strategize	study and stakeholders exercise		implement	news release					evaluate process, streamlining and implent processes and code changes, news release			
Permit Tracking Software	BH	Participate in I.T. Plan						Opt 1: Negotiations		Installation				
								Opt 2: RFP		Interviews and Demos		Selection and Negotiations		
e-Permitting (Paperless Plan Review)	BH	start process	purchahse hardware		configure, test and training			go live		evaluate and revise as necessary				
Emergency Preparedness	BH	update CEMP & SOP's and exercise			training and evaluation						exercise		evaluation	
Historical Building Preservation	AB a	Identify next steps and training			initiate next steps and implement new program						evaluate, revise as necessary			
Beatification Contest	AB o	research and develop program			news release and notifications			accept nominations			review and awards			
Proactive Downtown Code Enf	AB o	develop program		implementation			manage						continue to manage	
2012 Building Code Adoption	BH	review	draft proposal		public hearing		adoption							
Dev Code/Program Updates	BH	2012 Annual Report, Business Licence, Info Handouts, Qtrly Report, Rear Yard Set-backs, Files, Cross Training, Qtrly Report									Qtrly Report			

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

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								
	DRT 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		AB o													
Customer Satisfaction Program		SL	progress report		progress report			progress report		assess & revise		progress report			
Promote/Improve City Services		BH	review and update			news release						update		news release	
Permit Tracking Software		BH	Opt 1: training and implementation				training and implementation								
e-Permitting (paperless plan review)		BH													
Emergency Preparedness		BH	exercise		training							exercise		training	
Historical Building Preservation		AB a							evaluate, revise as necessary						
Beatification Contest		AB o				news release and notifications			accept nominations				review and awards		
Proactive Downtown Code Enf		AB o													
Dev Code/Program Updates		BH	Qtrly Report		Qtrly Report		Flood Plain Regulations update		Qtrly Report		Qtrly Report				

Legend:

-  = Highest Peak Workload
-  = Substantial Workload
-  = Less but Steady Workload

City of Kenmore
2013 Work Plan

Department: **Police**

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Chief												
Chief												
RW												
MC	Block watch presentations and business consultations year-round							NNO Aug. 6				
MC	Bike Rodeo											
MC												
MC	Citizen Academy											
MC	Student Academy & 6th Grade Crime Prev. Classes											
MC	7th & 8th Grade Drug & Alcohol Class (Feb.)											
MC	Teen Dance (PD-sponsored)		Tolo Dance		Prom Dance			Teen Dance (PD-Sponsored)				
Sgt. K.												
Chief												

Legend:

= Highest Peak Workload

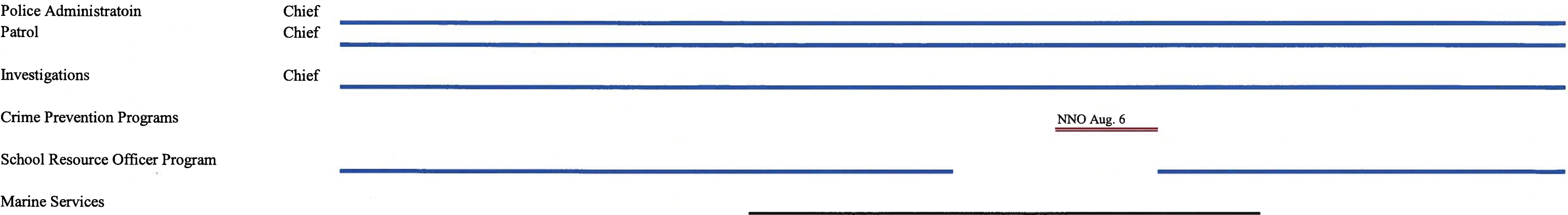
= Substantial Workload

= Less but Steady Workload

City of Kenmore
2014 Work Plan

Department: **Police**

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
-----------	---------	----------	-------	-------	-----	------	------	--------	-----------	---------	----------	----------



Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload