

# City of Kenmore



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Agendas

## City Council Retreat January 8, 2022 - 9 a.m.

**VIA ZOOM - LINK:** <https://us02web.zoom.us/j/82763321711>  
US: +12532158782,,82763321711# or +16699009128,,82763321711#  
Or Telephone: Dial US: +1 253 215 8782  
Webinar ID: 827 6332 1711

### I. 9 a.m. Welcome and Introduction

*Noted times for each topic are estimates. Once a topic is completed the next topic will be addressed.*

- A. [9: 15 a.m.] **Financial Sustainability Plan Review**  
[FSP Memorandum - Council Retreat](#)  
[Financial Sustainability Plan - Adopted October 2020](#)
- B. [9: 30 a.m.] **Downtown Connectivity and Economic Vitality**
  - Connect downtown to core, B-G Trail, 522
  - Status of 181st Kenmore Village and West Side of 68th
  - Walkability and the downtown brand
  - Sidewalks - 61st Ave and 55th Ave Far NW corner near Lake Forest Park
  - "The Bench"
  - The need for city purchase of more property?
  - Lakepointe
  - Sustainable development – "Missing Middle"
  - Other
- C. [10:45 a.m.] Break
- D. [11:00 a.m.] **Council Process and Community Interaction**
  - Feedback during public comments
  - Enforcement of Council Rules
  - Ann MacFarlane Parliamentary Procedure Session
  - Customer Service Portal System - Status Update
  - Resident Civic Engagement and Learning
  - Other

Additional Links:

[MRSC - Social Media Policies](#)

[King County - Social Media Handbook \(2020\)](#)

[City of Shoreline - Social Media Policy](#)

- E. [12 p.m. ] Lunch
- F. [12:30 p.m.] **Environmental Stewardship**
- Restoration of Sammamish River Slough
  - Tree Preservation - tree canopy percentage to retain?
  - Aquatic Weed Removal – planned for 2022?
  - Green New Deal Update
  - Tolt River Pipeline trail improvement
  - Other
- G. [1:30 p.m.] Break
- H. [1:45 p.m.] **Public Pool - Status Update**  
[Kenmore Aquatic Center Grant Status Update](#)
- I. [ 2:00 p.m. ] **Fun, Youth Activities, and Families**
- City Hall Park Phase II, inc. half-court basketball
  - Programming the gym at St. Edward-Update
  - Active Play and the need for a youth center?
  - Family activities and fun
- J. [2:45 p.m. ] Break
- K. [3:00 p.m.] **Tenant Protections**

Additional Links:

[King County Ordinance No. 19311](#)

[City of Seattle Ordinance No. 126451](#)

[Source of Income Discrimination Information](#)

[RCW 59.18.255 - Source of Income - Landlord Prohibitions](#)

[Model Legislation by the Housing Justice Project & Stay Housed Stay Healthy Partners](#)

[Renter Protection Memorandum - 2022 Council Retreat](#)

- L. [3:30 p.m.] **Public Safety**
- Courts Report
  - Public Safety:
    - Behavioral health/mental illness vis-à-vis police calls
    - Drug overdoses - Opioid Crisis
    - Suicide - Data available/Police Response
- M. [4:00 p.m.] Break
- N. [4:15 p.m.] **Other City Issues**
- DEI "Launch the To-Do's
    - RFP/RFQs

- Affordable Housing Update
- Off-Leash Dog Park
- Rooster Regulation
- City Council Health Insurance Benefits

O. [5-5:30 p.m.] **Adjourn**

P. Reference Documents:

[Adopted Council Priorities 2022](#)

[Council Priorities Status Update](#)

[Preliminary 2022 Docket](#)

[City Manager Office - Work Plan 2022](#)

[Finance - Work Plan 2022](#)

[Police - Work Plan 2022](#)

[Development Services - Work Plan 2022](#)

[Community Development - Work Plan 2022](#)

[Public Works Operations Work Plan 2022](#)

[Environmental Services Division - Work Plan 2022](#)

[Engineering - Work Plan 2022](#)

[Human Resources & DEI - Work Plan 2022](#)



## City Of Kenmore, Washington

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**Date:** 12/28/21  
**To:** City Council  
**From:** Rob Karlinsey  
**Subject:** Financial Sustainability Plan

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Punch line of this memo: Continue to follow and execute the Financial Sustainability Plan that was adopted by the City Council in October 2020.

In 2020, with the help of a task force of Kenmore residents, the City developed and adopted a Financial Sustainability Plan (FSP) that produces a balanced budget and maintains the City's financial reserves through 2028. The plan calls for both expenditure reductions and increases in revenue, including a new cable TV utility tax planned for the second half of 2022.

While some revenues are doing better than projected for 2021 (most notably sales tax), I recommend that the City stay the course in following the FSP.

**Revenues:**

- While sales tax revenues are coming in higher this year than projected, most of that increase is due to construction sales tax which we should consider one-time in nature. Also, sales tax is one of our most volatile (aka elastic) revenues, and we should not count on a cyclical peak as a budget base for future years.
- Property tax, the City's largest source of operating revenue, continues to grow slower than inflation. The State limits the city's property tax revenue growth to one percent per year. Even after adding in property tax from new construction, property tax will go up by approximately two percent in 2022, compared to the [inflation rate](#) which is hovering above six percent.
- Transportation Benefit District (TBD) Revenue (i.e., the \$20 annual vehicle fee), at the time of the FSP adoption, was assumed to be eliminated from the budget due to a statewide ballot initiative. However, the courts subsequently ruled in favor of not repealing the TBD revenue, which means the Street Fund budget now has \$360,000 per year that was not assumed in the FSP. The TBD revenue must be spent on road maintenance or transportation capital.

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**Expenditures:**

- Inflation is at the highest level in decades, coming in above six percent as stated above. Following the adopted Financial Sustainability Plan will help us counteract and keep up with inflation.
- We have planned additions to the budget, including increased staffing in Public Works to maintain the new Walkways and Waterways parks and street improvements that will be completed in 2022 and 2023. The revenue additions as planned for in the FSP are needed to help cover the cost of these budget additions.
- Other new initiatives will also likely add to our ongoing expenses, including implementing the new Climate Action Plan and the Diversity, Equity, and Inclusion Plan.
- If we construct the new Public Works maintenance facility to higher environmental standards, including a net zero carbon footprint and perhaps even a regenerative facility that gives back to and enhances the environment, we will see noticeably higher costs to build it. While the long term benefits to the environment will outweigh these higher costs, we will nonetheless need to budget for it. Sticking with the FSP will help us afford a climate-friendly Public Works facility.

For all these reasons, both on the revenue and the expenditure side of the equation, we need to stay the course set out by the adopted Financial Sustainability Plan.

**Exhibit A**  
**City of Kenmore**  
**Financial Sustainability Plan**  
**2021 through 2028**



**Introduction and Background**

Due to state-imposed limits on property tax growth, flat or slow growth in other revenues, unfunded state and federal mandates, and other factors, the City's operating revenues are not projected to keep pace with the cost of providing city services. As a result, the City of Kenmore faces an upcoming structural deficit in its operating budget (General Fund and Street Fund).

In 2019, the City Council directed staff to embark on the public process of creating a Financial Sustainability Plan (FSP) by examining the City's priorities, services, costs, and revenues. The City Council further directed that a Financial Sustainability Plan for Kenmore should produce balanced Street Fund and General Fund operating budgets for three biennia, or six years.

The process of creating a Financial Sustainability Plan began with the following activities in the 4th quarter of 2019 and early 2020:

- Formal establishment of the FSP process and timelines, as well as the creation of a charter for a Task Force of community members to recommend a financial sustainability plan to the City (October and November 2019)
- A community survey (December 2019)
- An independent assessment of the City's financial projections and long-range forecasts, provided by the firm Management Partners (November and December 2019)
- Updates to the City's Priority-Based Budgeting system (Fall 2019)
- Communications about the budget and City finances, including a financial forecast report to the City Council in January 2020 (ongoing through 2019 and into 2020)

### **Financial Sustainability Plan Task Force—January 2020 through August 2020**

Starting in January 2020, the issue of financial sustainability and possible solutions were discussed through a public engagement process, including the use of a Task Force of community members to examine the issue and advise the City Manager on the City's options.

In addition to providing an independent review of the City's financial projections, Management Partners was retained to advise the City and the Task Force on evaluating budget balancing strategies. Management Partners also provided specific strategies for the Task Force to consider.

The Task Force held nine meetings between January 2020 and August 2020. During the first several meetings, Management Partners reported on its findings about the City's financial projections, and City staff provided the Task Force with information on city functions, funding sources, and how financial resources are allocated. The Task Force also learned about Priority Based Budgeting and how City programs were prioritized and scored against results established by the City Council.

The concept of "Price of Government" was also discussed, including Kenmore's tax revenue trends compared to household income in Kenmore. The Price of Government analysis showed that City revenues as a percentage of household income has been declining over the years.

The Task Force met several times up until April of 2020, then paused its work due to the pandemic. The Task Force resumed its meetings in an online virtual format in August 2020, including an online open house for additional public comment.

### **Public Outreach and Engagement**

In August 2020, an online budget simulator tool, known as "Balancing Act," was provided as an interactive way for the public to consider Kenmore's budget challenges and offer input on how to balance the City budget. A post card was sent to all mailboxes in the city with the purpose of encouraging the public to engage the Balancing Act tool and provide comments on the City's finances. Preliminary results of public input from Balancing Act were provided to the Task Force at the August 24<sup>th</sup>, 2020 meeting.

Going back to 2019 up through the present, other methods of informing the public and seeking public participation included a statistically valid survey, public comment at all Task Force meetings, online public open house, FSP articles in several mailed newsletters, e-news articles, and social media posts.

### **Task Force Recommendations**

At the ninth and Final Task force meeting on August 25, the Task Force deliberated and produced a set of recommendations for the City Manager and the City Council to consider. The recommendations included a combination of budget cuts, service level efficiencies, and new revenues.

At the September 10, 2020 City Council online budget retreat, the City Council heard additional public comment on the topic of financial sustainability, received an update on Priority Based Budgeting results and program rankings, reviewed a forecast update and potential strategies from the consultant, Management Partners, processed the results of the public feedback from the Balancing Act budget simulator, and listened to the Task Force recommendations for financial sustainability through 2027.

During deliberations, the Task Force established the following five principles in guiding their discussions and decisions:

1. Implement a balanced approach that recognizes and reflects: a) changes in state regulations; b) that Kenmore has changed since it became a City twenty-two years ago; and c) community conditions, needs, and interests.
2. Minimize the impacts on low-income residents.
3. Fund services of the highest value to Kenmore residents and businesses.
4. Where possible, shift the burden of paying for services to those who use them, including non-residents.
5. Maintain realistic levels of service, including when revenues increase.

The Task Force recommendations included the following:

<b>Task Force's Proposed Expenditure Strategy</b>	<b>Year</b>
Discontinue Contribution to School Resource Officer Program	2021
Continue most of the expenditure reductions made in 2020	2021
Add HR/Diversity, Equity, Inclusion Position & Program	2021
Increase Mental Health RADAR Program	2021
Increase Pavement Preservation Funding	2022
Seek Alternative Jail Providers	2024

<b>Task Force's Proposed Revenue Strategy</b>	<b>Year</b>	<b>Phased In?</b>
Property Tax Banked Capacity	2022	Yes; over three years
Cable TV Utility Tax (6%)	2022	Yes; begin in mid 2022
Traffic Photo Enforcement	2022	Yes; begin in mid 2022
User Fee Study	2022	No
Admissions Tax	2023	Yes; begin in mid 2023
Utility Tax on Solid Waste	2024	No

The Task Force's final report is attached as an addendum to this Financial Sustainability Plan.

After the Task Force report was presented to the City Council at the September 14, 2020 meeting, the City Council asked questions and provided feedback and direction. The City Council then directed the City Manager to finalize a Financial Sustainability Plan and bring it forward for City Council approval in October 2020.

### Financial Sustainability Plan: 2021-2028

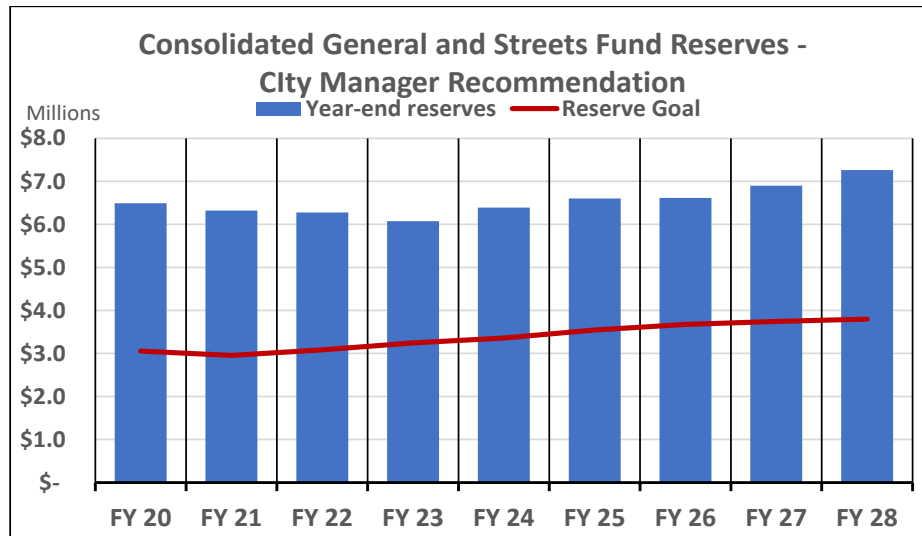
The following financial sustainability plan is based on the Task Force recommendations and subsequent direction from the City Council. Using conservative revenue and expenditure forecast assumptions, the following plan sustains funding of City services at current levels through 2028:

#### Expenditure Strategy

Discontinue Contribution to School Resource Officer Program	2021
Continue most of the expenditure reductions made in 2020	2021
Add HR/Diversity, Equity, Inclusion Position & Program	2021
Increase Mental Health RADAR Program	2021
Increase Pavement Preservation Funding	2022
Seek Alternative Jail Providers	2024

Revenue Strategy	Year	Phased In?
Cable TV Utility Tax (6%)	2022	Yes; begin in mid 2022
Traffic Photo Enforcement	2022	Yes; begin in mid 2022
User Fee Study	2022	No
Property Tax Banked Capacity	2023	Yes; over four years
Surface Water Utility Tax (6%)	2023	No
Admissions Tax	2024	No
Voter-Approved Transportation Sales Tax Increase (0.1%-0.2%)	2027	No

The above strategies for expenditures and revenues will strengthen the City's financial position and maintain fund balances above the City Council's target threshold (20% of annual budgeted operating expenditures) through 2028, assuming current service levels and the adjusted recessionary forecast assumptions used in Management Partners' report:



This financial sustainability plan accomplishes the goal set forth by the City Council in the fall of 2019, which was to create a sustainable financial plan for six years, or three biennia through 2026. This plan meets that goal with councilmanic authority. For continued financial sustainability beyond 2026, this plan recommends a voter-approved transportation sales tax increase to go into effect no later than 2027 and thereby extends the City’s financial sustainability at least two years beyond the original six-year goal.

This plan should be reviewed regularly and adjusted as needed. Economic conditions that turn out to be worse than the recession-based assumptions in the plan may drive the need to accelerate some of the strategies in the plan; reductions in state-shared revenues or new unfunded mandates may also give cause to move up some of the strategies. On the other hand, better-than-anticipated financial conditions may delay the need to move forward with certain strategies.

The City appreciates the Task Force members for their many hours of service and their most helpful ideas and recommendations. We would also like to thank Steve Toler of Management Partners and his team for providing much needed analysis and expertise throughout this process.



## City of Kenmore, Washington

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Date: December 28, 2021

To: Rob Karlinsey, City Manager  
From: Stephanie Lucash, Assistant City Manager/American Rescue Plan Act Administrator  
and Garrett Oppenheim, Intern

Re: Aquatic Center Grant Process and Status

**Punch line of this memo:** Provide Council with an update on the aquatic center feasibility study grant application and related work that took place in 2021.

### *Overview*

The Carol Ann Wald Pool at St. Edward State Park closed in 2009, leaving the City of Kenmore without a public aquatic facility within its city limits. The ability to swim is an important life skill for Kenmore residents given our City's proximity to major bodies of water including Lake Washington, the Sammamish River and Swamp Creek. Kenmore's neighbors at the Cities of Kirkland, Shoreline, and Lake Forest Park have also seen most of their public pools close or deteriorate in recent years, creating a logjam for high school swimmers from six schools who are all forced to practice in the same pool at Juanita High School. It is high time that a public investment was made to bring a public aquatic facility to north King County.

### *Open Space Levy Funds*

The voter-approved 2020-2025 Parks, Recreation, Trails and Open Space Levy allocated \$110 million over six years for grants for parks, recreation, and open space throughout King County. The funds cover program areas, including \$13 million for aquatic facilities. Cities, Metropolitan Park Districts, School Districts, and other public entities were eligible to apply for funds for new facility construction, renovation or expansion of an existing facility, land acquisition, planning and design, or feasibility studies.

### *Partnership and Process*

Kenmore took the lead on convening our neighbor cities to discuss jointly applying for funds for a \$100,000 study to on the feasibility of building a new public aquatic facility in north King County. City staff discussed these plans with partners including King County Councilmember Rod Dembowski, and ultimately decided our best path forward was to submit two separate but related applications: one with Kirkland and the other with Shoreline and Lake Forest Park. Both applications sought \$100,000, the maximum that does not require matching funds under the grant's rules, for feasibility studies. In a follow up call with the grant team, City staff made clear that all three of our partners were on board with this approach and we would work together should we receive feasibility study funds.

The application process opened on September 15. Two grant teams were created and we meet weekly to build an understanding of what the application process would entail, jointly crafted language for the

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Letter Heading: Aquatic Grant Center Process and Status  
 Date: December 22, 2021

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applications and work to generate letters of support from our respective communities. We solicited and received letters of support from high school swimmers and coaches, school administrators, swim clubs, city council members, other elected officials, city staff, and interested members of the public. All of these letters, a total of 22, were packaged and included with the applications, which were submitted ahead of the application deadline in mid-October.

#### *Next Steps and Status*

According to the grant schedule, the Advisory Committee was to make its decisions and recommendations during November and the King County Executive was to transmit those recommendations to the Council at some point during the month of December. We are still waiting to hear from the committee about their decisions. If we are awarded a grant, in February 2022, the King County Council will approve the final grant awards and during the first quarter of the year, the King County Parks will coordinate grant agreements.

If we are awarded one or both of the grants, we will proceed with a request for proposals for a consultant to conduct the feasibility study. Depending on whether additional funding for the study is needed from each of the participating studies, we may need to form a cooperative interlocal agreement among the cities.





## City Of Kenmore, Washington

**Date:** 12/20/21  
**To:** Rob Karlinsey, City Manager  
**From:** Debbie Bent, Community Development Director  
**Subject:** Residential Tenant Protection

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Residential tenant protection is a discussion topic for the January 2022 Council retreat agenda. The purpose of this memo is to provide the following: 1. A summary of residential tenant protections in Kenmore and 2. A summary of residential tenant protections adopted by cities in King County, tracked on the King County Regional Affordable Housing Dashboard.

1. **Kenmore Residential Tenant Protections:**

- a) **Notice of Rent Increase:** In 2019 Council adopted Ordinance 19-0484. This ordinance established a new chapter in the Kenmore Municipal Code (KMC), KMC Chapter 8.55 Notice of Rent Increase (link below)

[Chapter 8.55 NOTICE OF RENT INCREASE \(codepublishing.com\).](#)

KMC 8.55.020 states “For any *rental agreement* or renewal of a *rental agreement* for a residential *rental unit* in the City of Kenmore entered into after September 1, 2019, the *landlord* shall include or shall be deemed to include a provision requiring a minimum of 90 days’ prior written notice whenever the periodic or monthly housing costs to be charged a *tenant* are to increase by 10 percent or more over the periodic or monthly rental rate charged the same *tenant* for the same *rental unit* and same services for any period or month during the preceding 12-month period”.

- b) **Residential Tenant Protections Related to the COVID-19 Pandemic:** At the 6/14/21 Council meeting, Council adopted Ordinance 21-0525 Extending the Temporary Moratorium on Residential Tenant Evictions and Adopting Renter Protections and Eviction Defense Related to Covid-19. The ordinance included the following renter protections:
1. Creates a defense to eviction for rental debt accrued due to pandemic-related hardship.
  2. Creates a defense to eviction if a tenant has a rental assistance application in process.

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3. Bans late fees for rent that became due during the pandemic.
4. Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent accrued during the pandemic.

Ordinance 21-0536 adopted 9/27/21 does not amend the residential tenant protections and eviction defense due to the COVID-19 pandemic adopted by Ordinance 21-0525 on 6/14/21. Instead, it amends Section 2 of Ordinance 21-0525 to make it consistent with the 1/15/22 extension of the moratorium. The residential tenant protections and eviction defense provisions remain in effect if the Governor's State of Washington proclaimed State of Emergency due to COVID-19 (established 2/29/20) and the City's proclaimed emergency (3/5/20) and associated emergency rules also remain in effect.

2. **Residential Tenant Protections Adopted by Cities in King County:** The 2018 (revised March 2019) Regional Affordable Housing Task Force Report includes goals, strategies and a five year action plan to address the affordable housing crisis in King County, see following link [RAH\\_Report\\_Final.ashx \(kingcounty.gov\)](#). Pages 45 and 46 of this report describe the recommended strategies and plans for meeting Goal 4 "Preserve access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce risk of homelessness." The report does not recommend specific rental protection measures. However, the Regional Affordable Housing Dashboard provides information on specific renter tenant protection measures adopted in King County.

At the 7/1/21 Council meeting, King County staff presented the Regional Affordable Housing Dashboard (see link below), including Kenmore data. The dashboard includes metrics on meeting goals, including Goal #4, tenant protections. The dashboard also includes a map to show where the status of different renter protection policies have been enacted as of December 2020. I have contacted King County staff to see if they have a spreadsheet that summarizes renter protection policies by jurisdiction.

[Regional Affordable Housing Dashboard - King County](#)

Renter protection policies adopted in King County jurisdictions include:

- a) **Notice of rent increase required:** Requires landlords to give a specific amount of notice prior to increasing rent ranging from 60 to 120 days. The dashboard shows 100% of the King County population are covered by this type of policy. As stated earlier in this memo, Kenmore's code requires 90 days' notice.
- b) **Source of income discrimination prohibited:** Prevents landlords from denying a tenant's application solely based on their source of income, such as social security, and requires landlords to accept public housing assistance. The dashboard shows 100% of the King County population are covered by this policy.

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- c) Rental inspection program: Cities require inspection of rental units, often in response to a complaint, on a set schedule, or a combination of the two. Some cities have specific habitability standards regarding rental units. The dashboard shows 47% of the King County population are covered by this type of policy. Kenmore does not have this policy.
- d) Just cause eviction program: Prevents landlords from evicting tenants without cause and gives specific notice requirements for terminating a tenancy depending on the reason for the termination. The dashboard shows 44% of the King County population are covered by this type of policy. Kenmore does not have this policy.
- e) Right to relocation assistance: Requires financial assistance to give to low-income tenants who are displaced due to development related reasons, such as the demolition of a building. The assistance is paid by both the jurisdiction and landlord. Mercer Island only requires relocation assistance for condo conversions. The dashboard shows that 41% of the King County population are covered by this type of policy. Kenmore does not have this policy.
- f) Right to payment plan: Requires landlords to accept payment plans ranging from 3 to 6 months for up-front moving costs like security deposit and last month's rent. The dashboard shows that 39% of the King County population are covered by this type of policy. Kenmore does not have this policy.
- g) Right to live with family: Requires landlords to allow a tenant's family to live in a unit, up to occupancy requirements in the building code. The dashboard shows that 38% of the King County population are covered by this type of policy. Kenmore does not have this policy.
- h) Criminal background checks prohibited: Limits landlord's ability to deny a tenant's application based on criminal history with some exceptions. The dashboard shows that 34% of the King County population are covered by this type of policy. Kenmore does not have this policy.





# **2021-2022 CITY COUNCIL PRIORITIES**

- 1. Increase and preserve the options for affordable housing stock**
- 2. Develop a Kenmore Climate Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration**
- 3. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program**
- 4. Respond to the Pandemic**
- 5. Implement the Walkways and Waterways projects**
- 6. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel**
  - Sidewalk Plan
  - Target Zero
  - Bus Rapid Transit 522
  - Passenger Ferry
- 7. Enhance Public Safety**
- 8. Continue to seek opportunities to complete a successful Lakepointe Project**
- 9. Implement the Economic Development Plan**
- 10. Foster and create fun**
- 11. Engage and educate the community on growth and development in Kenmore**

## **City Council 2021-2022 Priorities Status Update for the January 8, 2022 City Council Retreat**

### **1. Increase and preserve the options for affordable housing stock**

It is not an overstatement to say that we have an acute housing crisis in our region, and fast, aggressive action is needed. We can do our part to preserve what little affordable housing we have and get new affordable housing built right here in Kenmore. The COVID-19 pandemic as well as racial inequities in our community and society have worsened this situation.

We are making progress in affordable housing on two fronts: 1) Getting actual affordable units built on the ground, and 2) adopting policies to preserve and bring about more affordable housing and housing choices in general.

#### Getting More Affordable Housing Units Built:

An affordable housing working group was launched in July 2021; its members include City staff and our partners from A Regional Coalition for Housing (ARCH). The group's goal is to get more affordable housing units built in Kenmore as soon as possible. A charter for this effort was created with a description of the effort, task breakdown and timeline.

The affordable housing working group identified 18 possible properties for affordable housing and used a scoring rubric and process to narrow the list to its top three choices.

The group is preparing to launch a Request for Proposals (RFP) process in February 2022 to solicit proposals from potential affordable housing partners for the top choice property (the city-owned parcel that previously housed a Shell Gas Station, referred to as the Old Shell Property). Additional RFPs for two other potential affordable housing properties (the Holt and Yang properties) will follow. The goal is to select a partner and project design, develop a full funding package for an affordable housing development proposal, and bring a complete package to the Kenmore City Council for consideration in June 2022. The ultimate goal is to submit the Council's selected proposal to the annual State and County funding pipeline in September 2022 to maximize external funding sources.

The City Council has committed approximately half of its American Rescue Plan Act (ARPA) allocation (around \$3.2 million) for affordable housing work in Kenmore. Other internal and external funding sources are being explored to help the City tackle this crisis, prepare a successful proposal package, and get more affordable units built.

A key focus of any selected affordable housing development proposal will be to ensure that some of the units will be reserved for residents at or below 30% of Area Median

Income as well as acquiring land and securing partnerships and funding for project completion. A project proposal was submitted, and a team of four graduate students at the University of Washington chose to help the affordable housing working group with research, analysis, data collection and other work from January to June 2022 as part of their graduate school capstone project.

Policy Actions:

The following are affordable housing legislative actions that the City Council has either taken or are in process over the past year:

1. Residential Rental Eviction Moratorium Related to Covid-19:

- 4/19/21 council meeting: The City Council asked staff to bring back information on three topics related to impacts from Covid-19: 1. Payment plan for tenants; 2. Eviction defense; 3. How to direct tenants and landlords to resources.
- 5/24/21 council meeting: The City Council heard from the Transit Riders Union, the King County Bar Association, and the Washington State Multi-Family Association to provide perspectives on state legislation E2SSB on tenant protections during Covid-19 and a proposed model ordinance. Staff provided a comparison of the legislation and model ordinance, information on rental resources and data on evictions. The City Council directed staff to bring back legislation to extend the temporary moratorium on residential tenant evictions.
- 6/14/21 council meeting: The City Council adopted Ordinance 21-0525 extending the temporary moratorium (established March 2020) through 9/30/21 through ratification of Proclamation and Emergency Rule 20-03.6. This ordinance also included the following renter protections: 1. Creates a defense to eviction for rental debt accrued due to pandemic related hardship; 2. Creates a defense to eviction if a tenant has a rental assistance application in process; 3. Bans late fees for rent that became due during the pandemic; 4. Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent during the pandemic.
- 9/27/21 council meeting: The City Council adopted Ordinance 21-0536 extending the temporary moratorium and residential tenant protections through 1/15/22 to allow additional time to implement legislation on tenant protections and to give more time for tenants and landlords to access available funding.

2. Transit Oriented Development (TOD) Regulations:

- Part of the 2021/2022 docket related to the Comprehensive Plan Land Use Element, the Planning Commission is evaluating comp plan policies and regulations related to the Transit Oriented Development (TOD) overlay district. The TOD is currently an optional approach for

development in lieu of the underlying zoning. If TOD is selected by the developer, more density is allowed with a requirement for inclusion of affordable housing. The Commission recommendation is estimated to be ready for Council consideration March/April 2022.

- 8/16/21: The City Council adopted Ordinance 21-0533 that established a six-month moratorium through 2/16/22 on the application, intake, review, or issuance of any development or permit within the TOD zone, with limited exceptions for vested applications.
- 9/27/21: A public hearing followed by Council adoption of Ordinance 21-0535 amending Ordinance 21-0533 to include an additional exception (to comply with state law) for building permit applications related to construction of transitional housing or permanent supportive housing or emergency shelters and indoor emergency housing.

3. Missing Middle:

- The adopted Affordable Housing strategy includes a recommended regulatory approach to address infill/increased capacity/housing diversity through considering provisions to allow some flexibility in single family neighborhoods for small scale housing (e.g., duplexes, triplexes, cottages).
- This topic is part of the 2021/2022 docket. The Planning Commission is considering policy and regulatory options and obtaining public input. A community forum was held 11/16/21. A recommendation to council is estimated March/April 2022.

4. Affordable Housing Special Permit Review Process:

- This topic was part of the 2020 Planning Commission Docket, the goal was to make it easier to permit affordable housing projects particularly those on tax-exempt properties such as churches and on parcels owned by public agencies. This regulatory approach to address infill/increased capacity/housing diversity was recommended in the adopted Affordable Housing Strategy Plan.
- 2/22/21 council adopted Ordinance 21-0521.

5. MOA North King County Coalition on Homelessness:

- For the last year a loose coalition of government and private agencies have been working on issues of homelessness in North King County. The City of Shoreline has taken the lead on organizing and staffing the group. The memorandum of agreement (MOA) formalizes the relationship. The intent of City of Shoreline staff is that the King County Regional Homelessness Authority will eventually take over staffing of the coalition and use it as a sounding board for homelessness issues in North King County.
- 10/25/21 council consent agenda, authorizing the City Manager to sign the MOA.

6. Affordable Housing Dashboard:

- On 7/19/21 King County staff presented the Regional Affordable Housing dashboard to Council including Kenmore data.

**2. Develop a Kenmore Climate Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration**

The development of the Climate Action Plan is well underway. Greenhouse gas emissions have been identified and calculated, the community has been engaged, target reductions in GHGs have been established, and GHG-reducing strategies have been identified. The CAP is on track to be adopted and implemented in the spring of 2022.

On the broader topic of environmental stewardship, we once again obtained approval from Department of Ecology for our NPDES Phase II stormwater permit. This is no small thing and represents a huge amount of work and professional excellence on the part of our Environmental Services team. NPDES requirements progressively get tougher and will continue to do so; and our team meets these higher bars each year and within the resources they are given.

We have also been working with the flood control district and King County to break lose the Sammamish River restoration project and get it moving. Kenmore is helping to convene a multi-jurisdictional work group to meet regularly to keep this project on track.

We are also working on salmon habitat in city streams. We've retained a special consultant to conduct a review and assessment of fish-blocking culverts in Kenmore. The assessment will prioritize the culverts that need the most attention (i.e., the removal of which will have the most positive impact on salmon migration).

Development Services applied for and obtained the King Conservation District grant for updating our tree canopy assessment and for providing free trees to Kenmore residents. We'll execute this program in 2022 and hopefully it will be well received.

Discussion highlighting the importance of preservation, protection, and expansion of Kenmore's urban forest has been consistent throughout 2021. On January 8<sup>th</sup> and 9<sup>th</sup> at the City Council retreat, Council requested a tree workshop. In response to their request, Development Services staff presented information to summarize tree regulations in Kenmore at the April 19<sup>th</sup> and May 26<sup>th</sup> Council meetings. As part of the presentations, recommendations for potential code amendments were discussed. The recommendations included short-term and long-term action items, referred to as List 1 and 2. Items on List 1 were considered achievable in 2021, while items on List 2 require additional staff resources and continued discussion in the context of future work plans and the City's Climate Action Plan (CAP).



Graduate intern, Garrett Oppenheim, drafted policy papers for two items on List 2 (a potential tree rebate program and an exceptional tree ordinance) and presented his findings to Council at the September 20<sup>th</sup> meeting. On December 6<sup>th</sup>, Development Services staff met with Council to receive feedback on proposed code tree code changes previously identified on List 1. Based on Council's feedback, revisions to the code language were made and staff began to pursue required environmental review (SEPA and Department of Commerce review) prior to bringing the ordinance to council for adoption. Staff anticipate bringing the ordinance back to Council in early 2022.

Thanks to the resources you provided in the budget, the consultant and specialty law firm are serving in the asphalt plant air quality watch dog role, including the report they presented to you earlier this year. It's frustrating to see how long these processes drag on, but our team is staying on top of PSCAA's permitting process and making sure public health and the needs of residents are at the forefront.

### **3. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program**



Our work on Diversity, Equity, and Inclusion is in full swing. In the spring of 2021 Leonora Palana was hired as our HR/DEI manager, which is a new position in the budget. Leonora has been managing the process to develop a DEI plan and policy. Leonora and Debbie Bent worked together to conduct a request for proposals for the DEI consultant, and we are very fortunate to have Chanin Kelly-Rae selected from this RFP process. Chanin has hit the ground running. She is conducting an overall assessment and gap analysis, conducting interviews, identifying various stakeholders and stakeholder groups, providing training, and helping with the recruitment of the DEI task force. In the summer you adopted a charter for the DEI task force. We're looking forward to a fully adopted DEI plan and policy by the end of 2022.

In other DEI happenings, Chief Moen recruited candidates for a local use of force review board made up of Kenmore residents, and Chief Moen stood up the Safe Place program this year. Rob was appointed by the King County Council to serve on the County's Public Safety Advisory Committee which directly addressed systemic racism and how to battle it the context of public safety. At the Council's direction, we've produced a number of proclamations honoring BIPOC and LGBTQ+ communities.

Engineering's work on creating an ADA plan to transition our infrastructure to be more accessible is also part of our DEI work. Another important piece of DEI work is our

federally-required Title VI (of the Civil Rights Act of 1964) report that Engineering produces every year. It is no small chore to produce the Title VI report. This year's report was 38 pages and details our efforts to comply with the nondiscrimination requirements of the Civil Rights Act.

Our work with our neighboring cities to explore a CAHOOTS-type program of mental health responders, including the possibility of a north end 24/7 drug and mental health crisis clinic, is going well. Stephanie Lucash is running point on this intergovernmental effort.

#### **4. Respond to the Pandemic**

Our new normal seems like a different way of life that we are getting used to. Most office employees continue to work from home, and we are pleased (no longer surprised) with how productive they all are. We continue to adjust work arrangements, and we stay current on the latest guidance from the state and the county.

Thank you for approving the staffing needed to run the American Rescue Plan Act (ARPA) funding, which totals \$6.4 million for Kenmore. We brought Stephanie Lucash onto the team quickly who is leading a team to get \$1 million in direct cash assistance out to the community as soon as possible, through a partnership with the Northshore Schools Foundation and the new domain *Kenmore Cares*. In July, Stephanie brought to Council guiding principles and a high-level strategy for use of the City's ARPA funds in July, including a memo and comprehensive description of how our City has been impacted by the pandemic. She helped us seize the unique opportunity these once-in-a-lifetime funds represent.

You made the decision in December to allocate approximately half of the ARPA funds (around \$3.2 million) for affordable housing as described in Item #1 above. Additional staffing resources will be need in 2022 once the full ARPA work program has been identified.

As we consider how to best utilize the remaining ARPA funds, we are engaging our community in new and unique ways to ensure many diverse voices are heard. An ARPA Business Recovery Survey was sent to all registered businesses in Kenmore to get their feedback on how to best meet their needs. An ARPA Community Listening Session, facilitated by the City's Diversity, Equity and Inclusion (DEI) consultant Chantin Kelly-Rae, was held on November 1, 2021 to hear more from the community about their experiences in the pandemic and generate additional project ideas. There was also a companion ARPA community survey that provided an additional opportunity for community input.

In December, we launched the biggest community engagement investment so far: a new online tool to provide members of our community with the opportunity to weigh in and

provide their own set of priorities. Community members engaging with the online tool will have a menu of 16 project ideas and a \$1 million budget to work with. We expect to keep the tool open into February to give everyone ample time to participate. We will provide paper copies of the tool and materials in other languages upon request. We anticipate bringing the results of that tool to you by the end of March 2022 with a proposed 2022 ARPA work program for Council consideration and discussion. The remainder of 2022 will be spent launching and implementing the various projects on the approved work program.

Under the City Council's leadership, eviction prevention has been a priority during the pandemic. We have twice mailed out cards that provide information to residents and landlords about how to access financial assistance. We have also produced emergency proclamations for Council approval that extend the eviction moratorium.

## 5. Implement the Walkways and Waterways projects



The Walkways and Waterways bond measure funds five capital projects:

1. Rhododendron Park Board Walk (completed in 2019)
2. Log Boom Park waterfront access and viewing
3. ʔ' a Xw a dis Park habitat restoration and waterfront access
4. Juanita Drive sidewalks and bike lanes
5. 68th Avenue sidewalks and bike lanes

All five of the projects are ahead of or close to on schedule with what we told the public back in 2016 when they voted for the bond measure.

With Council's approval, we issued the second and final set of Walkways and Waterways bonds. Leticia Salcido prepared all of the reports and documentation for the bond issuance. Leticia also did all of the heavy lifting to prepare us for the Standard and Poor's bond rating leading up to the bond issuance.

The **Log Boom Park** project is under construction and going well. We're fortunate to have a good contractor. This project should be complete in the summer of 2022.

The **ʔ' a Xw a dis Park** Council awarded the construction contract 12/6/21. Site preparation began in December 2022 with construction expected to start in January 2022.

**Rhododendron Boardwalk** The boardwalk project was completed a couple of years ago. Public art installation is anticipated in the Spring 2022.

The **68<sup>th</sup> Avenue sidewalk and bike lane** project is under construction. It's going pretty well despite higher than average squabbling between the contractor and utilities. The Engineering team is doing a great job managing this project and staying on top of it.

The **Juanita Drive sidewalk and bike lane** project is under construction but seeing delays. The reasons for the delays are multiple, including in-ground utility conflicts that should have been resolved by the utility providers, pandemic, and labor issues. Kent and the KBA team are holding the contractor and utility agencies accountable on both cost and schedule. Unfortunately, this project is expected to wrap up in the summer of 2022, which is at least six months longer than the original schedule.

#### 6. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel

- Sidewalk Plan
- Target Zero
- Bus Rapid
- Transit 522
- Passenger Ferry

The **ADA Transition Plan** is progressing well. All of the data from our existing infrastructure has been collected and staff is currently looking at creating a priority matrix along with preliminary cost estimates. A draft of the plan is expected to be presented to the public and City Council in February and March 2022, respectively, where an opportunity to review and comment will be provided.

The **Pedestrian Facilities Plan (Sidewalk Plan)** is also progressing well. The locations for pedestrian access have been identified and draft projects are being created and prioritized. A cost estimate to construct each project will be determined and incorporated into the draft plan. A draft of the plan is expected to be presented to the public and City Council in February and March 2022, respectively, where an opportunity to review and comment will be provided.

The **West Sammamish Bridge Project** is on its way to being completed. The new bridge has been opened to traffic. Along with the new bridge, we have new sidewalk in front of Rhododendron Park and an 8-foot wide sidewalk and 8-foot wide bike path along the west side between NE 170<sup>th</sup> St and NE 175<sup>th</sup> St. Construction activity for the new sidewalk along the east side of 68<sup>th</sup> between NE 175<sup>th</sup> St and the NB bridge is currently underway along with the final work to underground the utilities. Completion of the project is expected this summer.

A study to identify the replacement options for the **61<sup>st</sup> Ave NE Sidewalk Replacement Project** is expected to start in January. This study will look at our options to restore the pedestrian accessibility along the east side of 61<sup>st</sup> Ave NE from NE 190<sup>th</sup> St to the northern city border.

Staff continue to meet with Sound Transit and King County Metro on **Bus Rapid Transit (BRT) and Park and Ride** on SR522. With Sound Transit's realignment process completed (due to funding shortfalls), the BRT project completion has been delayed to 2026 with the parking garage to the 2030's. Staff continues to work Sound Transit on maintaining the progress on the BRT while also working with both agencies along with WSDOT on a mid-block crossing of SR522 at the park and ride facility. WSDOT has tentatively supported the proposal of a mid-block crossing, and staff will continue to work with the transit agencies to determine cost and implementation.

Several efforts have been made in the advancement of the **Target Zero** initiative. In addition to the great progress made on the Walkways and Waterways projects, the West Sammamish River Bridge Project and the other project listed above, many other efforts have been completed or are underway in advancing our efforts towards Target Zero.

Some of the activities are:

- Completion of the 2022 Road Standards
- New bike lanes on Simonds Road and reduced crossing distance at 84<sup>th</sup> Ave Ne
- Photo enforcement policy and implementation efforts (implementation expected 1<sup>st</sup> quarter 2022)
- New school zone establishment on Simonds Road near Inglemoor Highschool
- Speed and volume studies
- Sight distance studies
- Update of the Traffic Calming Program

## **7. Enhance Public Safety**

Kenmore Police worked towards adopting recommendations identified in the Mayor's Pledge report published in 2020. Many actions have been taken this past year related to this report, which directly relate to other topics and discussions that we have been having in 2021 related to public safety. Items identified in the Mayor's Pledge report, and the status of other related projects include:

- Adoption of I-940 requirements for community representatives on the Independent Investigation Team; multiple Kenmore residents were selected/screened, and are ready to volunteer as part of an investigation if needed.
- Continued efforts to identify training relevant to areas identified in the Mayor's Pledge, including recently adopted Active Bystandership training via the Criminal Justice Training Commission.

- Use of force statistics were added to the Annual Police Services Report, as promised in the Mayor’s Pledge Report.
- The City Council continues to invest in the RADAR program, contributing towards Officer time as part of the outreach conducted along with a Navigator. Moving forward, full-time RADAR Navigators will be employed, making for more consistent and quality contacts and response times by Navigators. The ability of Navigators to respond by themselves in RADAR-owned vehicles will be implemented as well. Expansion of the RADAR program, or a program similar in nature, is being discussed regionally.
- Community-Oriented Policing continued to occur, including the National Night Out event in August, multiple police presentations to elementary students, and drug education classes to middle school students. We also have steadily increased our social media presence and community following.
- KCSO successfully completed a pilot project at the SW precinct for body worn cameras in 2021. The department is now working on planning the logistics of a larger scale program that can be implemented department-wide.
- KCSO has established a “Wellness and Resiliency Unit” to help address physical and mental health impacts of policing upon Officers. A full-time Deputy is now tasked with engaging employees on wellness issues, establishing training and awareness, and being a single-point of conduct for Officers seeking resources.
- Kenmore is partnering with other north end cities in advocating and potentially funding a local 24-hour crisis facility, another recommendation from the Mayor’s Pledge process.

Kenmore Police continue to manage and balance law changes implemented in 2021 related to use of force, behavioral health detentions, criminal investigation limitations, equipment restrictions, among others. We continue to utilize KCSO Legal Advisors to help understand the proper implementation and interpretation of these laws, and potential revisions coming in 2022.

#### **8. Continue to seek opportunities to complete a successful Lakepointe Project**

Bryan Hampson continues to stay in contact with a developer who is interested in Lakepointe. We are positioning for other possibilities if the developer ceases to be engaged.

#### **9. Implement the Economic Development Plan**

Happily, many elements of the ED plan are underway or completed. Nancy O. and her team, with the help of the Port of Seattle grant, have produced special initiatives to

support local businesses. The upcoming pilot for a farmers market in the summer of 2022 will be the latest effort to bring shoppers and vibrancy locally.

#### 10. Foster and create fun

- **Recreation Programming:** Seeking partnerships for recreation programming are ongoing, with the City providing the venue and partners providing programming. The first annual Recreation Programming report provided to Council in the fall.
- **Love Notes:** The City continues to work with “co-creators” who provide Love Notes. Love Notes are noted on the City’s website and a report highlighting these was provided to Council in the fall.
- **KWAC Contract:** A contract amendment with KWAC was approved by Council through the end of 2021. The City provided updates to KWAC on the status of the λ' a Xw a dis Park project so there was time for KWAC to find a temporary site for storage of equipment and programming during park closure.
- **WhatSup Contract:** A contract amendment with WhatSup was approved by Council to allow temporary operations from Rhododendron Park during the Log Boom Park construction project.
- **Concessionaire Contract for Log Boom Park:** Staff are drafting a Request for Proposal (RFP) for a concessionaire to provide hand-carry watercraft concessions at Log Boom Park once park construction is complete. RFP issuance estimated January.
- **New Contract for Water Related Programming at λ' a Xw a dis Park:** Staff are researching terms for a new contract with KWAC for providing programming at λ' a Xw a dis Park once construction is completed. Negotiations on contract terms will begin in 2022.
- **Grant:** Staff in partnership with the Northshore School District and YMCA applied for a grant for 2022 summer program at Kenmore Elementary.
- **Rhododendron Park Boathouse Completion and Lease Agreement:** Construction of the new boathouse is now complete. City staff have worked with the Northshore School District to finalize the lease agreement. Rowing programming began this summer. The fundraising committee will continue to provide periodic updates to Council on status of funds raised to fill the budget gap.
- **St. Edward Gymnasium.** Staff are in contact with Daniels Real Estate and State Park staff on the possibility of some recreational programming at the St. Edward Gymnasium.
- **For the Love of Kenmore Event.** In April the city hosted the biannual For the Love of Kenmore event which celebrates its cocreators and cheers them on.

#### 11. Engage and educate the community on growth and development in Kenmore

The deadline for the state mandated update of the Comprehensive Plan is June 2024. The vision statement and all elements (chapters) of the plan will require some level of update. 2021 the Planning Commission are working on the Vision Statement, Land Use Element and Housing Element.

Missing Middle housing policies and regulations, and an update to the Transit Oriented District regulations are part of the Land Use Element Update. Public participation, outreach and engagement are key to this effort. A public engagement plan is a requirement.

On April 26, staff provided an overview of the draft King County Countywide Planning Policies (CPPs) and preliminary growth targets. At the July 12th meeting, Council gave direction, consistent with the Planning Commission recommendation to submit a nomination to designate Kenmore as a Candidate Countywide Center. Kenmore's nomination will be approved and this designation will acknowledge the City's new role and increase its regional funding priority. Countywide Centers are a new entity described in the King County Centers Designation Framework (Framework) established in the draft CPPs. For Kenmore, the boundaries of the Countywide Center is "Downtown." This area includes property both north and south of SR-522 and is approximately 222 acres in size—within the acreage required by the Framework for a Countywide Center.

#### **Progress in Other Areas:**

1. 2021 AWC Municipal Excellence Award for the Financial Sustainability Plan (on the heels of winning the same award last year for the Hangar and Town Square and the PSRC Vision 2040 Award for downtown creation in 2019)
2. AAA bond rating
3. Clean audit again
4. ST3 Bus Rapid Transit. We led a north-end advocacy effort to keep our BRT project on schedule. The Sound Transit Board heard us and kept 522 BRT in Tier 1. Our BRT "project to be built" was approved by the ST board last month—a major milestone
5. New City Councilmember Orientation for Councilmember Kugler
6. King County grant application for aquatic center siting study
7. Park naming policy and renaming of Squire's Landing Park
8. Kenmore Air 75<sup>th</sup> Anniversary
9. PW Shop site selection and acquisition. In late 2020, the City Council sent staff back to the drawing board on site selection criteria, including more public notice and involvement in the determining the criteria. In the end, we were lucky that



we found willing sellers. We still have the re-zone process to go through, but acquiring the land is a major milestone.

10. Sign code amendment and unattended displays ordinance

## 2022 DOCKET/WORK PROGRAM PRIORITIZATION

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

Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal. Potential docket items are selected and prioritized using the following assumptions:

1. Community Development (CD) staff time and Planning Commission meeting schedules allow for one major amendment project per year. Two to three additional, smaller amendments also are possible in CD in any given year. Other departments may be able to take on additional amendments.
2. It is more efficient to group smaller amendments into a cohesive package of multiple related amendments. Less time is spent in meetings and hearings with this approach.
3. The Planning Commission must provide a recommendation on Comprehensive Plan amendments, but they also are very useful in developing recommendations for projects that need intensive study, public meetings, or a more in-depth review.

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

The 2022 Planning Commission docket as recommended by CD staff continues work on the required June 2024 update to the Comprehensive Plan, including the Transportation Element, Climate Change Element, and the Economic Development, Utilities, and Public Services Elements. It is anticipated that work on the Land Use and Housing Elements (and some related Zoning Code amendments) will continue through mid-year 2022 and that the actual adoption of other elements will occur in 2023.

Along with assigning the docket, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2022 are identified on the following page.

### **Recommended 2022 Planning Commission Docket**

The recommended 2022 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

- June 2024 Comprehensive Plan Update:**
- 3.A Continue work on the Land Use Element of the Comprehensive Plan, including item 5 (TOD District)
  - 3.B Continue work on the Housing Element of the Comprehensive Plan, including item 12.B “Missing Middle” housing
  - 3.C. Economic Development, Public Services, and Utilities Elements
  - 9. Transportation Element
  - 15. Climate Change Element
  - 20. Capital Improvement Program/Capital Facilities Plan amendments

### **Recommended 2022 Amendments to go directly to City Council**

Amendments proposed to go to the City Council as part of the work program are as follows (listed by lead department):

- Development Services:**
- 16. Tree Regulations (continued discussion of A-E and new items F and G)
    - A. Change the definition of “significant tree” to include smaller diameter at breast height (DBH) trees;
    - B. Revise tree retention requirements so certain “nuisance species” (i.e., cottonwood and alder) do not receive credit;
    - C. Codify the tree removal application process for existing single-family residences;
    - D. Update the removal penalty language for consistency;
    - E. Change permit timelines so replacement trees get into the ground faster;
    - F. Increase the tree density requirement for new development;
    - G. Decrease yearly allowances for single-family tree removal;
    - H. Always Require Tree Replacement
    - K. Exceptional Tree Policy
  - 22. Minor code cleanup amendments

DRAFT

- Engineering
10.

11.

21.
- Transportation Impact Fee study

Title 12, Streets and Bridges, code revisions

Title 13 Division 1, Utilities and Public Works, code cleanup amendments
- Environmental Services:
14.

21.
- Continue work on the Climate Action Plan

Title 13 Division 2, Utilities and Public Works, code cleanup amendments

### Prioritization Chart

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

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

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
<b>LAND USE</b>							
1. Downtown uses	EDS*	Yes, if policy needed	Yes	Medium	Yes	CD	2023+
<del>2. Revisit marijuana researcher locations (Bastyr)</del>	<del>Staff</del>	<del>No</del>	<del>No</del>	<del>Small</del>	<del>No</del>	<del>CD</del>	<del>2022+**</del>
2. Heavy manufacturing amortization	Staff	No	No	Medium	No	CM	2023+
3. Comprehensive Plan Update (due June 2024): A. Land Use Element B. Housing Element C. Other Elements	State	Yes	Yes	Large	No	CD CD CD	2021/2022 2021/2022 2022+
4. Lakepointe Subarea Plan	Staff	Yes	Yes	Large	Yes	TBD	2023+
5. Expansion of the TOD District in downtown	Staff, EDS	No	Yes	Medium	Yes	CD	2021/2022

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped ?	Lead Department	Year?
<b>TRANSPORTATION/TRANSIT</b>							
6. Transit corridor parking standards	Staff	Maybe	Yes	Large	No	DS	2023+
7. CTR ordinance	State	No	Yes	Medium	Yes	CD	2023+
8. Airport Plan	State	Yes	Yes	Large	No	CD	2023+
9. Comprehensive Plan Update (due June 2024): Transportation Element	State	Yes	Yes	Large	Yes	EN/CD	2022/2023
10. Transportation impact fee study	State	No	No	Medium	Yes	EN/CD	2022
11. Title 12, Streets and Bridges, code revisions	Staff	No	No	Medium	No	EN	2022
<b>AFFORDABLE HOUSING</b>							
12. Housing Strategy Plan: A. Finish mobile home park regulations B. Missing Middle housing	Comp Plan	No	Yes	Medium	Yes	CD	2023+  2021/2022
13. Increase SEPA review housing thresholds	PC	No	No	Medium	No	TBD	2023+
<b>SIGNS</b>							

<b>SUSTAINABILITY</b>							
14. Climate Action Plan	Council	No	No	Large	Yes	ESD	2021/2022
15. Comprehensive Plan Update (due June 2024): Climate Change Element <b>NEW</b>	State	Yes	Yes	Large	Yes	ESD/CD	2022/2023
<b>PARKS</b>							
<b>CRITICAL AREAS</b>							
<b>TREES</b>							
16. Tree protection/preservation Items A-E Items F and G Items H-K	Staff/ Council	No	Yes	Large	Yes	DS	2021/2022 2022 2023+
<b>ECONOMIC DEVELOPMENT</b>							
17. Economic Development Strategy: A. Incentives for office development B. Address additional priorities	EDS	No	Yes	Medium	Yes	CD/CM	2023+ 2023+
<b>MISCELLANEOUS</b>							
18. Review general change-of-use standards	Staff	No	No	Small	Yes	TBD	2023+
20. Commercial change-of-use standards related to impact fees	Staff	No	No	Small	No	DS	2021***



21. Historic preservation code update	Staff	No	No	Medium	No	CM	2022+**
22. Address franchise requirements	Staff	No	No	Large	No	TBD	2022+****
19. Expand Multifamily Tax Exemption (MFTE) in downtown area(s)	Staff	No	No	Medium	No	TBD	2023+
20. CIP/CFP amendments	Staff	Yes	Yes	Small	Yes	CD	2022
21. Title 13 code cleanup amendments	Staff	No	No	Small	Yes	EN/ESD	2022
22. Development code cleanup amendments	Staff	No	No	Small	Yes	DS	2022

\*Economic Development Strategy

\*\* Eliminated, given lower priority. Staff will continue to monitor any important revisions or updates to regulations enacted by King County or the State to determine if future code changes are necessary.

\*\*\*Incorporated into item 22, Minor code cleanup

\*\*\*\*Incorporated into item 11, Streets and Bridges, code revisions

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

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

#### **LAND USE**

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing.
- ~~2. Revisit marijuana researcher locations (Bastyr). State law has added a new class of marijuana business—a marijuana researcher—to the list of possible marijuana licensees. Bastyr may be interested in the future in becoming a marijuana researcher and the university has asked that we add this consideration to the list of possible future code amendments.~~
2. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses, potentially through property-owner agreements.
3. Comprehensive Plan Update, including (A) Land Use Element, (B) Housing Element, and (C) other Elements. The State-required update of the City's Comprehensive Plan is due in June 2024. The Land Use and Housing Elements are presently being considered by the Planning Commission. The Transportation Element is the next Element for review (item 9), proposed for 2022. The Climate Action Element (item 15), Economic Development Sub-Element, the Public Services Element, and the Utilities Elements also would be started in 2022. Remaining Elements would be targeted for the 2023 docket.
4. Lakepointe Subarea Plan. The planned future of the Lakepointe site could be considered if talks with a private developer are stalled.
5. Expansion of the Transit-Oriented Development (TOD) District. The City's TOD was established in 2015. In preparation for Bus Rapid Transit (BRT) in Kenmore in 2024, expansion of the TOD District would be considered. This project could be combined with the Comprehensive Plan Land Use Element update.

**TRANSPORTATION/TRANSIT**

6. Transit corridor parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced, consistent with State law. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.)

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

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

9. Transportation Element update. The Transportation Element was updated in 2014 as part of the 2015 Comprehensive Plan update. In preparation for the 2024 Comprehensive Plan update, the Transportation Element will need review.

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

11. A list of possible amendments to the City's street standards is maintained by EN. This project also would include review of potential new regulations related to transit stops and stations, and other amendments to update Title 12. Former item 22. To address franchise process and requirements, also would be incorporated.

**HOUSING**

12. Housing Strategy Plan follow-up. This project includes review of priority items from the Housing Strategy Plan. Phase 2 of the manufactured housing communities project was put on hold pending appeal of the Phase 1 ordinance. That appeal is ongoing and likely will not be resolved until 2022. For this reason, staff is recommending that the project be removed from the docket until 2023+. For 2021, one new strategy was recommended: A.1.c Flexibility in single family neighborhoods for

small scale housing (e.g. Missing Middle housing such as cottages, duplexes). Consideration of Missing Middle housing builds on the panel discussion held in October 2019 and positions the City to address possible new state direction that may incentivize or mandate this type of development. It also provides significant direction to the Land Use and Housing Elements of the Comprehensive Plan.

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

#### **SIGNS**

No items are on the list at this time.

#### **SUSTAINABILITY**

14. Climate Action Plan. Continue work on the Climate Action Plan to establish actions the City and community can take to reduce greenhouse gas (GHG) emissions and identify strategies that increase Kenmore's ability to adapt to upcoming climate change impacts.

15. **NEW** Climate Change Element. Following development of the Climate Action Plan, a new Comprehensive Plan Element, required as part of the 2024 Comprehensive Plan update, would address climate change.

#### **PARKS**

No items are on the list at this time. The Parks, Recreation and Open Space Plan and Comprehensive Plan Element were updated in 2020.

#### **CRITICAL AREAS**

No items are on the list at this time. Critical area and shoreline rules were updated in 2019/2020.

#### **TREES**

16. Tree protection/preservation. This project includes several actions, some of which were started in 2021, including:

- A. Change the definition of "significant tree" to include smaller diameter at breast height (DBH) trees;

- B. Revise tree retention requirements so certain “nuisance species” (i.e., cottonwood and alder) do not receive credit;
- C. Codify the tree removal application process for existing single-family residences;
- D. Update the removal penalty language for consistency;
- E. Change permit timelines so replacement trees get into the ground faster;
- F. Increase the tree density requirement for new development;
- G. Decrease yearly allowances for single-family tree removal;
- H. Always require tree replacement;
- I. Establish maximum floor area ratios (F.A.R.) to limit the size of single-family residences;
- J. Create a tree fund for instances where replacement is infeasible (“fee in lieu”); could include tree rebate program for planting on single-family lots.
- K. Establish an exceptional tree program

### **ECONOMIC DEVELOPMENT**

17. Economic Development Strategy follow-up. This project includes review of priority items from the Economic Development Strategy that was adopted in 2018. As part of the 2020 docket, a review of incentives for office development (18.A) was scheduled. This work was dependent on recommendations from a consultant being managed through the City Manager’s office. For a variety of reasons (docket delay due to Covid, limited opportunities for land use incentives according to the consultant, and the importance of starting the Comprehensive Plan update in 2021), staff recommends a delay until at least 2023.

### **MISCELLANEOUS**

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

~~20. Commercial change-of-use standards related to impact fees. This project would clarify the relationship between commercial change of use and payment of impact fees.~~

~~21. Historic preservation code update. This code has not been updated for several years and adjustments are needed. In particular, a code amendment to provide more flexibility for change of use of historic properties could be considered.~~

~~22. Address franchise requirements. As a result of numerous recent franchise requests, it may be appropriate to consider a separate Municipal Code chapter outlining the franchise process and requirements.~~

19. Expand the Multifamily Tax Exemption (MFTE). The MFTE can be used in some parts of the downtown but is not available in other areas of the City. Adding MFTE to the TOD District is complete. The City may wish to expand the MFTE to other parts of the City's downtown, including Lakepointe.

20. Capital Improvement Program (CIP)/Capital Facilities Plan (CFP) amendments, if necessary. Amending the CIP to add or remove significant capital projects requires Planning Commission consideration of Comprehensive Plan amendments.

21. Title 13 code cleanup amendments. Staff has identified several minor code provisions in Title 13, Utilities and Public Works, needing revision. Division 1 would be addressed by EN; Division 2 by ESD.

22. Development code cleanup amendments. Staff has identified several minor code provisions in the Subdivision and Zoning Codes needing revision. Former item 20. would be incorporated into these amendments.

Department: City Manager's Office		2021 Work Plan												
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
Leadership to the Organization	RK													
Climate Action Plan	RK/LC/All		Provide direction to Environmental Services; Policy; Communications											
Diversity, Equity, Inclusion	RK/LC/HR Mgr		See roadmap presented to the City Council in November 2020											
HR Manager Recruitment & Onboarding	RK													
Financial Sustainability Plan Implementation	RK/LC		Communicate about it: Remind the community of what was adopted in the FSP											
Lodge at Saint Edward Project	NKO		Meet with Lodge operators and Daniels team	Prep for opening	Scheduled Opening for Lodge		Potential concert partnering							
Shared Governance of Regional Boards	RK/NKO		standing board meetings											
Business Registration & Directory	NKO/TM	Reminder/notice new requirement					Reminder/report on registered business					Event?		
Business Seminars & Events	NKO/TM	Scope out with BK Chamber			TBD on Format									
Natural Health Hub/Bastyr Relations	NKO	BU priorities/opportunities		BU role in events (drive up movie)	BU/Lodge opportunities to partner		Event(s)							
Business Recruitment & Development	RK/NKO		Scope opportunities		Identify sector focus + launch									
Marketing and Media Relations	NKO	Contingent on funding & staff time												
ED Strategy Implementation	NKO	Overview City Staff/Planning Commission				Report to Council								
Port of Seattle ED Grant	NKO		Proposal to Port for Grant		Grant Projects underway									
Walkways & Waterways	RK/LC	Log Boom bid process begins		Log Boom bid opening   Squire's bid process begins	Log Boom Notice to Proceed   Squire's bid process begins	Log Boom Notice to Proceed   Squire's bid process begins	Squire's Notice to Proceed/Park Closure						Final Report to Port	
Front Desk Reception	NAM	New Phone system												
Target Zero Education & Strategy	LC	Bridge Project Safety - Drivers	Bridge Project Safety - Pedestrians & Cyclists	Daylight Savings Time	Trail Safety Messaging	Bike Safety (Video), Scavenger Hunt booth or virtual messaging	Summer Safety 101	Summer Safety 201, Booth at events or virtual messaging.	Back-to-school safety. Booth at events or virtual messaging.	Street Running Safety. Booth at 5k or virtual messaging.	Walk to School Day/Halloween Safety	Daylight Savings Time	Winter Storm Safety	
Website	LC	Website Management   GovDelivery integration	Website Management   GovDelivery integration	Website Management   Language translation integration	Website Management   DEI opportunities	Website Management  Community Engagement Text/SMS	Website Management   1 year review since launch - team training	Website Management	Website Management	Website Management	Website Management	Website Management   2022 contract review	Website Management	
Public Communications (Digital)	LC	Gov Delivery, Facebook, Twitter, Instagram, Nextdoor												
Public Communications (Newsletters/E-City Organized Events)	LC	E-News   Quarterly 1	E-News	E-News   Newsletters DEI review	E-News   Quarterly 2	E-News	E-News	E-News   Quarterly 3	E-News	E-News	E-News   Quarterly 4	E-News   2022 contract renewal	E-News	
Other Event Support	SMB/RM	Heritage society Hangar display (RM)	Heritage society Hangar display (RM)	Heritage society Hangar display (RM)	Hydroplane Cup?	Heritage society Hangar display (RM)	Heritage society Hangar display (RM)	Heritage society Hangar display (RM)	Heritage society Hangar display (RM)	Flyaway 5K	Heritage society Hangar display (RM)	Heritage society Hangar display (RM)	Heritage society Hangar display (RM)	
Recreation Program & Partnerships	RM	Program Development	Contract development	promote summer programs	promote summer programs	Recreation guide	Camps	Camps	Camps/ program development	program development			Evaluate programs	
Volunteer Program	SB	Adoption program agreement renewals, park clean-ups	Park clean-ups, planning for nature walks	Park clean-ups	Park clean-ups, Adopt A Street (AAS)	Park clean-ups, Adopt A Street (AAS)	Volunteer recruitment & training for summer events? Park clean-ups, Adopt A-Street	Event volunteers, park clean-ups, Adopt A Street (AAS)	Event volunteers, park clean-ups, Adopt A Street (AAS)	Adopt-A-Programs, park clean-ups, Jack Crawford promotion & planning	Jack Crawford Day	Volunteer recruitment for Winter event?	Volunteer recognition	
Animal Services	NKO	Contract Renewals complete		Front Desk License Sales (ongoing)										
Sound Transit 3 Project	RK/NKO	BRT station plans				TBD overall schedule								
ST3-BRT: KC/WSDOT; TOD; ped xing	NKO+team													
State Legislative Advocacy	RK/NKO	Leg Session Convenes					Post Session Report to Community				Prep for 2022 Session		Pre Session Event	
King County Legislative Agenda	NKO													
Utility Franchise Agreement(s) Management	NKO	Storm Season Outage Info				PSE Reliability Report								
Cable and Telecom Franchise Agreements	NKO			Check in on Ziply service										
Kenmore Navigation Channel	NKO		Dredge Project Complete		Project report from USACE			King County/Kenmore consult						
Craft Brew Promotion BrewRow+Town Sq	NKO			Promotion plan go time										
Historic Preservation	NKO			Scope out code revisions tbd		Landmarks Board Rep. review	Identify potential landmarks							
Public Records Requests (PRR)	TM		Staff PRA Training				PRR Data Report to JLARC	Mid-Year PRR Report					Year End PRR Report	
Arts of Kenmore Gallery	NKO	Virtual or TBD												
Regional Transit - King County Passenger Ferry	NKO	Engage: KC, PSRC,UW, community				TBD on decision timeline								
Pandemic Internal and External Actions	RK/NKO		Potential business assistance			Recovery/transition								
Council Administrative Support	NM/RK/ NKO													
Records Management	TM	CM Records Inventory			CM Records Destruction		CM Records to State Archives		Work with records manager/city clerk on citywide records guidelines					
LEGEND														

Department: City Manager's Office2022 Work Plan												
Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
1 Town Square/Hangar Scheduling	NMS/Bo/CC			If pandemic allows . . .								
2 Financial Sustainability Plan Implementation & Monitoring	RK											
3 Diversity, Equity and Inclusion	All											
4 Police Contract Cities Oversight Chair	RK			KC Public Safety Advisory Committee		New Sheriff Selection						
5 Climate Action Plan	All											
6 Lodge at Saint Edward engagement	NKO	scope out collaborations	summer event plans								Holiday / Winter events and promotion	
7 Back Our Businesses Promotion	NKO/LC	winter promotions								Pre Holiday promotion		
8 Business Registration	NKO/TM	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report
9 Business Events/Training	NKO	dependent on health directives								business training		
10 Natural Health Hub/Bastyr Relations	RK/NKO	Council Briefing	Develop work plan	partnership agreement scope	agreement approval	budget for City role						
11 Business Recruitment	RK/NKO				Ongoing							
11 Internal Staff Committees (website, records management, kennect, wellness, retirement plan, safety)	All	On-going efforts										
12 ED Strategy Implementation	NKO		Implementation update	assess for biennial budget								
13 Port of Seattle ED Grant	NKO/LC	Scope out actions for 2022 grant	Submit application		Implement actions						Submit grant report to PQS	
14 Front Desk Reception	NAM											
15 Target Zero - Education & Outreach	LC	Review Target Zero outreach program   CH Vest Giveaway	Review Target Zero outreach program   CH Vest Giveaway	Daylight Savings Time   CH Vest Giveaway	Trail Safety Messaging   CH Vest Giveaway	Summer Bike Safety   CH Vest Giveaway	Summer event booth outreach   CH Vest Giveaway	Summer event booth outreach   CH Vest Giveaway	Back to school safety   CH Vest Giveaway	Street Running Safety - Booth at 5k   CH Vest Giveaway	Walk to School Day/Halloween Safety   CH Vest Giveaway	Daylight Savings Time   CH Vest Giveaway
15 Website Management	LC	Website Management   Review external subscriptions	Website Management   DEI	Website Management   Language translation integration/DEI	Website Management   Team training	Website Management   Team training	Website Management   2 year review since launch - goal setting	Website Management	Website Management	Website Management	Website Management	Website Management   2023 contract review
16 Website Maintenance (content revisions, page re-design, annual updates, accessibility)	LC/TM/NM/SBr./SBo./NS	Annual Updates		Public Records/Transparency & Business Registration page re-design (TM)			Accessibility review of department pages			On-going content updates & revisions		
17 Digital Communications	LC	Gov Delivery listerv emails, press releases, social media accounts; Facebook, Twitter, Instagram, Nextdoor										
18 Newsletters (Digital and Printed)	LC	January E-News/Winter Quarterly Prep	February E-news/ Winter Quarterly released	March E-News	April E-News   Spring Quarterly Prep	May E-News/ Spring Quarterly released	June E-News	July E-news/ Summer Quarterly Prep	August E-news/Summer Quarterly released	September E-News	October E-News   Fall Quarterly Prep	November E-News   Fall Quarterly released
19 2023-2024 Biennium Budget Prep	All						City Council Budget Retreat					December E-News
20 City Organized Events	SBr	Finalize special event schedule & sponsorship for 2022, Farmers Market planning & vendor recruitment			Final event preparations for the summer, send out sponsorship contracts	Farmers Market begins & final preparations	Farmers Market, 4th of July, Concert Series, Outdoor Movie	Farmers Market, 4th of July, Concert Series, Outdoor Movie, Bridge Celebration		Jack Crawford Day & Tree Giveaway event, planning for December events	Finalize plans for December events	Run December events
20 Other Event Support	SBr			Hydroplane Cup					5K Fly Away with the Chamber			
21 Farmers Market Pilot	NS/SBr	Planning, consultant contract, WSFMA meetings	WSFMA Boot Camp- 3 days, vendor recruitment	Volunteer committee	Vendor application review & selection, Vendor contracts	Final planning	1st Market on 6/1					
22 Volunteer Program	SBr		Program planning, process & agreement review		Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	
23 Animal Services	NKO	ongoing with King County			promote pet licensing						review service and license #'s	
24 Sound Transit 3 Project Engagement	RK/NKO											
24 TOD Project (ST & KC Metro)	NKO + depts											
25 State Legislative Agenda	RK/NKO	Legislative Session				Contact with new district reps			prepare prelim draft Leg Agenda		Brief Leg Delegation	Leg Sendoff Event
26 Federal Delegation Relations	RK/NKO		Confirm schedule for Bridge event		Monitor NLC conference plans, delegation contacts			Bridge Event				
27 King County Exec/Council Engagement	RK/NKO	Passenger ferry advocacy, etc.										
28 Utility Franchise Agreement(s)	NKO	Storm season contact w PSE			Plan for annual report to Council		PSE Report to Council tbd			check in on projects, storm prep		
28 Cable and Telecom Franchise Agreements	NKO	Comcast agreement development			Proposed Agreement to Council	Council Action	Action follow up: media releases		respond to questions as needed			
29 Business Assistance/grants (see ARPA)	NKO/SL	Community survey		Business Grant process		Grant Contracts						
30 Kenmore Business Alliance/BK Chamber	NKO	Monthly meeting				Business Event				Business Event		
31 Historic Preservation	NKO	Assess potential nominations		Meet with King County HP							Training, plan nomination(s)	
32 Public Records Requests (PRR)	TM	2021 Year End PRR Report; 2022 monthly schedule for PRA facts	PRA fact or question; review new PRR tracking systems w/city clerk	CPRO Re-cert Training Assessment; PRA fact or question	Required PRA Staff Training w/city attorney; PRA fact or question	PRA fact or question	PRR Data Report to JLARC; PRA fact or question	Required Records Management & PRR Staff Training; PRA fact or question	PRA fact or question	PRA fact or question	CPRO Re-certification appl; PRA fact or question	PRA fact or question
32 Arts of Kenmore Gallery	NKO											
33 Management Intern Policy Projects	RK											
34 King County Passenger Ferry	NKO		Council Briefing by KC Metro		contact with Exec/Council					King County Budget deliberations		
35 Community Involvement and Leadership	RK											
36 Leadership and Direction to the	RK											
37 Council one on ones, Council agendas, etc.	RK											
37 Administrative Support to the City Council	NM											
38 Records Management, Archiving & Destruction	TM	Finish Idrive file clean-up of dept files; destroy transitory digital records	Finalize CM dept file folder network structure; archive digital records		Establish annual plan for CM dept's records archiving/destruction				Dept paper records - archive/destroy (on-going work)			
39 ARPA Community Engagement and Work Plan Development and Implementation	SL	Prioritize Tool open to public	Prioritize Tool open to public	Prioritize tool closes. Analyze results and present to Council	Hire staff and launch Council approved ARPA work program	Launch ARPA work program						
40 ARPA Direct Cash Assistance	SL	Peak of payment distribution	Report to Council and monitor end of available funds	Report to Council and monitor end of available funds	Project close out and final accounting							
41 ARPA Federal Reporting	SL				Prepare for first financial report	Prepare for first financial report	Submit June financial report		Prepare for Oct financial report	Prepare for Oct financial report	Submit Oct financial report	
41 Affordable Housing Development Proposal	SL	Prepare RFP and onboard graduate student team	Issue RFP, discuss financial package and possible sources	RFP open	RFP closes; review partnership and design proposals	Select proposal and develop proposal package	Bring full affordable housing proposal and package to Council for approval; close out work with students	work on package for September	work on package for September	submit proposal and package to the annual State and County funding cycle	begin work on 2023 affordable housing proposal	begin work on 2023 affordable housing proposal
42 Aquatic Center Feasibility Study	SL	If awarded feasibility grant, that work begins	Issue RFP to hire feasibility study consultant	RFP open	RFP closes; review and select consultant	Consultant launches work					Consultant concludes work	Present consultant report to Council
43 North King County 24/7 Triage Center	SL		Support feasibility study work									
44 Support WCMA and NWWLA	SL			Host ICMA/WCMA conference	Open NWWLA application process	Respond to applicant questions	Convene Committee and select cohort		Host WCMA Summer conference			
LEGEND												
		= Highest Peak Workload										
		= Substantial Workload										
		= Less But Steady Workload										



City of Kenmore  
2019 Work Plan

Department: City Manager's Office

Team Lead		January	February	March	April	May	June	July	August	September	October	November	December
1 Town Square/Hangar Programming	SK	Ongoing events, programs, etc.					#WhyILoveKenmore Summer Party	Movies in the Square	Movies in the Square				Tree Lighting Festival
2 Financial Sustainability Plan, incl. community outreach													
3 Lakepointe Project	RK	See Development Services Work Plan											
4 Lodge at Saint Edward Project	NKO	Environmental Ed Center Committee Meetings										Parks Commssion Meeting	
5 Saint Edward Ballfield	RK/DB	See Community Development Work Plan											
6 Business Incubator	NKO	Advisory Group Meeting		Council Briefing		Advisory Group: nonprofit plan	Open House at KBI			Progress Report to Council	Advisory Group Meeting	Proposed Schedule for Transition	
7 Business Registration	NKO	Update Council	KBA monthly meetings	Home Based Business Survey	Online Directory Updates (ongoing)	Reminder Communication	Home Based Business Check in			Marketing Push		Business Recognition	Report to Council
8 Business Events	NKO				Business After Hours		Sector Breakfast			Business After Hours			
9 Natural Health Hub/Bastyr Relations	NKO		Assess work plan with BU										
10 Business Recruitment	RK/NKO	Ongoing Outreach and Meetings				ongoing contacts and promotion							
11 Marketing and Media Relations	NKO/BR	Media Relations planning	Launch media strategy on key projects		Continue Media Relations & Marketing	Moorlands "First Pitch" story							
12 ED Strategy Implementation	NKO	Office Development Consultant			Report from Consultant		Potential Incentives (with Com. Dev.)	Develop proposal		Proposed incentive to Council			
13 Port of Seattle ED Grant	NKO	Advertising and Grant approval	Training Recruitment	Business Training Series	Training Series							Draft Proposal	Prepare Report
14 Walkways & Waterways	RK	Ballot measure oversight and communications											
15 Front Desk Reception	NAM	Walk-ins, phone calls, pet licensing, police services support, and more											
16 Target Zero - Education & Outreach	BR		Daylight Savings Time	Trail Safety Messaging	Summer Safety Messaging	Northshor Fire Booth	July 4th, Concert, Movies Booths	Back to School Safety, NSD Booth, NNO booth, KMS Booth			Walk to School Day/Halloween Safety	Daylight Savings Time	Holiday Safety
17 Website	BR	Finalize website RFQ/Select vendor/Prep Work	Start website migration, Bridge Open House	Website Migration Ph 1	Website Migration	Website Migration Ph 2	Website Migration, Bridge Construction Messaging	Launch new website	Community Engagement Strategy			Online Engagement Plan	
18 Digital Communications	BR	Gov Delivery, Facebook, Twitter, Instagram, Nextdoor		Target Zero Creative		Target Zero Creative							
19 Newsletters	BR	Hard Copy / E-News/SWM Piece	New E-News template	Hard Copy 2018 Wrap / E-News	E-News	E-News	Hard Copy / E-News	E-News	E-News	E-News	Hard Copy / E-News	E-News	E-News
20 Priority Based Budgeting ReBoot													
21 City Organized Events	SK	Secure Event Sponsorship		Event Planning & Prep			#WhyILoveKenmore Summer Party	Fireworks/Concerts/Movies	Concerts/Movies				Tree Lighting
22 Other Event Support	SK		Hydroplane Race Prep		Hydroplane Race	Kenmore Air Seaplane Fly-In/ KWAC Waterfront Activities Fair	Northshore Fire Open House & Safety Fair; Bastyr Herb & Food Fair		Back-to-School Events/Requests				
23 Recreation Programs	New/SK	Contract development	P/T Rec Coordinator Recruitment	Promote summer programs		Rec Guide	Camps	Camps	Camps				Evaluate programs
24 Volunteer Program	SK	Adopt- a -Program; Admin volunteers all year	Vol Appreciation Event				Event Volunteers and continued AAS and AAP clean-ups				Jack Crawford Day		
25 Animal Services		Quarterly JC4/Marketing mtgs	PAWS agreement oversight			Marketing canvassing by KC							
26 Sound Transit 3 Project Engagement	RK/NKO	Kenmore Public Event		ST Board Action	Parking Structure/Station Planning								
27 KWAC Agreement	RK	Monitor agreement	KWAC Annual Report Due										
28 State Legislative Agenda	NKO	Leg Sendoff	Meet with Legislators/Staff in Olympia			Post Session Event	Interim Meetings			Develop 2020 Agenda			
29 Federal Legislative Agenda	NKO	Delegation District Staff meetings		DC Meetings			Invite Senators to Kenmore			Develop 2020 Agenda			
30 King County Legislative Agenda	NKO		Priorities Adopted by Council										
31 Utility Franchise Agreement(s)	NKO			PSE Proposed Franchise Agreement at Council		Vegetation Management Scope			Reliability Reporting	Pre Storm Season Council Briefing			
32 Cable and Telecom Franchise Agreements	NKO		Comcast Check-in/Launch process			Frontier Check in	Comcast					Plan for 2020 Frontier	
33 Kenmore Navigation Channel	NKO	USACE Contact re testing project		Check in with King County, USACE						Federal Contacts			
34 Brew Row Promotion	NKO				Trail Sign Install	Brewfest Promotion				Event Promotion			
35 Historic Preservation	NKO	Work Plan for UW Class project		Identify potential nomination(s)			Evaluate Special Member Status						
36 Public Records Requests (PRR)	TM	Staff PRA Training					PRR Data Report to JLARC	Mid-Year PRR Report					Year End PRR Report
37 Inter Gov Organizations	NKO/RK												
38 Arts of Kenmore Gallery	NKO	update contract											
39 Management Intern Policy Projects	RK				Recruitment	Internship Begins							
40 King County Water Taxi Project	NKO/RK		King County study intro										
41 Emergency Management	RK	Lead logistics and communications responsibilities; Continue to review, discuss, and practice											
42 Community Involvement and Leadership	RK												
43 Leadership and Direction to the Organization	RK												
44 Council Support	NM												
45 Records Archiving & Destruction	TM					Records Inventory			State Archives Appraisal of Records				Records Destruction

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

City of Kenmore  
2020 Work Plan

Department: **City Manager's Office**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
1 Town Square/Hangar Scheduling	NAM/RCT	Ongoing events, programs, etc.		Cancellations due to the Pandemic									
2 Financial Sustainability Plan Development & Implementation	RK/Comm. Spclst/J.Gregory	See Administration and Finance Work Plan				Hiatus due to the pandemic			Reconvene the Task Force, pick up where we left off	Bring task force recommendations to the City Council at the Budget Retreat	Final Approval of 6-Year Financial Sustainability Plan	Incorporate Financial Plan into Budget	
3 Lakepointe Project	RK	See Development Services Work Plan											
4 Lodge at Saint Edward Project	NKO		Construction Updates	Partnership/Promotion opportunities								Lodge Planned Opening	
5 Business Incubator	NKO	Transition Outline	Process					Notice provided to Landlord and		Transition	Confer with potential service	Close out lease, end consultation services	
6 Business Registration	NKO	KBA Monthly meetings	Brief Council/Potential amendments	Marketing (ongoing)	Online Directory Updates (ongoing)	Reminder Communication	Home Based Business Check in			Bring forward proposed amendment to lower the registration threshold	Business Recognition	Report to Council	
7 Business Events	NKO				Business After Hours - Cancelled due to Pandemic					Business After Hours - Cancelled Due to Pandemic		Sector Breakfast?	
8 Natural Health Hub/Bastyr Relations	NKO	BU/King County meeting re historic property											
9 Business Recruitment	RK/NKO	Ongoing Outreach and Meetings				ongoing contacts and promotion							
10 Marketing and Media Relations	NKO	Media Relations planning	Launch media strategy on key projects		Continue Media Relations & Marketing - Contract with Gallatin cancelled due to pandemic								
11 ED Strategy Implementation	NKO		Onboarding briefings for staff				Council approves COVID Business Assistance programs funded CARES A	Business Supplies Distributed	Business Grants Awarded	Business Supplies Distribution #2	King County CARES \$ for grants		
12 Port of Seattle ED Grant	NKO	Submit application		Business Training Series (postponed)				Professional Photography Shoot completed		Business Training Series (redesigned)		Draft Proposal	Grant Final Report
13 Walkways & Waterways	RK/Comm. Spclst	Ballot measure oversight and communications											
14 Front Desk Reception	NAM	Walk-ins, phone calls, pet licensing, police services support, and more		City Hall closed due to pandemic			Phas II - City Hall still closed but answering main phone 14 hours						
15 Target Zero - Education & Outreach	Comm.			Daylight Savings Time	Trail Safety Video - On hold	Summer Safety Messaging	Northshore Fire Booth - Cancelled due to the Pandemic	July 4th, Concert, Movies Booths - Cancelled	Back to School, NSD Booth, NNO booth, KMS Booth - Cancelled			Daylight Savings Time	Holiday Safety
16 Website	Comm.	Prep for New Web Site Launch. City website/annual messaging	Gear up for new website launch		Launch New Website (aka website migration)								
17 Digital Communications	Comm.	Gov Delivery, Facebook, Twitter, Instagram, Nextdoor; Monitor new trends and tools											
18 Newsletters	Comm.	E-News	E-News	E-News	E-News	/ E-News	E-News	Transition to quarterly electronic Newsletter	/ E-News	E-News	E-News	Quarterly News (digital)	E-News
19 2021-2022 Biennium Budget Prep	All												
20 City Organized Events	SB	Secure Event Sponsorship & event planning	Event Sponsorship & event planning	Event Planning & Prep		Event Planning & Prep - Limited Events due to Pandemic			One virtual concert		Event Planning & Prep	Event Planning & Prep. Event sponsorship thank you packets & 2021 sponsorship planning	Tree Lighting
21 Other Event Support	SB/RM		Hydroplane Race Prep - Cancelled		Hydroplane Race - Cancelled					Virtual 5k fun run w/Chamber			
22 Summer Recreation Programs	RM	Contract development with Skate Like a Girl, Skyhawks, WhatsSup, Gi		Promote summer programs, play day planning			Camps	Camps	Camps	Evaluate programs			spring and summer planning
23 Volunteer Program	SB	Adopt- A-Programs; Admin volunteers all year. Volunteer appreciation event planning		Volunteer Appreciation Event (Cancelled), Nature Walks planning	Adopt-A-Programs, Park clean-ups	Volunteer recruitment & training for summer events	Event Volunteers and continued AAS and AAP clean-ups			Adopt-A-Programs, Park clean-ups	Jack Crawford Day	Recruitment for Tree Lighting	
24 Animal Services	NKO	Quarterly JC4/Marketing mtgs	PAWS agreement oversight				Update to Council						
25 Sound Transit 3 Project Engagement	RK/NKO		Sound Transit meetings	522/523 Corridor Cities		ongoing TOD /garage planning							
26 Rec Agreements (KWAC, WhatsSUP, etc.)	RM	Monitor agreements		2019 Reporting									
27 State Legislative Agenda	RK/NKO	Leg Session Begins		Meet with Legislators/Staff in Olympia		Post Session Event		Interim Meetings		Develop 2021Agenda			
28 Federal Legislative Agenda	NKO	Delegation District Staff meetings		DC Meetings				Invite Delegation to Kenmore		Develop 2021 Agenda			
29 King County Legislative Agenda	NKO		Priorities Adopted by Council										
30 Utility Franchise Agreement(s)	NKO	Agreement Monitoring		EV Charging Station proposal		Vegetation Management Scope			PSE Reliability Reporting		Reliability Briefing to Council		
31 Cable and Telecom Franchise Agreements	NKO	Frontier Transfer Approval		Frontier		Comcast contact/scope							
32 Kenmore Navigation Channel	NKO	USACE Contact		Check in with King County, USACE				Environmental Review for Dredging/Comments submitted		Federal, County Contacts		Maintenance Dredging Scheduled for Nov 2020-Feb 2021 timeframe	
33 Brew Row Promotion	NKO					Brewfest Promotion							
34 Historic Preservation	NKO			Identify potential nomination(s)			Info to property owners re preservation						
35 Public Records Requests (PRR)	TM						PRR Data Report to JLARC	Mid-Year PRR Report					Year End PRR Report
36 Intergovernmental Relations	NKO/RK												
37 Arts of Kenmore Gallery	NKO												
38 Management Intern Policy Projects	RK				Recruitment	Internship Begins							
39 King County Passenger Ferry	NKO	KC Exec Report to KC Council		Meet with County Council, staff		TBD							
40 Emergency Management	RK	Lead logistics and communications responsibilities; Continue to review, discuss, and practice											
41 Community Involvement and Leadership	RK		Prepare for State of the City	State of the City Presentation									
42 Leadership and Direction to the Organization	RK												
43 Council Support	NM												
44 Records Archiving & Destruction	TM					Records Inventory			State Archives Appraisal of Records				Records Destruction

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

Less Steady Workload														
Substantial Workload														
Highest Peak Workload														
City of Kenmore 2022 Work Plan														
2022 WORKPLAN - FINANCE/ADMINISTRATION														
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
ANNUAL REPORT/AUDIT/FINANCIAL STATEMENTS														
Update Cost Allocation/Overhead Plan	LS/BR	update	data gathering ongoing										update	
Close 2021 Fiscal Year	BR	close out Dec	budget and year end entries											
2021 Annual Report preparation (file with State) / notes/ schedules	BR/LS		year end entries	report prep	review	due 5/30								
2021 Financial Audit	LS/BR						audit prep, account analysis, federal grant review, financial review							
File Annual Report on EMMA														
BUDGET - 2023-2024														
6 Year Forecast and Plan Update/review/update/	LS	revise per FSP, update for 2021 actuals, run projections, scenarios etc.												
Budget alternative to PBB budget model	LS													
Budget Kickoff	LS							Start budget process - projections, estimates / budget packets						
Budget Training in Incode	LS													
Dept Program Budget Prep	LS/ALL							Depts write budget narratives, input financial data						
City Manager Review of Dept Budgets	LS/RK													
City Council Budget Study and Presentations	LS/ALL									finalize & compile prelim 2021-2022 budget document				
Budget Adoption	LS/ALL												25-Nov-20	
BUDGET - 2021-2022														
Financial Sustainability Plan review/update/council presentation	LS													
Per Financial Sustainability Plan - implement Cable Utility Tax														
Monitor 2021-2022 Budget	LS	*****ongoing effort*****												
Budget Amendments 2021-2022/presentation/PH/Ordinance	LS											x		
CIP														
CIP Management	LS	ongoing effort												
CIP 2021-2026- review revisions, update, presentation, ordinance								June begin current cip update & presentation in July						
CIP 2023-2027, review, presentation, ordinance		Begin 6 year Update and Amendment 2023-2027												
PROPERTY TAX LEVY 2023														
Property Tax Levy 2023 - Regular & Excess-PH/ord. - 11/14/22 & 11/21/22	LS											public hearing, ordinance for levy		
IT														
IT-Review controls, risk, exposure (software/electronic record preservation)					ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	
RISK MANAGEMENT														
Risk Management - processes/claims/misc.	LS													
2022 Annual Risk Management Audit	LS									WCIA				
WCIA - Required 3 trainings/year														

Less Steady Workload
Substantial Workload
Highest Peak Workload

City of Kenmore  
2022  
Work Plan

2022 WORKPLAN - FINANCE/ADMINISTRATION														
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
<b>ONGOING</b>														
Quarterly financial reports to Council	LS	4th quarter 2021			1st quarter			2nd quarter			3rd quarter			
Agenda Preparation and Agenda Bill Review	AW/LS	*****ongoing effort*****												
Payroll related reporting (fed/state)	CS/BR													
Payroll W-2s/1099s	CS	w-2s and reconciliations												
Ongoing Payroll & Benefit Admin	HR/CS	*****ongoing effort												
Invoices /Accts Rec /Grant Reimbursements	CS/BR	*****ongoing effort												
Cash and Investment Management	BR/LS	*****ongoing effort*****												
Review internal controls financial processes		ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	
IT Advisory Committee	BR/LS	*****ongoing effort*****												
Investment Advisory Committee	LS													
District Court Management Review Committee														
Oyster Committee Meeting - Public Safety Contract														
Ongoing Pandemic Response & Recovery	LS													
DEI Participation	LS													
Continuing Disclosure - Prop 1 Walkways&Waterways Compliance,Reportir	LS									Reporting				
<b>CITY CLERK</b>														
Council Meeting Setup and Support, Agendas, Minutes	AW	*****ongoing effort***** *AV System/ Hybrid Meeting Intergration wi												
Contract, Ordinance, Resolution Management	AW	*****ongoing effort*****												
Records Management	AW	*****ongoing effort*****												
Update of archiving and destruction schedule	AW	update departmental archives and indentify records for destruction						covid delayed effort						
File Clean up and organization	AW	*****ongoing effort*****												
Agenda Preparation and Agenda Bill Review	AW/LS	*****ongoing effort*****												
Human Services Contract Mgt	AW	November issue new contracts & inventory outstanding invoices												
Web page Updates: Council, Finance, Police	AW													
STORM Committee-"Staff Tackling Office Records Management"	AW													
Records Management procedures/policies														

City of Kenmore  
2021 Work Plan

Department: **Police**

2022 Work Plan

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Police Administration	Chief	2021 Crime Stats Review Police Services Report Motorcycle Safety Grant WASPC Data Review Evaluations (ongoing) WTSC DUI Emphasis WTSC Distracted Driving Emphasis WTSC DUI Emphasis										
Patrol	Chief											
Investigations	Detective											
Crime Prevention Programs	Chief	Block watch presentations and business consultations year-round 4th of July NNO Prep. NNO Event										
Home & Business Security Checks	Chief											
Photo Enforcement Program Assistance	Chief											
School Outreach Efforts	Chief	Lunch with a Cop/Reading Program- all year via Zoom MS Drug Presentations										
Marine Services	Marine Sgt											
Prescription Drug Dropoff Box	Chief											
Navigator/RADAR Program	Chief											
DEI Process Involvement	Chief											
Community Outreach	Chief	Social Media management throughout the year Nurturing Trust Workshops (if pandemic allows) Social Media management throughout the year										

**Legend:**

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

WTSC = Washington Traffic Safety Commission  
NNO = National Night Out  
RADAR = Response Awareness, De-escalation and Referral

City of Kenmore  
2020 Work Plan

Department: **Police**

2020 Work Plan

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December		
Police Administratoin	Chief	WTSC & KC Distracted Driver Emphasis				WTSC Seatbelt Emphasis		WTSC DUI Emphasis				WTSC DUI Emphasis			
Patrol	Chief														
Investigations	RW														
Crime Prevention Programs	Chief	Block watch presentations and business consultations year-round					4th of July		NNO Prep.	NNO Aug. 4					
Home & Business Security Checks	Chief														
School Resource Officer Program	Chief		7th-9th grade drug and alcohol awareness class (Feb.)				Sr. DUI Presentation				SRO conference			7th-9th grade drug & alcohol awareness (Oct/Nov)	
Youth Dances	Chief	Teen Dance		Tolo Dance		Prom Dance				(1 week)		Teen Dance			
Marine Services	Sgt. R.	(PD-sponsored)										(PD-Sponsored)			
Prescription Drug Dropoff Box	Chief														

**Legend:**

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

WTSC = Washington Traffic Safety Commission  
KC Zero Dis Driver = King County Zero Distracted Driver  
NNO - National Night Out  
SRO = School Resource Officer

City of Kenmore  
2014 Work Plan

Department: **Police**

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
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Police Administratoin  
Patrol



Investigations



Crime Prevention Programs

NNO Aug. 6


School Resource Officer Program





Marine Services



**Legend:**

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

City of Kenmore  
2022 Work Plan

Department: **Development Services**  
2022 Work Plan - updated 12/2021

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December			
Day-to-day Work Load:																
General Inquiries	Team	emails, virtual meetings														
Intake/Management	TG	on-going permitting, electronic submittals and review														
Development Review Meetings (pre-apps, pre-cons, and pre C-of-O meetings)	Team	virtual meetings														
Permit & Project Reviews	Team	on-going permit review														
Inspections	MS/TJ/LL	on-going inspections														
Financial Guarantee Monitoring	MQ	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports					
Day-to-day Code Enforcement	BB	on-going code enforcement issues														
Public Records Requests	MQ	Steady year round														
Land Use Notices	SL	Steady year round														
Cooperative Nuisance Odor Complaints	BB															
Service Requests	MQ/BB	Steady year round														
Development Projects																
Kenmore Urban Townhomes	SL	Land use review and decision			Engineering permit								Building Permits			
ST3 Park and Ride / TOD	BH	70% design work														
Balbirnie Townhomes	TJ/LL	Engineering (Site Work)	Building permit review	Inspections												
Lakepointe	BH	Site Plan		Council Presentation												
NSSD Concert Hall at Inglemoor H.S.	MS	Inspections		Final CoFO												
Allen Townhomes		Building Permit and Inspections														
Meridian Townhomes		Building Permit and Inspections														
25 Degrees Multi-Family	SL	Land -Use	SEPA							Engineering Permits						
TOD projects if Moritorium Ends				Land Use Permits		SEPA										
Code Revisions																
Code Revisions, including tree regs	Team	Miscellaneous minor updates and regulation changes throughout the year as time allows, (i.e., Tree Regs, Hardship Fee, etc..)														
Special Projects																
Permit Tracking Software (TRAKIT)	MQ/TG	Go Live w/New Version														
Records Management	MQ	Annual plan for scanning, retention and destruction														
MyBuildingPermit.com Program Team	TG	Committee meetings, annual forums & system maintenance			Testing New Release	Committee meetings, annual forums & system maintenance					Testing New Release					
Internal Staff Committees (website, safety, etc.)	Team															
Integrate Trakit and CityWorks	MQ															
Emergency Mgmt/NEMCo	BH	Hire and Train new EM		Exercise	Update CEMP				Exercise							
Updating Forms & Fillable Forms	MQ/TG															
Development Services Procedures	Team	Review & create procedures														
Status Review for Expired CE Permits	BB/LL															
GIS (Updating GIS Layers and Info)	TJ															
Climate Action Plan	Team															
Diversity Equity and Inclusion	Team															
Pandemic Response and Recovery	BH															
Affordable Housing Development Project	BH	RFP		Selection		Council		Funding		Design Package						
"Bench" Properties		Appraisals		Designs		Council		Negotiations		Rezone						
NFD Station 54		Discussions				Council		Rezone								
Asphalt Plant	BB	Coordinate with Special Team- Emissions and PSCAA Permit Monitoring														

BB = Bridgit Baker  
BH = Bryan Hampson  
LL = Lukasz Lisowski  
MQ = Maura Query  
MS = Mark Schwarzwalter  
SL = Samantha Loyuk  
TG = Tela Gardner  
TJ = Thomas Joachimides

Legend:

= Highest Peak Workload

= Substantial Workload

= Less Steady Workload



Community Development  
2022 Work Plan

Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp Plan/Development Regs (docket)													
Housing Strategy Plan: Small Housing Types in single-family zones "missing middle" (2021 docket item)	LA/DB	PC review		PC public hearing	council review/ordinance adoption								
Update Land Use Element of the Comprehensive Plan, including TOD overlay assessment (2021 docket item)	LA/DB	PC review		PC public hearing	council review/ordinance adoption								
Update Housing Element of the Comprehensive Plan (2021 docket item)	LA/DB	PC review		PC public hearing	council review/ordinance adoption								
Comprehensive Plan amendment for the Public Works Shop (2021 docket item)	LA/DB	PC review		PC public hearing	council review/ordinance adoption								
Update the Capital Facilities Plan Element of the Comp Plan (2022 docket item**)	LA/DB	council approves docket	PC review										
Update the Transportation Element of the Comp Plan (2022 docket item**)	LA/DB	council approves docket	PC review										
Update the Surface Water Element of the Comp Plan (2022 docket item**)	LA/DB	council approves docket	PC review										
Update the Economic Development Element of the Comp Plan (2022 docket item**)	LA/DB	council approves docket	PC review										
Update the Public Service and Utilities Element of the Comp Plan (2022 docket item**)	LA/DB	council approves docket	PC review										
Update the Utilities Element of the Comp Plan (2022 docket item**)	LA/DB	council approves docket	PC review										
Add a Climate Change Element to the Comp Plan (2022 docket item**)	LA/DB	council approves docket	PC review										
Policy and Strategy													
Thematic Goal (leadership team)	DB	team meetings, assisting with policies, review draft documents etc.											
Housing Affordability Internal Staff Team	LA/DB	team meetings, providing data, review draft documents etc.											
Lakepoint Internal Staff Team	LA/DB	team meetings, providin data, review draft documents etc.											
ST3 Stride BRT Internal Staff Team	LA/DB	team meetings, providing data, review draft documents etc.						preparing draft dept and park capital budget info					
Biennial budget	DB	team meetings, providing data, review draft documents etc.											
Covid-19 Pandemic	DB	team meetings, providing data, review draft documents etc.											
Park Capital Projects													
P-1 Twin Springs Park: Phase 1 Project (park opening)	RS	permit review		bid process/bid award			construction			project closeout			
P-18 W&W Rhododendron Park: Waterfront Improvement Project (boardwalk mitigation)	RS		contract admin for	plant mitigation/monitoring									
P-18a Rhododendron Park: Float Mitigation	RS		contract admin for	plant mitigation/monitoring									
P 30: Rhododendron Park: Boathouse	RS		contract admin for	plant mitigation/monitoring									
P 26 Squires Landing: Float Mitigation	RS		contract admin for	plant mitigation/monitoring									
P 28 W&W Log Boom Park: Waterfront Improvement Project	MC	construction					project closeout			ongoing mitigation monitoring			
P31 Squires Landing Park: Park Land Acquisition Park Opening (192nd property)	RS	coordinate boy scout planting project with minimal park improvements for park opening					project closeout		ongoing monitoring				
P 27 W&W Squires Landing Park: Waterfront Improvement Project	MC	construction											
Recreation Programming and Other Park Projects													
Recreation Programs/partnerships (e.g. Skate Like a Girl, SkyHawks, YMCA summer lunch program, St. Eds gym etc.)	RM	Program development /contract approval			Program promotion			camps/programs			program eval/report		
KWAC Contract (Squires Landing Park)	RM/RS	research and develop new contract terms											
Concession Contract for rental of hand-carry watercraft (Log Boom Park starting summer 2022)	RM/RS	RFP process and contract award						manage contract					
NSD Lease Agreement for Rhododendron Boatshed Use & NSD Agreement with Pocock for Rowing Programming	RS/RM	manage contract			rowing spring/summe/fall programs					manage contract			
Recreation Guide (online/hardcopy)	RM			update program guide									
Coordination Hangar/Town Square Programming	RM	coordinate permit and reservation process with program providers											
Squires Landing Park Interpretative signage coordination with the Heritage Society	RS	develop scope of work/budget for interpretative signage											
Social Media Support to City Manager's Dept	RM	assist with events and social media support as needed											
Grants													
2019 RCO Grant Award for Log Boom Park Waterfont Improvement Project (\$470,575)	MC	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2019 RCO Grant Award for Squires Landing Waterfront Improvement Project (\$700k)	MC	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2020 King County Conservation District Grant (\$198k): Squires Landing Waterfront Project	MC	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2019 King County Conservation Futures Grant Award (\$850k) for Squires Landing Land Acquisition at NE 192nd st.	MC	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2019 State Appropriation Award (\$151,900) for Twin Springs Phase 1 Project	RS	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2020 King County Waterworks Grant (\$50k) for Squires Landing Waterfront Improvement Project	MC	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2020 State Appropriation Request (\$908,460) Squires Landing Waterfront Improvement Project	MC	admin	prepare and submit	report	admin	prepare and subrlreport	admin	prepare and submit report	admin	prepare and submit report	admin		
2021 King County Waterworks Grant (\$50k) Squires Landing Waterfront Improvement Project	MC	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2022 thru 2027+ Pocock Rowing Foundation Fundraising for Rhody Boathouse Budget Shortfall: (\$503,185 unsecured)	RS	ongoing meetings with Pocock staff & quarterly reports to council											
2021 King County Conservation District Squires Landing Waterfront Improvement Project (\$15k)	MC	admin	prepare and submit	report	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin		
2022 King County Conservation District Squires Landing Waterfront Improvement Project (\$15k unsecured)	MC	grant prep/application				contract approval (if awarded)	admin			prepare and submit report	admin		
Working with Other Agencies													
ARCH: Staff committees	LA/DB	meetings, provide input/review as needed											
PSRC: Review/Comment on Regional Plan Updates	LA/DB	provide input/review as needed											
State Legislature: Review/Comment on Proposed Legislation	LA/DB	provide input/review as needed on proposed legislation				assess what actions needed by city to respond to legislation							
** Staff recommended docket items, Council approves Jan/Feb 2022													
Highest peak workload													
Substantial workload													
Less steady workload													
DB: Debbie Bent, Community Development Director													
LA: Lauri Anderson, Principal Planner													
RS: Rob Sayre-McCord, Parks Project Manager													
MC: Maureen Colaizzi, Parks Project Manager													
RM: Rita Moreno, Recreation Program Coordinator/Administrative Assistant													
PC: Planning Commission													

Operations and Maintenance of Streets/SW, Parks, Facilities and Fleet

Less Steady Workload

Substantial Workload

Highest Peak Workload



2022 Workplan

		2022											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
COVID-19 Repsonse & Recovery - Policies & Procedures internal and external, PPE Supplies procurement and distribution for employees and public, Signage for facilities and parks, agency (State, County and City groups) meetings & coordination, NEMCO related to Covid, CARES Act materials and supply order and distribution (PPE for staff and th public, remote and office tools/equipment, trainings, City Hall and Hangar Covid modifications). Return to office planning and implementation.	JeG												
CIP - Public Works Facility Site Acquisition & Development	JeG	Re-Zoning as part of the Comp Plan Amendments				Public Works Facility Design/Site Demo/							
CIP Facilities - Police Chief Office	JeG	Out to bid/permitting/construction											
Division Administration and Support	JeG												
2023-2024 Biennial Budget Preparation	JeG												
Customer Service Committee	JeG/NS												
Safety Committee	JeG												
CAP - Climate Action Plan	JeG												
DEI - Diversity, Equity & Inclusion	JeG												
Facilities Access Control	JeG												
Asset Management	JeG												
Employee Evaluations	JeG/CC/QP												
Standard Operating Procedures	JeG												
Annual Workplan Management	JeG												
Department Budget Management	JeG												
CIP Operation and Maintenance input and project support for Walkways & Waterways and other capital projects	JeG/CC/QP												
Parks Lanndscape Maintenance Contract Management	QP												
ROW Landscape Maintenance Contract Management	CC												
King County Roads Services Contract (street sign installation and maintenance of sign inventory, signal operations and maintneance, banner installation/removal, thermoplastic markings & striping, and coordination with traffic engineering)	JeG												
Janitorial Services Contract (CH and Hangar)	BG												
Summer Seasonal Positions (advertising, hiring and managing)	CC/QP												
City Events Support	JeG/CC/QP												
Customer Service Portal Administration	NS												
Service Request & Work Order Management	NS												
Staff Administrative Support	NS												
Division Website Management	NS												
Division PRR Management	NS												
City property damage claims reimbursements	NS												
Moorlands Park Athletic Reservations/Scheduling	NS					Summer Resrvations							Spring Reservations
Senior Center Lease/Picnic Shelter Reservations	JeG/NS												

		2022											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Parks Maintenance (Park opening, restroom cleaning, playground inspections & audits, contract management, landscape maintenance, managing landscape maintenance contract, small project management done internally or by small works contracts, intergrated pest management, irrigation, parks signs, parks amenities, trail maintenace, hardscape maintenance, Senior Center building maintenance, parks/facilities snow & ice control, management & oversight to part time Maintenance Worker, special events support, volunteer parks project support, coordination with Moorlands Athletic Field users, and safety officer)	QP/GG												
Facility Maintenance (Contract management, HVAC, elevator maintenance, access control, generator, fire panel and sprinkler maintenance, furniture repair, janitorial, plumbing, electrical/lighting, small project management done internally or by small works contracts, routine building maintenance/support, special events support, facilities snow & ice control, plans/schedules/implements weekly & monthly workplans, and safety officer)	BG												
The Hangar and Town Square Facility Maintenance	BG												
The Hangar Reservation Support	BG	UNKNOWN WHEN RESERVATIONS WILL RESUME											
City Hall Facility Rental Support	BG	UNKNOWN WHEN RESERVATIONS WILL RESUME (Currently only allowing King County Elections to use facility)											
Streets Maintenance (Contract management, ROW Vegetation, integrated pest management, roads maintenance and repair, temporary traffic control, snow and ice control, bridge cleaning and repair, bullseye maintenance, street sweeping, SW facility repairs, sidewalk repair, small project management done internally or by small works contracts, management and oversight to Maintenance Workers, plans/schedules/implements weekly & monthly workplans, and safety officer)	CC												
Street Banners	JeG	Eliminated Porgram for 2021											
Holiday Lighting	JeG												
Beautification (Hanging Baskets)	CC	Eliminated Program for 2021											
Fleet/Equipment Acquisition and Maintenance	JeG												
Community Recycling Events	JeG	Grant Submissions/				Spring Event	Grant Submissions			Fall Event	Grant Submissions		
Community Events and Volunteer Program Support	JeG/QP/CC												
Emergency Operations - Operations Section/NEMCO Board/NIMS Training Coordinator	JeG												
Property Management: Post Office & Diva Espresso	JeG												
Kenmore Senior Center HVAC Replacement	JeG/QP	Parts & Materials On Order			Permitting & Construction								
KBI Furniture Surplus & Electronic Recycling	JeG												
CIP Support/Transition to Maintenance Projects	JeG												
Walkways and Waterways Parks Project: Squire's Landing	MC												
Walkways and Waterways Parks Project: Log Boom Park	MC						Transition from Construction to Operations						
Twin Springs Park Opening	DB												
Open space property located @7637 NE 192nd St	RSM												
Walkways and Waterways Sidewalk Project: 68th Ave NE	KV												
Walkways and Waterways Sidewalk Project: Juanita Drive	KV												
West Samm Bridge	JV/TB						Transition from Construction to Operations						
NE 190th St Culvert Replacement	TB												

Jennifer Gordon - JeG  
Nicki Sawyer - NS  
Curtis Clifton - CC  
Quinn Proffitt - QP

Bill Garza - BG  
Gary Gieger - GG  
James (Jim) Garrity - JaG

Public Works  
Environmental Services Division  
2022 Workplan

Less Steady Workload

Substantial Workload

Highest Peak Workload

		2021	2022												2023
Project	Lead	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Surface Water Service Requests															
Routing	SR														
Investigation, response, follow-up, close	AA, AS,RS														
Cityworks															
Administration (Approx. 40 Hours Annually)	RS														
Work Order System Update for Public Works	RS														
Utility Locates															
Intake & Routing (Approx 480 hours Annually)	SR														
Field Marking (Approx 140 Hours Annually)	AA/AS														
Aquatic Weed Program - expanded program using non-herbicide methods	RS,SR		Permits/Advertise				Treatment Window				Treatment Survey				
NPDES Permit Administration/Management	RS														
Permit Reporting	RS														
Stormwater Planning	RS														
(SW Planning) Coordination with Long Range Plan Updates	LA, RS														
(SW Planning) Low Impact Development Barriers Analysis (Annual)	RS														
(SW Planning) Stormwater Management Action Planning - Watershed Inventory	RS														
(SW Planning) Stormwater Management Action Planning - Prioritization	RS														
(SW Planning) Develop Stormwater Management Action Plan															
Education and Outreach (Approx 240 Hours)															
(Ed & Outreach) Regional Coord	AA														
(Ed & Outreach) Summer Activities	AA														
(Ed & Outreach) Behavior Change Program	RS, AA														
(Ed & Outreach) Stewardship Program	RS, AA														
(Ed & Outreach) Web Updates	SR														
Public Involvement and Participation (including SWMP and SMAP)	RS														
Mapping/GIS Updates (New features require mapping)	AS														
Illicit Discharge Edtection & Elimination (IDDE)															
(IDDE) Illicit Discharge Detection & Elimination (IDDE) Field Screening	AA														
(IDDE) Illicit Discharge Detection & Elimination (IDDE) Investigation/Response	ESD														
Development & Construction															
(Development/Const) Adopt Updated Codes/Standards (Manual)	RS														
(Development/Const) Project Tracking/Reporting	SR														
(Development/Const) Training	RS														
(Development/Const) Plan Review	DRE, AS														
(Development/Const) New Const Inspection	DRE, AS,AA														
(Development/Const) Performance Bond Inspections	DRE,AS, AA														
(Development/Const) M/D Bond Inspections	AA, AS														
(Development/Const) Ongoing Inspections (i.e. ESC)	DRE,AA, AS														
(Development/Const) Completed Private Facility Inspections	AS														
(Development/Const) Completed Private Faciltiy Enforcement	AS														
Operations and Maintenance															
(O&M) Public Facility Inspections	AA														
(O&M) Public Faciltiy Maintenance Work Orders	AA														
(O&M) Seasonal Hiring/Training	RS,SR														
(O&M) Conveyance Inspections	AA,RS														
(O&M) ROW Conveyance Maintenance	AA,RS														
(O&M) Facility Mowing/Inspections (Going in-house instead of contractor)	RS			Advertise/Hire		Continuous Mowing Through September						Crew Conducts Winter Mowing			
(O&M) Routine Sweeping Work (Contract)	RS,CC			1st Round			2nd Round			3rd Round		4th Round	5th Round		
(O&M) Vactor Contract	RS														
(O&M) Conveyance System Vactor Maintenance	AA														
(O&M) Contracted Maintenance Support Work	RS														
Source Control Program Development (increased NPDES requirements)	RS														
(SC Prog) Adopt Ordinance requiring source control	RS														
(SC Prog) Establish Business Inventory	RS														
(SC Prog) Implement Inspection, Enforcement, & Training Program	AS														
Total Max Daily Load (TMDL) Sampling	AA														

Public Works  
Environmental Services Division  
2022 Workplan

Less Steady Workload  
Substantial Workload  
Highest Peak Workload

		2021	2022												2023
Project	Lead	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Monitoring and Assessment	RS														
SWM Fund/Budget															
Budget Review/Update	RS														
SWM Fee Update - Send To King County	RS														
SWM Fee Impervious Area Update - Property updates	AS														
SWM General Facilities Charge Review/Updates	RS														
Invoice tracking & management	SR														
Stream Monitoring															
Swamp Creek	AA														
Trib 0056	AA														
Air Quality Monitoring (Continue with MS & Look into other technologies such as Purple Air)	RS														
SWM Legal															
Public Record Requests	SR, RS														
Inquiries/Claims/Case Review/Coordination	RS														
Grant Program (Side Sewer Line Repair Program)	RS	Evaluate/Design/Advertise						Construction							
Capital Projects															
SW-8 190th/61st Culvert Replacement	TB/RS	Permits/Advertise						Construction							
SW-20 Small Works	RS	Finish Design & Advertise						Construction							
SW -31 66TH/196TH Drainage Improvement	RS	Finish Design & Advertise						Construction							
F1 - Public Works Facility Site Acquisition & Development	RS	Re-Zoning as part of the Comp Plan Amendments						Public Works Facility Design/Site Demo							
SW-34 Blueberry Creek Culverts (Design)	RS														
Reports/Studies															
Stream Culvert Assessment															
Retrofit Analysis (for aging SWM facilities)	RS														
SW Master Plan Update/SW Element Update	RS														
Tributary 0057 Analysis	RS														
Safe Salmon Certification	RS														
Climate Action Plan															
Establish Strategies and Actions	RS,SR														
Final Phase - Write and Adopt CAP	RS,SR														
Implement	RS,SR														
Monitor/Update GHG Inventory	RS,SR														
Diversity, Equity, and Inclusion	RS														
Regional Coordination (WRIA 8, Watershed Restoration, APWA, Upstream Jurisdictions)	RS														
King County-Cities Climate Collaboration (K4C) Representation	RS														
Local Community Group Coordination (i.e. SNO-KING Watershed Council)	RS														
King County Sammamish River Capital Investment Strategy (KC, Forterra, Neighbors)	RS														
SWM On-Call Contracts	RS														
Pandemic Impacts	RS														

NEW OR EXPANDED PROGRAM

- RS Richard Sawyer
- AA Ashley Adelman
- AS Art Simpson
- SR Sammie Roeun
- TB Coordinated with ENG Terri Bielenberg
- DRE Coordinated with DS Dev Rev Engineer
- JeG Jennifer Gordon
- LA Coordinated with CD Lauri Anderson

Public Works Engineering  
2022 Workplan  
Capital Projects

- Study/Grants
- RFQ/STIP/WSDOT Contracting
- Design thru Award
- ROW
- Permitting
- Construction
- Closeout
- Mitigation Establishment

- KV Kent Vaughan
- JV John Vicente
- TB Terri Bielenberg
- + City Council Review/Action

				2022											
Project	Phase	Project #	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SR 522 West B	Design														
	ROW	T-8	KV												
	Construction														
	Closeout														
Juanita Drive Ped & Bike (170th - 143rd)	Construction														
	Closeout	T-41	KV												
	Mitigation Establishment		TB												
68th Ped & Bike (182nd to 61st)	Construction														
	Closeout	T-42	KV												
	Mitigation Establishment		TB												
2019 Local Road Safety - Signing															
	Construction	T-48	KV												
	Closeout														
2019 Local Road Safety - Lighting															
	Construct	T-49	KV												
	Closeout														
Lower Swamp Creek Bridge Evaluation	Study/Grants														+
	Design														
	Permitting	T-38	KV												
	ROW														
NE 175th Wayfinding Connecting 68th improvements to BGT	Design		KV												
	Construct		KV												
	Closeout	T-51	KV												
Sidewalk Repair/Gap ADA Program (2022 work included in 73rd overlay) (2023 work included in 61st sidewalk project)	Study														
	Design	T-27	KV												
	Construction														
Pavement Sealing Program	Design														
	Construct														
	Closeout		KV												
Pavement Overlay Program 73rd Ave NE (181st-192nd)	Design		JV												
	Permitting	T-35													
	Construct		KV												
	Closeout		KV												
	Design		TB												

Public Works Engineering  
2022 Workplan  
Capital Projects

Study/Grants

RFQ/STIP/WSDOT Contracting

Design thru Award

ROW

Permitting

Construction

Closeout

Mitigation Establishment

KV

JV

TB

+

Kent Vaughan

John Vicente

Terri Bielenberg

City Council Review/Action

				2022											
Project	Phase	Project #	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
190th Culvert @ 61st	Construct		TB												
	Closeout		TB												
	Design						+								
	Permit	SW-8	TB												
	Construct														
Blueberry Creek Culverts	Closeout														
	Mitigation Establishment														
	Design														
	ROW														
	Permitting														
West Sammamish R Bridge	Construct	T-37	TB												
	Closeout														
	Mitigation Establishment (2022-2032)														
	Construct														
	Closeout														
61st Sidewalk Replacement	Study		JV												
	Design	T-44	TB												
	Construct		TB												
	Closeout		TB												

Public Works Engineering		Less Steady Workload		JQ		Janet Quinn		TBG		Tobin Benett-Gold							
2022 Workplan		Substantial Workload		JV		John Vicente		TB		Terri Bielenberg							
Non-Capital		Highest Peak Workload		KV		Kent Vaughan		JS		Jarrett Smith							
City Council Review/Action				+													
					2022												
Project	Phase	Project #	Lead	Support	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Pavement Management Update			TBG	JV													
Service Requests - Traffic			TBG	Intern													
Traffic Calming Program			TBG	Intern													
Annual Counts program			TBG	Intern													
Crash Data Maintenance & Analysis			TBG	Intern													
Local Road Safety Plan			TBG	Intern													
Photo Enforcement Program			TBG	JV		+	+										
Arterial Speed Limit Review			TBG	Intern			+										
Capital Projects Management			JV, TB, KV	JQ													
Pedestrian Facilities Plan			JV	Intern/KV/TLB		+		+	+								
Project Management toolkits			JV	JQ													
Municipal Code Update (Title 12 - Streets/Bridges, Title 13 - Utilities)			JV	JS			+		+		+						
Transportation Improvement Plan			JV							+							
Oversight of Capital Projects			JV														
Budget			JV														
Pandemic Related Activities			JV														
Transportation Comp Plan			JV	TBG													
ADA Transition Plan			JV	JQ			+		+								
Capital Improvement Plan Update			JV	KV/TLB													
Grants			JV	KV													
Interagency Coordination (Sound Transit 3, grant agencies, committees)			JV	TBG/KV													
Lakepointe Development			JV														
Franchise Right of Way Permit Review			JS	JV													
Franchise Right of Way Permit Inspection			JS														
Right of Way Code Compliance			JS	JQ													
Permitting Process and Procedures			JQ/JS	JV													
Franchise Right of Way Permit Coordination			JQ														
Contracting/Invoicing			JQ														
General Administrative support			JQ														
Website			JQ														
Records Management			JQ	JV													
Committees			All														
Diversity, Equity, and Inclusion			ALL														
Climate Action Plan			JV	All													



Department: **Human Resources & Diversity, Equity, and Inclusion**

2022 Work Plan

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
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1	DEI policy and process imp	LP				Policy and recommendations							
2	Teleworking Policy	LP											
3	Transfer of HR functions from payroll	LP											
4	Employee training, including anti-harassment training	LP											
5	Continuation on amending Pandemic Policies as-needed	LP											
6	Onboarding and Talent Acquisition process and Leadership/panelist training	LP											
7	Salary Survey and salary plan update	LP											
8	AWC eWellness Application	LP	Prep for submission on February 1										
9	Employee Benefits Administration	LP											
10	Title VI Reporting	LP											
11	Personnel Policies update	LP											
12	Day to day and ad hoc (Employee Relations;	LP											

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