

2017-2018 City of Normandy Park Task and Project Gantt Chart

Projects and tasks to be completed over a two-year period

Status:

Task Duration Actual Start % Complete Actual

ACTIVITY

PERCENT COMPLETE
2018 Fourth Quarter

PERIODS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Legislative Services

Approve the city budget	100%
Set overall policy for the city	100%
Organize and regulate the affairs of the City Council	100%
Fix compensation of City employees	100%
Establish civil service/merit systems and retirement systems	100%
Adopt motions, resolutions and ordinances relating to the good government, and health, safety and welfare of the City	100%
Exercise powers related to property acquisition, borrowing, taxation, and the grant of franchises	100%
Perform the duties and responsibilities prescribed under Title 35A RCW	100%
Ensure suitable financial goals and objectives	100%

Executive Services

Establish City Manager monthly meetings with the public (now weekly)	100%
Revise legislative agenda/options for federal lobbying	100%
Improve government lobbying for city welfare and development	100%
Coordinate grant application process and documentation	100%
Revise communications plan	80%
Review crosswalk configuration and plan for improvement (City Engineer)	100%
Assess and improve development review process and effectiveness	80%
Review AWC health insurance plans	100%
Update Personnel Handbook	100%
Improve government lobbying for city welfare and development	100%
Foster inter-jurisdictional and non-profit local leadership program	100%
Collect 6% franchise fees from all sewer and water utilities	75%
Conduct City services assessment	50%

Finance Services

Develop a procedures and financial policies manual, production of a budget manual	100%
Develop a procedures and financial policies manual, small and attractive, capital asset policy	100%
Develop a procedures and financial policies manual, grant management and compliance	100%
Conduct review of user fee services	100%
Update and implement a formal indirect cost allocation model	100%
Provide city-wide instruction on use of accounting software	100%
Stabilize city finances and improve credit rating	100%
Develop a GFOA budget model (Received GFOA Budget Award)	100%
Transition timesheets to online process	25%
Establish documentation for accounting processes	100%
Discuss the adoption of a \$40 TBD funding source	NA

City Clerk Services

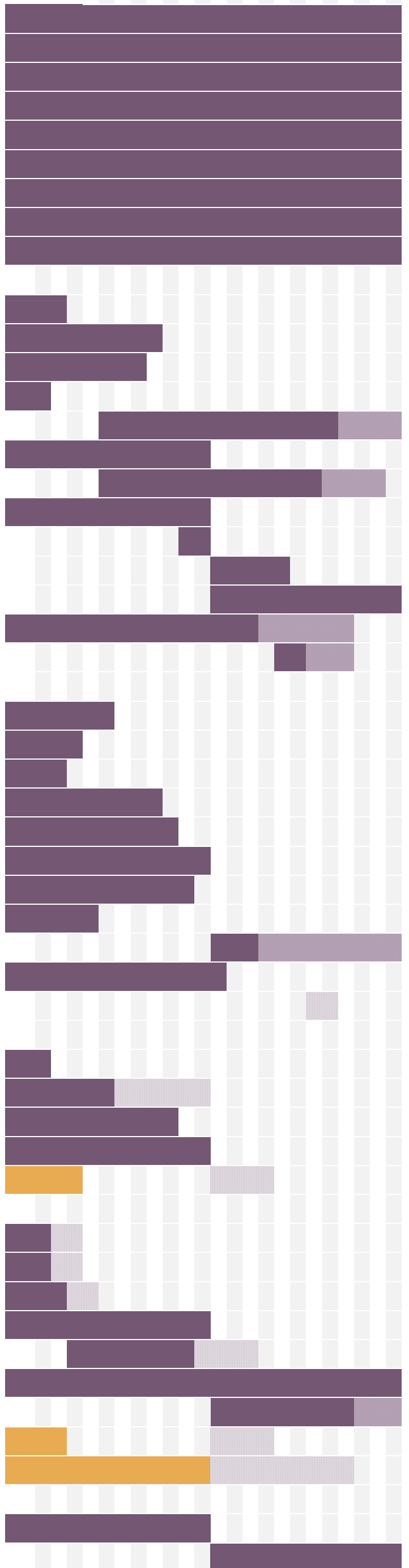
Assess Channel 21 equipment and software	100%
Coordinate contract to convert TIF files to PDF files	100%
Work with Mayor to complete new website platform and notice	100%
Reorganized personnel filing system	100%
Purchase and implement new Channel 21	100%

Law Enforcement Services

Laptop computers (4) purchased and placed in all patrol vehicles	100%
Electronic ticket writing (SECTOR) placed in all patrol vehicles	100%
Two new patrol vehicles ordered, outfitted, and in service	100%
Running license plates and receiving CAD calls in patrol vehicles	100%
Update of Lexipol Policy Manual	100%
Fill vacant Sergeant position and achieve full staffing	100%
Development of replacement schedule for all NPPD equipment and vehicles	75%
WASPC review (LEMAP) of policies/practices for recommended improvements	100%
Completion of mandated training of minimum 24 hours per officer	100%

Community Development - Planning Services

Process 2017 Comp Plan amendment docket	100%
Process 2018 Comp Plan amendment docket	100%



ACTIVITY	PERCENT COMPLETE 2018 Fourth Quarter	PERIODS																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Research, evaluate, select and implement Permit Tracking system	50%	[Progress bar: 50% complete]																							
Implement wireless regulations	100%	[Progress bar: 100% complete]																							
Process and implement LID-related Code Amendments	100%	[Progress bar: 100% complete]																							
Update permit fee schedule	100%	[Progress bar: 100% complete]																							
Define Gross Floor Area requirements (GFAR)	50%	[Progress bar: 50% complete]																							
Develop, process and implement tree regulations	NA	[Progress bar: NA]																							
Monitor NPDES requirements and prepare annual reports	100%	[Progress bar: 100% complete]																							
Community Development - Building Services																									
Foster process improvement with new permit tracking system	50%	[Progress bar: 50% complete]																							
Parks and Recreation Services																									
Support and schedule community recycling events	100%	[Progress bar: 100% complete]																							
Management trash contract	100%	[Progress bar: 100% complete]																							
Use recycling grants for carpet	100%	[Progress bar: 100% complete]																							
Install city banners, historical wooden signs and entry signs	90%	[Progress bar: 90% complete]																							
4 Culture grant acquisition and management	100%	[Progress bar: 100% complete]																							
Replace concrete sidewalk entrance to the Recreation Center	100%	[Progress bar: 100% complete]																							
Invasive plant removal and replacement at Nature Trails Park	100%	[Progress bar: 100% complete]																							
City Hall ballfield restroom improvements	60%	[Progress bar: 60% complete]																							
Signage planning and installation for Nist and Marine View Park	100%	[Progress bar: 100% complete]																							
Paint bench surround on City Hall playground	Spring '19	[Progress bar: Spring '19]																							
Bid and install irrigation system at Marvista Park (repaired in-house)	100%	[Progress bar: 100% complete]																							
Marvista pathway, berm, art design and grant acquisition	75%	no grant available																							
City Hall Parking Bollards	Moved to '19	[Progress bar: Moved to '19]																							
Nist Entry Gate	Moved to '19	[Progress bar: Moved to '19]																							
Environmental education classes	100%	[Progress bar: 100% complete]																							
Marvista Pea Patch fence design and construction	100%	Design Construction																							
Spring and Fall Volunteer Events	100%	[Progress bar: 100% complete]																							
Trail Map Consultant and Design	Moved to '19	[Progress bar: Moved to '19]																							
Marine View Park access conceptual design and grant acquisition - no grant	100%	[Progress bar: 100% complete]																							
Master planning for PROS Plan	100%	[Progress bar: 100% complete]																							
Public Works Services																									
Carpet installation of recycled carpet from the Recycling Grant	100%	[Progress bar: 100% complete]																							
Maintain existing building systems and structure	100%	[Progress bar: 100% complete]																							
Evaluate existing equipment repairs and/or replacement needs	100%	[Progress bar: 100% complete]																							
Request bids and contract for citywide trash, recycling and compost	100%	[Progress bar: 100% complete]																							
Bid crack sealing and pavement repair, repair highest priority streets	30%	[Progress bar: 30% complete]																							
Engineering Services																									
Develop revised procedures for right-of-way permits	100%	[Progress bar: 100% complete]																							
Develop grant management procedures	100%	[Progress bar: 100% complete]																							
Manage street and stormwater projects	95%	[Progress bar: 95% complete]																							
Update the 2017 Transportation Improvement Program	100%	[Progress bar: 100% complete]																							
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Initiate and complete the stormwater element of the Comprehensive Plan	50%	[Progress bar: 50% complete]																							
Capital Projects																									
Normandy Road LID Construction	100%	[Progress bar: 100% complete]																							
Light Replacement (not the PSE grant project)	100%	[Progress bar: 100% complete]																							
SW 186th Street and 1st-4th Sidewalk/Drainage/Chipseal (no grants)	NA	[Progress bar: NA]																							
Marine View Drive SW 197th to SW 208th Asphalt Overlay	100%	[Progress bar: 100% complete]																							
Urban sidewalk project - 1st Avenue design and construction	100%	[Progress bar: 100% complete]																							
Manhattan View stormwater and overlay - stormwater nearing completion, paving Spring '19	80%	[Progress bar: 80% complete]																							
Small works projects - Public Works Crew	100%	[Progress bar: 100% complete]																							
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Vactoring in-house for 1st Avenue and Normandy Terrace	100%	[Progress bar: 100% complete]																							
GIS Stormwater system data and video information	90%	[Progress bar: 90% complete]																							
Normandy Road and 4th Avenue embankment design, grant and construction	50%	[Progress bar: 50% complete]																							
12th Avenue Walker Creek Culvert Replacement grant and design	NA	[Progress bar: NA]																							