



LINES OF BUSINESS - WORK PLANS 2025

General & Admin	Events	Marina Boat Launch	Marina Fuel	Marina Guest Moorage	Marina Permanent Moorage	Parking	Open Space & Parks	Real Estate
Conduct Review for All Staff Positions	Christmas Lights (Year Around Coordination with Volunteers)	Conduct Physical Assessment of Boat Launch; Hire Engineering Firm	Install New Fuel Pumps and Fuel Lines from Tanks to Docks	Design and Engineer the Fire Suppression System	Replace Public Restroom	Implement Parking Software	Determine All Assets Dedicated to Open Space or "Parks"	Look at Port Property to Expand for Parking Demand
Improve Our Communication and Public Outreach Efforts	Improve Delivery of Events: Christmas in The Cove Event; Concerts In the Cove; Kingston Wine & Brew Fest; Kingston Color Classic; Coho Derby	Work with Tribal Authorities for Needs	Upgrade Fuel Transactions with MARINAGO Software	Develop Detailed Rules and Regulations for Guest Moorage	Design and Engineer the Fire Suppression System	Assess Parking Demand	Document Costs for Commission & Public; Communicate Where Taxes Are Spent	Explore and Implement Expanding the Port District's Boundaries
Continue to Refine Our Cash Flow Model	Acquire New Event Tent; Submit All Permits; Explore Event Venue Project	Determine Relationship with Dry Stack Storage	Audit Fuel System & Compliance for Regulatory Agencies	Market to Yacht Clubs & Recreational Boaters	Market Perm Moorage & Build Wait List	Update Parking Facilities Including ADA Improvements	Identify Open Space that will be Long Term vs Convertible to Higher Use	Rebuild or Replace Hill House - Conduct Due Diligence
Public Records Act - Comply with Legal Requirements & Train Commission & Staff	Coordinate Event Calendar with Chamber, Rotary, Kiwanis & Private Events	Reach Out to Recreational, Commercial, and Government Customers	Market Fuel Service to Boating Community	Conduct Market Rate Analysis	Conduct Market Rate Analysis	Add Parking Capacity to Hill & Toth Properties	Determine Near Term & Long Term Uses of Open Space; Present to Commission for Approval	Look at Properties for Acquisition
SAO Audit & Implement Recommendations; Develop Internal Controls	Partner & Promote Kingston Public Market & Sunset Market	Line Out Funding Sources Including RCO Grants, Trade Offs and Timelines	Risk Assessment & Regulatory Compliance Audit	Maintain Docks Through Maintenance Service Program	Upgrade to and Implement MARINAGO Software for All Moorage	Work with Kitsap Transit to Improve and Expand Service	Develop Multiyear Maintenance Program	Apply for CERB Planning Grant to Master Plan Properties
Review & Assess Financial Performance Monthly	Fourth of July Effort; Contribute \$10K (Promo Hosting)	Develop Parking Program to Support Use	Update the Fuel Dock	Replace Public Restroom	Replace Small Craft Float	Conduct Maintenance Including Striping & Seal Coat	Renew the Port Management Agreement for Submerged Lands	Locate Sheriff to Port Property
Build Cash Reserves & Pay Down Debt	Support Chamber of Commerce; Contribute \$10K-\$15K (Promo Hosting)	Conduct Bathymetric Survey of Marina and Submerged Lands	Purchase Backup Response Boat	Apply for RCO Grants	Renew Hill House Dock	Contract Traffic & Parking Study; Need Parking Program for Downtown Kingston	Look at Private Submerged Lands to Bring Under Port Management	Execute Sustainable Asset Management Initiative: Mission vs Margin framework