City of Kenmore

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City of Kenmore
City Council Retreat Agenda
Friday, January 6 and Saturday, January 7, 2017

La Conner Channel Lodge
205 N. First Street, La Conner, WA 98357

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

FRIDAY, JANUARY 6, 2017

10:00 a.m. Welcome and Introduction

- Ground Rules and Agenda Review
- 2016 Accomplishments

City Council
City Manager's Office
Community Development
Development Services
Finance and Budget
Public Safety
Public Works

- 2016-2017 City Council Goals

Agenda Item

- Financial Forecast

Agenda Item

10:30 a.m. Disaster Preparation

- Lidar Imagery

Agenda Item

- Landslides
- Other

Code Updates & Planning Commission Docket

- 2017 Docket Work Program Prioritization

Agenda Item

- Gaps, Loopholes and Fines

- Farm Animals

Agenda Item

- Other

Agenda Item

11:00 a.m. Economic Development

- The Incubator: A General Fund Program?
- Time for a More Targeted Strategy?
- Update on Regional Business Exemption on Parking and Impact Fees

Agenda Item

- Other

11:15 a.m. BREAK

11:30 a.m. Continuation of Above

12:00 p.m. LUNCH

1:00 p.m. Waterfront Topics

- Squires Landing

Agenda Item

- Dredging and Role of Business?
- Log Boom Park
- Other

2:00 p.m. BREAK

2:15 p.m. Lakepointe

3:15 p.m. BREAK

3:30 p.m. Downtown Issues and Topics

- Parking
- Programming for Town Square and Hangar

Agenda Item

- Other

4:30 p.m. ADJOURN

SATURDAY, JANUARY 7, 2017

8:00 a.m. BREAKFAST

9:00 a.m. Transportation

- Infrastructure Grants

Agenda Item

- Sound Transit 3
- Town Shuttle
- "Rest of the West"
- Other

9:45 a.m. New Frontiers

- Horizon Scan: Changing Policy Arena and Uncertainty
- Federal Lobby: Do We Still Need This?

Agenda Item

- New Ideas and Innovations
  - Being Nimble
  - Autonomous Cars
  - High Tech
  - Other

10:15 a.m. BREAK

10:30 a.m. General City Issues

- Process for Handling Requests for New Programs
- Parental Leave Policy
- Twin Springs Park
- St. Edward Ball Fields
- O and M for Parks
- Public Comments at City Council Meetings

Agenda Item

- Joint Jurisdictional Meetings
- Murphy's Auction
- Other

12:00 p.m. LUNCH

1:00 p.m. Goals for 2016-17: Update of Existing Goals?

- Overview of Work Plans and Goal Updates

Development Services
Community Development
City Manager
Finance & Admin
Police
Public Works

- New Goals?
- City Manager Performance Evaluation Goals
- Other

2:00 p.m. BREAK

2:15 p.m. Continuation of Above

5:00 p.m. ADJOURN

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

City Council 2015-2016 Achievements:

- The City Council took important steps to improve transportation infrastructure, advance downtown redevelopment, and promote economic development.

- With the completion of the West B Segment of the SR 522 project, the City has transformed the streetscape from 61th Ave NE to the eastern city limits. Traffic flow is more efficient and the environment for pedestrians and bicyclists on SR 522 has been significantly improved.

- Through the direct efforts of the Mayor and City Council, State and Federal funding was obtained for the SR522 corridor project and the West Sammamish Bridge. The US Army Corps of Engineers completed Kenmore Navigation Channel sediment analysis and environmental review, which are required actions in order for maintenance dredging to proceed. The sediment testing was a result of the Council's advocacy with the Congressional Delegation and the US Army Corps of Engineers.

- The Council provided policy direction to influence the future of downtown Kenmore. The Spencer 68 residential project and Linq mixed use development in the former Kenmore Village property and public amenities such as the Town Green, Pavilion and Skate Court are transforming downtown.

- The Council supported improved pedestrian and bicycle safety measures, and approved taking the City's first ballot measure to the voters for Walkways and Waterways investments.

- The Council advocated for community interests in requiring enhanced protections for demolition activities of the old SR 520 Bridge and insisting that Puget Sound Energy improve power reliability in Kenmore.

- Councilmembers are active in regional, state and federal level organizations and committees, including the National League of Cities, Association of Washington Cities, King County Board of Health, Eastside Transportation Partnership, Seattle/King County Economic Development Council and Sound Cities Association.

- The Council convened Town Hall meetings and Coffee with Council informal discussions and information exchange with citizens.

- The Council spearheaded and promoted annual Kenmore Play Day events to encourage physical activity and wellness for young people, in conjunction with KaBOOM! This effort resulted in Kenmore being named a Playful City USA.

- The Council accepted important statewide awards: Association of Washington Cities 2015 Municipal Excellence Award for Coolest City Hall; and Governor's 2016 Smart Communities Award for Kenmore Village Public-Private Partnership

City Manager 2015-2016 Achievements:

- Continued to guide the transformation of downtown Kenmore by finalizing and implementing a Development Agreement for the Main Street Properties commercial/residential development of the former Kenmore Village property.
- Oversaw the final design details and construction of the public Town Square and Hangar project in the bull's eye of the downtown. The Town Square will be a signature public gathering space to complement new redevelopment in Kenmore's Downtown. This includes recruiting a retail tenant for the building and negotiating a lease. Prepared a detailed Business Plan and Operations strategy for the complex.
- Successfully advocated for $20 million in the State transportation package, including $12 million for the West B segment of Bothell Way and $8 million for the West Sammamish River bridge (southbound 68th Avenue) replacement. Successfully advocated for state legislation regarding the lease terms and rehabilitation of the St. Edward seminary building.
- Led the Imagine Kenmore effort to study funding options, feasibility, and citizen preferences for a voter approved measure for pedestrian/bicycle safety and/or parks. The Walkways and Waterways $19.75M bond measure is on the November 2016 General Election ballot.
- Harnessed community support for improved transit to successfully advocate for the Sound Transit 3 ballot measure to include investments in Bus Rapid Transit, parking structures and light rail studies for the SR 522 Corridor. This effort included leading a coalition of five cities and convening a joint meeting of five City Councils to speak with one voice in support of these investments.
- Mobilized to ensure that demolition activities of the old SR 520 Bridge in Kenmore conformed to land use and environmental regulations by negotiating a settlement agreement with Kiewit General Manson that specified hours of work, air quality measures and haul routes, among other requirements.
- Continued progress in supporting redevelopment of the 45-acre signature Lakepointe property by leading a team of senior management to engage with support technical studies with the developer and help the project progress toward permit submittal and beyond.
- Oversaw the continued progress on SR 522 improvements and advocated for federal and state funding on SR 522 between 61st Ave NE and 65th Ave NE.
- Advocated for federal funding and completion of maintenance dredging of the Kenmore Navigation Channel through frequent contacts with the Congressional delegation and the US Army Corps of Engineers at the district, division and headquarter levels. The US Army Corps of Engineers conducted sediment testing of the Channel and environmental assessment, which was completed in early 2015. Test results revealed that open water disposal of the dredged material would not be permitted.
- Economic Development: The **Kenmore Business Incubator**, which opened in early 2013, provides low cost work space and business mentoring support to promising early stage and established companies (see Strategic Opportunities Fund for program accomplishments). The Council adopted an Ordinance in 2013creating a **Business Registration** required program for local businesses, which is administered in partnership with the Washington Department of

Revenue. Over 800 Kenmore businesses are registered, which has vastly increased our ability to communicate with, and learn more about the local business community. Registered businesses have the option to be listed in the online **Kenmore Business Directory** FindKenmore.org, which debuted in 2014, now has over 100 listings and attracts an average of 3,000 visits per month. Business Registration revenues support the **Kenmore Business Alliance** and regularly scheduled **Business Networking Events**.

- Business Recruitment efforts and incentives have been instrumental in a growing craft brewing area along the Burke Gilman Trail. In partnership with the Port of Seattle, the City is offering Business Acceleration training and consultation to selected local businesses to support their revenue and job growth.
- Oversee the Kenmore Water Activities Center (KWAC), which is operated by a community-based nonprofit organization, provides equipment rental, lessons and events.
- Oversaw numerous capital and operational improvements to City parks.
- Led Target Zero initiative to to improve Pedestrian and Bicycle Safety in Kenmore, including traffic safety improvements, neighborhood traffic calming measures, and a comprehensive public information and education program.
- Led an effort with Bastyr University, the Economic Development Council of Seattle-King County and private/public partners to grow a natural health business cluster in the area. Produced targeted marketing materials and attended major industry events.
- Launched an impressive media relations and marketing effort, which has brought attention to Kenmore in regional, national and international business publications.
- Sponsored and supported a diverse lineup of successful community-building events, including the Fourth of July Fireworks Festival, Summer Concert Series, Kenmore Play Day, Halloween at the Hall, Christmas Tree Lighting Festival, Kenmore Hydroplane Cup, and food trucks.
- Hosted for the Love of Kenmore in 2015, which launched an initiative to encourage community co-creators to contribute to community spirit. Examples of community- generated “love notes” are: Mural project, #WhyILoveKenmore Summer Party, 522 beautification project. This innovative initiative was the feature article in the July/August 2016 issue of AWC’s CityVision magazine.
- Continued an expanded Volunteer Program featuring Park Stewards, Kenmore Events Team and Adopt-A-Street volunteer activities. Volunteer hours continued to grow through efforts at park cleanups, special events, adopt a programs, Adult Transition program, and High School internships.
- With the City Council, pursued City policy position with the Washington State Parks Commission supporting the rehabilitation of the historic Saint Edward Seminary in Saint Edward State Park and maintaining the natural features of the Park as an important enhancement to the community’s economic and cultural condition. Commission decisions on a lease/rehabilitation proposal are expected in late 2016 or early 2017.
- Proposed and advocated leasing and improving the existing sports field at Saint Edward State Park to enhance outdoor sports facilities in the city.
- Updated the City’s website to improve navigation and access to information.
- The City continued to be recognized as a top performer by statewide organizations: The Association of Washington Cities bestowed a 2015 Municipal Excellence Award to Kenmore

for Coolest City Hall. This was the third consecutive year that Kenmore was a Municipal Excellence Award winner—an achievement unmatched among Washington cities. In addition, the City and MainStreet were presented with the 2016 Governor's Smart Communities "Smart Partnership" Award for the Kenmore Village Mixed-Use Development Project.

- Processed over 630 Public Records Requests, ensuring that responses to requests were provided within the required timelines.
- The Kenmore Community Club was designated as a Local Landmark by the Kenmore Landmarks Commission—the first landmark designation since Kenmore's incorporation.
- Enhanced the City's profile in social media to inform the public on City issues and events.
- Launched electronic newsletter.
- Hired contractor to address aquatic weeds in areas of Sammamish River and Lake Washington. Successfully applied for and executed a Department of Ecology grant to fund more holistic planning efforts for aquatic weed control at the north end of Lake Washington and the Sammamish River.
- Represented the City's interests in intergovernmental organizations such as A Regional Coalition for Housing (ARCH) and the E-City Gov Alliance.

- Continue implementation of the SR 522 transportation project, and West Lake Sammamish Bridge replacement, working with the State Legislature, Governor's Office and Congressional delegation to maintain existing support and obtain additional support.
- Support efforts to rehabilitate the Saint Edward Seminary and complete a lease with State Parks for the Saint Edward Ballfield; proceed with planned improvements to the field
- Oversee Historic Preservation activities, which will be managed by Community Development and Development Services Departments, to identify grant funding opportunities, provide information on historic preservation programs to the community and encourage nomination of local properties for landmark status.
- Support participation in key regional and state policy discussions to ensure that Kenmore's interests are well represented.
- Administer special events and community building opportunities; partner with local businesses in sponsoring summer concerts and other community events. Add movies in the park and the #WhyILoveKenmore event at the Town Square.
- Promote City activities through communications channels, including website, social media and publications.

Community Development 2015-2016 Achievements:

- **Comprehensive Plan Implementation/Development Regulation Amendments**

  - **2015 Comprehensive Plan Update**: The State mandated 2015 update to the Comprehensive Plan was due 6/30/15. Planning Commission review was part of the 2015 docket. On 6/22/15 Council adopted Ordinance 15-0339. Since the 2001 original Comprehensive Plan adoption the Council has regularly updated elements. The focus of the 2015 update was on the housing element, utilities element and vision statement with a limited number of new policies on health active living, sustainability and regional transportation. Background information in all chapters was updated with minor policy amendments for consistency.
  - **Micro Housing/Tiny Housing Development Regulations:** The Planning Commission considered regulations as part of the 2015 docket with review limited to micro housing apartments and not tiny houses as directed by the Council on 10/26/15. Council adopted ordinance 16-0415 on 2/1/16.
  - **Tree Regulations:** Reviewing tree regulations related to "windthrow" was part of the 2015 docket. On 11/23/15 following a Planning Commission recommendation 10/23/15, Council adopted Ordinance 15-0409 on 11/23/15.
  - **Transit Oriented District Overlay Regulations:** On 10/12/15 following a Public Hearing, Council adopted Ordinance 15-0406 for a new transit oriented district overlay area.
  - **Public Agency Utility Exception (PAUE) Regulations:** On 3/28/16 Council adopted Ordinance 16-0418, providing clarifying amendments to PAUE regulations for allowing exceptions to critical area regulations for certain public agency or public utility projects. On 5/31/16 an appeal was filed with the State Growth Board. On 11/28/16 the Growth Board decision invalidated the PAUE ordinance.
  - **Medical Marijuana Regulations:** In response to 2015 State marijuana legislation, on 6/13/16 Council adopted Ordinance 16-0421 to allow marijuana research as a type of marijuana business and ban medical marijuana cooperatives.
  - **Wireless Communications Chapter Update:** Review of wireless communication regulations was part of the 2015 docket, continued into 2016. Council adopted Ordinance 16-0426 on 10/10/16.
  - **Apartments in Residential Zones:** Part of the 2016 docket, Council work program. Council adopted Ordinance 16-0433 on 11/14/16.
  - **Standardizing Uses Across Zones:** Part of the 2016 docket, Council work program. Staff completed all the background work in 2016 to make uses and definitions consistent across all zones. Staff anticipates bringing forward a recommendation and policy discussion for Council consideration in the first quarter of 2017.
  - **Neighborhood Business Zone Amendments:** Part of the 2016 docket, Planning Commission work program. The regulations for this zone have not been reviewed since incorporation. The Planning Commission review and recommendation and Council action may be deferred until the 2017 or a later docket.
  - **Development Agreement Amendments:** On 2/9/15 Council passed Ordinance 15-0395 requiring a super majority for decisions related to development agreements.

- **Policy and Strategy Development/Implementation**

  - **Housing Strategy:** Developing a housing strategy is an implementation measure for the Housing Element of the Comprehensive Plan. Developing a strategy was included on the 2016 docket. The Planning Commission recommendation to Council is anticipated year end 2016. Council action on the strategy anticipated first quarter 2017.

- **Downtown Development/Economic Development**

  - **Kenmore Village**: Staff was part of the Kenmore Village (Town Square/Hangar building) staff team, working towards implementation of the action plan including oversight for construction of the town green project.
  - **Downtown Properties:** Staff was part of the Lakepointe staff team. Staff also provided feedback on consistency with comprehensive plan policies for other downtown projects.

- **Park Capital Improvement Program and Other Park Projects:** Staff was responsible for managing parks projects adopted in the 2015-2020 parks capital improvement program and other park related projects.

  - **Twin Springs Interim Use Plan:** In 2015 and 2016 staff managed the development of documents needed to transfer the Twin Springs property from King County to City ownership. On 5/23/16 the Twin Springs property was transferred to the City. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan in 2017.
  - **Tolt Pipeline Trail Phase 1:** Trail construction on the City of Seattle property on 185th Street between 68th Ave NE and the asphalt sidewalk adjacent to the Northshore Townhomes. In 2015 permits were obtained. In 2015 and 2016 staff negotiated an agreement with Seattle Public Utilities to allow trail development. The Kenmore Council authorized execution of the agreement 9/12/16 and the Seattle Council will authorize execution 12/19/16. The bid process and construction are anticipated in 2017.
  - **Moorlands Park Improvements (master plan updates):** Construct park improvements consistent with the adopted 2006 Master Plan. On 4/18/16 grant agreements executed (2014 grant) with the State Recreation and Conservation Office (RCO). In 2016 refining park design with public outreach in the fall of 2016. On 11/21/16 Council approved the updated master plan. Construction in 2017 with park opening in 2018 (except ballfield which will not be available for play until 2019).
  - **Log Boom Park Pedestrian Bridge:** New pedestrian bridge spanning the outfall of Stream 0056. Permits were obtained in 2015. Bid process and contract award spring 2016. Construction September through December 2016.
  - **Rhododendron Park Boardwalk:** New boardwalk/trail connecting the existing park improvements through the wetland to the Sammamish River along with improvements to the access drive to provide additional parking. A shoreline permit was issued in 2015. The project is included in the Walkways & Waterways November 2016 ballot measure. The bond measure passed., In 2017 obtaining engineering permit approval with a bid process and construction estimated in 2018.
  - **Rhododendron Park Dock/Float:** New dock/float on City park property located approximately 15-foot east of the Sammamish River bridge on 68th Ave NE. A shoreline permit was issued 12/10/15. 2016/2017 obtaining other agency permits. Construction anticipated in 2018 dependent on obtaining required permits but may be feasible to

construct in 2017. Grant applications submitted in 2016 for State RCO funds, but based on RCO project rankings, unlikely to receive funding.

- **Squires Landing Float:** Replace the existing float and ramp and improve the pathway connection from the ADA parking stall to the float. Shoreline permit submitted August 2016. Grant application submitted in 2016 for State RCO funds but based on RCO prject rankings, unlikely to receive funding. Obtain shoreline permit and other agency permits in 2017. Construction anticipated in 2018 dependent on obtaining permits but may be feasible to construct in 2017.
- **Squires Landing Park Concept:** Project to enhance water access to the Sammamish River including parking, restroom, pocket beach, plaza, floats, boardwalks and trails and habitat restoration. Concepts developed in 2015 with Council selecting a preferred concept on 12/14/15. The project is included in the Walkways & Waterways November 2016 ballot measure. The ballot measure passed. Design and permitting will take several years. Construction anticipated 2022.
- **Log Boom Park Concept:** Project to enhance water access to Lake Washington including beach expansion, new trails, boat facilities, shoreline enhancement and mitigation. Concepts developed in 2015 with Council selecting a preferred concept on 12/14/15. The project is included in the Walkways & Waterways November 2016 ballot measure. The ballot measure passed. Design and permitting will take several years. Construction anticipated 2022.
- **Downtown Kenmore Town Square and Hangar Building:** New public gathering space in downtown consisting of an outdoor plaza and community building. Completing permitting and contractor selection 2015. Construction start November 2015. Construction completion estimated February 2017. Working with JSH properties in 2015 and 2016 to find a retail tenant. On 11/14/16 Council authorized the City Manager to sign a lease agreement (Contract 16-C1624) with Diva Espresso for the retail space in the hangar building. Assume tenant improvements first quarter 2017 and community building open to the public second quarter 2017.
- **City Hall Park Phase 1 Skate Park Improvements:** New skate court on the north end of the City Hall property. Permitting and construction completed in 2015. Park dedication event 10/10/15.
- **St. Edward Park Ballfield Renovation:** Renovate the existing ballfields including turf, perimeter walkway, parking and potential field lighting. Land use permit (Public Agency Utility Exception) submittal August 2016. However, due to the 11/28/16 Growth Board decision to invalidate Ordinance 16-0418 regarding PAUE regulations, the permit application is no longer valid. A variance application will be submitted December 2016. Obtaining a lease with the Washington State Park Commission estimated March 2017.. Grant application submitted in 2016 for RCO grant funding, grant funding anticipated. Construction dependent on obtaining permits, lease and funding. Construction anticipated in 2018.

- **Grant Opportunities/Working with Outside Agencies:** Identifying grant opportunities and assessing these opportunities in terms of alignment with City goals and projects is an ongoing objective.

  - **Grant Application $500,000 for St. Edward Ballfield Renovation Project:** 2016 Washington Wildlife and Recreation Program (WWRP) Local Parks Category, application through the Washington State Recreation and Conservation Office (RCO)

- **Grant Application $250,000 for St. Edward Ballfield Renovation Project:** 2016 Youth Athletic Field (YAF) category, application through the RCO.
- **Grant Application $82,000 for the Squires Landing Float Replacement Project:** 2016 Washington Wildlife and Recreation Program (WWRP) Water Access grant category, application through RCO**.**
- **Grant Application $400,000 for the Rhododendron Park Float and Boardwalk Project:** 2016 Washington Wildlife and Recreation Program (WWRP) Water Access grant category, application through RCO**.**
- **Grant Application $400,000 for the Rhododendron Park Float and Boardwalk Project**: 2016 Aquatic Lands Enhancement (ALEA) grant category, application through RCO.
- **Prepared an application for the Governor's Smart Communities Award:** In partnership with Main Street LLC, the City submitted an application for the Kenmore Village mixed use project. In June 2016 the City received the 2016 Governor's Smart Communities "Smart Partnership" Award.

Outside Agencies: The following are examples of staff's work with outside agencies.

- **Updating the Hazard Mitigation Plan:** In April 2015 staff submitted the Kenmore Annex to the County who then forwarded it to the Federal Emergency Management Agency. Council approved Resolution 15-266 on 11/23/15 adopting the King County Regional Hazard Mitigation Update.
- **Updating the City's Comprehensive Plan:** Working with Puget Sound Regional Council (PSRC) and the State Department of Commerce on review and certification of the City's proposed amendments to the Comprehensive Plan.
- **Affordable Housing Funding:** Staff reviews funding applications to A Regional Coalition for Housing (ARCH) for affordable housing projects and provides the ARCH recommendation to Council.
- **Transit/Regional Transportation:** Staff provided comments to King County Metro on Kenmore's needs, issues and plans for long term transit service.
- **Historic Preservation:** Staff is part of an internal staff team working on the development and implementation of a historic preservation strategy and exploring grant opportunities.

Development Services 2015-2016 Achievements:

- **Implemented a Process for Home Owner's to Obtain Constructions Plans.** The department now offers the building plans to home owners before they destroy them.

- **Local Historical Landmark Nomination –** Successfully added the Kenmore Community Club to the local landmark historical preservation list.

- **Implemented a Cooperative Odor Complaint Program** – Agreement with the Puget Sound Clean Air Agency to coordinate odor complaints.

- **Issued Permits for Kenmore Village Commercial.** After the City selected and executed a purchase and sale agreement with the MainStreet Property Group for the commercial portion of the Kenmore Village, the department processed and issued a site plan application, a development agreement, an engineering permit and a building permit with associated plumbing and mechanical work for the Linq building. The Linq building is a five story building with a basement and lofts, 94 dwelling units with commercial/retail on the first floor. Construction is underway and is expected to receive occupancy approval next year.

- **Reviewing Land-use and Environmental Applications for the Lodge at Saint Edward State Park.** The City received and is in the process of reviewing a Site Plan permit application and Environmental Impact Statement for the rehabilitation of the existing Saint Edward Seminary building for use as a lodge-type hotel with up to 100 guest rooms, meeting/conference rooms, an exercise facility/wellness spa, restaurant, and a café.

- **Implemented a New Permit Tracking System.** The department implemented a new permit tracking software system that consisted of configuration, based on our business practices, testing, staff training, integration with mybuildingpermit.com and implementation.

- **Updated Various Code Sections.** Participated in the update of the following code regulations: integrated transportation system (concurrency); Traffic Impact fees; 2016 Road Standards; Wireless communication facilities; Massage practitioner's business license; Alcohol in parks; Heavy manufacturing; and Micro-housing.

- **Updated Departments Informational Handouts and Maps.** The department updated all of its informational handout and maps.

- **Updated Department's Webpage.** The department updated its webpage.

- **Adopted the 2015 Editions of the Washington State Building Code.** This effort included working together with Northshore Fire District, Northshore Utility District and other building departments to draft local amendments to the State Building Code. The State Building Code consists of the International Building Code, International Residential Code,

International Mechanical Code, Uniform Plumbing Code, International Energy Efficiency Code, International Fuel Gas Code, and International Fire Code.

- **Experienced an Upward Trend in Development Activities.** The department once again experienced an increase in permitting activities this biennium compared to the previous biennium. Land-use applications are expected to be up 37% and building permits are expected to be up 29% by the end of this biennium.

- **The following is a highlight of the projects the team worked on during 15-16:**

  - **Kerala "Basalt" Townhomes -** This project began in 2007 and was delayed multiple times by the developer due to economic constraints. The project includes 6 separate townhouse buildings with a total of 26 residential units and is located at 18244 73rd Ave NE.

  - **Spencer68 Phase 2** – Consisting of four new buildings and 85 dwelling units.

  - **Kenmore Air Loading Station** – Permits to construct new grated pier and reconfigure existing pier. Consisted of shoreline substantial development permit, SEPA review and building permit.

  - **Speedy Reedy** – Change of use and tenant improvement for a new bicycle retail shop, located at 6620 NE 181st St.

  - **Value Driven Mixed use and Townhomes** – 2 new buildings located at 6229 NE 181st St. Building 1 is a 3- story, mixed use with 3,000 square foot of commercial space on the 1st floor and 8 residential units above. Building 2 consists of 4 three-story townhouses. Building and engineering applications received 8/30/2013, reviewed and approved in 19 weeks.

  - **Library Townhomes -** The project is located at 18138 73rd Ave NE and consists of 2 new buildings with 5 units each, for a total of 10 units. The project is valued at $1.8 million.

  - **Cooley Smiles** – Change of use and tenant improvements for new dentist office located at 6541 NE 181st ST.

  - **Jimmy Johns** – Tenant improvement project at the old Tully's building located at 6702 NE Bothell Way.

  - **Domino's Pizza** – Tenant improvement project in the old Jet City Pizza space located at 6830 NE Bothell Way.

  - **Kenmore Family Housing** – Addition, interior alteration and exterior renovation to an existing transitional housing facility. Consisted of a conditional use permit and building permit.

- **Kenmore Air Hangar** – New 14,400 sf aircraft hangar for Kenmore Air Harbor. Consisted of shoreline substantial development permit, SEPA review and building permit.

- **Cairn Brewing**- Processed a building permit for the new brewery and taproom located at 7204 NE 175th St.

- **Guesthouse Restaurant** - A new restaurant located at 6810 NE 153rd PL (the old "Hoagy's Corner" sandwich shop), the "Guest House Restaurant" has applied for a tenant improvement permit.

- **The Hangar (previously "Town Green")** – Community building and exterior space located at 6728 NE 181st ST.

- **Refino Six Townhomes** – New 6 unit townhouses located at 18101 62nd Ave NE. Demo, Engineering and Building applications approved in 6 months.

- **Spencer Square** – Development agreement and site plan for Spencer Square, the development on the commercial properties at Kenmore Village. The development includes 3 buildings: a mixed use building with structured parking, medical office, and 94 residential units above; a commercial building of up to 20,000 square foot; and a sit-down restaurant of up to 5,000 square feet adjacent to the future town green. The developer, Main Street Property Group, anticipates beginning demolition of existing buildings and site work in mid-August.

- **Kenmore Village Binding Site Plan -** A condition of closing related to the purchase and sale agreement with MainStreet Property Group.

- **Linq at Spencer Square** – Building permit for the mixed use building with structured parking, medical office, and 94 residential units above.

- **Capps Club** – Tenant improvement for a new restaurant and night club in the old Mia Roma building located at 7620 NE Bothell Way.

- **East Creek Village** - Land development for a 60 lot plat located at 80th Ave NE and NE 198th St. Engineering application reviewed and approved in 3 months. Final plat issued and homes are currently under construction.

- **Reserve at Inglemoor** – Land development for a 12 lot plat located at 16615 76th Ave NE.

- **The Arbors at Wallace Creek** – Land development for an 18 lot plat located at 20116 73rd Ave NE.

- **Northshore Ridge** – Land development for a 12 lot plat located at 84th Ave Ne and 166th ST.
- **Emerald Vue** – Land development for a 14 lot plat located at 88th and 145th Ave NE.
- **Dahlia Court**- Land development for a 13 lot plat located at 163rd and Simonds Road.
- **Northlake Landing** – Land development for a 11 lot plat located at 16707 74th Ave NE.

Finance and Administration 2015 and 2016 Achievements

- The City received "unqualified" (clean) audit report for 2014 and 2015 from the State Auditor's Office. The audits also included a single audit review of the federal financial award expenditures and the Transportation Benefit District.
- Maintained the City's status as a Well City which resulted in a 2% medical insurance premium reduction for 2015, 2016 and 2017.
- Completed an update of the City's 6-year Capital Improvement Program.
- Implemented a Business & Occupation Tax on Heavy Industry in the City.
- Managed the Priority Based Budgeting process for development of the 2017-2018 Biennial Budget.
- Participated in the Imagine Kenmore community outreach process and subsequent development of the Walkways & Waterways ballot measure.
- Completed the research and selection of a new Financial Software system and have begun the implementation process.
    - Led and managed the Sale and Closing of $9.2M UTGO Bonds; set up new accounting and compliance processes and procedures.
    - Assisted in securing a Standard and Poor's AAA bond rating for the UTGO 2016 Bonds

Human Resources

- Successfully recruited and hired a Limited Term Traffic Engineer, Public Works Permit and Administrative Specialist, Permit Specialist, one full-time and one part-time Maintenance Worker, Limited Term Capital Projects Manager, Building/Code Inspector, On Call Building Inspector, Limited Term Development Review Engineer, Limited Term Parks Project Manager, Administrative Assistance, Volunteer and Events Manager, eight Municipal Interns and other seasonal and temporary employees.
- A new City Clerk is expected to be selected by the end of the year to replace the current retiring City Clerk.
- Implemented a 1.1% employee wage adjustment in 2015.
- Facilitated an independent salary study in 2015 which resulted in a new salary plan, approved by the City Council, for 2017-2018.
- Selected a new Third Party Administrator for the City sponsored Flexible Spending Accounts and Health Savings Accounts

Information Technology

- Continued implementation of the City's Technology Strategic Plan and selected a new financial management software system known as Tyler Technologies Incode.
- Implemented video recording of City Council meetings.
- Implemented an email archiving software solution.
- Replaced City Council and Management iPads with Surface Pro 4.

- Upgraded computers and laptops to Windows 8 and 10.
- Completed upgrade of Microsoft Office to version 365.
- Assisted with Comcast Fiber Optic Network upgrades to City Hall, Kenmore Business Incubator, and Hangar.

City Clerk

- Successfully continued records management efforts which included processing over 60 boxes of records eligible for destruction and over 20 boxes to be transferred to the State Archivist.
- Implemented an email archiver to capture and store incoming and outgoing City emails for preservation of public records.
- Supported 40 City Council meetings during the 2015-2016 biennium.

Public Safety 2015-2016 Achievements:

- The Public Safety contract through King County authorized 14 deputy sheriffs (twelve patrol officers, a burglary/larceny detective, and a sergeant). The sergeant serves as Kenmore's police chief. The contract also provided the following additional services: dispatch, search and rescue (SAR), dive team, bomb squad, canine, SWAT, marine patrol, Major Accident Response and Reconstruction (MARR) investigations and major crimes investigations.

- Kenmore Police and Northshore Fire hosted "National Night Out," which is an annual event that brings neighborhoods together to take a stand against crime. The event was held at City Hall with information booths featuring crime and safety tips from various agencies, fingerprinting of children and a free BBQ.

- The Kenmore Police sponsored several teen activities, which included Halloween and Valentine dances at Kenmore Junior and Northshore Junior High and several ice cream socials at Inglemoor High School. The dances were held with music provided by disc jockeys from Action Entertainment. Mall gift cards were awarded to the best male/female Halloween costumes. These activities promote an opportunity for positive interaction between local teens and their police officers.

- The Kenmore Police Department realized the need to step up traffic enforcement efforts to support the Cities "Target Zero" initiative, to achieve zero pedestrian and bicycle fatalities and serious injury accidents by 2025.

- Kenmore proposed to the Sheriff's Office to take one patrol position and make it into a half motor officer/patrol position. This concept had never been done before and the proposal was approved in March 2016 and has successfully been implemented.

Public Works 2015-2016 Achievements

Surface Water

- Modifications to KMC 13.35 authorized by Council to adopt the new surface water manual, comply with NPDES permit, and implement new LID requirements.
- Completed review and issued permits for 171 building permits and 7 full-scale engineering permits.
- Completed countless inspections on 10 active engineering permits.

Maintenance:

- Conducted annual inspections of approximately 100 private drainage facilities, 155 public drainage facilities, 4,000 catch basins and 80 linear miles of pipes and ditches.
- Conducted annual maintenance on public drainage facilities, catch basins and conveyance systems identified during inspections.
- Conducted maintenance, as needed, in response to storms, citizen requests and emergencies.
- Continued with an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance and proactively protect the natural environment from sediment, debris and pollutants.

Small Works Projects:

- Designed NE Arrowhead DR drainage improvement project.
- Began evaluation of erosion and flow characteristics in Sammamish Tributary 02 to address sedimentation issues impacting public drainage facilities and Sammamish River.
- Installed two stream monitoring stations to collect water quality data. The information will assist staff in implementing the City's Swamp Creek TMDL and provide an educational opportunity for the public to learn about local streams.

Programs:

- Integrated Low Impact Development principles and best management practices into the City's codes and standards.
- Updated Title 13 Kenmore Municipal Code to address policy issues discussed during the 2015 Surface Water Master Plan update.
- Adopted the 2016 King County Surface Water Design Manual.

- Complied with the requirements set forth in the City's Municipal Stormwater Permit, which included public involvement and participation, public education and outreach, operations and maintenance, illicit discharge detection and elimination (IDDE), development and total maximum daily load (TMDL) monitoring in Swamp Creek.

Operations: Streets, Parks and Facilities Maintenance

- Hosted a total of four residential grant funded recycling events.
- Routine maintenance performed on Parks and Facilities.
- Take on maintenance for new parks properties or facilities: City Hall Park/Jack Crawford Skate Park and Twin Springs Park.
- City Hall Park amenities and signage installation.
- Squire's Landing Twedt property addition maintenance projects.
- Extended service contracts for Electrical and Plumbing work.
- Kenmore Business Incubator support and maintenance (executed new janitorial contract in 2015).
- City Hall Lobby Conference Room enclosure project.
- City Hall green roof maintenance documentation requirements.
- Executed temporary janitorial service contract for City Hall.
- Executed contract for City Hall and ROW tree holiday lighting.
- Executed service contracts for arborist work.
- Executed a new elevator service contract.
- Executed a new HVAC controls and software maintenance contract.
- Extended HVAC maintenance contract.
- HVAC systems repairs.
- Installed additional exterior flag lighting at City Hall.
- Executed a new Access Control and Security Camera software and maintenance contract.

- Playground inspections and maintenance.
- Purchase of new vehicle to add to motor pool and 3 other replacement vehicles.
- Purchase of new watering trailer.
- Log Boom Park seasonal float (annual installation and removal).
- Kinnaird Memorial Bench at Log Boom Park.
- Wallace Swamp Creek Park major storm damage clean-up.
- Park Steward and Volunteer Project support.
- City Hall Furniture and Services Expansion Project.
- City Hall Roof repair project.
- Ergonomic Desk procurement.
- Full Time and Part Time Maintenance Worker recruitment.
- Front Desk Panic Button Installation.
- Fire Panel Radio Communication Installation.
- Event support for City event (Summer Concerts, 4th of July celebrations, Kenmore Playday, Jack Crawford Day and other parks volunteer events, National Night Out events, and Tree Lightings) and Rhododendron Park shelter rentals.
- Simonds Overlay and ADA improvements.
- Restriping of Simonds, including the addition of bike lanes and trailer parking along Rhododendron Park.
- Starting the Public Works Services Analysis.
- Secured Simonds RD Overlay Preservation Grant Funding for 2017-2018.

Capital Projects, Development Review Engineering, and Traffic Engineering

- Adopted the City's first Road Standards (formerly County standards
- Hired the City's first Traffic Engineer (temporary position).
- Council adopted a Complete Streets Ordinance.

- Implemented the Neighborhood Transportation Plan Program. Met with 15 neighborhoods, collaborated with citizens to create improvement Plans for neighborhoods and began implementation of improvements: signage, striping, vegetation removal, lighting, traffic circles and chicanes. Approximately 80% of improvements complete.

- Expanded traffic count and monitoring program with updated technologies allowing for more efficient data collection.

- Completed the SR 522 West A Project (61st to 65th Avenues NE). The project includes: underground utilities, sidewalks, signal upgrade, new lighting, access management, walls, vegetation and irrigation.

- West Sammamish River Bridge: Hired the West Sammamish River Bridge Capital Projects Manager. Secured $12 Million in federal funds from the Bridge Replacement Advisory Committee (BRAC) and $8 Million from the 2015 State Transportation Package. Design and permitting started. Monitoring and weight restriction enforcement continues.

- Capital Projects:

    - NE 181st Street South Side (68th to 73rd Avenues NE) design and construction completed utilizing grant and City funds.
    - NE 181st Street North Side (68th to 73rd Avenues NE) design completed and construction started using grant and City funds.
    - NE 62nd Avenue Sidewalks (NE 182nd to NE 187th) including traffic circles: design begun, construction anticipated in 2017.
    - NE 202nd Street Sidewalks (NE 198th Street to 66th Avenue/Kenmore Junior High: design underway, construction anticipated for 2017.
    - Juanita Drive at NE 155th Place Barrier Replacement.

- Development Review associated work on over 25 Pre-application meetings, 19 Land-use permits, 13 Engineer/Grading Permits, 180 Building Permits, 21 right-of-way permits (for the biennium through Q32016).

- Completed un-planned repairs on voids discovered under 61st Ave NE Sidewalk, using over 9 tons of rock to fill hidden voids beneath the surface.

- Participated in regional technical committees and planning including the Eastside Transportation Partnership (ETP), King County Project Evaluation Committee (KPEC) and Puget Sound Regional Council Bicycle and Pedestrian Advisory Committee (PSRC BPAC).

- The Public Works Director was appointed as an alternative to the Puget Sound Regional Council's Regional Project Evaluation Committee (RPEC). Continue regional coordination for Sound Transit efforts and King County METRO transit improvements.

- Coordination with Northshore School District transportation and school staff on transportation issues within Kenmore. Extensive coordination with Arrowhead Elementary to improve traffic

safety for students walking to school. Coordination with Inglemoor High School resulting in re-routing of school drop off traffic to improve safety and circulation.

- Aggressively pursued grants through the following programs:
  - 2 Puget Sound Regional Council (Federal funds) applications: Juanita design and SR 522 Crossing Study.
  - 1 Puget Sound Regional Council (Federal funds) for Simonds Overlay.
  - 4 Transportation Improvement Board (TIB) applications for downtown sidewalks.
  - 3 Safe Routes to School sidewalk applications: NE 202nd Street, Arrowhead Drive, and NE 153rd Street.
  - 2 Pedestrian and Bicycle Program sidewalk application: SR 522 Crossing Study and Juanita Drive.

- Received grant funding for NE 181st St., between 65th and 67th Avenues.

- Received notification that the Safe Routes to Schools grant application for NE 153rd Place ranked high enough for funding. Pending program funding approval by the legislature.

- Received notification that the state Pedestrian & Bicycle Program grant application for Juanita Drive design ranked high enough for funding. Pending program funding by the legislature.

- Installation of the Log Boom Pedestrian Bridge (still to be opened to the public).

- Completed ADA/sidewalk inventory within the City's right of way.

- Repaired undermined sidewalk along 61st Ave. NE.

- Advertised Request for Qualifications (RFQ) for qualified engineering consultant teams to complete the Juanita Drive Pedestrian & Bicycle project.

City of Kenmore Washington

2016 – 2017 City Council Goals

1. **To focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.**
   - **Implement the Sidewalk Plan**
2. **To continue to implement the Economic Development Plan, with an emphasis on the following key points:**
   - **Promote the image of Kenmore**
   - **Create a vibrant, walkable downtown**
   - **Support existing businesses**
   - **Advance the public's access and connection to the waterfront**
3. **To continue to seek funding and mitigation for State impacts on the City's transportation system.**
4. **To continue to seek opportunities to complete a successful Lakepointe project.**
5. **To actively pursue Sound Transit 3 projects for SR 522.**
6. To continue to implement a Parks Improvement and Financial Plan.
7. To address watershed and water quality issues affecting the City.
8. To continue to establish a contemporary Information Technology Program.

City of Kenmore, Washington
20-Year Vision Statement

As we look into the future, we see Kenmore as a place that residents, businesses and visitors find welcoming, with courteous people, and that offers a high quality of life to live, raise children, shop, work, recreate, and socialize. In 2035, we see Kenmore as a fun, vibrant waterfront community that

- is connected both visually and physically to its waterfront, recognizing it as a significant local and regional asset
- supports recreation and health through well-maintained parks, trails, and open spaces
- protects natural and environmentally sensitive areas, significant open space, trees, and air and water quality
- provides a safe, reliable and effective system of streets, sidewalks, bike ways, trails, and transit routes, linking significant local and regional destinations
- has its own sense of place and an identifiable, walkable downtown offering commercial, civic, cultural and park spaces, integrated with multifamily housing
- has an economic base that provides a range of goods and services, offers quality employment opportunities, and supports local businesses
- has clear design standards creating attractive, functional, and enduring buildings and places
- supports the character of its single family residential neighborhoods
- offers a diversity of housing types to provide a choice of attractive living accommodations for all residents
- encourages volunteerism and public involvement and works as a good partner with citizens and governments throughout the region
- supports the safety, health, and welfare of all of its citizens
- supports and encourages education and quality schools
- is inclusive and family friendly, with a small town feeling, that fosters a sense of belonging and pride
- supports local arts, culture and history

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

City Of Kenmore, Washington

Memorandum

Date: June 20, 2016

To: City Councilmembers
City Manager, Rob Karlinsey

From: Joanne Gregory, Finance and Administration Director

Subject: Six Year Financial Forecast

The present forecast is for the period that extends to the year 2022 which represents 3 future biennium budget periods. This forecast updates the January version in that 2015 actual balances have been added and estimates have been provided for 2016. In most cases (except property tax, salaries, benefits, interfund transfers), 2016 estimates assume the same level of revenue and expense as 2015.

The basic assumptions underlying the future forecast t of ongoing revenues and expenditures include:
Revenues:

- The property tax levy rises by 2% annually until 2021 when it is reduced to 1.5% reflecting less new construction.
- Sales tax increases annually by 2% after a 5% reduction in 2017 and again in 2018. This removes the construction sales tax effect of Main Street and the LINQ project.
- Gas and electric utility tax revenues increase annually 2%; cell and telephone do not increase or decrease.
- Franchise fee revenues for cable, water, and sewer increase annually at 2%.
  - All water/sewer franchise fees transfer to the Street Fund.
- Development revenues (building permits, land use fees) remain flat after a one-time reduction of 30% in 2017. This is in anticipation of build out and possible recessionary factors.
- Liquor taxes and profits increase 1% annually as do other state shared revenues.
- Fuel tax is increased by $35,000 as a result of the 2015 gas tax/transportation legislation but otherwise not inflated.

Expenditures:

- Salaries and wages increase 4% annually and employee benefits increase 6% over the same period. (Note that there was only a 1% increase in medical insurance premiums in 2016 due to 2% offset by Wellness Premium.)

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City Of Kenmore, Washington

Memorandum

- The General Fund contributes $60,000 to the Kenmore Village Fund increasing annually by 1% in support of the Pavilion operations.
- Public safety, legal and other services and supplies expenditures increase by 2%.
- The 2-year temporary permit specialist position is removed in 2018 and the 4 year limited term Traffic Engineer position is removed mid-June 2020.
- Human service donations are maintained at their current level.
- There is no assumption for increased park maintenance costs associated with Moorlands Park coming online around 2018.
- There is no assumption for increased park maintenance costs associated with improved ballfields that might begin in 2019.
- There are no revenue increases to provide resources for increased park maintenance costs.

Several "what if scenarios" could be incorporated into the forecast to maintain the balanced relationship between revenues and expenditures. These include:

1. An increase of 1% in the water and sewer franchise fees beginning in the year 2021 which would generate approximately $100,000 annually. These revenues would continue to be transferred to the Street Fund and have no net effect on the General Fund.
2. An increase of 2% in the gas and electric utility tax (from 4% to 6%) beginning in 2020.
3. A 5% garbage tax which could begin in 2020 which would generate approximately $150,000 annually for the General Fund.

These items would be policy decisions for the City Council and are provided for information only to illustrate that at some point revenue enhancement along with expenditure reduction may be necessary to maintain a balanced forecast.

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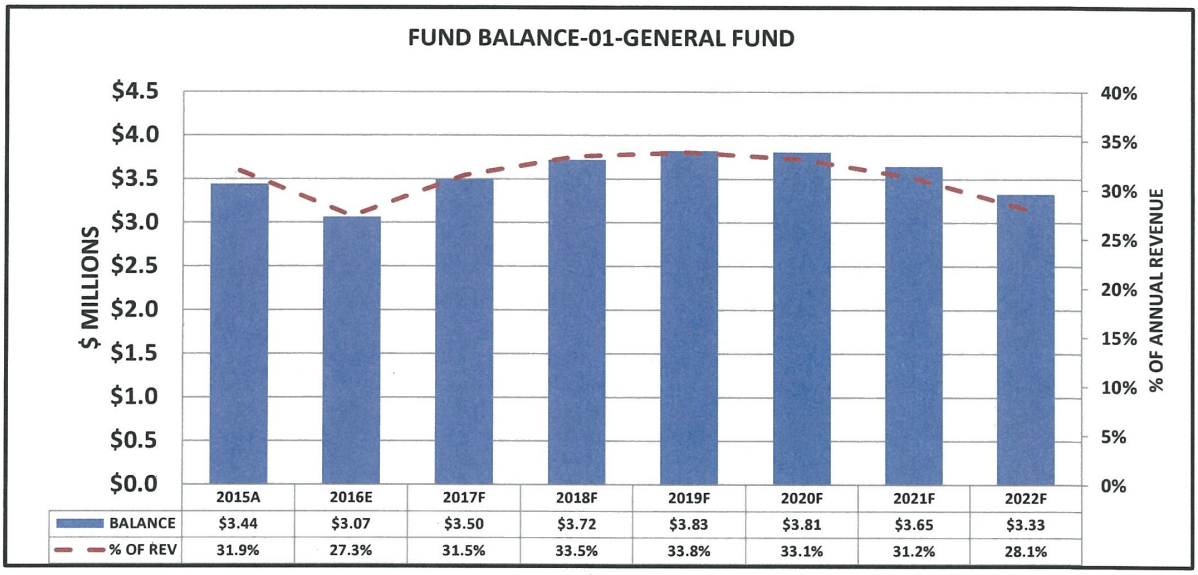
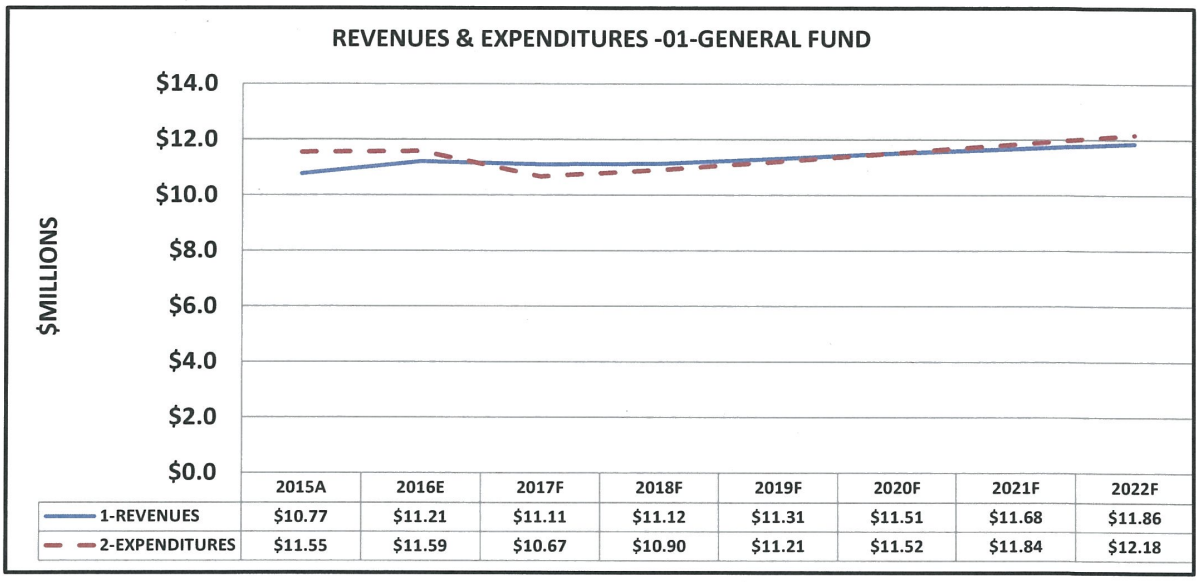
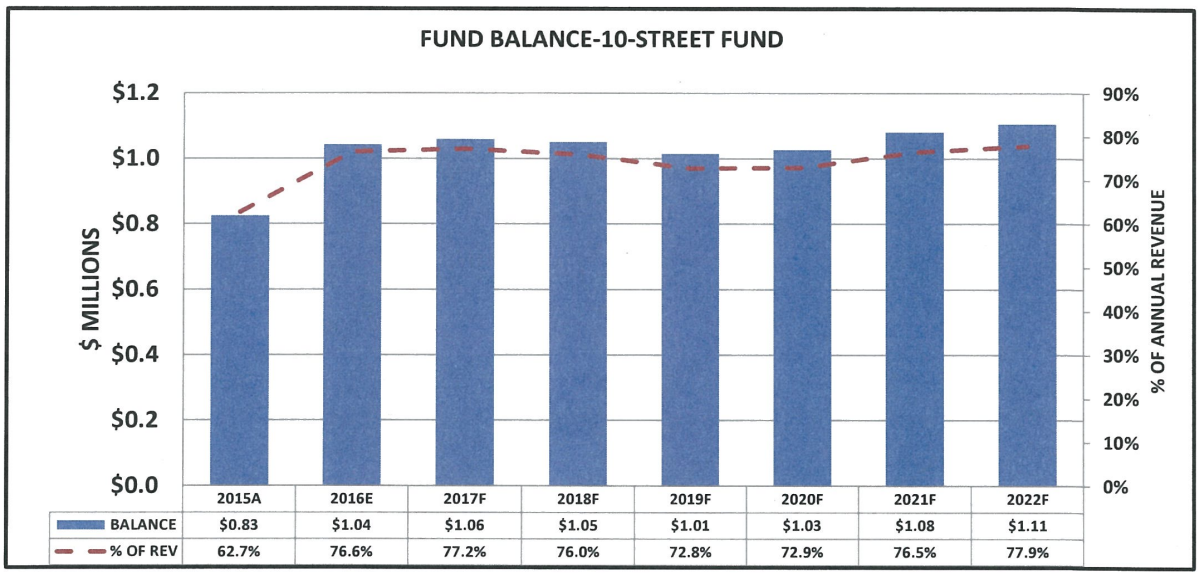


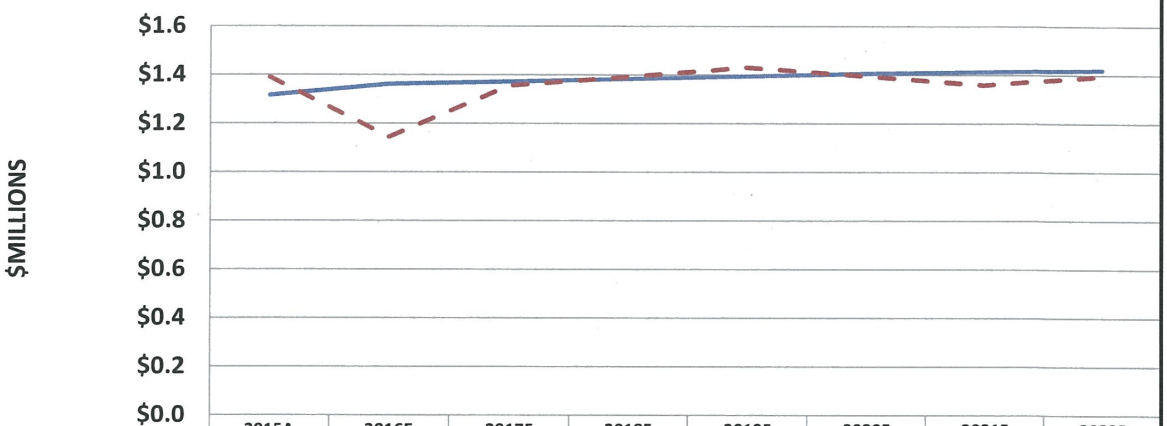
	2015A	2016E	2017F	2018F	2019F	2020F	2021F	2022F
BALANCE	$3.44	$3.07	$3.50	$3.72	$3.83	$3.81	$3.65	$3.33
% OF REV	31.9%	27.3%	31.5%	33.5%	33.8%	33.1%	31.2%	28.1%



	2015A	2016E	2017F	2018F	2019F	2020F	2021F	2022F
1-REVENUES	$10.77	$11.21	$11.11	$11.12	$11.31	$11.51	$11.68	$11.86
2-EXPENDITURES	$11.55	$11.59	$10.67	$10.90	$11.21	$11.52	$11.84	$12.18



	2015A	2016E	2017F	2018F	2019F	2020F	2021F	2022F
BALANCE	$0.83	$1.04	$1.06	$1.05	$1.01	$1.03	$1.08	$1.11
% OF REV	62.7%	76.6%	77.2%	76.0%	72.8%	72.9%	76.5%	77.9%



	2015A	2016E	2017F	2018F	2019F	2020F	2021F	2022F
1-REVENUES	$1.32	$1.36	$1.37	$1.38	$1.39	$1.41	$1.41	$1.42
2-EXPENDITURES	$1.39	$1.14	$1.35	$1.39	$1.43	$1.40	$1.36	$1.40

City of Kenmore, Washington

Memorandum

Date: January 4, 2017

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director BH

Re: Lidar Imagery Update

In 2015 King County launched a county-wide high-resolution 3D imagery project, in the form of Lidar (light detection and ranging). Lidar can be used for:

- Landslide risk modeling
- Geomorphology, including change detection
- Terrain modeling
- Flood modeling
- Building mapping
- 3D modeling for urban planning
- Canopy and biomass measurement
- Infrastructure mapping, especially transportation

King County has completed the Lidar imagery portion of the project and is wrapping up the aerial photography portion (photos of the ground from the air). We anticipate receiving both Lidar and aerial data from King County early this year. After receiving the Lidar data, we will need to hire a consultant to analyze the data and help us determine the appropriate next steps.

Some possible outcomes with new Lidar information include:

- New areas identified within the City, not previously delineated, as a geologically hazardous area.
- Revise the Kenmore Critical Areas Map.
- Properties identified as geologically hazardous areas would then be regulated by Critical Areas Ordinance.
- Public notification; notify the community of the new data and what this means for them.

The tentative timeline we are anticipating is:

- 1st half of 2017 receive and analyze data from King County.
- 2nd half of 2017 revise necessary maps and public notification.

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2017 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 2 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 amendments 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.

As shown on the next page, the major 2017 Planning Commission docket item recommended by CD staff is follow-up to the Housing Strategy Plan (once Council has settled on priorities), to be accomplished in conjunction with ARCH. Planning Commission review of Comprehensive Plan amendments related to school impact fees also is recommended. If time allows, a smaller project for the year would be review of the Neighborhood Business zone. For CD, revising all zones for standardized uses is planned for direct City Council consideration in 2017. Too, park and school impact fees are targeted for 2017 City Council review.

DRAFT

Recommended 2017 Planning Commission Docket

The recommended 2017 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

12. Housing Strategy Plan follow-up (priority code amendments)
38. School impact fee Comprehensive Plan amendments
2. Review of Neighborhood Business (NB) zone

Recommended 2017 Amendments to City Council

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

Community Development:
1. Revise all zones for standardized uses
24. Park impact fee study
38. School impact fees, including interlocal agreement

Development Services:
6. Heavy manufacturing prevention, including review of non-conformance standards
13. Billboard amortization
19. Recycling of building materials
29. Tree cutting penalties
34. Address known code enforcement gaps, loopholes, and fines/penalties
35. Code enforcement liens

City Manager's Office:
33. Historic preservation code update

DRAFT

Prioritization Chart

TBD = still to be determined
EES = Engineering & Environmental Services
CM = City Manager's Office
CD = Community Development
DS = Development Services

Item	Source	Need PC Review?	Recommend PC Review?	Amend-ment scope	Could it be grouped?	Lead Department	Year?
LAND USES							
1. Revise all zones for standardized uses	Staff	No	No	Large	Yes	CD	2017
2. Review of NB zone	Staff	Yes	Yes	Small	Yes	CD	2017
3. Downtown uses	City Manager	Yes, if policy needed	Yes	Small	Yes	CD	2019+
4. Revisit marijuana researcher locations (Bastyr)	Staff	No	No	Medium	No	CD	2019+
5. Heavy manufacturing amortization	Staff	No	No	Medium	Yes	TBD	2018
6. Heavy manufacturing prevention, including review of non-conformance standards	Staff	No	No	Medium	Yes	DS	2017
TRANSPORTATION							
7. Parking standards	Staff	Maybe	Yes	Large	No	TBD	2019+
8. CTR ordinance	State	No	Yes	Medium	Yes	CD	2019+

Item	Source	Need PC Review?	Recommend PC Review?	Amend-ment scope	Could it be grouped?	Lead Department	Year?
9. Airport Plan	State	Yes	Yes	Medium	No	CD	2019+
ANIMALS							
10. Goats as pets	Citizen	Maybe	Yes	Medium	Yes	TBD	2019+
11. Chicken regulations	Citizen	Maybe	Yes	Medium	Yes	TBD	2019+
HOUSING							
12. Housing Strategy Plan follow-up	Comp Plan	Yes	Yes	Large	Yes	CD	2017
SIGNS							
13. Billboard amortization	Council	No	No	Small	Yes	DS	2017
14. Banner program	Staff	No	No	Small	Yes	DS	2018
15. Reed v. Town of Gilbert review	Court	No	No	Medium	No	DS	2019+
SUSTAINABILITY							
16. Electric vehicle parking incentive	PC	No	Yes	Small	Yes	CD	2019+
17. Landscaping "Green factor"	PC	Maybe	Yes	Large	Yes	CD	2019+
18. Standards for alternative energy facilities	Comp Plan	No	Yes	Medium	Yes	CD	2019+
19. Recycling of building materials	Staff	No	No	Small	Yes	DS	2017
AESTHETICS							
20. Appurtenance heights	PC	No	Yes	Medium	Yes	CD	2019+

Item	Source	Need PC Review?	Recommend PC Review?	Amend-ment scope	Could it be grouped?	Lead Department	Year?
21. Outdoor storage standards	PC	No	Yes	Small	Yes	CD	2019+
22. Design standards review	Staff	Maybe	Yes	Large	Yes	CD	2019+
PARKS							
23. PROS Plan update	State	Yes	Yes	Medium	Yes	CD	2018
24. Park impact fee study	Staff	No	No	Medium	Yes	CD	2017/ 2018
CRITICAL AREAS							
25. Rewrite/ consolidate floodplain rules	Staff	No	No	Medium	Yes	CD	2018
26. Critical area rules update	Staff/ State	Yes	Yes	Large	Yes	CD	2018
27. Shoreline Master Program update	State	Yes	Yes	Large	Yes	CD	2018
SINGLE-FAMILY STANDARDS							
28. Structures in rear yards	Staff	No	Yes	Small	Yes	CD	2019+
TREES							
29. Tree cutting penalties	Staff	No	No	Small	Yes	DS	2017
30. Protection for heritage trees	Staff	No	Yes	Medium	Yes	CD	2019+

Item	Source	Need PC Review?	Recommend PC Review?	Amend-ment scope	Could it be grouped?	Lead Department	Year?
MISCELLANEOUS							
31. Coordinate setbacks/landscaping in commercial zones	Staff	No	No	Small	Yes	CD	2019+
32. Review change of use standards	Staff	No	No	Small	Yes	TBD	2019+
33. Historic preservation code update	Staff	No	No	Medium	No	CM	2017
34. Address known code enforcement gaps, loopholes and fines/penalties	Staff	No	No	Small	Yes	DS	2017
35. Code enforcement liens	Staff	No	No	Small	Yes	DS	2017
36. Comprehensive review of code enforcement chapter	Staff	No	No	Large	No	DS	2018
37. Address franchise requirements	Staff	No	No	Large	No	TBD	2019+
38. School impact fees	School District	Yes for Plan amend-ments	Yes for Plan amend-ments	Large	Yes	CD	2017

Explanation of Prioritization Chart Items

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

1. Revise all zones for standardized uses. In 2014 as part of the Regional Business zoning project, a new set of land uses was adopted—reducing the number of listed uses from nearly 250 to approximately 50. This project would amend all remaining zoning districts to use the same land use terminology.

2. Review of Neighborhood Business (NB) zone. This is the last holdover commercial zoning district from King County. The NB zone is located in two places along Juanita Drive, at NE 170th Street and at NE 153rd Place.

3. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing.

4. 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.

5. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses.

6. Heavy manufacturing prevention, including review of non-conformance standards. This project would consider techniques to limit future heavy manufacturing on nonconforming sites, including tightening the nonconformance rules. (Currently, nonconforming uses may be expanded through the conditional use permit process.)

7. Parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.)

8. 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.

DRAFT

Kenmore's largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.

9. 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, however a formal airport plan has not been developed.

10. Goats as pets. A citizen has requested code amendments that would allow goats as pets.

11. Chicken regulations. A citizen has requested code amendments to increase the number of chickens allowed on a lot in the City.

12. Housing Strategy Plan follow-up. The Planning Commission will be presenting recommended priorities for the Housing Strategy Plan to Council. If Council agrees with the prioritization, the highest priority item could be added to the 2017 docket.

13. Billboard amortization. Staff continues to explore ways to eliminate billboards in Kenmore. Billboard amortization is one approach that could be explored.

14. Banner program. This project would allow some banners, of limited type and term, in Kenmore.

15. Reed v. Town of Gilbert review. This court decision mandates that signs be regulated by type and size and not by content. In other words, if a type and size of sign is regulated, the sign message cannot be regulated. Although requirements of this ruling are being supported administratively, code amendments are needed.

16. Electric vehicle parking incentive. This code amendment would use special electric vehicle parking requirements to encourage use of electric vehicles.

17. Landscaping "Green factor." Green factor is a City of Seattle scoring system for landscapes to help increase the quantity and improve the quality of urban landscaping. The Planning Commission recommended that the City review this approach.

18. Standards for alternative energy facilities. This project would consider code amendments for solar and wind facilities, along with other alternative energy facilities.

DRAFT

19. Recycling of building materials. This code amendment would make recycling of some building materials mandatory.

20. Appurtenance heights. Currently, certain appurtenances may extend above maximum building height limitations. This project would review those allowances for potential adjustments.

21. Outdoor storage standards. Outdoor storage for nonresidential uses is addressed in the Zoning Code. This project would review outdoor storage standards to see if additional requirements should be included.

22. Design standards review. The bulk of the City's design standards were adopted in 2003. This project would review the standards to see if adjustments are needed.

23. PROS Plan update. The Parks, Recreation and Open Space (PROS) Plan was updated in 2013. To continue eligibility for RCO funding, the Plan must be reviewed/revised every six years.

24. Park impact fee study. Although the City has reviewed and updated transportation impact fees, park impact fees have not been addressed since initial adoption.

25. Rewrite/consolidate floodplain rules. The Municipal Code contains two independent code sections addressing development in floodplains. As part of the critical areas and Shoreline Master Program revisions, these floodplain sections should be updated and consolidated.

26. Critical area rules update. These rules were developed in 2006 and slightly adjusted with the Shoreline Master Program update in 2012. As part of the mandated Shoreline Master Program update, the critical areas rules should be revisited.

27. Shoreline Master Program update. The City adopted its Shoreline Master Program in 2012. The State requires that it be reviewed/revised by 2019.

28. Structures in rear yards. Code amendments in 2008 resulted in a 20' required rear yard in the R-4 and R-6 single-family residential zones. A few minor amendments since 2009 have addressed small sheds, play equipment and arbors in the rear yard, but review of additional structures in the rear yard is needed.

29. Tree cutting penalties. Current tree cutting penalty code sections need adjustment.

DRAFT

30. Protection for heritage trees. Some other jurisdictions, notably Lake Forest Park, have code amendments in place to protect "exceptional" trees—both on development sites and on single-family residential properties.

31. Coordinate setbacks/landscaping in commercial zones. Setback and landscaping requirements conflict in some commercial zones. These amendments would resolve these conflicts.

32. Review 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.

33. 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.

34. Address known code enforcement gaps, loopholes and fines/penalties. Recent code enforcement cases have uncovered some regulatory gaps. This project would address those gaps and tighten up the City's regulations.

35. Code enforcement liens. This project would address property liens as a code enforcement tool.

36. Comprehensive review of code enforcement chapter. A comprehensive review of this chapter would prevent code enforcement "gaps" before they occur.

37. 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.

38. School impact fees. After years of not charging impact fees, the Northshore School District has requested that the City revise its Comprehensive Plan and development regulations to allow impact fee collection. Comprehensive Plan and code amendments would be necessary.

DRAFT

City Of Kenmore, Washington

Memorandum

Date: December 9, 2016

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director DB.
Lauri Anderson, Senior Planner LWA

Subject: Potential Code Amendments Regarding the Keeping of Goats and Chickens

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In 2016, citizen requests to allow goats as pets and increase the allowable number of chickens on single-family lots were received. Following is background information. Given other priorities, staff recommends against adding these code amendments to the 2017 projects list.

Goats as Pets

Goats are considered "livestock" or "small livestock" for purposes of the Zoning Code. "Livestock" means grazing animals kept either in open fields or in structures for training, boarding, home use, sales, or breeding and production.

The minimum lot size for keeping livestock is 20,000 sq.ft. Up to thirty goats would be permitted if covered confinement areas are provided; otherwise only 15 goats (using uncovered grazing or confinement areas) would be allowed. Special management standards apply unless the small livestock are kept to a density of five or fewer animals per acre.

Household pets are defined as "small animals" that are kept within a dwelling unit. "Small animals" are animals other than livestock which are kept outside a dwelling unit all or part of the time. Goats, then, cannot be "household pets" as they are not "small animals."

Staff does not imagine that the proponent of this citizen request really intends to keep a pet goat exclusively indoors in a dwelling unit (the definition of a "household pet"). It is more likely that this request is to define goats as "small animals" rather than as "livestock." The small animal regulations would allow three goats per household on lots less than 20,000 sq.ft. and five goats per household on lots of 20,000 to 35,000 sq.ft. in size, with provisions for an additional two goats per acre of site area over 35,000 sq.ft. up to a maximum of 20. Small animals must be confined within a building, pen or similar structure or a securely fenced portion of the site.

The only apparent benefit to a person wishing to have a goat reclassified as a small animal is the allowance to have up to three goats on a lot less than 20,000 sq.ft. in size. For lots over 20,000 sq.ft., the livestock rules generally are more permissive.

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Chickens

Poultry are considered "small animals" in the Zoning Code. As described above, three small animals may be kept on properties less than 20,000 sq.ft. Five small animals are permitted on lots of 20,000 to 35,000 sq.ft. and two additional small animals are permitted per acre of site area over 35,000 sq.ft. up to a maximum of 20. The limits may be exceeded through approval of a conditional use permit if on a site of at least one-half acre in size. Along with chickens, roosters are allowed.

Poultry must be confined within a building, pen, or similar structure or a securely fenced portion of the site. A structure housing poultry must provide a minimum of one square foot of structure for each animal.

The citizen request is to increase the three chicken/rooster limit on lots of less than 20,000 sq.ft. To address this concern, the "small animal" section of the Zoning Code would need amendment. Unless a new code section were written specifically for chickens/roosters, however, the increased limits also would apply to other small animals such as small pigs, dogs, cats, and rabbits. This raises the broader question of how many of these animals are appropriate on lots of less than 20,000 sq.ft.

If an amendment were to move forward, a limit on the number of roosters would also need consideration as having more than one rooster in the coop can cause competition, which encourages excessive crowing.

City of Kenmore, Washington

Memorandum

Date: December 14, 2016

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Service Director BH

Re: Billboards

Our current regulations allow billboards only in CB, UC, WC, and RB zones. The total number of billboards within the City cannot exceed the total number of billboards existing on June 20, 1988.

We have not researched how many billboards existed on June 20, 1988. However, it is reasonable to expect that the current billboards within the city existed on June 20, 1988. Currently, there are 10 billboards within the City. Nine of the billboards are with 660 feet of the SR 522 right-of-way.

An acceptable practice available to jurisdictions is to amortize non-conforming signs out of existence. For example, in 2005 the City of Federal Way passed an Ordinance, adopting regulations that allowed a 10-year amortization period for non-conforming signs.

Amortization of billboards could be an option for Kenmore. However, billboards within 660 feet of the SR 522 right-of-way are subject to the Scenic Vista Act and possibly the Federal Highway Beautification Act. We know that the Scenic Vista Act requires compensation for the removal of signs within its jurisdiction. MRSC has informally stated that amortization is not a form of compensation.

If compensation is a desired direction, we would need to research the laws which require compensation and find out how much it would cost to eliminate billboards in Kenmore.

We could also look at code regulations that would prevent structural or substantial modifications or relocations of existing billboards within the city. Our current regulations allow billboards to be relocated and alterations performed. As another example, the City of Shoreline adopted regulations that do not allow billboards to be increased in size, relocated, or structurally modified.

A minimum recommendation would be to prohibit billboards and thus make the existing billboards nonconforming uses.

The aerial on the next page shows the locations of the 10 billboards in Kenmore.

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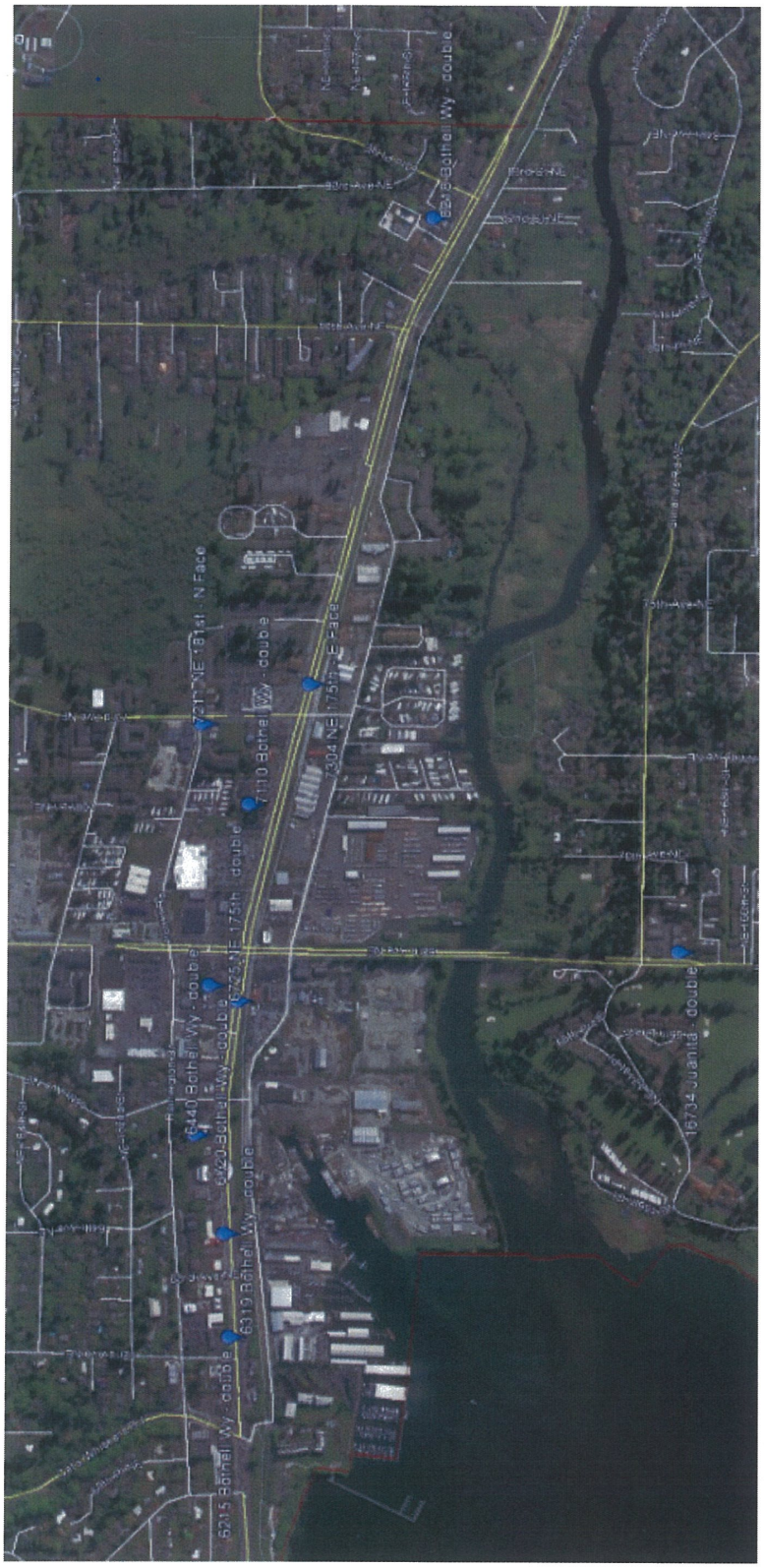
6215 Bothell Wy - double
6319 Bothell Wy - double
6420 Bothell Wy - double
6440 Bothell Wy - double
6725 NE 175th - double
7110 Bothell Wy - double
7211 NE 181st - N Face
7304 NE 175th - E Face
6219 Bothell Wy - double
16734 Juanita - double

Other

City of Kenmore, Washington

Memorandum

Date: December 6, 2016

To: Rob Karlinsey, City Manager

Cc: Nancy Ousley, Assistant City Manager

From: Bryan Hampson, Development Services Director BH

Re: Update on Ordinance No. 15-0398, Temporarily Eliminating the Traffic Impact Fee and Parking Requirements in the RB North Zone

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UPDATE - SINCE THIS MEMO WAS WRITTEN, 9 YARDS HAS APPLIED FOR THIS EXEMPTION. -Rob

As a pilot program, Council passed Ordinance No. 15-0398 on July 27, 2015, which temporarily eliminated the traffic impact fees and parking requirements for start-up businesses along the north side of NE 175th Street. This Ordinance will automatically expire on December 31, 2016 if no action is taken. This pilot also included a $7,500 per year in-lieu of fee for not being required to meet current parking standards.

The City's goal by passing this Ordinance was to encourage new public-oriented businesses, such as breweries and wineries to be able to start-up in the pilot area, that otherwise may not have been able to do because of parking requirements or traffic impact fees associated with a change of use.

To date, no businesses have taken advantage of this incentive. The three newly established breweries in this area managed to move in without going through a formal change of use permit. The change of use permit triggers parking and traffic review; whereas, by not changing the use, parking and traffic are not reviewed. However, by not going through the change of use process, the businesses are limited to the number of occupants they can have at one time.

Staff seeks City Council direction on whether to continue this program. I understand it is your recommendation to discuss this at the retreat in January.

Attachment: Ordinance No. 15-0398

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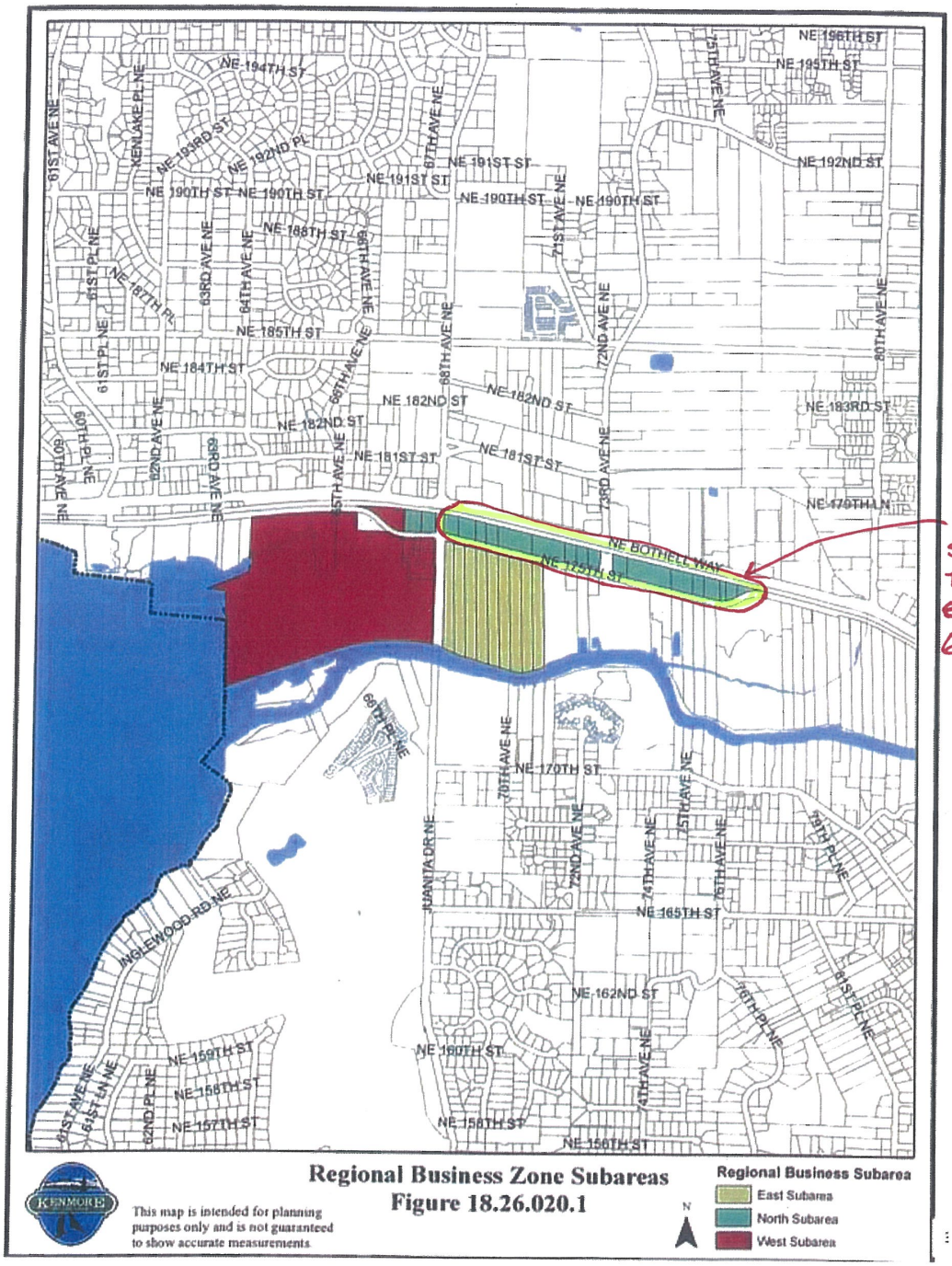
FOR DISCUSSION OF PARKING + IMPACT FEE EXEMPTION IN THE NORTH SUBAREA OF THE REGIONAL BUSINESS ZONE, EAST OF 68th.



NORTH SUBAREA OF THE RBZ, east of 68th AVE.

[Ord. 14-0391 § 2 (Exh. 1).]

CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 15-0398

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO THE NORTH SUBAREA OF THE REGIONAL BUSINESS ZONE, EAST OF 68TH AVENUE NE, AND TEMPORARILY ELIMINATING THE ROAD IMPACT FEE AND MINIMUM PARKING SPACE REQUIREMENTS FOR CHANGES OF USE OF EXISTING BUILDINGS IN SUCH ZONE.

WHEREAS, the City desires to encourage new businesses to locate in existing buildings in the North Subarea of the Regional Business Zone, East of 68th Avenue NE ("RB North Zone"); and

WHEREAS, the City has determined that the road impact fee and minimum parking space requirements discourage new businesses from locating in existing buildings in the RB North Zone; and

WHEREAS, the City desires to eliminate temporarily the road impact fee and the minimum parking space requirements for changes of use of existing buildings in the RB North Zone while the City considers and analyzes the reasonableness and appropriateness of such requirements;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE DO ORDAIN AS FOLLOWS:

Section 1. Findings. The City Council enters the following findings of fact to explain and support Sections 2 and 3 of this Ordinance:

A. Because economic development is an important issue for the City, the City desires to promote the retention of existing businesses and the creation of new businesses, and desires to explore opportunities to promote development in areas targeted for investment by using tools and incentives. See, Goal II and strategy C.2 in the Economic Development Strategy, and Policy LU-25.2.4 in the Comprehensive Plan.

B. The City desires to:
   a. Create job opportunities for all citizens;
   b. Create vibrant and successful commercial areas to provide employment and generate tax revenue;
   c. Create a climate of business creation and retention;
   d. Encourage the provision of commercial services;
   e. Actively support expansion of the local economic base;
   f. Use zoning to stimulate business revitalization and creation;
   g. Use zoning and infrastructure incentives to achieve redevelopment and infill in the downtown; and
   h. Create regulations and incentives that, in conjunction with market influences, will result in an inviting and vital central core that is self-supporting.

   See, Goal 25, Objectives 25.1, 25.2 and 25.3, Land Use Element, Comprehensive Plan; Policies LU-25.2.1, LU-25.2.3, and LU-25.5.3, Comprehensive Plan.

C. The Regional Business Zone, East of 68th Avenue NE ("RB North Zone") currently has a diversity of existing businesses, including office, retail, light manufacturing, breweries and wholesaling.

D. The RB North Zone is unique because it:
   a. Supports a concentration and diversity of existing businesses, such as office, retail, light manufacturing, breweries and wholesaling;
   b. Has small buildings (ranging in size from 4,000 square feet to 12,000 square feet), which are divided into smaller spaces (ranging in size from 2,000 square feet to 4,000 square feet), which are attractive to small entrepreneurial and start-up businesses;
   c. Is located near transportation routes, such as State Route 522 and the regional Burke Gilman pedestrian and bicycle trail, which provide important visibility and access to customers of new businesses; and
   d. Is located near recreational opportunities, such as the Burke Gilman pedestrian and bicycle trail and Squires Landing Park, which are amenities and attractions for customers of new businesses.

E. Two examples of permitted uses in the RB North Zone are "eating and drinking places" and "retail sales." The road impact fee of KMC Chapter 20.47 for new uses of this type in the RB North Zone is extremely high, which will discourage new uses of this type in RB North Zone existing buildings.

F. Temporarily eliminating the road impact fee for changes of use in RB Zone North existing buildings will encourage new permitted uses and businesses to locate in these existing buildings.

G. Two examples of land uses for purposes of applying minimum parking space requirements are "restaurants" and "wineries/breweries." In the RB North Zone, there are a limited number of onsite parking spaces available for compliance with minimum parking space requirements, thereby discouraging new land uses to locate in RB North Zone existing buildings.

H. Temporarily eliminating the minimum parking space requirements of KMC18.40.030 for changes of use in RB North Zone existing buildings will encourage new land uses to locate in RB North Zone existing buildings.

I. A pilot program that temporarily eliminates the road impact fee and temporarily eliminates the minimum parking space requirements for changes of use in RB North Zone existing buildings will provide an incentive for new businesses to locate in these existing buildings and will create a new business cluster, until the market is ready for new development or redevelopment in the RB North Zone.

J. For the reasons stated in the findings above, the City Council finds that the impact fee and the minimum parking space requirements for changes of use in RB North Zone existing buildings should be temporarily eliminated for a period of eighteen (18) months, as a pilot program, in order to study and analyze the impact fee and minimum parking space requirements for such changes of use.

Section 2. New Municipal Code Section. A new City of Kenmore Municipal Code Section 20.47.035 is hereby created to read as follows:

20.47.035 Temporary suspension of road impact fees relating to change of use.

Notwithstanding any other provision of this chapter, the city temporarily eliminates the collection of the road impact fee from any applicant seeking development approval from the city for any change of use in an existing building in the North Subarea of the Regional Business Zone, East of 68th Avenue NE; provided that this section shall not apply to dwelling units; provided further that this section shall not apply to projects that add to, increase or expand the gross floor area of an existing building; and provided further that this section shall apply only to the use, renovation or remodeling of an existing building and shall not apply to redevelopment projects or other projects in which an existing building is replaced or substantially redeveloped. The term "existing building" in this section means a building that was constructed before July 1, 2015. This section shall apply to projects for which a complete development approval application is filed with the city on July 1, 2015 through December 31, 2016. This section shall automatically expire on December 31, 2016.

Section 3. New Municipal Code Section. A new City of Kenmore Municipal Code Section 18.40.035 is hereby created to read as follows:

18.40.035 Temporary suspension of required off-street parking spaces.

A. Notwithstanding any other provision of this chapter, the city temporarily eliminates the minimum number of parking spaces for any applicant seeking development approval from the city for any change of use of an existing building in the North Subarea of the Regional Business Zone, East of 68th Avenue NE; provided that this section shall not apply to dwelling units; provided further that this section shall not apply to projects that add to, increase or expand the gross floor area of an existing building; and provided further that this section shall apply only to the use, renovation or remodeling of an existing building and shall not apply to redevelopment projects or other projects in which an existing building is replaced or substantially redeveloped. Although the minimum number of parking spaces is temporarily eliminated, the applicant shall provide as many parking spaces as is feasible for the project. The term "existing building" in this section means a building that was constructed before July 1, 2015. This section shall apply to projects for which a complete development approval application is filed with the city on July 1, 2015 through December 31, 2016. This section shall automatically expire on December 31, 2016.

B. Any applicant seeking development approval from the city for the change of use described in subsection (A) of this Section is encouraged to enter into a written contract with a property owner who will make available to the occupants, users or customers of the building the number of parking spaces equal to the difference between the number of parking spaces required by KMC 18.40.030 and the number of parking spaces that are feasible for the project. This written contract must be

C. reviewed and approved, and must remain in force, as provided for in KMC 18.40.020(C). If this written contract is not entered into prior to development approval, the applicant must pay to the city (1) $7,500.00 within sixty (60) days of the date of the development approval, and (2) $7,500.00 within (60) days of the next four (4) anniversary dates of the development approval, or until the applicant enters into a written contract with a property owner as provided for in this subsection (B). The payments shall be deemed to be consideration for eliminating the change of use from the minimum parking space requirement of subsection (A) of this Section and the road impact fee of KMC Chapter 20.47. The payments shall be used by the City for parking-related purposes, including but not limited to installation of new parking lots. The payments shall not be returned to the applicant after expiration of the temporary elimination.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstances, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27th DAY OF JULY, 2015.

CITY OF KENMORE

Mayor David Baker

ATTEST/AUTHENTICATED:

Patty Safrin, City Clerk

Approved as to form:

Rod P. Kaseguma, City Attorney

FILED WITH THE CITY CLERK: July 17, 2015
PASSED BY THE CITY COUNCIL: July 27, 2015
ORDINANCE NO. 15-0398
PUBLISHED: July 31, 2015
EFFECTIVE DATE: August 5, 2015

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Squires Landing Restoration Project	**For Council Meeting Agenda of:** 1/9/17 **Department:** Community Development **Prepared by:** Debbie Bent, Community Development Director **Initial & Date** **Approved by Department Head:** DB 12/21/16 **Approved by City Attorney:** _____ **Approved by Finance Director:** _____ **Approved by City Manager:** RJK
Proposed Council Action/Motion: Council direction whether to proceed with the restoration project	**Exhibits/Attachments:** 1. 12/5/16 agenda packet 2. 12/5/16 comments from Eric Adman

Expenditure Required $2,040,000 **Amount Budgeted** $0 **Appropriation Required** $2,040,000

INFORMATION/BACKGROUND: At the 1/9/17 Council meeting, staff is seeking Council direction on whether to pursue an agreement with the US Army Corps of Engineers for funding a feasibility study and funding design and implementation of restoration measures for the Squires Landing property. The Corps is expecting Council direction at the 1/9/17 meeting.

If the Council direction is not to proceed with the project, this does not preclude the City from pursuing the project at a later date. If Council direction is to proceed with the restoration project then the next step is execution of an agreement with the Corps that outlines cost, responsibilities for proceeding with a feasibility study. Moving forward with the feasibility study assumes that there will be future City and Corps commitment to design and construct restoration measures.

Attachment #1 is the 12/5/16 agenda packet which includes additional background information regarding the restoration project. At the 12/5/16 Council meeting Council direction was to delay action on the project to 1/9/17. Attachment #2 are comments submitted at the 12/5/16 meeting from Eric Adman encouraging the City to move forward with the project.

The following issues should be taken into consideration during Council discussion:

1. **Funding**: This project is not currently budgeted in the six- year Park Capital Improvement Program. The Corps estimates four years to complete the project including feasibility, design, permitting, and construction.
   For the feasibility study cost the Corps funds $100,000 and additional costs are shared 50/50. The study is estimated to cost $600,000 with a City share of $250,000.

   The design and implementation costs would be shared 75% federal money (Corps) and 25% non-federal money (city cost). The initial estimate for restoration of the entire 40 acres is $7,761,000 with a City share of $2,040,000. The feasibility phase would designate the restoration area. The City's responsibilities include providing all lands,

easements, rights-of-ways, relocations and disposal area (LERRD) as well as operating and maintaining the project once completed.

The City's estimated $2,040,000 match may be reduced if the project size is reduced from 40 acres. There may also be opportunities to leverage the City match with grant funds but typically grants also require a City match. Too, if the grant funds are funded with federal funds, the grant funds could not be used as a match. There may be an opportunity to count land value towards the City match but this would require an appraisal and Corps approval.

2. **Project Management:** This project would require an estimated 0.5 FTE Park Project Manager to manage this project in addition to the two FTE Park Project Managers budgeted in the Community Development budget.

3. **Long Term Maintenance**: The City's responsibilities include operation and maintenance once the project is completed. It is likely additional resources would be needed to complete these responsibilities. Some maintenance responsibilities could be undertaken by volunteers but this is an unreliable expectation long-term.

FISCAL CONSIDERATION: This project is not budgeted in the 2017-2022 Park Capital Improvement Program. The table below shows a funding estimate. The design/implementation funding would be amended following completion of the feasibility phase. The costs are based on restoration of the entire site. The Corps has to compete for funds annually as there is no multi-year project funding approval. The cost estimates do not include ongoing maintenance and operations.

Funding Totals	Federal	Non-Federal/City	Total
Feasibility	$350,000	$250,000	$600,000
Design/implementation	$5,371,000	$1,790,000	$7,161 ,000
Total	$5,721 ,000	$2,040,000	$7,761,000

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Council Goal #6 To continue to implement a Parks Improvement and Financial Plan. Comprehensive Plan Shoreline Element Policy LU24.7.1 Kenmore should allow for habitat and natural systems enhancement projects that include, but are not limited to: 1. Modification of vegetation; 2. Removal of non-native or invasive plants; 3. Shoreline stabilization using soft or non-structural techniques; and 4. Dredging and filling, provided that the primary purpose of such actions is clearly restoration of the natural character and ecological processes and functions of the shoreline.

Attachment 1

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Squires Landing Restoration Project	**For Council Meeting Agenda of:** December, 5 2016 **Department:** Community Development **Prepared by:** Debbie Bent, Community Development Director **Initial & Date** **Approved by Department Head:** DB 11/23/16. **Approved by City Attorney:** N/A **Approved by Finance Director:** [illegible] 11/23/16 **Approved by City Manager:** [illegible]
Proposed Council Action/Motion: Council direction whether to proceed with the restoration project	**Exhibits/Attachments:** 1. 2010 "draft" master plan and cost estimates 2. 1/25/10 letter to the US Army Corps of Engineers 3. May 2015 Continuing Authorities Program Federal Interest Determination Report

Expenditure Required $2,040,00 **Amount Budgeted** $0 **Appropriation Required** $2,040,000

INFORMATION/BACKGROUND: At the 12/5/16 Council meeting, staff is seeking Council direction on whether to pursue an agreement with the US Army Corps of Engineers for funding a feasibility study and funding design and implementation of restoration measures for the Squires Landing property.

Potential restoration measures include: wetland restoration (excavation, planting), channel creation (35 feet in width to include riparian planting), floodplain reconnection (excavation, planting), placement of large wood, and invasive and plant removal and revegetation with native riparian and wetland species. The Corps needs a decision by early January 2017. Attachment 2 provides background, project description and cost estimates which assumes restoration of the entire 40 acres.

If Council direction is to proceed with the restoration project then the next step is execution of an agreement with the Corps that outlines cost, responsibilities for proceeding with a feasibility study. For the feasibility study cost the Corps funds $100,000 and additional costs are shared 50/50. The study is estimated to cost $600,000 with a City share of $250,000. Moving forward with the feasibility study assumes that there will be future City and Corps commitment to design and construct restoration measures. The design and implementation costs would be shared 75% federal money (Corps) and 25% non-federal money (city cost). The initial estimate for restoration of the entire 40 acres is $7,761,000 with a City share of $2,040,000. The feasibility phase would designate the restoration area. The City's responsibilities include providing all lands, easements, rights-of-ways, relocations and disposal area (LERRD) as well as operating and maintaining the project once completed. The Corps estimates four years to complete the project including feasibility, design, permitting, and construction.

If the Council direction is not to proceed with the project, this does not preclude the City from pursuing the project at a later date.

Background: In 2009 the City developed a "draft" master plan for Squires Landing Park (formerly known as Swamp Creek Park) and cost estimates. Council did not adopt the master plan, due to concern about cost. Attachment 1 shows the proposed master plan and cost estimates. Total project cost was estimated at $13,299,521.37 of which $11,941,269.34 was estimated for restoration improvements. Annual operation and maintenance cost for the first five years was estimated at $75,900 of which $17,400 was estimated for restoration maintenance.

In 2010 (see attachment 2), the City sent a letter to the US Army Corps of Engineers asking for funding assistance under Section 1135 of the Water Resources Development Act "Project Modifications for Improvement of the Environment" to

restore the confluence of Swamp Creek within Squires Landing Park (formerly known as Swamp Creek Park). Section 1135 is applicable because of impacts to the environment associated with two Corps projects: 1. The Lake Washington Ship Canal Project in 1916. Receding lake levels exposed land including the Squires Landing Park property and which resulted in loss of riverine wetlands including those within the park. 2. The 1963 Sammamish River Flood Control Project which included dredging the river and modifications to the mouths of tributary streams. Dredge spoils were placed along the river in the park which contributed to the loss of riparian habitat and wetland habitat.

In February 2015 the US Army Corps of Engineers notified the City that a $100,000 of federal money was allocated to fund draft a Federal Interest Determination Report (FIDR) and Feasibility Study. City staff and Corps staff met in March 2015 and staff provided background information to the Corps (deeds, park plans, prior restoration projects etc.). The FIDR report was completed in May 2015 (see attachment 2) and approved by the Corps' Northwest Division on May 29, 2015 (see attachment 3).

As in 2015 the City was in the process of developing a conceptual plan for Squires Landing Park, staff informed the Corps that while there was interest in pursuing restoration, the City wanted to delay pursuing the restoration project for several reasons including: until the City completed development of a conceptual layout for Squires Landing; understands how much area at Squires Landing is needed for mitigation for developing Squires Landing or for other park project; and the City determines which park projects the public is interested in funding and the funding strategy.

The Squires Landing Conceptual plan was completed December 2015. The Squires Landing project develops approximately 11 acres of the park including new boardwalks, trails, viewpoints as well as natural open space and other environmental enhancements. This project ($5,150,000) is funded with bond funds from the Walkways & Waterways measure which passed November 2016.

In October 2016 the Corps contacted the City asking for direction from the City on whether to proceed with the project.

FISCAL CONSIDERATION: This project is not budgeted in the 2017-2022 Park Capital Improvement Program. The table below shows a funding estimate. The design/implementation funding would be amended following completion of the feasibility phase. The costs are based on restoration of the entire site. The Corps has to compete for funds annually as there is no multi-year project funding approval. The cost estimates do not include ongoing maintenance and operations.

Funding Totals	Federal	Non-Federal/City	Total
Feasibility	$350,000	$250,000	$600,000
Design/implementation	$5,371,000	$1,790,000	$7,161 ,000
Total	$5,721 ,000	$2,040,000	$7,761,000

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
Council Goal #6 To continue to implement a Parks Improvement and Financial Plan. Comprehensive Plan Shoreline Element Policy LU24.7.1 Kenmore should allow for habitat and natural systems enhancement projects that include, but are not limited to: 1. Modification of vegetation; 2. Removal of non-native or invasive plants; 3. Shoreline stabilization using soft or non-structural techniques; and 4. Dredging and filling, provided that the primary purpose of such actions is clearly restoration of the natural character and ecological processes and functions of the shoreline.

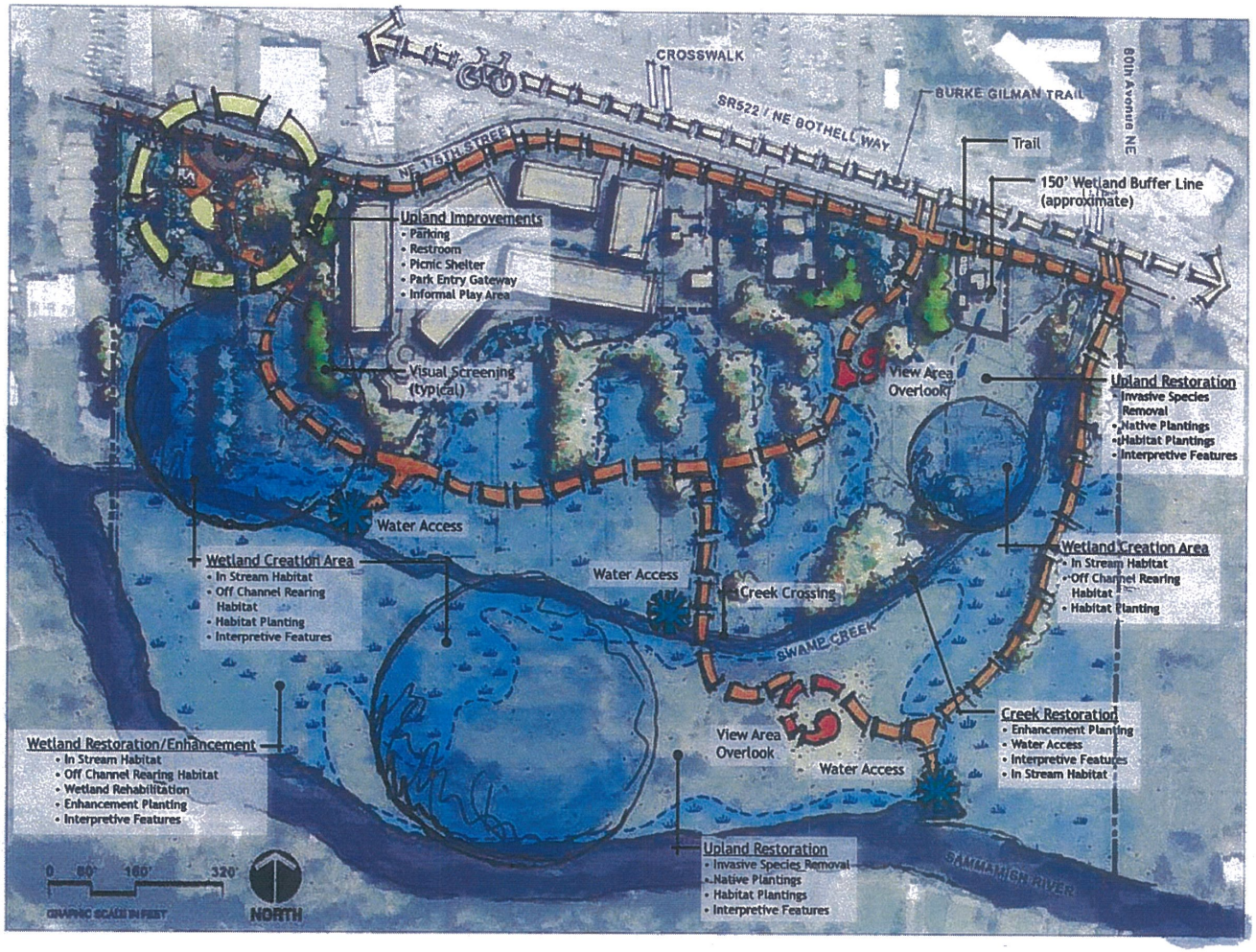


Exhibit A

HBB Landscape Architecture

ESA Adolfson

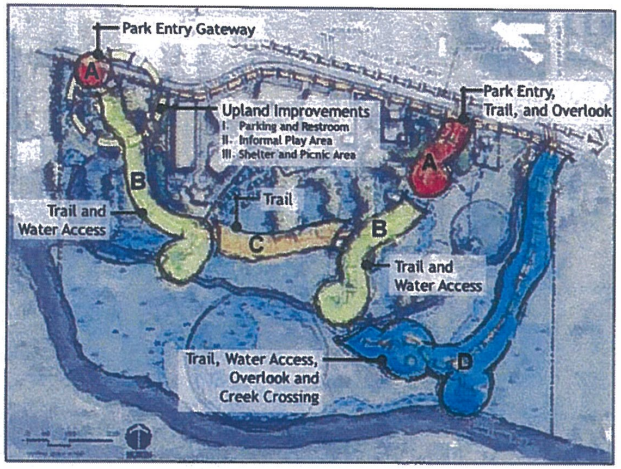
City of Kenmore
SWAMP CREEK PARK
RECOMMENDED MASTER PLAN
KENMORE, WASHINGTON

JANUARY 2010

SITE PLAN

1

ATTACHMENT 1



PARK AMENITY PHASING PLAN

The overall strategy for implementing park amenities at Swamp Creek Park is to develop the trail system first with upland improvements generally to follow. Beginning with the main entrances to the park and moving toward the center, it is anticipated that many of the trails coud be developed in close coordination with the restoration improvements, maximizing the value of the entire system. The first priority for park amenity improvements will be to provide improved entrances to the park (Phase A). The second priority will be to provide trail access to Swamp Creek (Phase B). Phase C will connect the first two phases with a boardwalk over the wetland area. Phase D will build a third park entrance east of Swamp Creek with trail access to the Sammammish River and a creek crossing to join the previously constructed trail sections.

RESTORATION PHASING PLAN

The overall strategy for restoration improvements at Swamp Creek Park is to begin in the upland areas near the East and West entrances of the park and move toward the wetland area in the middle (Phases 1 and 2). Phase 3 will restore the peninsula between Swamp Creek and the Sammamish River up to the overlook and creek crossing. Phase 4 will restore the remainder of the peninsula. These phases would be implemented as grant funding allows.

Exhibit A

HBB Landscape Architecture

ESA Adolfson

City of Kenmore
SWAMP CREEK PARK
RECOMMENDED MASTER PLAN
KENMORE, WASHINGTON

JANUARY 2010

PHASING PLANS

3

Exhibit H

Swamp Creek Park Master Plan

City of Kenmore

Date: February 4, 2010

SUMMARY OF ESTIMATED COST

Restoration Improvements - Construction

Phase 1: Fringe Wetland and Buffer Enhancement	$	1,673,116.20
Phase 2: Wetland Enhancement Areas	$	2,437,969.32
Phase 3: Riparian Forest/Wetland-Upland Habitat Enhancement	$	4,500,682.58
Phase 4: Channel Confluence/Wetland Rehabilitation	$	3,329,501.24
Subtotal Restoration Improvements Construction	**$**	**11,941,269.34**

Park Amenities - Construction

Phase A: Pedestrian Access (Entrances, Trail & Overlook)	$	52,924.31
Phase B: Pedestrian Access (Connections to Creek)	$	337,929.26
Phase C: Pedestrian Access (Central Wetland Boardwalk)	$	163,514.16
Phase D: Pedestrian Access (Peninsula Area)	$	295,006.80
Upland Improvements	$	508,877.51
Subtotal Park Amenities Construction	**$**	**1,358,252.04**

Total Park Construction Cost *	$	**13,299,521.37**

* NOTES:

1. Costs represent 2010 construction costs and are based on the final Swamp Creek Park Master Plan, dated February 2010. Information contained in the Master Plan is conceptual in nature and costs will vary as more specific site information, and installation is completed. As such, a contingency of 10% - 20% is recommended until more detailed information is available. This contingency has not been included in the estimated operations and maintenance costs below. An escalation factor of approximately 3% per year should also be added to the costs below once implementation is scheduled.

Design Fees (10%)	$	45,435.49
Administration/Permit Fees (2%)	$	9,087.10
Upland Improvements Total Project Cost	$	508,877.51

Total Upland Improvement Construction Cost*	$	508,877.51

* NOTES:

1. Costs represent 2010 construction costs and are based on the final Swamp Creek Park Master Plan, dated February 2010. Information contained in the Master Plan is conceptual in nature and costs will vary as more specific site information, and installation is completed. As such, a contingency of 10% - 20% is recommended until more detailed information is available. This contingency has not been included in the estimated operations and maintenance costs below. An escalation factor of approximately 3% per year should also be added to the costs below once implementation is scheduled.

PARK AMENTITIES O/M - Projected Phasing Costs for Initial 1-5 Years

Pedestrian Access (trails, overlooks and water access areas)

Item	Quantities	Unit Cost	Item Total
Phase A (Entrances, Trail & Overlook)			
1. Annual Landscape Maintenance	10,000 s.f.	$ 0.40 /s.f.	$ 4,000.00
Phase A Total Annual O/M Cost			**$ 4,000.00**
Phase B (Connections to Creek)			
2. Annual Landscape Maintenance	31,000 s.f.	$ 0.20 /s.f.	$ 6,200.00
Phase B Total Annual O/M Cost			**$ 6,200.00**
Phase C (Central Wetland Boardwalk)			
3. Annual Landscape Maintenance	6,000 s.f.	$ 0.20 /s.f.	$ 1,200.00
Phase C Total Annual O/M Cost			**$ 1,200.00**
Phase D (Peninsula Area)			
4. Annual Landscape Maintenance	30,000 s.f.	$ 0.20 /s.f.	$ 6,000.00
Phase D Total Annual O/M Cost			**$ 6,000.00**
Total Pedestrian Access O/M Cost*			$ 17,400.00

PARK AMENTITIES O/M - Projected Phasing Costs for Initial 1-5 Years

Upland Improvements

Item	Quantities	Unit Cost	Item Total
1. Annual Landscape Maintenance	90,000 s.f.	$ 0.65 /s.f.	$ 58,500.00
Upland Improvements Total Annual O/M Cost			**$ 58,500.00**

Exhibit H

Total Upland Improvements O/M Cost*	$	58,500.00

* NOTES:

1. Costs represent 2010 construction costs and are based on the final Swamp Creek Park Master Plan, dated February 2010. Information contained in the Master Plan is conceptual in nature and costs will vary as more specific site information, and installation is completed. As such, a contingency of 10% - 20% is recommended until more detailed information is available. This contingency has not been included in the estimated operations and maintenance costs below. An escalation factor of approximately 3% per year should also be added to the costs below once implementation is scheduled.

2. Following completion of restoration work, the first five years of maintenance will be the most intense until native plants are established and of sufficient size to begin to restrict invasive plant growth. the Community Work Program (CWP) and various volunteer organizations will be used as much as possible to perform the maintenance work. It is estimated that maintenance will occur twelve times per year utilizing hand operated mechanical equipment.

ATTACHMENT
2

The City Of Kenmore
P. O. Box 82607 · Kenmore, Washington 98028-0607

January 25, 2010

Ms. Nancy Chin
CENWA-PM-CP
Seattle District
US Army Corps of Engineers
PO Box 3755
Seattle, WA 98124

Dear Ms. Chin:

Thank you for your interest in the City of Kenmore, Washington. This letter is to seek the assistance of the U.S. Army Corps of Engineers under Section 1135 of the Water Resources Development Act of 1986, as amended, to restore the confluence of Swamp Creek at the Sammamish River, within Swamp Creek Park.

Restoration of stream and wetland habitat at the confluence of Swamp Creek and the Sammamish River is identified in the *WRIA 8 Near–Term Action Agenda for Salmon Habitat Conservation* (August, 2002) and the *Sammamish River Corridor Action Plan* (September 2002). Restoration elements recommended in the Action Plan include removal of fill material and non-native vegetation, creation of stream channel meanders across the floodplain, excavation of connections and creation of a diversity of wetland elevations in the floodplain, revegetation of the site with native species, and placement of LWD in lower Swamp Creek.

The Sammamish River provides a migration corridor for fish and wildlife between Lake Washington and Lake Sammamish. The Sammamish River supports several salmonid fish species including chinook salmon (federally listed threatened), coho salmon (federal species of concern), coastal cutthroat trout, kokanee, sockeye salmon, and steelhead (federally listed threatened). Chinook migration and some rearing occur in the river. NOAA Fisheries has designated the lower portion of the Sammamish River as critical habitat for the Puget Sound Evolutionarily Significant Unit (ESU) chinook salmon. Swamp Creek, a major north bank tributary to the Sammamish River also supports several salmonid fish species including chinook salmon (federally listed threatened), coho salmon (federal species of concern), coastal cutthroat trout (sea-run and resident), sockeye salmon, and steelhead (federally listed threatened).

As a result of past disturbance, Swamp Creek Park presents important challenges and opportunities for restoration. Channelization, dredging, changes in hydrology, and urbanization along the Sammamish River have greatly impacted riparian and instream habitat quality and functions. The construction and maintenance of flood control projects and other development have resulted in a loss of riparian vegetation, a reduction in wood recruitment, a

Website: www.cityofkenmore.com · E-mail: cityhall@ci.kenmore.wa.us
Office: 425-398-8900 · Fax: 425-481-3236

lack of shading and warm water temperatures, and a reduction in channel complexity and cover, pool habitat, and side channels used by salmonids.

The City of Kenmore is currently undertaking a riparian restoration project along a small segment of Swamp Creek within the park through a grant from the King Conservation District. This grant-funded project is limited to removal of invasive vegetation and installation of native trees and shrubs within three acres of the park, encompassing approximately 500 feet of Swamp Creek streambank. A key purpose of the project is to educate and involve community volunteers in restoration. The City would like to build on this effort by working with the Corps to undertake larger scale restoration that fully maximizes the opportunities provided at this unique site. (See attachment pages 1 & 2.)

The primary restoration opportunity is located on an approximately 20-acre peninsula of land located between Swamp Creek and the Sammamish River. The site represents one of the largest undeveloped areas in public ownership along the entire Sammamish River floodplain that is not encumbered by levees or roads. The City's Master Plan (see attachment pages 3, 4, & 5.) for the park reserves the site for ecological restoration projects and no park infrastructure is planned for this area except for a trail which would allow limited public viewing access to the restoration area. The public has shown support for restoration in this area during public open houses for the Master Planning process. The primary issues related to public support are providing for interpretive opportunities once work is completed and insuring that any proposed habitat enhancements or environmental restoration did not adversely impact flooding or bank stability on adjacent private properties.

We are aware that as the local sponsor that we will assume costs for lands, easements, rights of way, relocations, and disposal areas and/or assume costs to demonstrate ownership of such. We will also assume responsibility for any operation and maintenance of the project.

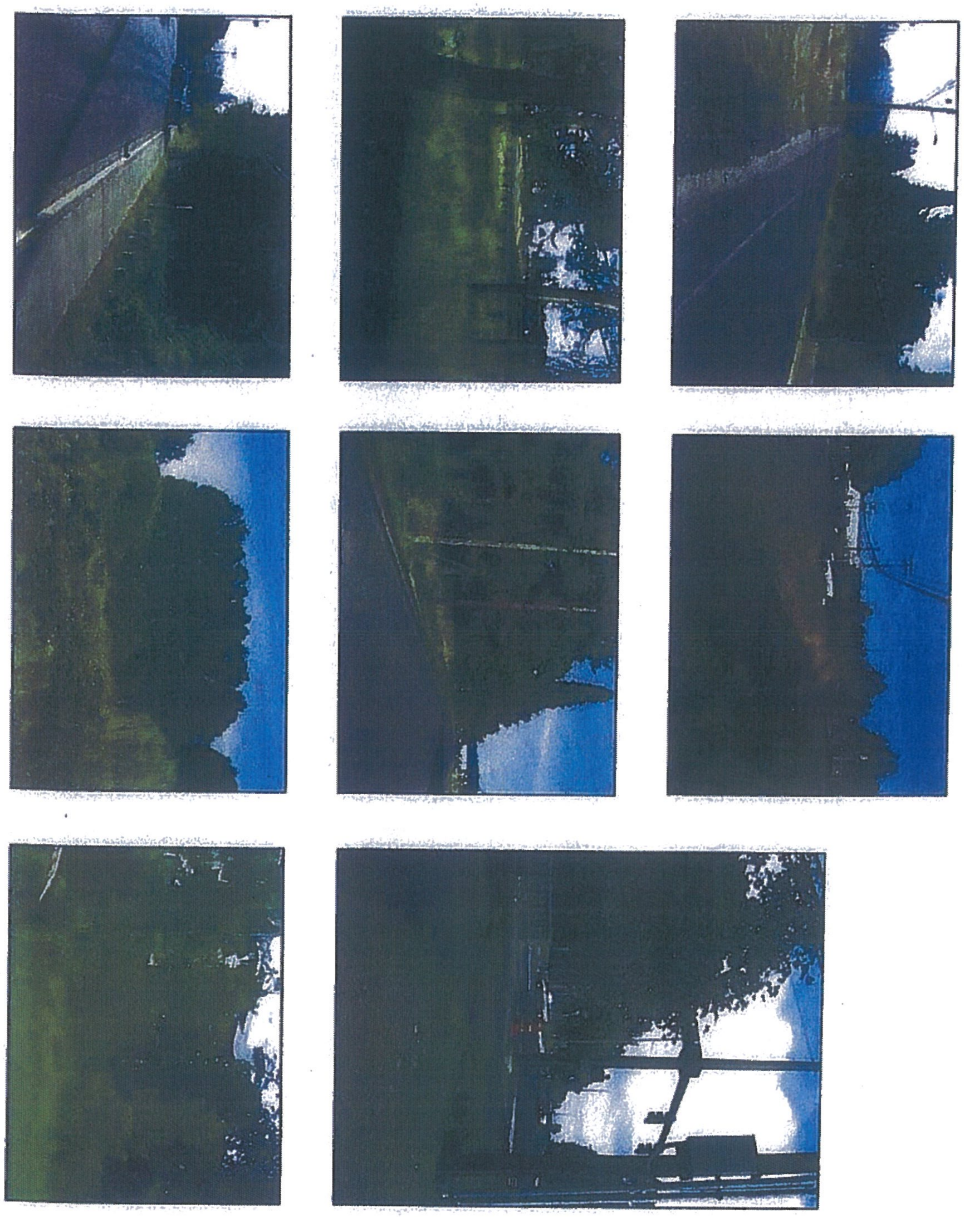
Your consideration of this request will be appreciated. If you have questions, please contact me or Nancy Ousley, Assistant City Manager. We can be reached at (425) 398-8900 or via email at fstouder@ci.kenmore.wa.us or nousley@ci.kenmore.wa.us.

Sincerely,

Fred Stouder, City Manager
City of Kenmore

Attachment

cc: Ron Loewen, City Engineer
Bill Evans, Recreation & Parks Director
Kenmore City Councilmembers



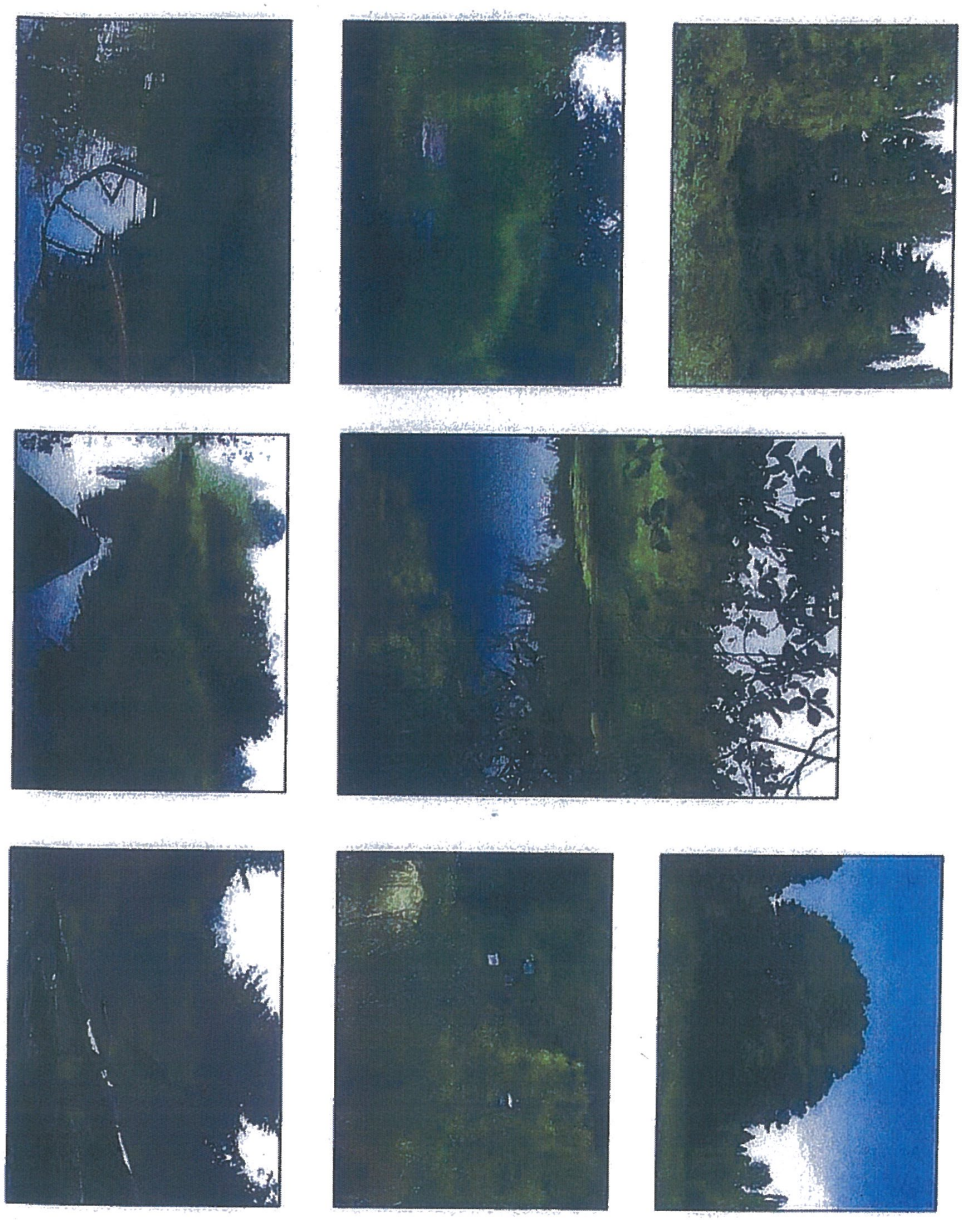
City of Kenmore
SWAMP CREEK PARK
PREFERRED MASTER PLAN
KENMORE, WASHINGTON

HBB Landscape Architecture
ESA Adolfson

JANUARY 2010

EXISTING SITE PHOTOS

1



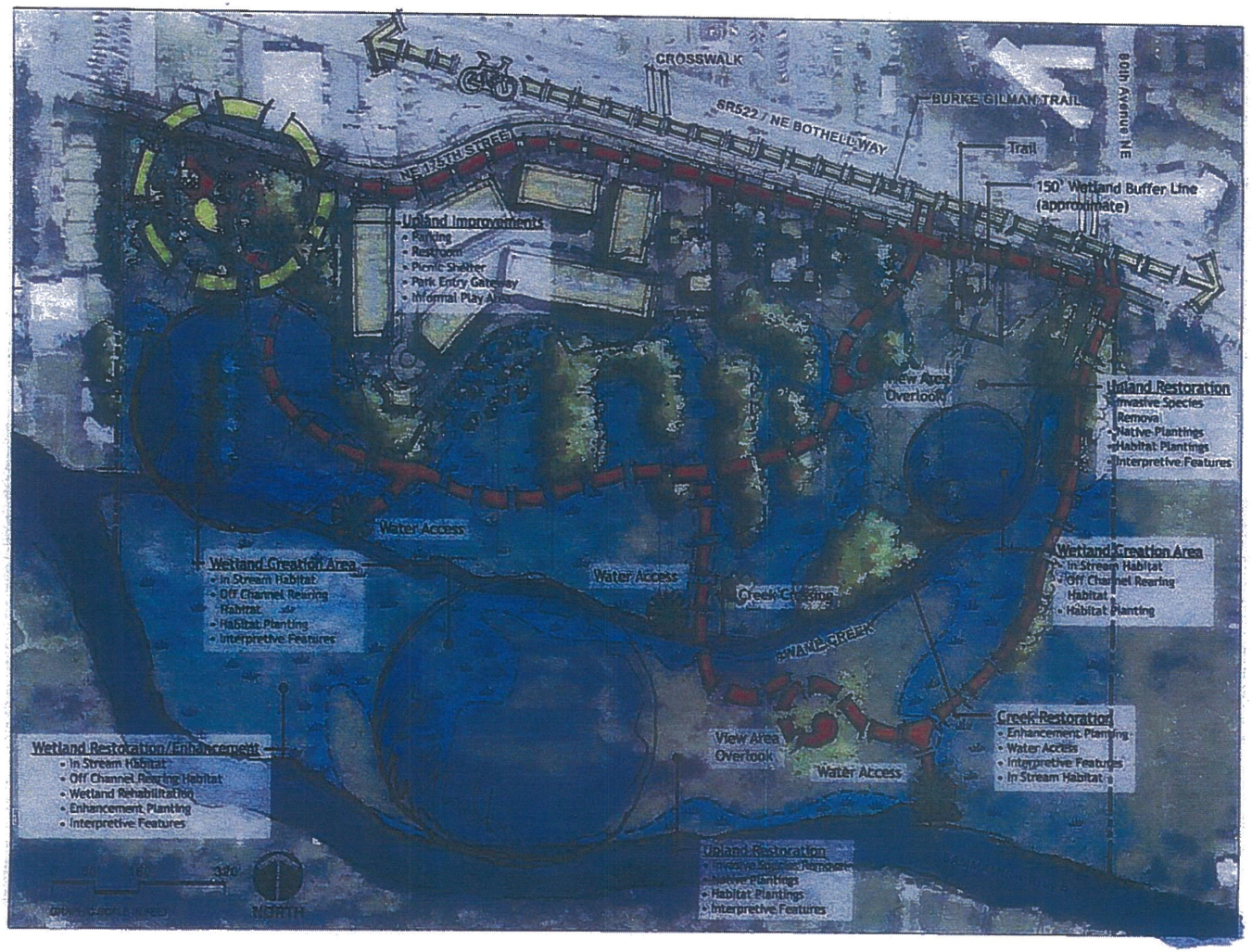
City of Kenmore
SWAMP CREEK PARK
PREFERRED MASTER PLAN
KENMORE, WASHINGTON

HBB Landscape Architecture
ESA Adelfson

JANUARY 2010

EXISTING SITE PHOTOS

2



HBB Landscape Architecture

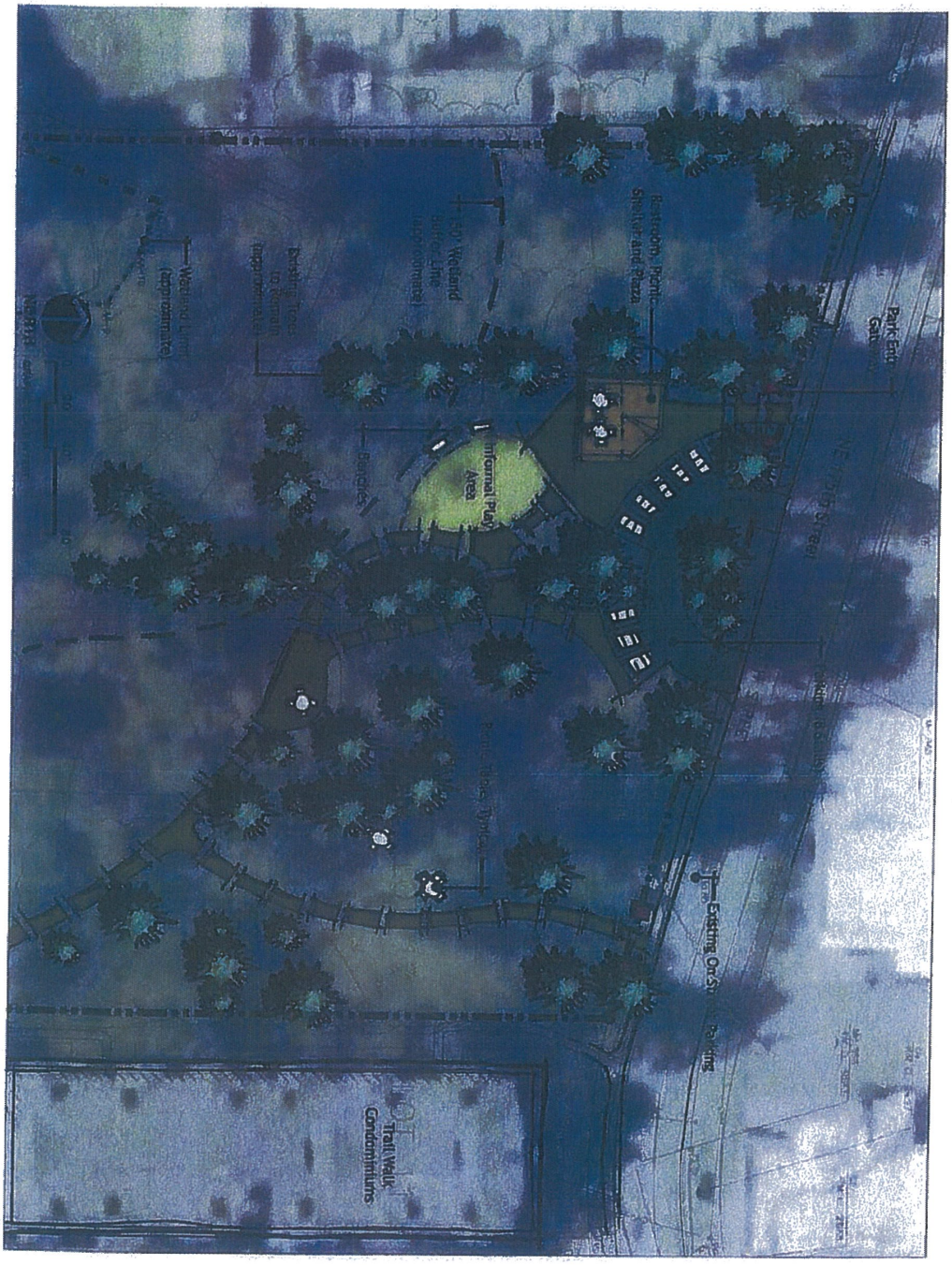
ESA Adolfson

City of Kenmore
SWAMP CREEK PARK
PREFERRED MASTER PLAN
KENMORE, WASHINGTON

JANUARY 2010

SITE PLAN

3



City of Kenmore
SWAMP CREEK PARK
PREFERRED MASTER PLAN
KENMORE, WASHINGTON

HBB Landscape Architecture
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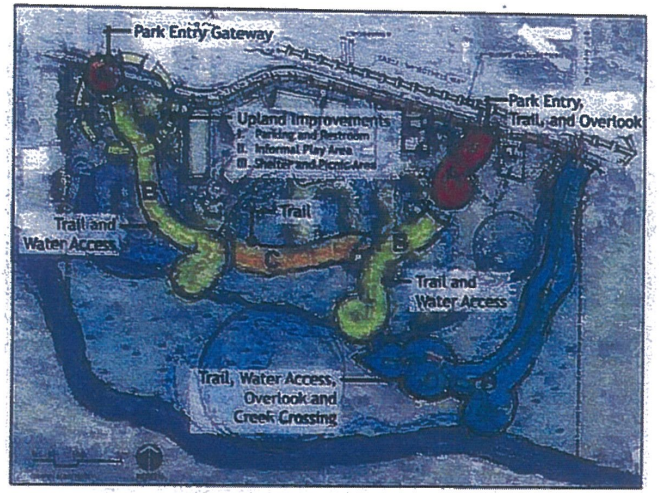
JANUARY 2010

UPLAND IMPROVEMENTS PLAN

4



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HBB Landscape Architecture

ESA Adolfson

City of Kenmore
SWAMP CREEK PARK
PREFERRED MASTER PLAN
KENMORE, WASHINGTON

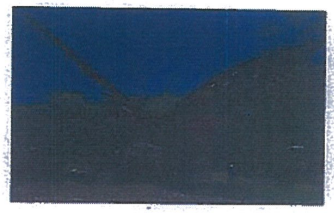
JANUARY 2010

PHASING PLANS

PARK ENTRY GATEWAY

RESTROOM, SHELTER & PARKING

INFORMAL PLAY AREA



HBB Landscape Architecture

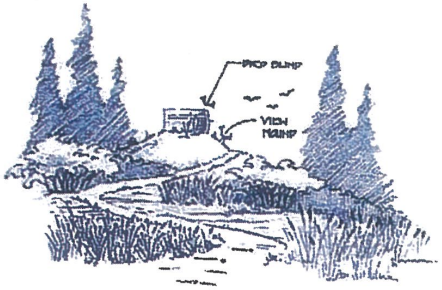
ESA Adolfson

City of Kenmore
SWAMP CREEK PARK
PREFERRED MASTER PLAN
KENMORE, WASHINGTON

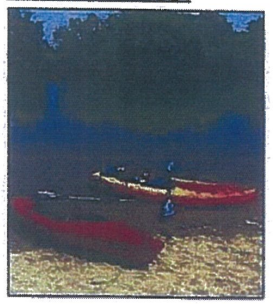
JANUARY 2010

PHOTO EXAMPLES

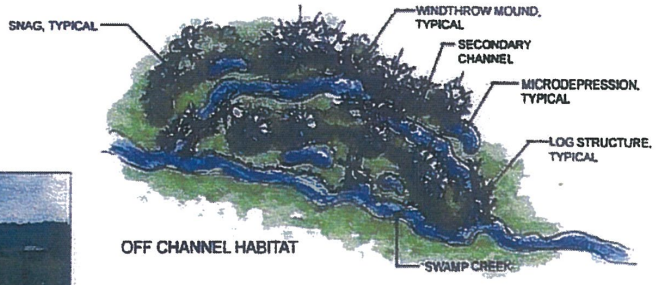
TRAIL & OVERLOOK



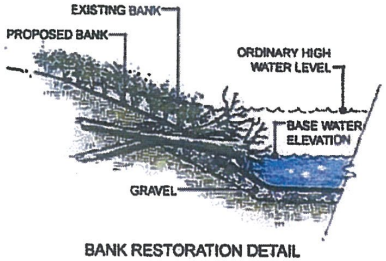
WATER ACCESS



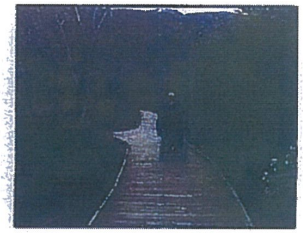
WETLAND CREATION / RESTORATION



OFF CHANNEL HABITAT



BANK RESTORATION DETAIL



WINDTHROW MOUND DETAIL

HBB Landscape Architecture

ESA Adolfson

City of Kenmore
SWAMP CREEK PARK
PREFERRED MASTER PLAN
KENMORE, WASHINGTON

JANUARY 2010

PHOTO EXAMPLES

7

ATTACHMENT
3

May 2015
Seattle District

CONTINUING AUTHORITIES PROGRAM
FEDERAL INTERST DETERMINATION REPORT

Section 1135 Swamp Creek at Sammamish River Ecosystem Restoration Project, WA
P2# 330460
Congressional Delegation: Senator Maria Cantwell, Senator Patty Murray, Representative Suzane DelBene (Washington District 1)

1. Authority – Section 1135, Water Resources Development Act of 1986, as amended; "Project Modifications for Improvement of the Environment." The project is being carried out under the Section 1135 authority because of impacts to the environment associated with two Corps projects: 1) the Lake Washington Ship Canal, Washington, an operating project completed by the Corps in 1916 and operated by the Corps continuously to the present day, which resulted in the lowering of water levels in the area and a reverse hydrologic regime where water levels are higher in the summer and lower in the winter; and 2) the Sammamish River Flood control project (1963), which included dredging of the Sammamish River and modification of the mouths of tributary streams.

2. Location – The study area is located in King County, Washington, in the Sammamish River watershed. The Sammamish River is the second-largest stream feeding Lake Washington. The river reach and adjacent floodplain being considered for restoration are entirely within the city of Kenmore, WA. Refer to Attachment 1 for a map of the study area.

3. Problem – Lake Washington was lowered by nine feet in 1916 when the Lake Washington Ship Canal was completed, connecting the lake to Puget Sound. Receding lake levels exposed land bordering the lower Sammamish River, including a 42-acre park near the mouth of Swamp Creek (Attachment 1). Most of the riverine wetlands that formerly covered a large area of the historic Sammamish River floodplain have disappeared, including wetlands within the park. In 1963, the Sammamish River and lower Swamp Creek were dredged and channelized to reduce flooding as part of the Sammamish River Flood Control Project. Dredge spoils were placed alongside the river in the park, raising the elevation of the adjacent land, and altering the alignment of lower Swamp Creek so that it now runs parallel to the river through the middle of the park before joining the Sammamish River just west of the park boundary. Fill placement, lowered streambed, and increased bank height have increased the distance between the land surface and the underlying water table, contributing to the loss of riparian vegetation and wetland habitat. Native plant species have been replaced by more drought tolerant invasive species, resulting in less diverse and lower quality fish and wildlife habitat.

The Sammamish River provides a migration corridor for fish and wildlife between Lake Washington and Lake Sammamish. The Sammamish River supports several salmonid fish species including Chinook salmon (federally listed threatened), coho salmon (federal species of concern), coastal cutthroat trout, kokanee, sockeye salmon, steelhead (federally listed threatened), and bull trout (federally listed threatened). NOAA Fisheries has designated the lower portion of the Sammamish River as critical habitat for the Puget Sound Evolutionarily

Significant Unit (ESU) of Chinook salmon. Swamp Creek, a major north bank tributary to the Sammamish River also supports several salmonid fish species including Chinook salmon, coho salmon, coastal cutthroat trout (sea-run and resident), sockeye salmon, kokanee, and steelhead.

Channelization, dredging, changes in hydrology, and urbanization along the Sammamish River have greatly impacted riparian and instream habitat quality, quantity, and functions. The construction and maintenance of flood control projects and other development have resulted in a loss of riparian vegetation, a reduction in wood recruitment, a lack of shading and warm water temperatures, and a reduction in channel complexity and cover, pool habitat, and side channels used by salmonids.

Specific problems include:

- Degraded riparian and wetland habitat with impacts to resident birds and mammals as well as fish in Swamp Creek and the Sammamish River.
- Disconnected and elevated floodplain due to past dredge spoil placement, leading to reductions in wetland and riparian vegetation.
- Degraded in-stream habitat for salmonids and other species of fish and wildlife.
- Displacement of native vegetation by invasive non-native vegetation.

4. Alternative Plans Considered – Preliminary work done by the City of Kenmore has identified several potential actions that could be completed in the project area. Those measures plus any others that may be identified by the project delivery team will be combined into an array of alternatives during the feasibility phase, to be compared and evaluated along with the No Action Alternative, to identify a recommended plan.

A habitat model will be used to compare alternatives and measure benefits. It is anticipated that an existing habitat model such as HEP/HSI, IBI, HGM, or similar type model would used. In addition, IWR PLAN would be utilized for optimization and identification of the NER Plan

Potential measures identified to date include:

- Measure I: Wetland Restoration
- Measure II: Channel Creation
- Measure III: Floodplain Reconnection
- Measure IV: In-Stream Habitat Improvements
- Measure V: Removal of Non-Native Riparian Vegetation and Revegetation with Native Species
- Measure VI: Riparian Plantings

5. Recommended Plan – The Section 1135 program authority allows modification of Corps projects to improve the environment, and aquatic ecosystem restoration measures at the project site or at other locations that have been affected by the project provided such actions are consistent with the original project purpose. At Swamp Creek the study team intends to develop solutions to ecosystem problems in an area impacted by Corps projects; the team does not anticipate recommending any modifications to Corps projects. Alternative plan development and

evaluation will examine possible channel, floodplain, wetland, and riparian restoration measures to improve habitat conditions. As measures are developed and combined to formulate alternatives, it is anticipated that the recommended plan will include a combination of the measures listed above. NWS recommends a feasibility study to document the degree of Federal interest and to evaluate alternatives and identify a recommended plan. The following description represents a possible recommended plan, to demonstrate that undertaking a feasibility study is in the Federal interest and appropriately pursued under Section 1135.

A possible recommended plan would include: wetland restoration (excavation, planting), channel creation (~35 feet in width, to include riparian plantings), floodplain reconnection (excavation, planting) placement of large wood, and invasive plant removal and revegetation with native riparian and wetland species.

6. Views of the Sponsor – The City of Kenmore City Manager submitted a Letter of Intent to Seattle District dated 25 January 2010, seeking USACE assistance under Section 1135 authority to improve stream and wetland habitat along lower Swamp Creek. At a recent meeting between the Seattle District and the Sponsor, the City Manager reaffirmed that the City is willing and able to partner in the cost-shared project and that he fully understands the responsibilities required of a non-Federal sponsor, including providing all lands, easements, rights-of-ways, relocations, and disposal areas (LERRD), as well as operating and maintaining the project once completed.

7. Views of Federal, State, and Regional Agencies – During the feasibility study, the appropriate level of Resource Agency communication will be completed. Restoration of stream and wetland habitat at the confluence of Swamp Creek and the Sammamish River is identified in the WRIA 8 Near-Term Action Agenda for Salmon Habitat Conservation (August 2002) and the Sammamish River Corridor Action Plan (September 2002). Restoration elements recommended in the Action Plan include removal of fill material and non-native vegetation, creation of stream channel meanders across the floodplain, excavation of connections and creation of a diversity of wetland elevations in the floodplain, revegetation of the site with native species, and placement of large wood in lower Swamp Creek.

8. Status of Environmental Compliance – The project must be compliant with all applicable laws and regulatory requirements. An environmental assessment (EA) will be prepared to evaluate probable impacts of the project on the existing environment. Factors addressed by the evaluation include, but are not limited to, public safety, water quality, wetlands, threatened and endangered species, noise, economics, fish, and wildlife. The National Environmental Policy Act (NEPA) review process will be completed during feasibility, pursuant to requirements in ER-200-2-2. This process includes demonstrating compliance with all applicable laws and regulations to include the Endangered Species Act, Clean Water Act, National Historic Preservation Act, Coastal Zone Management Act, Noise Control Act, Magnuson-Stevens Act, Executive Order 11988 on Floodplain Management, and Executive Order 11990 on the Protection of Wetlands. At this time, it appears USACE's obligations under NEPA can be adequately addressed in an EA and result in a FONSI. It is expected that any impacts other than temporary impacts resulting from construction activities would be self-mitigating, as the goal of the project is to improve the ecosystem.

9. Significant Effects – The goal of the project is to have a positive impact on significant ecosystem resources; the ESA-listed species listed above that would benefit from restoration in the study area demonstrate institutional significance. Technical significance of restoration in this reach is supported by recommendations in the action plans cited in section seven above. Efforts contributed by volunteers to plan, fundraise for and implement restoration at the site provide evidence of the public significance of the type of restoration described here. Negative effects during construction will be minimized to the extent possible by implementing appropriate construction techniques and methods, including appropriate construction timing and best management practices. Under the No Action Alternative, the existing conditions negatively impact habitat for both ESA-listed and non-listed species. The recommended alternative would not impact the authorized purpose of the Lake Washington Ship Canal or the Sammamish River flood risk management project.

10. Implementation Schedule –

a. FCSA Execution ..... September 2015
b. Draft Detailed Project Report/Environmental Assessment Complete ..... October 2016
c. ATR and Public Review of DPR/EA Complete ..... January 2017
d. Decision Document Approval ..... March 2017
e. PPA Executed ..... April 2017
f. Final Plans and Specs ..... 2nd Quarter FY18
g. RFP Issued ..... 3rd Quarter FY18
h. Construction Contract Award ..... 4th Quarter FY18
i. Project Completion ..... 4th Quarter FY19

11. Supplemental Information –

- Real Estate Summary – Forty-two acres at Squires Landing/Swamp Creek Park were acquired by King County for conservation purposes, and later transferred to the City of Kenmore. No further land acquisition needs are anticipated.

- Operations and Maintenance (O&M) – Minimal O&M costs are anticipated (costs for weed control and any needed replanting during native plant establishment are in included in construction costs). Anticipated O&M will be associated with public access (trails); all O&M will be performed by the City of Kenmore at 100 percent cost to the City.

- Project Specific Legislation and/or Report Language – N/A.

Attachments:

1. Map of Study Area
2. Table 1 - Economic and Financial Data for Recommended Plan

Attachment 1
Section 1135 Swamp Creek at Sammamish River Ecosystem Restoration Project, WA *May 2015*
Federal Interest Determination Report

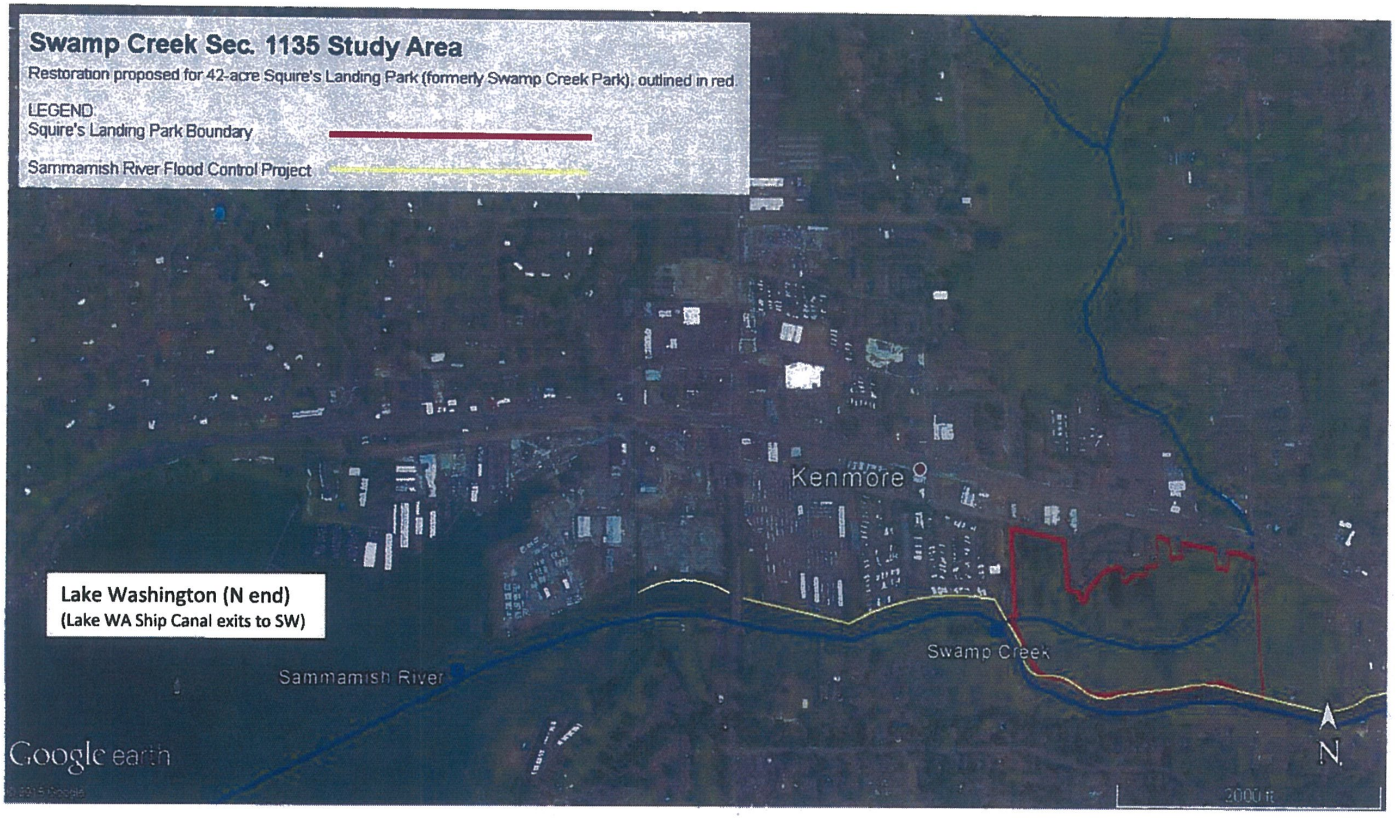


TABLE 1

ECONOMIC AND FINANCIAL DATA FOR RECOMMENDED PLAN
(All costs in thousands of dollars)

Economic Data

a. Estimated Implementation Costs:
(October 2014 Price Levels)

Federal	$5,721
Non-Federal	$2,040
LERRD	$84
Cash	$1,956
Total	$7.761

b. Economic Data:
(3.375%, 50 year period of analysis)

Annual Costs: $330
(Includes $6 OM&R;
Fed OM&R = $0)

Habitat Units: TBD

Financial Data

Funding Totals	Federal	Non-Federal	Total
Feasibility	$350	$250	$600
DI	$5,371	$1,790	$7,161
Total	$5,721	$2,040	$7,761

Funding Schedule	Actual Allocations thru CFY-1		Allocations CFY		Planned Allocations CFY+1		Remaining Allocations	
	Federal	Non Federal	Federal	Non Federal	Federal	Non Federal	Federal	Non Federal
Feasibility	$0	$0	$100	$0	$220	$220	$30	$30
DI	$0	$0	$0	$0	$0	$0	$5,371	$1,790
Total	$0	$0	$100	$0	$220	$220	$5,401	$1,820

Attachment 2

Submitted by Staci Adman

12/5/2016

Comments from Eric Adman:

Dear members of the City Council –

I'm sorry I could not be here tonight and had to ask Staci to read my remarks! I would like to comment on the Squire's Landing Restoration Grant which is under consideration on your agenda tonight.

I am interested in this site for both its ecological value and for its water access and recreation opportunities. I was the one of the primary authors of the current restoration grant funded by the Salmon Recovery Council on this site, and I also doorbelled extensively for the Walkways and Waterways bond measure.

In response to the City of Kenmore's inquiry, the Army Corps of Engineers is offering a unique opportunity to leverage millions of dollars of federal money, up to $10 million, with the requirement of a 25% match, for restoration of the Squire's Landing site. Given that a significant portion of the site (11 acres of the approximately 40-acre site) will be improved under the Walkways and Waterways grant, the overall project cost may be significantly less than $10 million. When I worked with others on an initial grant proposal to restore the entire parcel, we developed a proposal costing between $2 million and $3 million. Ultimately the Salmon Recovery Council decided to reduce the scope of the restoration area they would fund, but my point is that the total restoration cost could be much less than the available funds.

If the project is phased over a 4-year period, the project cost could be spread out. For the sake of argument, if the total project cost were $6 milllion, Kenmore's share would be $1.5 million. Over 4 years, that would be $375,000 per year. These are just hypothetical figures until the actual restoration cost is known.

The Sammamish River and adjacent habitat are extremely valuable in terms of salmon recovery. You can see this when you note that the City of Bothell is just in the process of completing a major wetland restoration and side-channel improvement along the Sammamish River trail just opposite Bothell Landing park. Restoration of Squire's Landing Park would be a similar project, and is already on the short list of priority projects under the WRIA8 Salmon Recovery Plan. Perhaps with the potential for an Army Corps project, the Salmon Recovery Funding board could help come up with additional funding to provide required match.

I recognize that there are many competing priorities in the City budget which you know better than I do. But if there is a way to move forward with this proposal, the City of Kenmore has an opportunity to leverage a large amount of outside funding, participate in salmon recovery, and add to the jewel of a park that Squire's Landing park is going to become.

Eric Adman
7815 NE 192nd St.
Kenmore, WA 98028
425 780-9731

City Of Kenmore, Washington

Memorandum

Date: **January 3, 2017**

To: **Rob Karlinsey, City Manager**
Leslie Harris, Community Relations Manager

From: **Sarah Sandquist, Volunteer and Events Supervisor**

Subject: **Town Square and Hangar programming**

In 2017, the highly anticipated Town Square and Hangar building will open to the community as a new destination and "living room" space in downtown Kenmore. Programming at Town Square and inside the Hangar building will be reflective of community desires, and be dynamic and flexible to evolve with changing needs. Initial plans include a #WhyIloveKenmore event and outdoor movie series. Additional programming plans are detailed in this memo.

We are putting together a marketing and promotion plan to get the word out about the Town Square and Hangar. The goal is to broadcast to the public that the facility is ready and available as a great new public space for the community to enjoy.

Programming focus uses the "Meet me on the Green" revised business plan as a guiding document. Below are a few excerpts, mission, and goals.

"The Downtown Plan: An Active, Not Passive, Role for the City"

"Plan for and implement an attractive, vital, pedestrian oriented, transit friendly, city center offering commercial, civic, cultural, and park spaces, integrated with higher density housing."

"Give priority to indoor and outdoor public spaces. Promote community activities meeting the needs of a range of ages and interests. Outdoor spaces should include plazas, parks, and public green spaces. Encourage the efficient use of space and shared uses where appropriate."

"While the new Kenmore Library and Kenmore City Hall have been in place for several years, "The Hangar" community center is an exciting new addition which "promote(s) community activities meeting the needs of a range of ages and interests." With this new indoor and outdoor public space the concept of a Civic Center is materializing as envisioned in the 2003 Downtown Plan, providing a gathering space that provides multiple options and opportunities for social interaction and face-to-face engagement. Instead of being a single facility it is a collection of buildings (City Hall, "The Hangar" Community Center, and Library) located in close proximity to one another in the Northwest Quadrant."

Mission

The Mission of the Kenmore Town Green, now called The Hangar and the Town Square, is to mold and activate signature downtown public spaces where Kenmore area residents, visitors, and business people can

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City Of Kenmore, Washington

Memorandum

gather, interact, meet some of their daily needs, and have that authentic local sense of place. By achieving this mission, The Hangar and the Town Square can serve to catalyze economic vitality and investment in Kenmore's downtown.

Goals

The goals for the Kenmore Hangar and Town Square are to:

- Serve as a signature destination and community gathering space year round
- Activate Kenmore's downtown and serve as a catalyst for additional private sector investment
- Provide a welcoming and comfortable experience for pedestrians and bicyclists and other modalities
- Foster delight, discovery, and entertainment and inspire joy
- Create an enduring and timeless public space that reflects the values and authentic character of Kenmore
- Maintain a flexible space to meet community needs throughout the year
- Provide for some of the daily needs of residents
- Connect generations and celebrate diversity
- Contribute to an authentic downtown sense of place

In addition to the retail activity, there are potentially at least five types of activities and events that will help activate the spaces:

1. Events organized and paid for by the City
2. Nonprofit events or activities under contract with the City
3. Individual or group meetings or events
4. Impromptu or first come, first served meet ups or simply "hanging out."
5. Fee-based classes by for-profit instructors

Each of these types of activities is further described as follows:

1. Events run by the City. Due to limited resources, this plan assumes that the City will only be taking a direct, active role in two sets of events, e.g., Summer movies on the Town Square, and #WhyILoveKenmore downtown blockparty.

2. Nonprofit Events and Activities. The City can enter into agreements whereby nonprofit organizations provide activities for certain segments of the public. For example, the City could have an agreement with the YMCA or Boys & Girls Club to provide afterschool enrichment activities on certain days of the week. These organizations could use the cabinets that are included in the building.

3. Individuals or group activities. Local residents and business people can reserve space for certain free activities and entertainment. Examples might include:

    - A local book club could reserve the fireplace area on a particular evening.
    - A ballet class could reserve the assembly area for a recital.
    - A violin teacher could reserve the space for his/her students to perform.
    - A service club could reserve the conference room or fireplace area for a meeting.
    - A local business professional could reserve the conference room to meet with a client.

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Memorandum

- A high school rock band could reserve the Town Square or the indoor assembly area for a concert and invite their friends.
- A group of students could reserve the conference room to study for a test.
- Writers could reserve space for a poetry reading.
- Civic minded leaders could reserve space for a "Chautauqua" (lively discussion about public affairs).
- Amateur photographers could reserve space for a class on outdoor photography.
- A local naturopathic doctor could reserve the assembly area for a free class on healthy living.
- A local financial advisor could reserve the assembly area for a free class on preparing for retirement.
- The Kenmore Business Alliance could reserve space to sponsor a free marketing class for local businesses.

4. Impromptu Gatherings. There would be times of the day and week when the spaces could not be reserved, so that people could simply relax, grab a cup of coffee and "hang out" in The Hangar space. For example, students could meet to do their homework together without having to reserve space, or parents could bring their children for a treat after a t-ball game or after a school choir concert. With a good wifi system for the space, any individual with a mobile device could find a comfortable spot on the Town Square or by the fireplace and catch up on the news. Or two friends could simply say, "Let's go meet at The Hangar."

5. Fee-based classes. Another type of activity for the Town Square and Hangar building not yet pursued in detail in this plan would be a for-profit instructor who would provide a class for a fee. An example might include a yoga instructor. Such private sector, fee-based activities would need to be inclusive and provide a recreational, health or social benefit.

#WhyILoveKenmore Event
Saturday, June 24, 2017 (tentative)
Afternoon/Evening

This new (sort of) event will celebrate the opening of Town Square and Hangar building. Although planning is still in the early stages, we expect the event to include live music, food trucks, kids activities, and a movie at dusk.

Movies @ The Square
Wednesdays TBD
Dusk

This new summer movie series will feature a variety of family friendly first run animated titles and a few classic favorites. Participants are encouraged to bring a blanket and picnic dinner, or purchase food from participating food trucks (or Diva Espresso). Movies will be shown on large inflatable screen, potentially facing the new Linq building so residents can enjoy the show as well.

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City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: 2016 Grant Awards	**For Council Meeting Agenda of:** January 9, 2017
	Department: Public Works
Proposed Council Action/Motion: Authorize the City Manager to execute agreements with the Washington State Department of Transportation, Puget Sound Regional Council and Transportation Improvement Board for grants awarded in the 2016 grant application cycle.	**Prepared by:** Brett Schock, PE
	Initial & Date **Approved by Department Head:** KMO 12/29/16 **Approved by City Attorney:** N/A **Approved by Finance Director:** [illegible] 12/29/16 **Approved by City Manager:** [illegible] RK 12/30/16
	Exhibits/Attachments: Attachment A: Project sheets from adopted CIP

Expenditure Required	Amount Budgeted	Appropriation Required
$3,741,859	$3,741,859	$0
$4,611,892 (with contingent project)	$4,611,892 (with contingent project)	$0

INFORMATION/BACKGROUND: The City of Kenmore applied for eight grants to fund roadway, pedestrian and bicycle infrastructure improvement projects in the 2016 grant application cycle. The City has been awarded two grants by the Washington Transportation Improvement Board (TIB) and one from the Puget Sound Regional Council (PSRC). The City has received notice of an "intent to award" from the Washington State Department of Transportation (WSDOT) for two grants. A third grant application to WSDOT is ranked first on WSDOT's contingency list and could be awarded if additional funding becomes available. The funding source for all WSDOT grants (state vs. federal funds) will be determined in 2017. Funding levels for WSDOT grant programs will be finalized in 2017. After funding levels have been approved by the State legislature, the City will receive notice of the final awards for WSDOT grants. The successful projects and corresponding grant awards and City match requirements are listed in the table below.

Transportation Project Name	Phase	Funding Agency & Program	Grant Award	City match (%)
Awarded grants				
NE 181st Street sidewalks (65th to 67th Ave) North side	Design, ROW, Construction	TIB Urban Sidewalk Program	*$535,132*	*$246,320 (31.5%)*
Complete Streets "Implementer" level (proposed for use on NE 202nd Street sidewalks)	Design, ROW, Construction	TIB Complete Streets	*$500,000*	*$0 (0%)*
Simonds Road overlay (162nd Ct to 155th Street)	Design, ROW, Construction	PSRC Federal Aid - award	*$355,351*	*$772,618 (68.5%)*

Pending grants				
NE 153rd Place sidewalks (Juanita Dr to 70th Ave) South side	Design, ROW, Construction	WSDOT Safe Routes to School	*$673,594*	*$74,844 (10%)*
Juanita Dr Ped & Bike (170th to 160th Street)	Design	WSDOT Pedestrian and Bicycle	*$525,600*	*$58,400 (10%)*
		Total	$2,589,677	$1,152,182
Contingency List grant application				
Arrowhead Dr sidewalks West side	Design, ROW, Construction	WSDOT Safe Routes to School	*$783,030*	*$87,003 (10%)*
		Grand Total (All Grant Applications)	$3,372,707	$1,239,185

Each of these projects will help to further the Council's goal of focusing on multimodal transportation safety and offset some of the costs of pavement preservation that were already included in the City's long-range budget. It is proposed that the Complete Streets grant funding be used to supplant City match funds (Real Estate Excise Tax [REET] funding) on the NE 202nd Street Safe Routes to School sidewalk project which is currently in design and planned for construction in 2017. The REET funds supplanted from this project can be reassigned to other projects, to be determined. Adopted CIP Project descriptions are included in Attachment A.

JUANITA DRIVE: The grant funds "intended for award" on Juanita Drive equates to 25% of the estimated design cost, as presented in the adopted CIP. These funds accounts for 4% of the total project budget from the adopted CIP. In the event that the funds awarded to Juanita Drive are federal, it may be in the City's best interest to decline the grant award to avoid federalizing the project. Federalized projects experience increased project costs and delivery schedules. Additional regulations that would be triggered if federal funds are accepted in preliminary engineering (PE) design phase include:

- National Environmental Policy Act (NEPA) documentation
- Buy America
- Davis-Bacon Act prevailing federal wages*
- Disadvantaged Business Enterprise (DBE) and Training federal goals and reporting*
- WSDOT oversight and acceptance during right-of-way and construction* phase and compliance with WSDOT Local Agency Guidelines, including CA status, Change Order approval, Audits
- PSRC and WSDOT project cost reporting
- WSDOT final project inspection and ADA compliance check

Items marked with an asterisk (*) may apply regardless of funding source, but federal requirements add higher costs than local requirements only.

Staff will return to discuss the project with Council should federal funds be awarded by WSDOT.

RECOMMENDATION: Staff recommends that Kenmore City Council authorize the City Manager to execute agreements for all six grants, including the contingent grant on Arrowhead Drive.

FISCAL CONSIDERATION:
The City included the grants in the 2017/18 budget (including the Arrowhead Drive "contingency list" project). Each project is listed in the Capital Improvement Plan. The City's overlay program includes funding for the overlay of Simonds Road. No further appropriation is required.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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

Attachment A

Project Sheets from the Adopted CIP

NE 181st Street Sidewalks (65th to 67th Avenue)

NE 202nd Street Sidewalk Project

Simonds Road Overlay

NE 153rd Place Sidewalks (Juanita Dr to 70th Avenue)

Juanita Drive Pedestrian and Bicycle Improvements

NE Arrowhead Drive Sidewalks

City of Kenmore Transportation Improvement Program

Project Name: 181st Street Sidewalks (No. T-27)

Project Location: NE 181st Street between 65th Avenue NE and 67th Avenue NE

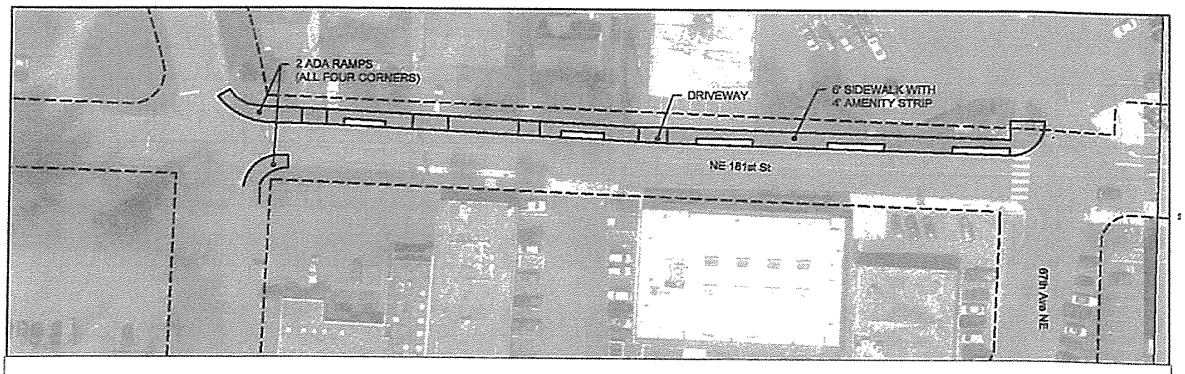
Project Manager: To Be Determined

Project Description:
This project builds new sidewalks on north side of NE 181st Street between 65th Avenue NE and 67th Avenue NE. Project may also include on-street parking, roadway and pedestrian lighting and utility undergrounding.

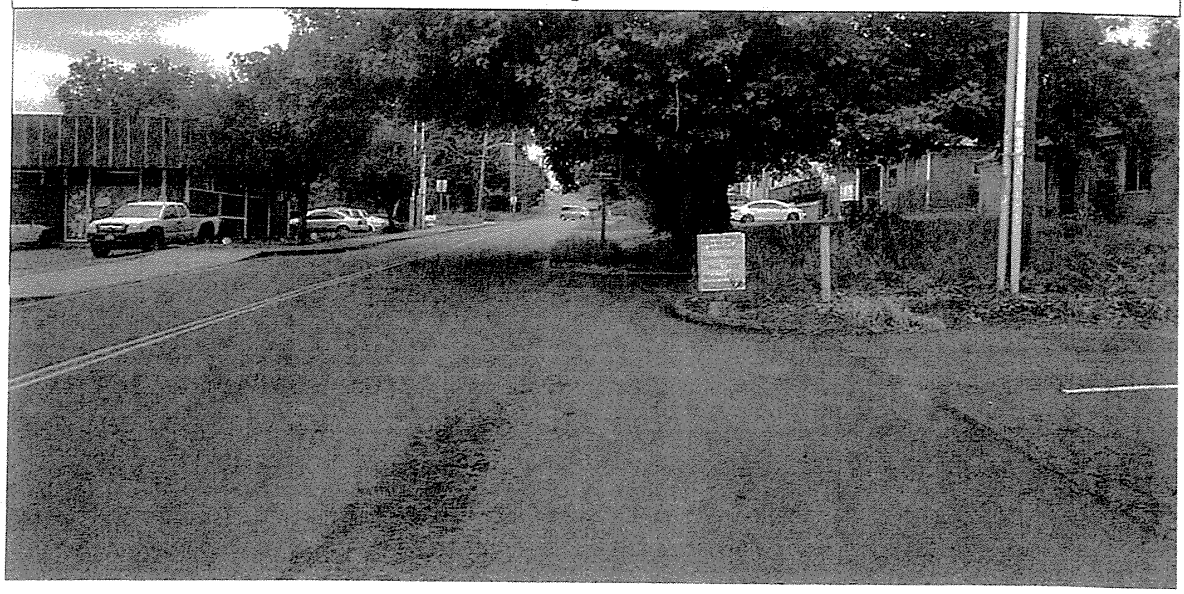
Background: NE 181st St. sidewalk varies from 5-foot wide to 3-foot wide and asphalt shoulder in some locations. Sidewalks have obstructions and curb ramps do not meet American's with Disabilities Act (ADA). This segment of sidewalk is the remaining portion on NE 181st Street within the City's downtown to need sidewalks/ADA upgrades.

Funding Sources:
The City applied for a Transportation Improvement Board Project grant in 2016. If secured, design would start in 2017.

Proposed Improvements:



Existing Conditions



City of Kenmore Transportation Improvement Program

Project Name: NE 181st St Sidewalks (65th-67th)
Project No.: T-27 Sidewalk Program

CURRENT DOLLARS

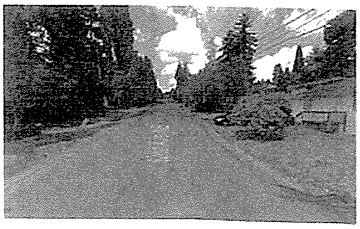
Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Management		$ 1,000	$ 15,900	$ 9,400	$ 1,000			$ 27,300
Design		$ 5,000	$ 120,000					$ 125,000
ROW/ Acquisition			$ 10,000					$ 10,000
Construction				$ 622,850	$ 6,300			$ 629,150
Total		**$ 6,000**	**$ 145,900**	**$ 632,250**	**$ 7,300**			**$ 791,450**
Revenue								
Impact Fees		$ 1,200	$ 53,528	$ 194,290	$ 7,300			$ 256,318
TIB		$ 4,800	$ 92,372	$ 437,960				$ 535,132
State								
Private								
Future Grant								
Total		**$ 6,000**	**$ 145,900**	**$ 632,250**	**$ 7,300**			**$ 791,450**

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout/Plant Establishment																								

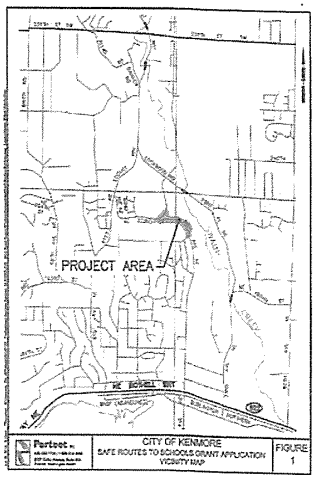
City of Kenmore Capital Improvement Program

Project Name: NE 202nd Street Sidewalk Project
Project No. T- 27



Project Location(s):
NE 202nd St between NE 198th Street and 66th Avenue NE
66th Avenue NE between NE 202nd Street and Kenmore Junior High School;

Project Manager: John Vicente



Project Description: Proposed improvements along NE 202nd St. between NE 198th St. and 66th Ave NE include the construction of sidewalk along the west side of the roadway providing a continuous pedestrian facility to Kenmore Junior High School. The proposed typical roadway section will consist of travel lanes, a bike lane/shoulder on the west side, and a sidewalk on the west side. There will be a new marked pedestrian crossing (north/south) at the NE 202nd St. & 66th Ave NE intersection bringing pedestrians to the NE corner of the intersection. There will also be a new marked pedestrian crossing (east/west) across 66th Ave NE at the intersection bringing pedestrians to/from the west side of 66th Ave NE. A bus pad will be installed approximately 50 feet east of the intersection to provide lift accessibility to the existing eastbound METRO stop. Improvements along 66th Ave NE include a new 5' sidewalk along the west side of the roadway extending from NE 202nd St. to Kenmore Junior High School. Both NE 202nd St. and 66th Ave NE will be restriped to accommodate the proposed channelization.

Background: The proposed improvements along the project corridor will help the City of Kenmore take another step towards completing the key pedestrian corridor linking the central business district, neighborhoods, and Kenmore Junior High School. The City of Kenmore conducted a study in 2008 of the 68th Avenue NE/202nd Street corridor, which extends both to the south and north of the proposed project area, and identified it as a key pedestrian safety corridor. Since that study was completed the City, with support of grant agencies, has systematically been completing the improvements required along the corridor. This section of 202nd St NE from NE 198th St. will significantly improve the pedestrian access and safety for all users, especially the students walking to/from Kenmore Junior High. The project will also add bike facilities along the roadway improving access to all users.

Funding Status:
This project will be funded using grant funds plus matching fund contributions from the Sidewalk Program Fund.

Environmental Review Status: Exempt ☑ Mitigated DNS ☐ EIS ☐
N/A

Potential Project Issues: Right of Way acquisition could delay construction start

Operations: These projects will require minimal maintenance upon completion.

City of Kenmore Capital Improvement Program

Project Name: NE 202nd Street Sidewalk Project

Project No. T- 27

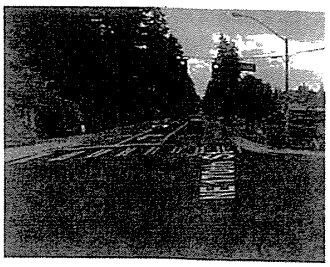
CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Administration	$ 10,445	$ 12,785	$ 1,640					$ 24,870
Design	$ 132,695	$ 27,715	$ -					$ 160,410
ROW/ Acquisition	$ 12,315	$ 67,690	$ -					$ 80,005
Construction		$1,072,120	$ 9,000					$ 1,081,120
Total	**$ 155,455**	**$1,180,310**	**$ 10,640**	**$ -**				**$ 1,346,405**
Revenue								
REET	$ 17,714	$ 503,995	$ 10,640					$ 532,349
SRTS	$ 137,741	$ 676,315	$ -					$ 814,056
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
Total	**$ 155,455**	**$1,180,310**	**$ 10,640**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,346,405**

SCHEDULE

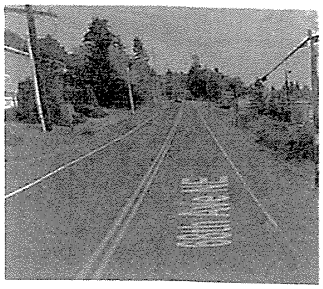
	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout/Plant Establishment																								

City of Kenmore Capital Improvement Program
2017-2018 Overlay Program
Project No. T-35



Project Locations:
NE 182nd ST (68th Avenue NE to 73rd Avenue NE)
62nd Avenue NE (NE 187th Street and 63rd Avenue NE)
Simonds Road NE (NE 163rd Place to NE 155th Street)

Project Manager: Jennifer Gordon



Project Description: The project will reshape pavement by grinding and then overlaying with new HMA on Simonds Road (NE 163rd Place to NE 155th Street), on NE 182nd Street (68th Avenue NE to 73rd Avenue NE), and on 62nd Avenue NE (NE 187th Street to 63rd Avenue NE). The project will include protecting and resetting affected utility covers, lids and inlets and upgrading sidewalks where required to meet ADA requirements. The project will provide appropriate traffic control and field inspection during construction, and re-establish pavement markings when the paving is complete.

Environmental Review Status: Exempt ☐ Mitigated DNS ☑ EIS ☐

Potential Project Issues: NA

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Administration								
Design		$ 125,535						$ 125,535
ROW								
Construction		$ 324,465	$ 805,351					$ 1,129,816
Total		**$ 450,000**	**$ 805,351**					**$ 1,255,351**
Revenue								
REET		$ 450,000	$ 450,000	$ 450,000	$ 450,000	$ 450,000	$ 450,000	**$ 2,700,000**
TBD								
Federal			$ 355,351					**$ 355,351**
Other								
Total		**$ 450,000**	**$ 805,351**	**$ 450,000**	**$ 450,000**	**$ 450,000**	**$ 450,000**	**$ 3,055,351**

City of Kenmore Capital Improvement Program
2017-2018 Overlay Program
Project No. T-35

SCHEDULE

	2017				2018				2019				2020				2021				2022		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Design																							
Construction																							

City of Kenmore Transportation Improvement Program

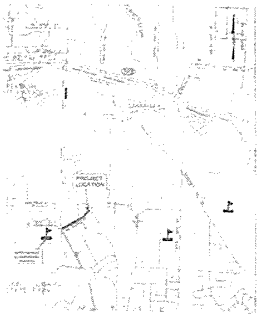
Project Name: NE 153rd Place Sidewalks
Project No.: T-27 Sidewalk Program

Project Location: NE 153rd Place between Juanita Drive and 70th Avenue NE.

Project Manager: To Be Determined

Project Description:
This project builds new sidewalks on south side of NE 153rd Place from Juanita Drive to 70th Avenue NE.

Background: The south side of NE 153rd Place currently has a variable 2-foot to 6-foot+ wide shoulder for pedestrian use. NE 153rd Place is a designated walking route for Arrowhead Elementary School students coming from east of Juanita Drive. Sidewalks along this road were identified as a priority during the neighborhood meetings as part of the Neighborhood Transportation Program Plan.



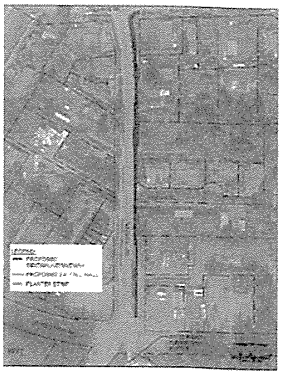
Project Location

Funding Sources:
This project is currently unfunded. A Washington State Department of Transportation Safe Routes to School grant application for this project was submitted in 2016. A decision on this grant is expected in 2017.

Environmental Review Status:

Exempt	Mitigated DNS	EIS
☐	☑	☐

The project may result in the expansion of impervious surface and drainage ditch modifications. Grant funding may be federally tied, requiring a NEPA/SEPA review.



Proposed Improvements

Potential Project Issues: The project will require short retaining walls to avoid modification to an existing drainage ditch. Existing driveway entrances would need to be modified. There may be a need to acquire temporary construction easements outside of the existing right of way.

Operations: New sidewalks have a long life. No annual maintenance costs are anticipated.

Schedule: The city has applied for grant funding for this project. The program applied to is the WSDOT SRTS program. The application for that grant included the following schedule;

- Design engineering, November 2017 – September 2018
- Advertise and award construction contract, January 2019
- Project open to the public, September 2019

City of Kenmore Transportation Improvement Program

Project Name: NE 153rd Place Sidewalks
Project No.: T-27 Sidewalk Program

Current Dollars:

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design/ Basin Plan								
Design		$ 11,100	$ 126,900					$ 138,000
ROW/ Acquisition			$ 5,500					$ 5,500
Construction				$ 604,938				$ 604,938
Total		**$ 11,100**	**$ 132,400**	**$ 604,938**				**$ 748,438**
Revenue								
Impact Fees		$ 6,100	$ 32,730	$ 35,654				$ 74,484
TIB								
State		$ 5,000	$ 99,670	$ 569,284				$ 673,954
Private								
Other								
Total		**$ 11,100**	**$ 132,400**	**$ 604,938**				**$ 748,438**

Schedule:

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								

City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive Pedestrian and Bicycle Improvements

Project No. T-41

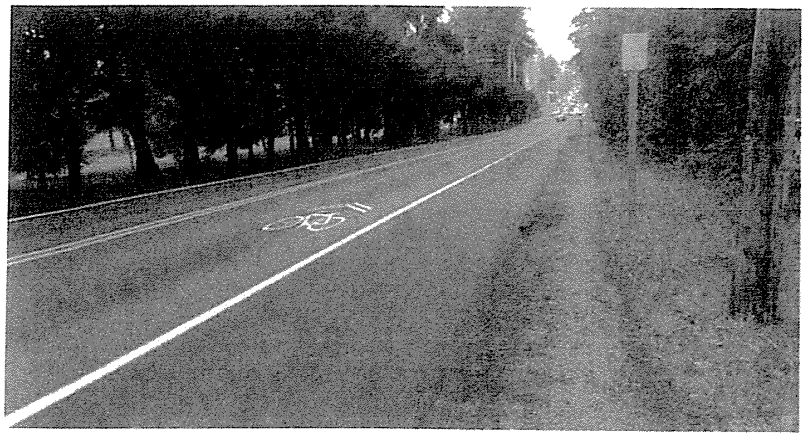
Project Location: Juanita Drive
Segment A: NE 170th St to NE 160th St
Segment B: NE 160th St to NE 1513rd Pl
Segment C: NE 153rd Pl to NE 143rd St

Project Manager: Kent Vaughan

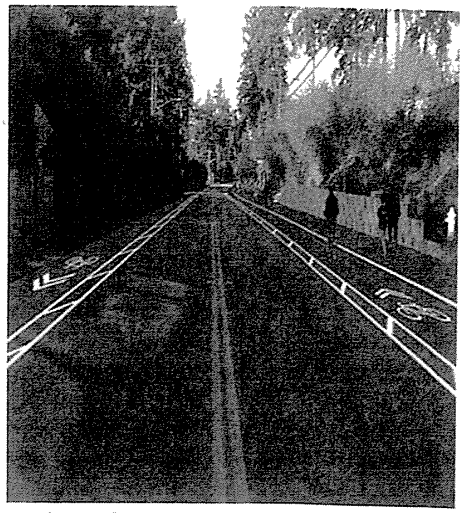
Project Description:
This project adds sidewalks to the east side of Juanita Drive and bike lanes on both sides (with a buffer) from NE 170th Street (Simonds Road) to the southern city limit. The project involves roadway widening and right-of-way acquisition. The project includes evaluation and improvement of left turn opportunities.

Background: Juanita Drive is a principal arterial that becomes 68th Ave NE at NE 170th Street. Juanita Drive/68th Ave NE runs through the heart of downtown Kenmore and serves as the only roadway within city limits that crosses the Sammamish River, connecting the northern and southern halves of the city. Because of this, there is a considerable amount of vehicles and non-motorized individuals that use the road. The portion of Juanita Drive within the project limits is adjacent to Rhododendron Park, Inglewood Golf Course, Saint Edward State Park, neighborhood businesses, and several single family residences. Juanita Dr/68th Ave NE is a priority pedestrian and bicycle facility route in the City of Kenmore. It provides direct access to the Burke Gilman regional trail for Kenmore residents on the south side of the bridge, Bastyr University, and neighboring communities such as Kirkland and Bothell.

Funding Status:
This project is currently unfunded. Grants will be sought to fund this project. Funding is also pending within the Walkways and Waterways Bond measure.



Existing Conditions on Juanita Drive



Rendering of cross section concept courtesy of the City of Kirkland

CURRENT DOLLARS

Year	2017	2018	2019	2020	2021	2022	Total
Expenses							
Project Administration**							
Design	$600,000	$ 1,000,000	$ 500,000				**$ 2,100,000**
ROW/ Acquisition		$ 500,000	$ 3,662,000				**$ 4,162,000**
Construction				$ 2,156,667	$4,313,333		**$ 6,470,000**
Total	**$600,000**	**$ 1,500,000**	**$ 4,162,000**	**$ 2,156,667**	**$4,313,333**		**$ 12,732,000**
Revenue*							
Unsecured Grants		$ 235,000	$ 2,847,000	$ 1,516,667	$3,133,333		**$ 7,732,000**
City Walkways & Waterways Bond Measure	$600,000	$ 1,265,000	$ 1,315,000	$ 640,000	$1,180,000		**$ 5,000,000**
Total	**$600,000**	**$ 1,500,000**	**$ 4,162,000**	**$ 2,156,667**	**$4,313,333**		**$ 12,732,000**

*Assumes 2016 WSDOT Ped Bike and future construction grants are secured.
**Project Administration costs are included in the respective phases.

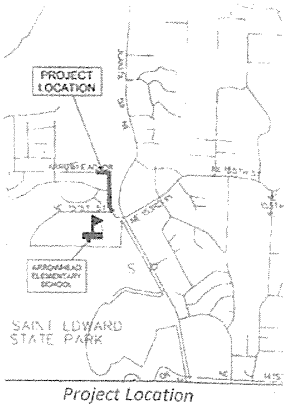
SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								

City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks
Project No.: T-27 Sidewalk Program

Project Location: NE Arrowhead Drive between NE 151st Street and approximately 1000 feet north.



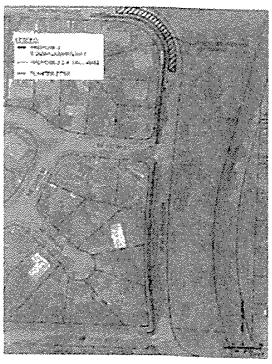
Project Location

Project Manager: To Be Determined

Project Description:
This project builds new sidewalks on west side of NE Arrowhead drive from Arrowhead Elementary to approximately 1000 feet north.

Background: The west shoulder of NE Arrowhead Drive varies from 3-foot wide to 5-foot wide with a concrete extruded curb. There is no walkway on the east shoulder of Arrowhead Drive, so this walkway must support two-way pedestrian traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students from west of Juanita Drive. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan.

Funding Sources:
This project is currently unfunded. A Washington State Department of Transportation (WSDOT) Safe Routes to School (SRTS) grant application for this project was submitted in 2016. A decision on this grant is expected in 2017.


Proposed Improvements

Environmental Review Status: Exempt ☐ Mitigated DNS ☑ EIS ☐
The project may result in the expansion of impervious surface and drainage ditch modifications. Grant funding may be federally tied, requiring a NEPA/SEPA review.

Potential Project Issues: Because of topography, the project will require a number of retaining walls. There may be a need to acquire temporary construction easements outside of the existing right of way. Significant vegetation removal may be necessary in some locations along the length of the project.

Operations: New sidewalks have a long life. No annual maintenance costs are anticipated.

Schedule: The city has applied for grant funding for this project. The program applied to is the WSDOT SRTS program. The application for that grant included the following schedule;

- Design engineering, November 2017 – September 2018
- Advertise and award construction contract, January 2019
- Project open to the public, September 2019

City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks
Project No.: T-27 Sidewalk Program

Current Dollars:

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design/ Basin Plan								
Design		$ 11,100	$ 126,900					$ 138,000
ROW/ Acquisition			$ 5,900					$ 5,900
Construction				$ 726,133				$ 726,133
Total		**$ 11,100**	**$ 132,800**	**$ 726,133**				**$ 870,033**
Revenue								
Impact Fees		$ 6,100	$ 33,130	$ 47,773				$ 87,003
TIB								
State		$ 5,000	$ 99,670	$ 678,360				$ 783,030
Private								
Other								
Total		**$ 11,100**	**$ 132,800**	**$ 726,133**				**$ 870,033**

Schedule:

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								

Kenmore Original

CONTRACT FOR CONSULTANT SERVICES
Contract No. 09-C780

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Alcalde & Fay, whose principal office is located at 2111 Wilson Boulevard, 8th Floor, Arlington, VA 22201 ("Consultant").

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be Performed by Consultant. Services include federal advocacy services, assistance and support in achieving City of Kenmore's federal legislative and administrative objectives and federal Congressional authorization and appropriations to achieve City Priority projects. These include federal authorization to include and subsequent finance the final phase of State Road 522, potential assistance in shoreline and surface water objectives, and other transportation, surface water, open space and parks, and public facility capital projects.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant: An amount not to exceed & $61,200 based on a $5,000 monthly retainer, and monthly expenses not to exceed $1,200 for the 12-month period.

[Check applicable method of payment]

__ According to the rates set forth in Exhibit "B".

__ A sum not to exceed $ 61,200.

___ Other (describe):

The Consultant shall complete and return to the City Exhibit "D," Tax Identification Number," prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on March 15, 2009 and ending March 15, 2010, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

5. Independent Contractor. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

6. Indemnification.

A. The Consultant shall protect, defend, indemnify and save harmless the City, its officers, employees and agents from any and all costs, claims, suits, losses or liabilities of any nature, including attorneys' fees, arising out of or in connection with the negligent acts or omissions of the Consultant, its officers, employees and agents in performing this Agreement.

B. The City shall protect, defend, indemnify and save harmless the Consultant, its officers, employees and agents from any and all costs, claims, suits, losses or liabilities of any nature, including attorneys' fees, arising out of or in connection with the negligent acts or omissions of the City, its officers, employees and agents in performing this Agreement.

7. Insurance.

The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives or employees.

A. Minimum Scope of Insurance.

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO)

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form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance.

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

C. Other Insurance Provisions.

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance or insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Verification of Coverage.

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Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement, unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement.

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

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11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, or presence of any sensory, mental or physical disability.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

City Manager
City of Kenmore
P.O. Box 82607
Kenmore, Washington 98028-0607

And copies to the same address in care of the City Clerk.

Federal Lobby: Do We Still Need This?

Notices to the Consultant shall be sent to the following address:

Paul Schlesinger
Alcalde & Fay
211 Wilson Boulevard
8th Floor
Arlington, VA 22201

18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

19. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF KENMORE, WASHINGTON

By: _____

Title: City Manager

Date: March 10, 2009

CONSULTANT

By: _____

Title: Partner, Alcalde & Fa

Date: 3-17-09

ATTEST AS TO FORM:

_____
Rod Kaseguma, City Attorney

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following:

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

EXHIBIT C
City of Kenmore
Billing Invoice

To: City of Kenmore
486 228th Avenue NE
Kenmore, Washington 98074
Phone: (425) 898-0660
Fax: (425) 898-0669

Invoice Number:_____ Date of Invoice:_____

Consultant:_____
Mailing Address:_____
_____
Telephone: ( )_____

Contract Period:_____ Reporting Period:_____

Amount requested this invoice: $_____

Attach itemized description of services provided.

Specific Program:_____

_____
Authorized signature

For Department Use Only

BUDGET SUMMARY

Total contract amount	$_____
Previous payments	$_____
Current request	$_____
Balance remaining	$_____

Approved for Payment by: _____ Date: _____

EXHIBIT D
CITY OF KENMORE
486 228th Avenue NE
Kenmore, WA 98074
Phone: (425) 898-0660
Fax: (425) 898-0669

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Kenmore, the must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Kenmore prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

_____ Corporation _____ Partnership _____ Government Consultant

_____ Individual/Proprietor _____ Other (explain)

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

_____ _____
Date Authorized Signature (Required)

From the Desk of:

PAUL SCHLESINGER

The enclosed is for your general information

Thanks so much for entrusting us with this work.

We understand how important this project is to the City, & will work our hardest to make certain we don't let you down

RECEIVED
MAR 23 2009
CITY OF KENNEWICK

Alcalde & Fay, 2111 Wilson Boulevard, Arlington, VA 22201
Phone: (703) 841-0626 Fax: (703) 243-2874
e-mail: schlesinger@alcalde-fay.com

Contract No. 09-C780
Amendment No. 1

The following sections of the federal government relations services contract dated March 10, 2009, between the City of Kenmore and Alcalde & Fay is amended to read in its entirety as set forth below. All other terms and conditions of the underlying contract shall remain in full force and effect.

Section 2. Compensation and Method of Payment. The City shall pay the Consultant:

An annual sum not to exceed $61,200, based on a $5000 monthly retainer, and monthly expenses not to exceed $1200 per year.

X A sum not to exceed $229,500

Section 3: Duration of Agreement. The Agreement shall be in full force and effect for a period commencing on March 15, 2009 and ending on December 31, 2012, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this 28th day of November, 2011.

CITY OF KENMORE:

BY: Frederick C. Stouder

Frederick C. Stouder

Title: City Manager

CONSULTANT:

By: [signature]

Title: Partner

Address: Alcalde + Fay
2111 Wilson Blvd, 8th Floor
Arlington, VA 22201

Attest/Authenticated:

Lynn Suskin

Lynn Suskin, City Clerk

Approved as to Form:

Rod Kaseguma

Rod Kaseguma, City Attorney

ATTACHMENT
1

Contract No. 09-C780
Amendment No. 2

The following section of the federal government relations services contract dated March 10, 2009 and amended in November 2011, between the City of Kenmore and Alcalde & Fay is amended to read in its entirety as set forth below. All other terms and conditions of the underlying contract shall remain in full force and effect.

Section 2. Compensation and Method of Payment.

The City shall pay the Consultant: An annual sum not to exceed $61,200, based on a $5000 monthly retainer, and monthly expenses not to exceed $1200 for the 12 month period.

_x___ A sum not to exceed $290,700

Section 3. Duration of Agreement. The Agreement shall be in full force and effect for a period commending on March 15, 2009 and ending on December 31, 2013, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this 17 day of Dec, 2012

CITY OF KENMORE:

BY: _____
Rob Karlinsey
Title: City Manager

CONSULTANT:

By: _____

Title: _____

Address: _____

_____

_____

Attest/Authenticated:

_____
Patty Safrin, City Clerk

Approved as to Form:

_____
Rod Kaseguma, City Attorney

Contract No. 09-C780
Amendment No. 3

The following section of the federal government relations services contract dated March 10, 2009 and amended in November 2011 and November 2012, between the City of Kenmore and Alcalde & Fay is amended to read in its entirety as set forth below. All other terms and conditions of the underlying contract shall remain in full force and effect.

Section 2. Compensation and Method of Payment.

The City shall pay the Consultant: An annual sum not to exceed $61,200, based on a $5000 monthly retainer, and monthly expenses not to exceed $1200 for the 12-month period.

_x___ A sum not to exceed $351,900

Section 3. Duration of Agreement. The Agreement shall be in full force and effect for a period commending on March 15, 2009 and ending on December 31, 2014, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this 2nd day of December, 2013.

CITY OF KENMORE:

BY: _____
Rob Karlinsey
Title: City Manager

CONSULTANT:

BY: _____

Title: Partner

Address: Alcalde & Fay
2111 Wilson Blvd., 8th Floor
Arlington, VA 22201

Attest/Authenticated:

_____
Patty Safrin, City Clerk

CITY OF KENMORE
Contract No. 09-C780
Amendment No. 4

The following section of the federal government relations services contract dated March 10, 2009 and amended in November 2011, November 2012, and December 2013 between the City of Kenmore and Alcalde & Fay is amended to read in its entirety as set forth below. All other terms and conditions of the underlying contract shall remain in full force and effect.

Section 2. Compensation and Method of Payment.

The City shall pay the Consultant: An annual sum not to exceed $61,200, based on a $5000 monthly retainer, and monthly expenses not to exceed $1200 for the 12-month period.
_x___ A sum not to exceed $474,300

Section 3. Duration of Agreement. The Agreement shall be in full force and effect for a period commencing on March 15, 2009 and ending on December 31, 2016, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this 13 day of JAN 2015.

CITY OF KENMORE:

BY: _____
Rob Karlinsey
Title: City Manager

CONSULTANT:

BY: _____

Title: Partner

Address: 2111 Wilson Blvd, 8th Floor
Arlington, VA 22201

Attest/Authenticated:

_____
Patty Safrin, City Clerk

AWC News

Public comment should not be risky

Ann Macfarlane, Professional Parliamentarian
Jurassic Parliament

Last year I attended a city council meeting at which a speaker stated that the local police were torturing people in the jails. The mayor, applying the city's guidelines, told the speaker that he was using offensive language and could not continue. He protested and was escorted from the podium by a policemen. At the next council meeting, citizens paraded in with tape over their mouths to protest this action. Naturally the press had a field day. The resulting publicity was unpleasant, to say the least.

Some years ago, the City of Boulder had to pay $14,000 to a citizen who had dropped his pants at the podium during the public comment period. He claimed that the city had violated his First Amendment rights by the way that they dealt with his protest, and won.

How can you manage public comment in a way that minimizes risk, of all sorts, to your public entity? This article offers a parliamentarian's point of view. I am not an attorney, and nothing in these suggestions constitutes legal advice. That said, let's look at the basics.

1. A city council meeting is not a public meeting; it is a meeting that is held in public. The fundamental purpose of a city council meeting is to conduct the council's business. The laws of the state of Washington and court decisions have made it clear that the council may establish its own guidelines in order to do this.
2. The purpose of the public comment period is to inform the council members of the views of citizens and residents. Public comment is not a dialogue between the public and the elected officials. It is informational and it flows in one direction – from members of the public to the council.
3. The Washington State Constitution gives members of the public the right to attend meetings of governmental bodies. It does not include the right to speak. However, if your body has consistently included a public comment period in its meetings, you have likely established a designated public forum at which the public does have a right to speak.
4. Your body can and should set time limits for public comment as a whole, and for individual speakers.
5. Your body can encourage speakers to behave in a civilized manner. But if someone starts to break your guidelines and say obnoxious or offensive things, they probably have the right to do so.

6. If someone disrupts the meeting, or threatens physical violence, you may order them removed. Be careful, however! The question of what is “disruptive” is not always easy to determine.
7. If a whole lot of people start disrupting the meeting, you can recess the meeting, and reconvene in a different place from which the disruptive folks are excluded.

In the light of these points, I hope it’s clear how challenging it can be to manage public comment. You want to hear from the public, you need to hear from the public, and the “public comment” period is the right place for this to happen. You want to preserve the legal rights of your citizens and residents, while keeping a firm grip on the experience and ensuring that it doesn’t take over the meeting.

Here are our suggestions:

1. In all aspects of this topic, consult with your attorney to make sure that you have a good process in place.
2. Review the fine materials published by the MRSC on the Open Public Meetings Act.
3. Adopt guidelines and read them with energy at the beginning of each public comment session. It’s also useful to provide them in printed form. These guidelines may encourage civility and politeness. They should state that comments are to be addressed to the presiding officer, not to individual council members or staff people.
4. Enforce whatever time limits or other process parameters you have set consistently and fairly.
5. It is important for whoever is running the meeting to project an attitude of openness and warmth to the citizens speaking. This has to do with the personal qualities of the presider. It is not easy to maintain this attitude over the 20 minutes or longer that public comment can go on, but it can be done.
6. You can refer specific questions to the staff and let citizens know that someone will get back to them later. If you do this, be sure that you DO get back to them!
7. Engaging in a “back-and-forth” with citizens is always a losing proposition. Don’t do this when running the meeting, and don’t allow individual council members to do this.
8. Sometimes speakers can get so riled up that it is appropriate for the presider to say something about the subject at hand. If people are making outrageous accusations or flinging wild claims about, the mayor or council president may want to speak on the subject calmly, firmly and definitely. The statement must not be defensive. Phrase it in the positive and reaffirm the truths that you know about the situation. Then turn briskly to the next item on the agenda.
9. You may want to consider holding “Town Meetings” or “Open Forums,” a different type of event from a council meeting, that provide an opportunity for dialogue.

10. If you do this, the elected officials participating will need to make it very clear when they are presenting the city's positions, and when they are speaking as private individuals. People will still tend to interpret what is said as "the official position," so you must emphasize the point of view from which you speak.

It can be challenging to invest the time and effort needed to think about process, the way that we run our meetings. Establishing the right structure, however, and maintaining it consistently will pay big dividends.

You can improve the way citizens give input to your elected officials, maintain good relations with your residents, avoid ghastly publicity, and lessen the chances that a judgment will be made against you for big bucks. Take the time now to ensure that public comment will not be risky to your city.

References from MRSC

The Open Public Meetings Act
When public comment is challenging
The First Amendment is not the last word
Balancing the Council's right to manage meetings with expectations of citizens

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Contributor

Ann Macfarlane, Professional Parliamentarian
Jurassic Parliament
Ann Macfarlane is the principal in Jurassic Parliament, a company dedicated to helping elected officials and nonprofit leaders run their best possible meetings using Robert's Rules of Order.

Ann's career includes time in Pakistan and on the Soviet Desk of the U.S. State Department, and service as President of the American Translators Association. With Andrew Estep she is the author of *Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments.*

City of Kenmore
2017 Work Plan

Department: **Development Services**
2017 Work Plan

Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Day-to-day Permitting:													
Intake/Management	TW	on-going permitting					on-going permitting						
Development Review Team Meetings	SL	on-going permitting					on-going permitting						
(pre-apps, pre-cons, review, and pre-CofO meetings)													
Review	SL	on-going permitting					on-going permitting						
Inspections	RM	on-going permitting					on-going permitting						
Monitoring	BB	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports		
Day-to-day Code Enforcement	DB												
Cooperative Odor Complaints	DB												
Service Requests (CARS)	Team												
Permit Tracking Software	TW	Reports	Trakit/City Works Integration			Mobil Apps	Reports						
Department Reports	BH	annual	weekly update		1st qtr	weekly update		2nd Qrt	weekly update		3rd Qtr	weekly update	
Code Update	Team		Code Enforcement/fines & penalties			Billboard			Recycling (bldg materials)				
Update Handouts/ Resource Guide	SL/TW												
Records Mngt/ Files	BB												
MyBuildingPermit.com	BH												
Bldg Rev Srvcs RFP	BH												
Update Web Page	TW												
Emergency Mgmt/NEMCo	BH	CodeRed	Training		Tabletop exercise					Training		Tabletop exercise	
Kenmore Village Commercial	RM	LINQ and Town Square		Evergreen TI	Restaurant								
Saint Edwards Seminary Bldg	BH	Site Plan and EIS						Construction Plans					
Spencer 68 Appts Phase 2	RM	Inspections and Occupancy											
Lakepointe Project Management	BH	Transportation assumptions/ work session			Shoreline regulations/negociate general agreement				Site plan development				

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

City of Kenmore
2018 Work Plan

Department: **Development Services**
2018 Work Plan

Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Day-to-day Permitting:													
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Inspections	RM	on-going permitting					on-going permitting						
Monitoring	BB	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports		
Day-to-day Code Enforcement	DB												
Cooperative Odor Complaints	DB												
Service Requests (CARS)	Team												
Permit Tracking Software	TW	Reports	Trakit/City Works Integration			Mobil Apps	Reports						
Department Reports	BH	annual	weekly update		1st qtr	weekly update		2nd Qrt	weekly update		3rd Qtr	weekly update	
Code Update	Team		Banner policy								Signs		
Update Handouts/ Resource Guide	SL/TW												
Records Mngt/ Files	BB												
MyBuildingPermit.com	BH												
Next LEAN Project	TBD												
Update Web Page	TW												
Emergency Mgmt/NEMCo	BH		Training		Tabletop exercise					Training		Tabletop exercise	
Kenmore Village Commercial	RM	Commercial Building											
Saint Edwards Seminary Bldg	RM	Construction Plans/ Inspections											
Lakepointe Project Management	BH	Site Plan/ SSDP/ Dev Agmnt/ EIS											

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

Community Development

2017 Work Plan

Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp Plan/Development Regs													
Comp Plan (PC/CC)	LA/DB	CC approves docket	PC review							PC hearing	CC adopts ordinance		
Other Development Regs (Some PC/CC others just CC)	LA/DB	CC approves docket	PC and CC review								CC adopts ordinance		
Policy and Strategy													
Affordable Housing Strategy adoption & implementation	LA/DB	PC recommendation	CC adopt		PC	review	measures (if included on docket)				CC adopts ordinance		
Identify opportunities and bring forward	LA/DB	Bring forward opportunities when identified											
Downtown Development													
Kenmore Village: Town Square/Hangar project	RK/DB	construction complete		Tenant	improvements		Hangar open June		Part of internal team				
Lakepointe	DB	Part of internal strategy team											
Park Capital Projects													
Twin Springs Interim Use Plan	CPM/DB	scope/RFQ/contract		outreach			cc plan	approval		implement			
Tolt Trail Phase 1	ZR/DB	Bid process and contract award				construction				project closeout			
Moorlands Park Improvements	AS/DB	permits		bid	process		construction					closeout	
Rhody Park Waterfront	PM/DB	obtain city and other agency permits.			Finalize design								
Rhody Park Dock	AS/DB	city and other agency permits											
Squires Landing Waterfront	PM/DB	design contract auth.	field	data		agency	consult	outreach		design/permit prep/prelim review			
Squires Landing Dock	AS/DB	city and other agency permits											
St. Edward Ballfield	?/DB	permit review	CIP	lease		permit review							
Log Boom Park Waterfront	PM/DB	design contract auth.	field	data		agency	consult	outreach		design/	permit	prep/prelim	review
Grants													
2014 RCO grant admin for Moorlands Park	AS/DB	admin	report	prep	admin	report	prep	admin	report	prep	admin		
2016 RCO grants for St. Edward ballfield (assume leg. Funding)	AS/DB			legis.	action	RCO	contract			admin			
US Army Corp Section 1135 funding Squires Landing???	?/DB	cc direction	?	?	?	?	?	?	?	?	?	?	?
St. Edward shoreline restoration (assumes ballfield lease)	?/DB				scope	project	hire	consultant		data		collection	
Other grant opportunities	PM/DB	??											
Working with Outside Agencies		collaborate as needed											
Other agencies e.g. PSRC, Metro, ARCH													
Highest peak workload													
Substantial workload													
Less steady workload													
DB: Debbie Bent													
LA: Lauri Anderson													
AS: Ann Stanton													
PM: new Parks Project Manager													

Community Development

2018 Work Plan

Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp Plan/Development Regs													
Comp Plan (PC/CC)	LA/DB	CC approves docket	PC review							PC hear	CC adopts ordin		
Other Development Regs (Some PC/CC others just CC)	LA/DB	CC approves docket	PC and CC review								CC adopts ordin		
Policy and Strategy													
Identify opportunities and bring forward	LA/DB	Bring forward opportunities when identified											
Downtown Development													
Kenmore Village: Town Square/Hangar project	RK/DB									Part of internal team			
Lakepointe	LA/DB	Part of internal strategy team											
Park Capital Projects													
Rhody Park Waterfront	PM/DB	Bid process and contract award								construction			
Rhody Park Dock	PM/DB	Bid process and contract award								construction			
Squires Landing Waterfront	PM/DB									permit review			
Squires Landing Dock	PM/DB	Bid process and contract award								construction			
St. Edward Ballfield (assumes lease and funding approved 2017)	PM/DB	permit review							construction				
Log Boom Park Waterfront	PM/DB									permit review			

Grants

2014 RCO grant admin for Moorlands Park	PM/DB	grant closeout											
2016 RCO grants for St. Edward ballfield (assume leg. Funding)	?/DB	admin		report	prep	admin	report	prep	admin	report	prep	admin	
US Army Corp Section 1135 funding Squires Landing???	PM/DB	?		?	?	?	?	?	?	?	?	?	?
St. Edward shoreline restoration (assumes ballfiled project)	?/DB	grant apps											
RCO grant applications	?/DB	grant apps											
Other grant opportunities	?/DB	grant apps				?	?	?	?	?	?	?	?
Working with Outside Agencies	DB	collaborate as needed											
Other agencies e.g. PSRC, Metro, ARCH													
Highest peak workload													
Substantial workload													
Less steady workload													
DB: Debbie Bent													
LA: Lauri Anderson													
AS: Ann Stanton													
PM: new Parks Project Manager													

City of Kenmore
2017 Work Plan

Department: **City Manager's Office**

		Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
1	Town Square Action Plan	RK	Construction complete. Tenant improvements begin in the Hangar.					Hangar Opens. Tenant opens for business						
2	Town Square Programming	SS	Research & Planning					#WhyILoveKenmore Event. Hangar programming begins	Movies in the Square	Movies in the Square				Tree Lighting Festival
3	Lakepointe Project	RK		Multidisciplinary work session(s)		Negotiate General Agreement with Developer								
4	Lodge at Saint Edward Project	NKO	State Parks Commission Action on Lease		Site Plan Hearing/Action	Site Plan Action		Building Permit Submittal			Parks Commission Meeting		Parks Commssion Meeting	
5	Saint Edward Ballfield	RK/DB/NO	Negotiate Lease. Status report to WA State Parks Commission		WA State Park Commission Consideration of Lease									
6	Business Incubator	NKO	Advisory Group Meeting	Council Briefing			Grants	Open House at KBI			Progress Report to Council	Advisory Group Meeting		
7	Business Registration	NKO	Home Based Business Focus Group	KBA monthly meetings		Online Directory Updates (ongoing)		Home Based Business Check in			Marketing Push/ contact unregistered businesses		Business Recognition	Report to Council
8	Business Events	NKO			Sector Breakfast	Business Open House		Sector Breakfast				Business After Hours	Sector Breakfast	
9	Natural Health HUB	NKO	EDC Scope, BU work plan		Natural Health Expo			Trade Organization Contacts					Branding Plan	
10	Business Recruitment	RK/NKO	Ongoing Outreach and Meetings		Update Commercial Capacity Data and Map	Brew District Promotion/Banners		ongoing contacts and promotion						
11	Marketing and Media Relations	NKO	Media Relations planning		Tourism/Recreation Marketing Piece Complete	Continue Media Relations & Marketing								
12	Economic Development Incentives	NKO/LH	Research comparable programs		Research complete			Develop proposal			Proposal to City Council			
13	Port of Seattle ED Grant	NKO	New Photos for marketing	Business Training	Business Training	Prepare Proposal (if continued)	Final Report to POS				Research		Draft Proposal	
14	Walkways & Waterways	RK/LH	Ballot measure oversight and communications											
15	Front Desk Reception	KH	Walk-ins, phone calls, pet licensing, police services support, and more											
16	Target Zero - Education & Outreach	LH			Daylight Savings Time		Bike to Work Day/Month	Summer Safety		Back to School Safety		Walk to School Day/Halloween Safety	Daylight Savings Time	Holiday Safety
17	Website / Blog	LH	City and Downtown Kenmore blog											
18	Digital Communications	LH	Gov Delivery, Facebook, Twitter, Instagram, Nextdoor; Monitor new trends and tools											
19	Newsletters	LH	Hard Copy / E-News	E-News	Hard Copy / E-News	E-News	E-News	Hard Copy / E-News	E-News	E-News	Hard Copy / E-News	E-News	E-News	E-News
20	City Organized Events	SS	Secure Event Sponsorship		Event Planning & Prep				Fireworks/Concerts	Concerts/Play Day				Tree Lighting
21	Other Event Support	LH		Slough Race Event Prep		Slough Race Event	Kenmore Air Seaplane Fly-In	Northshore Fire Open House & Safety Fair; Bastyr Herb & Food Fair			Kilometers 4 Cancer			
22	Summer Recreation Programs	LH	Contract development with Skate Like a Girl and Skyhawks		Promote summer programs			Camps	Camps	Camps	Evaluate programs			
23	Volunteer Program	SS	Adopt-A Program; Admin Volunteers all year	Vol Appreciation Event		Earth Day Clean Up		Volunteer programs & projects administration				Jack Crawford Day		
24	Human Services	LH	Accounts payable / contract development / monthly mtgs	Monitoring visits	Monitoring visits		Accounts payable	Contract Admin, etc			Accounts payable	Contract Admin, etc		Accounts payable/Contracts
25	Animal Services	LH	Quarterly JC4/Marketing mtgs	RASKC ILA discussions and final intent to contract			RASKC ILA Agreement Final		PAWS Agreement		PAWS Agreement to Council			
26	Sound Transit 3 Project Engagement	RK	Meet with Sound Transit	Meet with Sound Transit	S22/523 Corridor Cities		Potential Locations Identified							
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 2017 Agenda			
29	Federal Legislative Agenda	NKO	Delegation District Staff meetings		DC Meetings			Invite Senators to Kenmore			Develop 2017Agenda			
30	King County Legislative Agenda			Develop Agenda	Council action									
31	Ecology Lake WA Sediment Testing	NKO	TBD with Ecology on Follow up testing											
32	Aquatic Weeds Management	RK	Integrated Aquatic Vegetation Management Plan Development		Department of Ecology reviews document			Submit final document to Ecology						
33	Kenmore Navigation Channel	NKO	Port of Everett consult	USACE District, Division Meetings	Check in with King County, USACE						Federal Contacts		King County contact re Local Sponsor Authority	
34	SR520 Project Monitoring	NKO	Rest of the West											
35	Franchise Agreement Approval/Enforcement	NKO	PSE Negotiations	Frontier Enforcement			PSE Proposed Agreement to Council		Frontier Enforcement Update		PSE project status report	PSE Briefing to Council	Comcast renewal scoping	
36	Historic Preservation	NKO			Identify potential nomination(s)									
37	Public Records Requests (PRR)	TM					MidYear Report		Update Info Material					Year end PRR report
38	Inter Gov Organizations	NKO/RK		ARCH Work Plan and Trust Fund to Council										
39	Arts of Kenmore Gallery	NKO												
40	Economic Development Strategy Update	NKO						RFQ for Backround Report			Select Consultant tor Stategy Updat	Advisory Group appointed:	Background Report Complete	
41	Affordable Housing Support Source(s)	LH/NKO			Research Other Cities' Programs			Brief Council			Coordination with Lakepointe transportation			
42	King County Water Taxi Project	NKO		Meet with County Council, staff										
43	Administrative Policies	LH	Assorted administrative policies	Update donation policy										
44	District Court / Jail Services	LH	Quarterly meetings / monitor contract					Contract reconciliation						
45	Emergency Management	RK	Develop communications and notifications strategy											
46	Community Involvement and Leadership	RK												
47	Leadership and Direction to the Organization	RK												
48	Council Support	NM												

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

City of Kenmore
2017 Work Plan

2017

Less Steady Workload
Substantial Workload
Highest Peak Workload

Department: **Finance & Administration**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Close 2016 Fiscal Year	BR	close out Dec	budget and year end entries										
Payroll W-2s/1099s	CS	w-2s and reconciliations											
Monitor 2017-2018 Budget	JMG	ongoing effort											
Update Cost Allocation/Overhead Plan	JMG/CS/BR												
Update Admin, Personnel, Purchasing Policies	JMG/BR	ongoing effort											
6 Year Forecast and Plan	JMG	finish budget input and forecast, update 2016 actual			Quarterly Update			Quarterly Update			Quarterly Update		
CIP Management and Update	JMG	ongoing effort				Begin 6 year Update and Amendment							
Research and Implement New Medical Benefit Plan	JMG/CS	form employee committee; conduct research, explore options						make decision		begin transition to new plan			
Research and Implement New 401a Plan Provider	JMG/BR	form employee committee; conduct research, explore options				make decision				begin transition to new plan			
Ongoing Payroll & Benefit Admin	CS	ongoing effort											
Invoices /Accts Rec /Grant Reimbursements	CS/BR	ongoing effort											
2016 Annual Street Report (file with State)	BR				prepare and file								
Quarterly financial reports to Council	JMG		4th quarter 2016			1st quarter			2nd quarter			3rd quarter	
2017 Annual Risk Management Audit	JMG												
2016 Annual Report Preparation (file with State)	BR		year end entries	report prep	review	due 5/30							
2016 Audit	JMG/BR				audit prep, account analysis, federal grant review, financial review								
IT Support, Governance Committee	BR/JMG	ongoing effort											
Cash and Investment Management	BR/JMG	ongoing effort											
Agenda Preparation and Agenda Bill Review	PS/JMG	ongoing effort											
Wellness Activities	CS/JMG	wrap up 2016	plan 2017	awc spring campaign		wellness effort			wellness effort	fall campaign and wrap up			
Wellness Discount	CS/JMG	2% discount application											
Council Meeting Setup and Support, Minutes	PS	ongoing effort											
Contract, Ordinance, Resolution Management	PS	ongoing effort											
Records Management	PS	ongoing effort											
Update of archiving and destruction schedule	PS	update departmental archives and indentify records for destruction					maintain						
File Clean up and organization	PS	ongoing effort											
2017-2018 Budget Amendment	JMG				Review need for amendment					review, meet with depts, public hearing, prepare documents			
Property Tax Levy Ordinance for 2018	JMG										public hearing, ordinance for levy		
Financial software:	JMG												
Implementation/Conversion	JMG/BR/CS	ongoing tasks and training											
Cutover and Testing	JMG/BR/CS												
Proposition 1 Compliance and Reporting	JMG												

City of Kenmore
2018 Work Plan

2018			Less Steady Workload										
			Substantial Workload										
Department: **Finance & Administration**			Highest Peak Workload										
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Close 2017 Fiscal Year	BR	close out Dec	budget and year end entries										
Payroll W-2s/1099s	CS	w-2s and reconciliations											
Monitor 2017-2018 Budget	JMG	ongoing effort											
Update Cost Allocation/Overhead Plan	JMG/CS/BR												
Update Admin, Personnel, Purchasing Policies	JMG/BR	ongoing effort											
6 Year Forecast and Plan	JMG	finish budget input and forecast, update 2017 actual			Quarterly Update			Quarterly Update			Quarterly Update		
CIP Management and Update	JMG	ongoing effort				Begin 6 year Update and Amendment							
Ongoing Payroll & Benefit Admin	CS	ongoing effort											
Invoices /Accts Rec /Grant Reimbursements	CS/BR	ongoing effort											
2017 Annual Street Report (file with State)	BR				prepare and file								
Quarterly financial reports to Council	JMG		4th quarter 2017			1st quarter			2nd quarter			3rd quarter	
2018 Annual Risk Management Audit	JMG												
2017 Annual Report Preparation (file with State)	BR		year end entries	report prep	review	due 5/30							
2017 Audit	JMG/BR				audit prep, account analysis, federal grant review, financial review								
Research Possible Hotel Motel Tax	JMG/BR												
IT Support, Governance Committee	BR/JMG	ongoing effort											
Cash and Investment Management	BR/JMG	ongoing effort											
Agenda Preparation and Agenda Bill Review	PS/JMG	ongoing effort											
Wellness Activities	CS/JMG	wrap up 2017	plan 2018	awc spring campaign		wellness effort			wellness effort	fall campaign and wrap up			
Wellness Discount	CS/JMG	2% discount application											
Council Meeting Setup and Support, Minutes	PS	ongoing effort											
Contract, Ordinance, Resolution Management	PS	ongoing effort											
Records Management	PS	ongoing effort											
Update of archiving and destruction schedule	PS	update departmental archives and indentify records for destruction					maintain						
File Clean up and organization	PS	ongoing effort											
eRecords system implementation	PS	identify need and solution											
2018 Budget Amendment	JMG				Review need for amendment					review, meet with depts, public hearing, prepare documents			
2019-2020 Budget Preparation and PBB Update	JMG	Retreat											
Council Reconfirm PBB Results	JMG	Reconfirm Results											
Update Program Inventories	JMG/ALL												
Update Program Costs	JMG/ALL												
Department Scoring of Programs	JMG/ALL												
Peer Review Scoring of Programs	JMG/ALL												
Resource Alignment Diagnostic Tool	JMG/PBB												
Budget Kickoff	JMG												
Budget Training in Incode	JMG												
Dept Program Budget Prep	JMG/ALL						Depts write budget narratives, input financial data						
City Manager Review of Dept Budgets	JMG/RK												
City Council Budget Study and Presentations	JMG/ALL									finalize & compile prelim 2019-20 budget document			
Budget Adoption	JMG/ALL												
Salary Plan Update	JMG								Market Research and Recommend for Council approval				
Bank RFP and Selection	JMG/BR												
Property Tax Levy Ordinance for 2019	JMG										public hearing, ordinance for levy		
Proposition 1 Compliance and Reporting	JMG												

City of Kenmore
2015-2016 Anticipated Work Programs

Department: **Finance & Administration**

Anticipated highlights and changes anticipated for the next biennium (2015-2016).

a. were planned to be accomplished in this biennium but won't happen or will be delayed

Bank RFP - delay to 2015
New Financial Software System Implementation - delay to next biennium
Personnel Policy Update - delay to 2015
2013 Audit - delay to 2015
Records Management - will continue in to 2015, 2016

b. were added in this biennium and whether they will continue in the next biennium

Price of Government - will continue to update
Priority Based Budgeting - continue on a maintenance level
Long Range Financial/Strategic Plan -maintain
Roster of Large Infrastructure Assets -maintain
Update Salary Comps - review again in 2016

c. we are accomplishing this biennium that will drop off/discontinue in the next biennium

IT Strategic Plan -done
Permit Software Implementation -done

d. will be totally new in the next biennium

Electronic Document Management System (in IT Strategic Plan)
Debt or bond for Projects
Upgrade Office 2007 Software

A list of things on the horizon we should be looking out for. These things pertain to your department. Examples include major contracts that will be expiring, State/Federal rules/regs that are changing, expected major changes in certain revenues or costs of programs/contracts, potential upturns or downturns in certain markets, etc.

1. Cost of police contract could be be significant
2. Cost of jail due to changing to SCORE could be significant
3. One time revenues from Spencer68

City of Kenmore
2017 Work Plan

Department: **Police**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Police Administration	Chief												
Patrol	Chief												
Investigations	RW												
Crime Prevention Programs	Chief	Block watch presentations and business consultations year-round							NNO Aug. 6				
Home & Business Security Checks	Chief												
Citizen Academy	Chief												
School Resource Officer Program	Chief			Student Academy & 6th Grade Crime Prev. Classes									
Youth Dances	Chief		7th & 8th Grade Drug & Alcohol Class (Feb.) Teen Dance (PD-sponsored)	Tolo Dance		Prom Dance					Teen Dance (PD-Sponsored)		
Marine Services	Sgt. K.												
Prescription Drug Dropoff Box	Chief												
Motor officer enforcement	Motor Offic												

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

Street Operations, Facilities, Fleet

Less Steady Workload
Substantial Workload
Highest Peak Workload

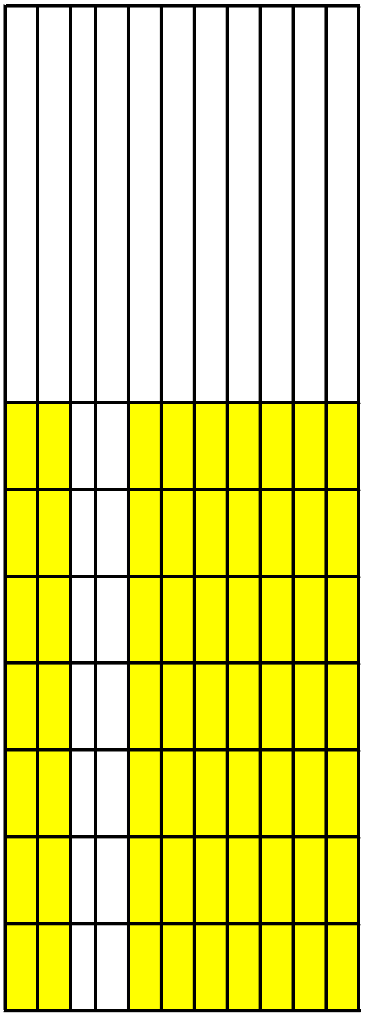
Workplan

Council Review/Action ✚

		2017								
Project	**Lead**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**
KC Community Work Program Contract	JeG	✚								
Lanndscape Maintenance Contracts	JeG									
King County Roads Services Contract	JeG									
Lake Forest Park Public Works Services Contract	JeG									
Summer Seasonal Positions	JeG									
Public Works Services Analysis	JeG									
CARs Management	JeG/NW									
Parks Maintenance	JeG/QP/RB									
Facility Maintenance	JeG									
City Hall/Hangar Maintenance Technician Position(s)	JeG									
Conference Room 2 Chairs	JeG									
City Hall Doors	JeG/Maint. Tech									
Facility Rentals	JeG/Maint. Tech									
Streets Maintneance	JeG									
Sammamish Bridge Pressure Washing										
McDonald Highlands Pedestrian Bridge Maintenance										
One Call/811 Surfacewater Locates	NW/JS									
Franchise ROW Permits	JeG/NW/JS									
2017 Overlay Program	JeG									
2018 Simonds Overlay Program	JeG									
Street Banners	JeG									
Holiday Lighting	JeG									
Beautification (Hanging Baskets)	JeG/QP									
Fleet/Equipment Acquisition and Maintenance	JeG									
Community Recycling Events	JeG									
Community Events and Volunteer Program Support	JeG/QP									
Emergency Operations - Operations Section	JeG									

Kenmore Business Incubator Support	JeG									
Kenmore Post Office Building Support	JeG									
CIP Support/Transition to Maintenance										
Town Square and Hangar CIP Support and Startup	JV									
Moorlands Park Improvements	AS									
Tolt Pipeline Trail	AS									
Log Boom Park Ped Bridge	ZR									
522 West A	KV									
West Samm Bridge	JV									
Gateway Signage	JV									

			2018				
Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes



Surface Water Operations

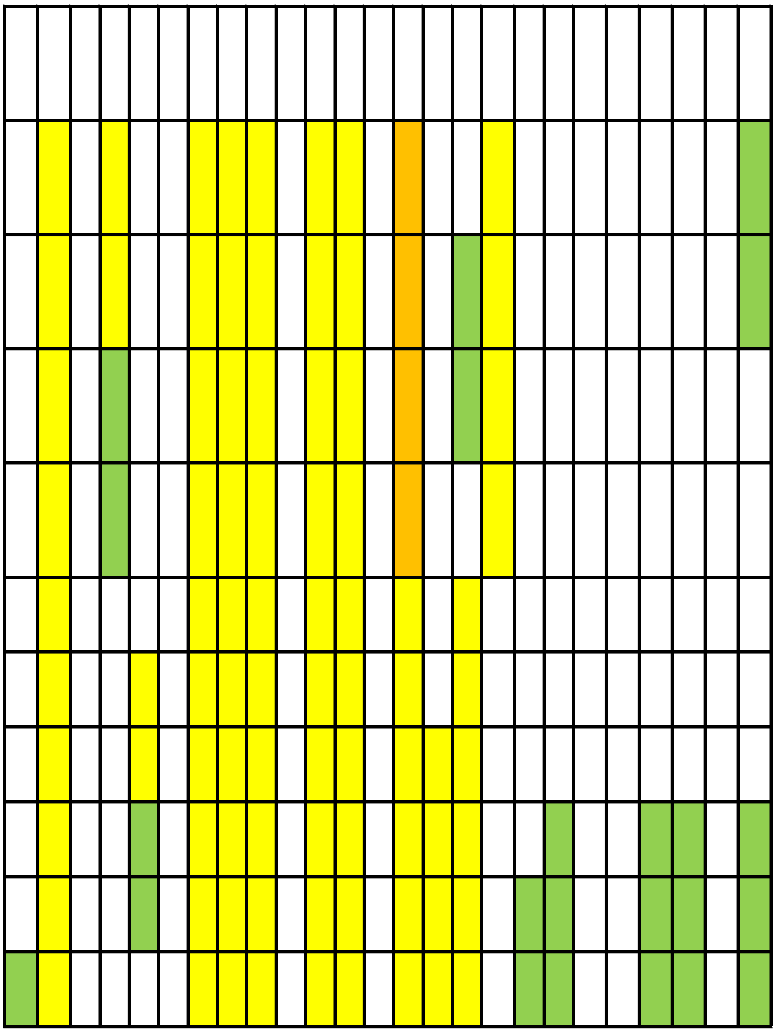
Less Steady Workload
Substantial Workload
Highest Peak Workload

Workplan City Council Review/Action ✚

									20
Project	**Phase**	**Project #**	**Lead**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Service Requests, Administrative			RS						
Cityworks Maintenance			RS						
NPDES Permit Compliance									
Reporting			RS						
Total Max Daily Load (TMDL)			RS						
Education & Outreach			RS						
Public Involvement and Participation			RS						
Illicit Discharge Detection and Elimination (IDDE)									
	IDDE Field Screening		RS/AS						
	Mapping		RS/AS						
	Response		RS						
Controlling Runoff from Development/Construction									
	SWDM Training/Integration		RS						
	Development Review		ZR						
	Development Inspection		RS/ZR/AS						
	Private Facility Inspections		RS/AS						
	Private Faciltiy Enforcement		RS/AS						
Municipal Operations and Maintenance									
	Public Facility Inspections		RS/AS						
	Public Faciltiy Maintenance		RS/AS						
	Conveyance Inspections		RS/AS						
	Conveyance Maintenance		RS/AS						
	ROW Maintenance		RS/JG						
	Property Maintenance		RS/JG						
SWM Budget									
Budget Review/Updates			RS						
SWM Fees (to King County)			RS						

SWM Fee Service Charge Analysis			RS						
PW Service Analysis			JG						
Stream Evaluations									
0057 Evaluation			RS						
Sammamish Trib 02 Evaluation			RS						
Stream Monitoring/Telemetry									
	Swamp Creek		RS						
	Trib 0056		RS						
	Trib 0057		RS						
SWM Legal Issues									
	Public Record Requests		RS						
	Case Review/Coordination		RS						
CIP									
	Trib 0056 Box Culvert	SW-008	RS						
	Little Swamp Creek Box Culvert	SW-019	ZR						
	Facility Retrofit (Strawberry Hill)	SW-025	RS						
	Facility Retrofit (Kenmore Lane)	SW-029	RS						
	Arrowhead Drainage Imp	SW-030	RS						
	66th & 196th Drainage Imp	SW-031	ZR						
Small Works Projects									
	61st Ave Seep		ZR						
	64TH Seep		RS						
	Citywide Ditch Improvement		RS						
	182nd Drainage Imp		RS						
	TBD								

17						2018				
Jul	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Q1**	**Q2**	**Q3**	**Q4**	**Notes**



General & Traffic Engineering

Less Steady Workload
Substantial Workload
Highest Peak Workload

Workplan City Council Review/Action ✚

Project	Phase	Lead	2017 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Neighborhood Transportation Plans											
	Community Coordination	BAS					✚				
	Project Implementation	BAS									
Arterial Improvements											
	C-curbs	BAS									
	73rd Avenue rechannelization	BAS									
	84th Avenue rechannelization	BAS									
	Other Bicycle improvements	BAS									
	Other Crosswalk improvements	BAS									
Pavement Management											
	NE 182nd Street overlay	BAS									
	NE Simonds overlay	BAS									
	Pavement Management program	BAS									
School Zone speed analysis		BAS									
Citizen Action Requests		BAS									
Traffic Counts program		BAS									
Collisions database maintenance		BAS									
Complete Streets training		BAS									

			2018				
Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
							Specific projects TBD
							Specific projects TBD
							Coorindate with JeG
							Coorindate with JeG
							Coorindate with JeG
							Typically pick up in spring/early summer
							2017 includes WSDOT freight analysis
							Possible transition to WSDOT system

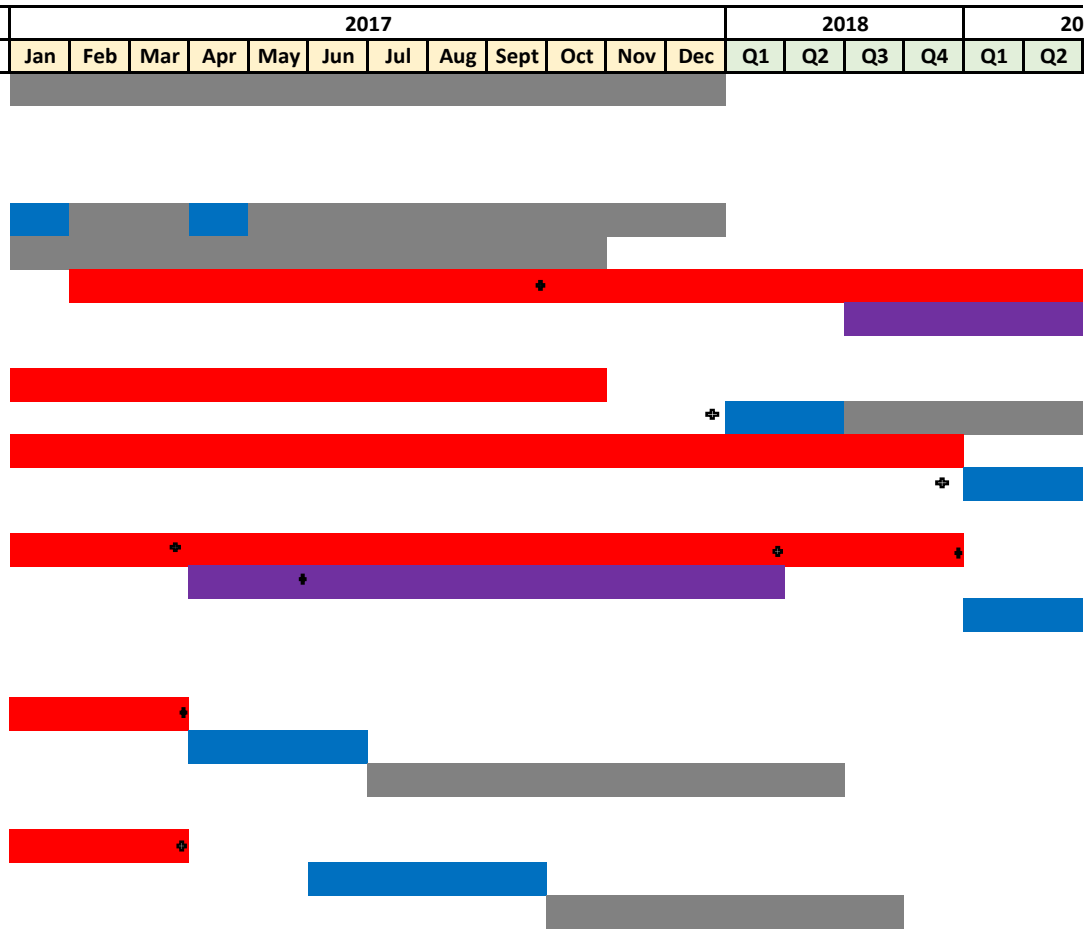
Public Works
Transportation Capital Project

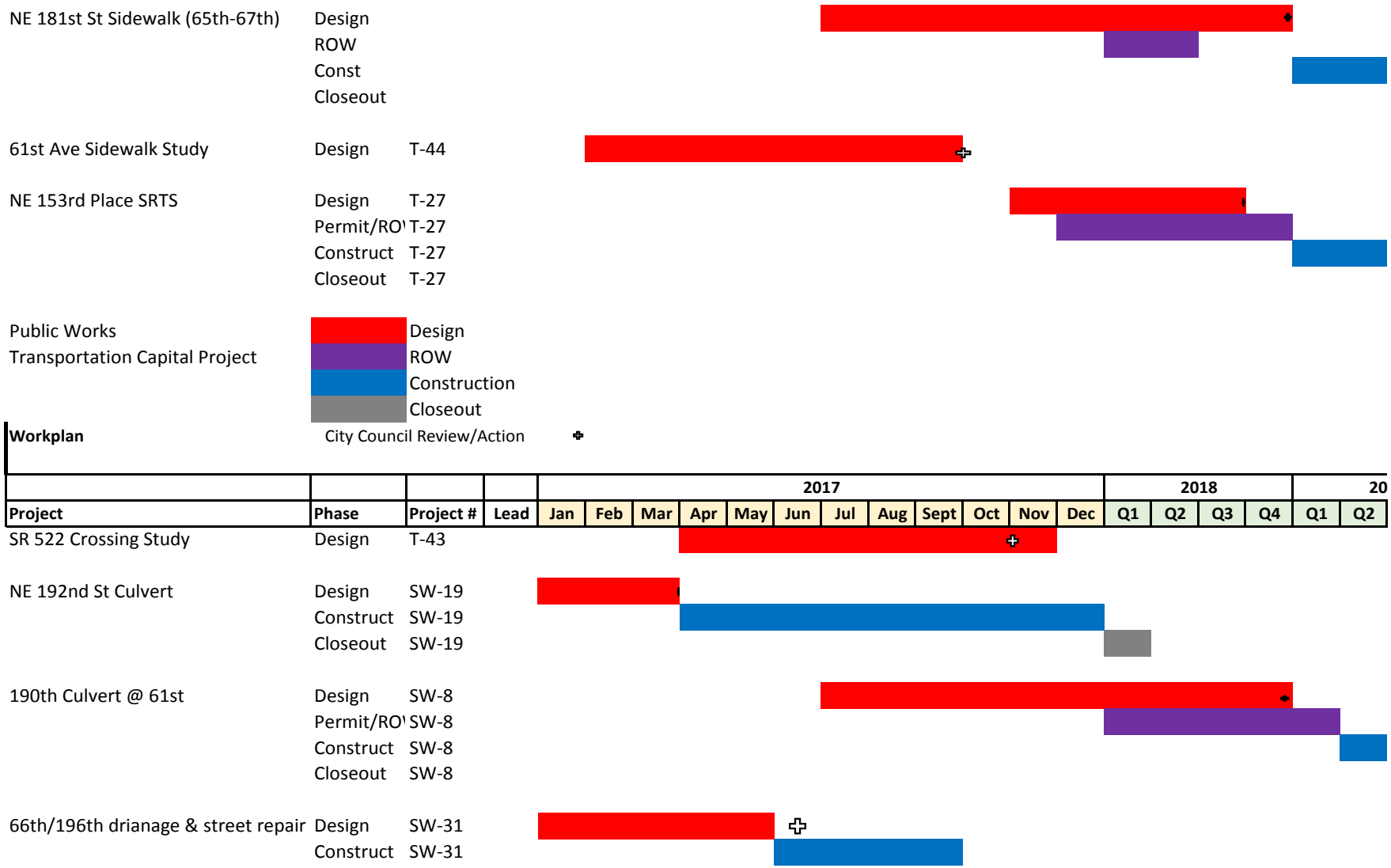
Design
ROW
Construction
Closeout

Workplan

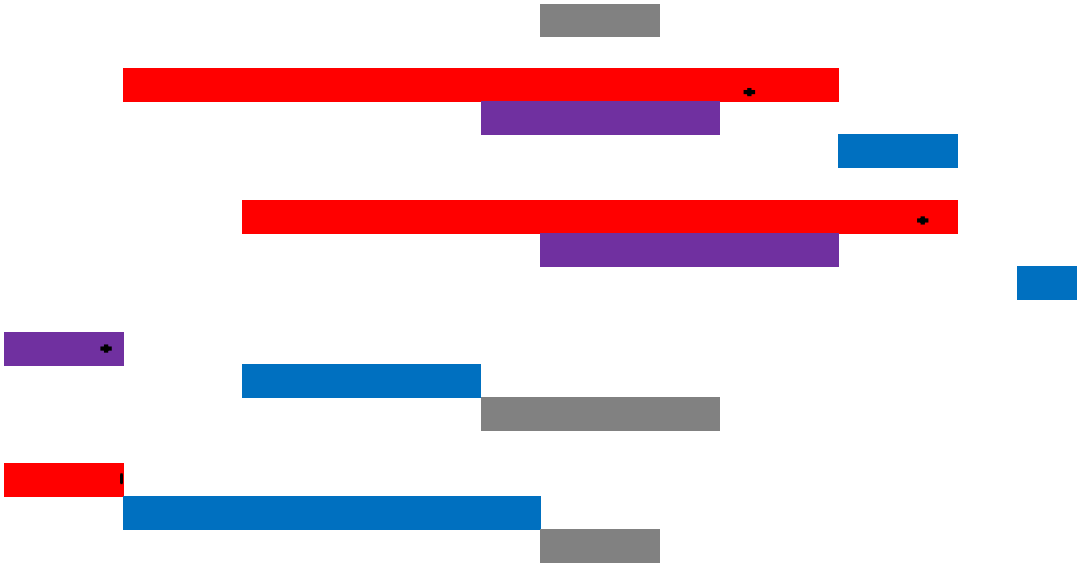
City Council Review/Action

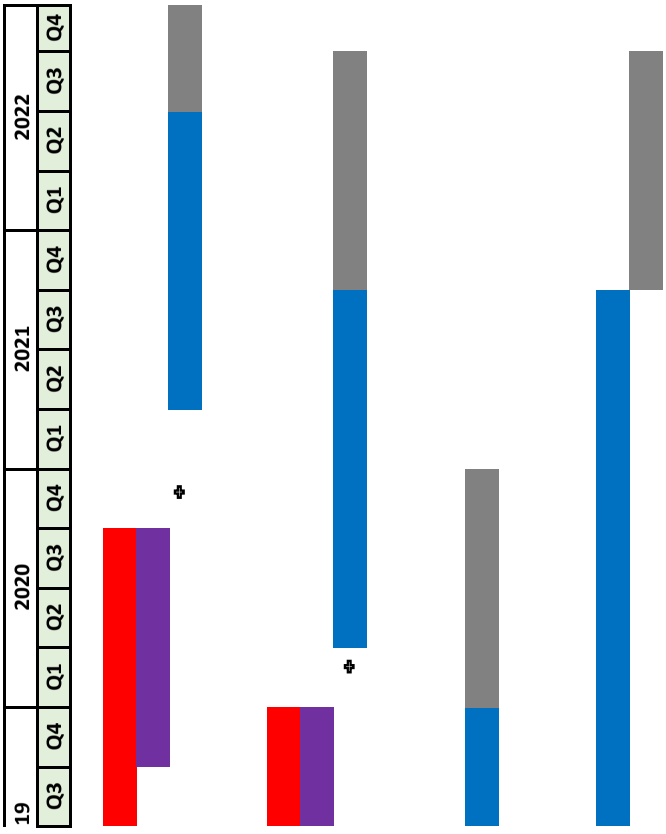
Project	Phase	Project #	Lead
SR 522 West A	CO	T-6	KV
SR 522 West B	D	T-8	KV
	ROW		
	C		
NE 181st ST Sidewalks (NORTH)	C / CO	T-27	KV
NE 181st ST Sidewalks (SOUTH)	CO	T-27	KV
Juanita Drive Ped & Bike	D	T-41	KV
	ROW		
	C		
68th Ped & Bike (Ph 1 early win)	D	T-42	KV
	C		
68th Ped & Bike (Ph 2 corridor)	D	T-42	KV
	C		
West Sammamish R Bridge	Design	0184	JV
	ROW		
	Const		
	Closeout		
62nd Ave Sidewalks	Design		JV
	Const		
	Closeout		
NE 202nd SRTS Sidewalk	Design		JV
	Const		
	Closeout		




NE 181st St Sidewalk (65th-67th)
Design
ROW
Const
Closeout
61st Ave Sidewalk Study
Design T-44
NE 153rd Place SRTS
Design T-27
Permit/RO' T-27
Construct T-27
Closeout T-27
Public Works
Transportation Capital Project
Design
ROW
Construction
Closeout
Workplan
City Council Review/Action
2017
2018
20
Project
Phase
Project #
Lead
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Q1
Q2
Q3
Q4
Q1
Q2
SR 522 Crossing Study
Design T-43
NE 192nd St Culvert
Design SW-19
Construct SW-19
Closeout SW-19
190th Culvert @ 61st
Design SW-8
Permit/RO' SW-8
Construct SW-8
Closeout SW-8
66th/196th drianage & street repair
Design SW-31
Construct SW-31

	Closeout	SW-31
Strawberry Hills Tank Retrofit	design	SW-025
	permit	SW-025
	construct	SW-025
Kenmore Lane Retrofit	design	SW-29
	permit	SW-29
	construct	SW-29
Arrowhead Drainage Project	permit	SW-30
	construct	SW-30
	closeout	
Tolt Trail Phase 1	Design	
	Construct	
	Closeout	




19
2020
2021
2022
Q3
Q4
Q1
Q2
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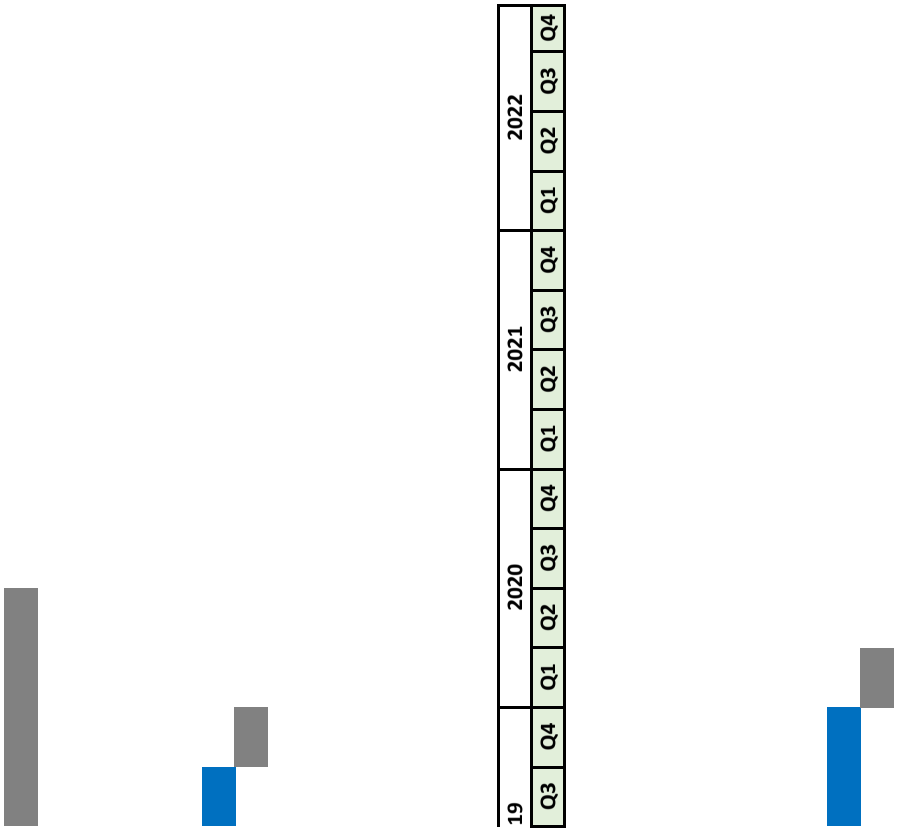
Q1
Q2
Q3
Q4
Q1
Q2
Q3
Q4


19
2020
2021
2022
Q3
Q4
Q1
Q2
Q3
Q4
Q1
Q2
Q3
Q4
Q1
Q2
Q3
Q4