



City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028
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**City of Kenmore
Special City Council Meeting Retreat
Friday, January 5, 2018 and Saturday, January 6, 2018
(See times below)**

Kitsap Conference Center at
Bremerton Harborside
100 Washington Avenue
Bremerton, WA 98337
Phone 360.377.3785 | Fax 360.377.3860

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.

I. 10:00 a.m. Call Special Meeting to Order on Friday, January 5, 2018

Kitsap Conference Center at
Bremerton Harborside
100 Washington Avenue
Bremerton, WA 98337

II. Welcome and Introduction

- A. Ground Rules and Agenda Review
- B. 2017 Accomplishments
[Agenda Item](#)

III. 10:30 a.m. Budget

- A. 2018: The Year of Preparing the 2019-2020 Budget
- B. Priority Based Budgeting
[Agenda Item](#)
- C. City Council Budget Retreat in May or June?
- D. 6 Year Projections and Financial Horizon
- E. What is coming globally/nationally/regionally that will change our budget picture? What do we need to do proactively to get ready?

- F. Reserving Financial & Workload Capacity for Big Things Coming Our Way: West Sammamish Bridge, Walkways and Waterways, Lakepointe, ST3, the "Docket", etc.
- G. Our Philosophy
- H. Our Priorities - How to Free Up Funds?
- I. Revisit CIP-In Sync with Bond Issue?
[Agenda Item](#)
- J. Public Works Service Mix: Achieving the Right Blend of In-House and Outsourcing
[Agenda Item](#)
- K. Pavement Preservation Needs; Maintenance of New Parks Coming on Line
- L. Part-Time Recreation Position
- M. Other

IV. 11:15 a.m. - Break

V. 11:30 a.m. - Continuation of the above

VI. 12:00 p.m. Brief Break and Begin Working Lunch

VII. 12:15 p.m. Economic Development

- A. Economic Development Update (Council Goal #2)
[Agenda Item](#)
- B. Creating a New Downtown - What's Next?
[Agenda Item](#)
- C. Lakepointe (Council Goal #3)
[Agenda Item](#)
- D. Puget Sound Energy - Franchise and Power Reliability
[Agenda Item](#)

VIII. 1:30 p.m. Break

IX. Draft "Docket" Preview: Proposed Planning Commission Workplan and Development Code Amendments for 2018 and Beyond

- A. Draft Docket Preview
[Agenda Item](#)

X. 2:15 p.m. - Housing

- A. Affordable Housing
[Agenda Item](#)
- B. Rent Increase Notifications
- C. Affordability for Seniors
- D. Homeless and Applicable Regulations
[Agenda Item](#)
- E. Downtown Trailer Park
- F. Accessory Dwelling Units
- G. Short-Term Rental Regulations (Ex. Air B&B)
[Agenda Item](#)
- H. Citizen Advisory Group
- I. Other

XI. 2:45 p.m. - Break

XII. 3:00 p.m.- Continuation of Above

XIII. 3:30 p.m. Transportation and Traffic Safety

- A. Target Zero Update (Council Goal #1)
[Agenda Item](#)
- B. Sidewalks: How are they selected?
[Agenda Item](#)
- C. Parking
[Agenda Item](#)
- D. Calming
- E. Electric Charging Stations
- F. Dock-less Bicycles
[Agenda Item](#)
- G. Other

XIV. 4:30 p.m. - Adjourn the Special Meeting for Friday, January 5, 2018

XV. 8:30 a.m. Call the Special Meeting to Order on Saturday, January 6, 2018

XVI. Water and Waterfront Topics:

- A. Access in Business Area
- B. Emissions from Industrial Areas
[Agenda Item](#)
- C. City Swimming Pool
[Agenda Item](#)
- D. Other

XVII. 9:30 a.m. Ball Fields

- A. Partner with the Schools
- B. St. Edward
[Agenda Item](#)
- C. Other

XVIII. 10:00 a.m. - Break

XIX. 10:30 a.m. - General City Issues

- A. Bulletin Board in the Hangar
- B. Rename Squire's Landing Park
- C. Short Plat Application Fees
[Agenda Item](#)
- D. Land Use Appeal Fee
[Agenda Item](#)
- E. Tree Ordinance
[Agenda Item](#)
- F. 20th Anniversary Celebration
 - Parade on August 25, 2018
 - 2nd Edition of the Kenmore History Book?
 - New City Logo?
 - Theme for the Year? (Ex: "The Year of Promoting Diversity")
 - Hank Suit?[Agenda Item](#)
- G. Holiday Lights on the Sammamish River Bridge
[Agenda Item](#)
- H. Policy to Address Art (Ex: Heron Banner on Concrete Silos)
- I. Service Line Warranty Program
- J. Other

XX. 11:15 a.m. - Break

XXI. 11:30 a.m. - Council and Organizational Process

- A. Rotating Meetings Throughout the Community
- B. Social Media Rules and Regulations
[Agenda Item](#)
- C. Citizen Action Requests: Timely and Responsive
[Agenda Item](#)
- D. Other

XXII. 12:00 Working Lunch: Continuation of the Above

XXIII. 1:00 p.m. Break

XXIV. 1:15 p.m. Goals for 2017-2018

- A. The "Goal Story": Background and Update
- B. New Goals and Formal Process or Discussion Goal Setting Process?
- C. City Manager Performance Evaluation Goals
- D. 2018 Work Plans
[City Manager's Office](#)
[Community Development](#)
[Development Services](#)
[Finance/Administration](#)
[Police](#)
[Public Works](#)
- E. Other

XXV. 2:15 p.m. Break

XXVI. 2:30 p.m. Continuation of Above

XXVII. 5:00 p.m. Adjourn

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

Progress on 2017-2018 City Council Goals

1. To focus 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.

For more detail on how Council Goal #1 has been advanced by the City team, please see the memo with the subject line “Status Update on Target Zero Initiative” that was provided at the October 23, 2017 City Council meeting. The following efforts summarize how our City team is advancing pedestrian and bicycle safety:

- a) Target Zero initiative, including the three E’s: Engineering, Enforcement, and Education.
- b) Earlier this year, we received solid affirmation of our Target Zero, ped/bike safety efforts when Kenmore was the smallest of only six cities in the State to receive the highest \$500,000 amount through TIB’s new Complete Streets Award.
- c) Moving forward on design of Walkways & Waterways bond measure projects.
- d) Obtaining grant funding for and constructing ped/bike safety improvements, including new sidewalks 181st Street, 202nd Street, and 62nd Avenue.
- e) Completing the last of the 90 projects of the Neighborhood Transportation Plan Program. Examples include new speed feedback signs, 41 upgraded or new street lights, and four new RRFB crosswalks. And widening of the Arrowhead Curve for pedestrians (this curve has been a chronic problem for decades).
- f) Obtaining and installing two new bike counters on Juanita Drive and B-G Trail, funded with a WSDOT grant.
- g) Perpetually and aggressively applying for more sidewalk grants.
- h) Continuing to lead the 5-city coalition on ST3 BRT corridor design and implementation.
- i) Walkfriendly.org gave Kenmore a bronze-level Walk Friendly designation in April. “Kenmore has shown a real commitment to improving the pedestrian environment, focusing on policies that impact the entire transportation network as well as targeted neighborhood improvements to improve safety,” said Dan Gelinne, Walk Friendly Communities Program Manager.

A key reason for Kenmore’s Walk Friendly designation was the NTTP. The application review panel stated, “Kenmore’s Neighborhood Transportation Plan Program is a proactive approach to improving safety across the community by focusing on the particular needs of different neighborhoods.”

- j) “Complete Streets” Policy Rankings – the National Complete Streets Coalition produces an annual ranking of Complete Streets policies. We are the #2 ranked Complete Streets policy in the state of Washington. The rankings consider our approach to implementation of future projects, inter-agency coordination, acknowledgement of all users, and performance measures.

2. To continue to implement the Economic Development Plan with an emphasis on the following key points:

Advance the Public’s Access to Water

- a) We are implementing the Walkways & Waterways projects:
 - o Rhododendron Park Waterwalk groundbreaking and completions is an early win.
 - o For Squire’s Landing and Log Boom Parks, the design teams were lined up and ready to go soon after passage of the bond measure. These projects are currently in the design and permitting stage.
- b) Permits have been secured and construction of new docks at Squire’s Landing and Rhododendron Parks is complete.
- c) Partnered with KWAC, the School District, and the Pocock Rowing Foundation to start a new high school rowing program in Kenmore. The charter team was off to a great start with 58 Inglemoor High School students this fall. Even more athletes are expected in the spring.
- d) Lobbied successfully to include \$250,000 for a new shell house in the proposed capital budget (still pending State Legislature approval; this amount would pay for an open-style pavilion at Rhododendron Park).
- e) Continued to support and facilitate year-round waterfront programming and participation at Squire’s Landing Park. The dragon boat program is going stronger than ever.
- f) Tschet Schatl Creek Pedestrian Bridge at Log Boom Park was completed this year. This project will create an important public access link between Log Boom Park and the public access wharfs at Harbor Village Marina, and we’re working with Harbor Village Marina to improve access and signage.

Create a vibrant, walkable downtown

- a) In the early days of cityhood, many hours of planning went into setting the stage for creation of a new downtown for Kenmore. We are fortunate to see the plan “go vertical” and to see that walkable downtown sense of place come to fruition.

- b) The last phase of Spencer68 is wrapping up nicely, and the LINQ is approaching residential saturation as hoped. Spencer68 and LINQ together are bringing as many as 500 new residents to the core of our downtown. Evergreen Health is open on the first floor of the LINQ.
- c) MainStreet has exercised the option on the restaurant pad, and the office/restaurant plan is attractive and will be just what we had hoped for that site. Bryan and his team have been doing a good job coordinating this effort. The “Seaplane” restaurant is under construction. And it appears that MainStreet will provide a town clock!
- d) The mixed use building between the LINQ and the Hangar may be under construction by summer 2018. The retail and office at street level are key in promoting our vision at that location in the bull’s eye of our downtown.
- e) The Town Square and Hangar Building were completed and fully opened this year. The #WhyILoveKenmore party and ribbon cutting event was a hit and very well attended. The Hangar concept as a publicly-owned community space, though unprecedented, is performing just as we had planned. The Hangar tenant is doing well and seeing its business increase with each passing week.
- f) We continue to be in communication with other downtown property owners.
- g) The 181st Street Sidewalks and new RRFB were fully completed this year.
- h) Tolt Trail was also completed this year and also advances the cause of a walkable downtown.

Attract new businesses and Support existing businesses

- a) This year’s decision by the Chamber to change its name to Bothell Kenmore Chamber of Commerce is a direct result of our involvement and efforts to support and bring together local Kenmore businesses.
- b) The Lodge proposal for the Seminary building at St. Edward State Park was approved by both the City and the State Parks Commission this year. The tenant plans on applying for building permits in early 2018.
- c) The Kenmore Business Incubator and Virtual Incubator continue to promote Kenmore as an innovation hub. Since inception, 26 businesses have been served by the KBI, including the virtual incubator. Approximately 260 jobs have been associated with the KBI programs.
- d) The Port-funded business acceleration series has served 30 businesses so far.
- e) Over 906 Kenmore businesses have registered. This is a new record.

- f) The City is initiating “Brew Row” promotion and branding: See *The Lens* article date June 30, 2017, [How A Business-Friendly Climate in Kenmore Gave Rise To “Brew Row”](#)
- g) Kenmore Business Alliance (KBA) continues to see steady participation from local businesses. We continue to support the KBA and provide City updates at their monthly meetings. KBA’s December meeting had the largest attendance so far.

Promote the image of Kenmore

- a) Pitching and landing positive media stories, including the [Seattle Times article](#) about our downtown progress, was noteworthy. The Lens “[City of Kenmore downtown development sets example for future Washington municipal projects](#)” article was also a result of our media efforts.
- b) For the Love of Kenmore/Where’s the Fun? continues to yield love notes from the community that incrementally enhance how people feel about Kenmore.
- c) We continue to receive unsolicited positive feedback from permit counter customers.

3. To continue to seek opportunities to complete a successful Lakepointe project.

- a) We participated in Lakepointe’s “plussing” (visioning) session in March.
- b) Dean Weidner presented his ideas and vision to the City Council in April.
- c) We continue to meet with the Lakepointe team to move the project forward and meet the milestones of the CSDP extension agreement.
- d) Our team is in the process of selecting a pro forma financial consultant to help determine feasibility and potential funding gap.

4. To actively pursue Sound Transit 3 projects for SR 522.

- a) Kenmore continues be in discussions with Sound Transit to advance the ball forward. We continue to be the lead city in the 5-city BRT coalition.
- b) We are working with Sound Transit on planning documents and agreements, including a multi-agency “concurrence agreement”.

5. To Continue to implement a Parks Improvement and Financial Plan

- a) We are implementing Walkways and Waterways parks projects as described earlier, including the early win described above.

- b) Still working to make progress on the St. Edward ballfields project. We developed a financial projection for the ballfields that shows operating revenues, capitalized costs, and net cost to the General Fund.
 - c) The Parks CIP was updated this year and continues to be implemented.
 - d) Tolt Trail was completed earlier this year.
 - e) Twin Springs outreach and conceptual planning is underway.
 - f) The proposed State capital budget includes funding for the ballfields (\$750,000), supplemental funding for Moorlands Park (\$250,000), and funding for a boathouse (\$250,000).
6. To Continue to seek funding and mitigation for State impacts on the city's transportation system.
- a) Through our legislative agendas and intergovernmental efforts, we continue to drive home the need for mitigation for cumulative regional impacts of state transportation decisions.
 - b) State and Regional Funding/Advocacy: We participate on regional transportation committees such as:
 - KPEC (King County Project Evaluation Committee)
 - RPEC (Regional Project Evaluation Committee)
 - Metro Connects
 - Metro Alternative Services Program
 - ETP (Eastside Transportation Partnership)
 - Safe Highways TAC (Lake Forest Park 522/104 group)
 - c) We continue to apply and lobby for funding for a grade-separated crossing over/under SR 522.
7. To address watershed and water quality issues affecting the City.
- a) Completed the 192nd culvert replacement project, thereby eliminating a chronic flooding problem and improving fish passage.
 - b) Used DOE grant to develop and finalize Kenmore's first Integrated Aquatic Vegetation Management Plan.
 - c) Initiated and led discussions with Forterra and Sammamish River cities to eradicate invasive weeds on the River. Forterra has agreed to take the lead on this.

- d) Complied with the requirements in the state storm water permit, including public involvement, public education, maintenance of facilities, detection and elimination of illicit discharges, and monitoring of contaminants in Swamp Creek.
 - e) Partnered with Sno-King Watershed Council to host the Swamp Creek Watershed Forum in March.
 - f) Conducted annual water quality monitoring at Log Boom Park. At Log Boom Park, the Lake is meeting water quality standards for fecal coliform bacteria again this year. No toxic algae observed so far this year.
 - g) We continue to be aggressive in monitoring upstream projects in Snohomish County by establishing Kenmore as a party of record and commenting on (and even threatening appeal) on Snohomish County projects that affect downstream flow and sediment transfer.
8. To Continue to establish a contemporary Information Technology Program.
- a) Implementing the IT Strategic Plan that was adopted a couple of years ago.
 - b) Completed the financial management software installation.
 - c) Upgraded meeting technology (sound, recording, audio, visual) in the Council Chambers.
 - d) Improved City Hall wi-fi and included free public wi-fi for the Hangar and Town Square. Also improved internet and wi-fi at the incubator.

Progress in a Few Other Areas:

- 1. Puget Sound Energy Electric Power Reliability—PSE has installed a number of reliability improvements, especially to circuits 26 and 27.
- 2. Mary's Place.
- 3. New Parental Leave Policy researched, developed, and adopted.
- 4. New Purchasing Policy developed and adopted.
- 5. New IT Policy developed and adopted.
- 6. Communications Facilities ordinance.
- 7. Streamline zoning code by using standardized definitions across zones.
- 8. Affordable housing policy discussion.
- 9. W&W Bond Sale, Final Closing, and Wire Transfer.
- 10. Tree Cutting Enforcement.

11. East Creek Village – last of 59 building permits were issued for this development this year.
12. Ballot Drop Box.
13. Identified need to help Hopelink fill a 500-home gap in getting the word out about low income energy assistance. Leveraged volunteers to distribute bi-lingual door hangers; presented to the City Council; and included an article in the newsletter.
14. Passenger Only Ferry: Advancing the idea with the King County Executive and the KC Marine Division.
15. KGM Settlement Agreement Monitoring & Enforcement. They were off the site by April.
16. SR 522 Catch Basin Replacement and Repairs.
17. Kenmore Community Market.
18. Emergency Operations. NEMCo is taking Kenmore's and LFP's emergency preparedness to a whole new level. Numerous classes, certifications, and events for the community, over 200 volunteers active and registered, several simulated table top disaster exercises, new EOC equipped with radios, laptops, and other equipment; and much more.
19. Kenmore Welcomes You signage on the B-G trail. Also new Kenmore Welcomes You entrance sign on SR 522 coming from LFP.
20. Federal Lobbyist RFP and Selection.
21. Employee Health Insurance: employee committee researched options; City Council approved staff recommendation.
22. Earned AWC Well City 2% Discount on Employee Health Insurance.
23. WCIA Risk Management Audit on Personnel Management: No Mandatory Issues.
24. PW Services Analysis report and recommendations.
25. West Samm Bridge Milestone: NEPA Approval.
26. Events, both new and returning:
 - Holiday Tree Lighting
 - Fireworks
 - National Night Out
 - Play Day
 - #WhyILoveKenmore Downtown Block Party and Ribbon Cutting
 - Concerts in the Park
 - Movies at the Square
 - Volunteer Celebration
 - For the Love of Kenmore Part II
 - Target Zero Events

Operations Accomplishments 2017

- Sammamish Bridge Pressure Washing
- Conference Room 2 Chair Replacement
- Recruit and Hire Full Time and Part Time Building Maintenance Technicians
- RFP and Award Contract for ROW Landscaping Services
- Public Works Services Analysis Project
- Extended Green Roof Maintenance Contract
- RFP and Award Contract for Misc. Plumbing Services
- RFP and Award Contract for Misc. Electrical Services
- Residential Recycling Events
- McDonald Highlands Bridge Pressure Washing and Sealing
- New Senior Center Lease
- Town Square and Hangar Operations Plan
- Town Square and Hangar Startup Projects
- City Hall Electronics Recycling
- 522 CB Repairs
- City Hall Roof Leak Investigation and repairs
- City Hall Fire Panel Repairs
- JSH Contract for Property Management
- Republic - Food Waste Cart Tagging Pilot Project
- 2017 Overlay and ADA Ramp Improvements
- Verizon/MCI Metro Franchise Agreement
- AT&T ROW Lease Agreement
- Aquatic Weeds Project Support
- City Hall Room Reservations
- Parks and Streets Volunteer Projects
- Special Events Support
- Citizen Action Requests (Logged over 1700 Service Requests) 30% + increase from 2016
- 811 Calls for Locates (Over 2200 calls) 34%+ increase from 2016
- Franchise Utility Permits (Over 220 permit applications) review, issue, and inspect
- Routine Maintenance of:
 - Streets (Roadway, Street Sweeping, Guardrails, Snow/Ice Control, Striping, Channelization, Signage, Lighting, Signals, Bridges, Surface Water Asset Repair)
 - ROW (Vegetation, Landscape and Irrigation, Banners, Hanging Flower Baskets, Fencing, Dumping, Dead Animal Removal, and Sidewalks)
 - Parks (Landscape and Irrigation, Restrooms, Playground Equipment, Signage, Trails, Shelters, Tables/Benches, Sidewalks, Parking Lots, and Garbage)
 - Fleet (Maintenance of over 20 Vehicles and Large Equipment)
 - Facilities (City Hall, Town Square and Hangar, Post Office Building, Kenmore Business Incubator, Senior Center, Shell Property, Squire's Landing Mobile Home and Garage)
- 1,021 Lane Miles Swept

CIP's Transferred to Maintenance in 2017

- SR522 West A Project
- Tolt Trail
- Log Boom Park Ped Bridge
- 181st Sidewalk Project
- 62nd Sidewalks and Roundabouts
- Town Square and Hangar Building
- 202nd/66th Sidewalk Project
- NE 192nd St Culvert Project

Engineering 2017 Accomplishments

Surface Water

- Completed construction of the NE 192nd Street Culvert Project
- Completed Public Works service analysis
- Completed private property drainage inventory and assessment
- Conducted *oodles and oodles of* surface water inspections
- Completed evaluation of Sammamish River tributaries 02 and 03.
- 61st Ave rockery/0056 evaluation completed (rockery and voids)

Traffic Engineering & Development Services

- Issued 15 Engineering and Clearing and Grading Permits
- Complete Neighborhood Transportation Plan Program (90 actions completed)
- Awarded \$500K in Complete Streets grant funds
- Bronze awards for walk friendly and bike friendly
- Completed Pavement Condition Analysis Update and future management plan
- Implemented SchoolPool as part of KC Metro alternative services

Capital Projects

- Completed 30% Design of Walkways & Waterways Bicycle and Pedestrian Safety Improvements projects (Juanita Drive and 68th Avenue NE-pending);
- Applied for 8 grants for Walkways & Waterways Bicycle and Pedestrian Safety Improvements projects and West Sammamish River Bridge (TIBx3, PSRC TAPx3, DOEx2);
- Started design for the NE 153rd Place Safe Route to School project;
- Completed construction of NE 181st Street NORTH Sidewalk project;
- Completed construction of NE 181st Street SOUTH Sidewalk Project
- Completed construction of the NE 202nd Safe Routes to Schools
- Completed construction of the 62nd Avenue NE Corridor Improvement project
- Completed 60% design on the W Sammamish River Bridge and received authorization from the State to begin right of way acquisition
- Received \$6.9 million dollars in TIB grant funds for the W Sammamish River Bridge Project
- Begin design on the NE 181st Street sidewalk project (between 65th Ave NE and 67th Ave NE)

Development

Lodge at Saint Edward – rehabilitation of the existing deteriorated Saint Edward Seminary Building at the State Park for use as a lodge-type hotel, restaurant and meeting and conference rooms. The Site Plan process was a Type 4, land use decision that required the Director's recommendation to the Hearing Examiner, public hearing and Hearing Examiner's recommendation to City Council, and final decision by the City Council. Early 2017 we finished-up the Site Plan review and SEPA analysis, that begun in July of 2016, and issued a staff recommendation to the Hearing Examiner and a Final Environmental Impact Statement (FEIS). The FEIS decision was appealed and consolidated with the public hearing for the Site Plan before the Hearing Examiner. The public hearing was held on March 1 and March 2, 2017. Following the public hearing, the Hearing Examiner issued his recommendations and final decision on the FEIS appeal. The Hearing Examiner upheld the staff's FEIS decision and added conditions of approval to the recommendations to the City Council. April of 2017, City Council unanimously approved the project. November and December, we continued discussions with the developer regarding the building permit application and more specific designs.

Kenmore Village – includes Spencer68 Lofts and Apartments (on the old park and ride site), Spencer Square (the mixed-use LINQ Lofts and Flats and Evergreen Health, the restaurant and office building, and mixed-use commercial building along 68th Ave), the Hangar community building and Kenmore Town Square, Diva Espresso in the Hangar. In 2017, we issued the remaining Certificates of Occupancies for Spencer68 Lofts and Apartments portion, which included executing both a multifamily housing property tax exemption agreement and affordable housing agreement. We also issued a Certificate of Occupancy for the LINQ building and reviewed, inspected and issued a Certificate of Occupancy for the Evergreen Health tenant space. We issued a Certificate of Occupancy for the Hangar building and reviewed, inspected and issued a Certificate of Occupancy for the Diva tenant space. The Spencer Square Site Plan required a modification based on the deviations from the Development Agreement and original approved Site Plan. We reviewed and approved the modified Site Plan. We received, reviewed the building plans and issued a building permit for the restaurant and office building.

Ballfields at Saint Edward State Park – proposed improvements to the existing grass ballfield area. Received a Critical Area Variance permit and SEPA application in Summer of 2017. Issued a Notice of Application and comment period. Received approximately 200 comments. Reviewed documents, studies and comments and drafted review comments.

Lakepointe – 50+ acre proposed waterfront development comprised largely of the Kenmore Industrial Park site located in Kenmore, Washington. The developer, Weidner Apartment Homes, conducted a two-day Leapfrog session in March 2017 and on April 19, 2017 gave a public presentation at a City Council meeting. Weidner has already invested significant amount of resources for this project. They have purchased additional adjacent properties and hired various consultants to assess the site and begin conceptual renderings. Through the year we

Development Services 2017 Achievements

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attended multiple meetings and continued discussions with the developer regarding the possibilities for Lakepointe. In November of 2017, we amended the Commercial Site Development Permit Extension and Funding Agreement. We also began discussions with various consulting firms capable of performing a pro forma and financial feasibility analyses, as well as an analysis of economic impacts.

Mary's Place – on March 2, 2017, the City received an application from Mary's Place to use the existing vacant King County building as a limited-term shelter and resource center. The building is located at 18118 73rd Ave NE and was formerly used by the Sheriff's department as a precinct building. The building was built in 1975 and has been vacant for over 5 years.

Northlake Lutheran Homeless Shelter - received and approved a Temporary Use Permit for Northlake Lutheran Church to use a portion of their church as a homeless shelter between October 1st and October 31st, 2017.

Guest House Restaurant – Issued a permit for a new 2,800 sf restaurant located at 6810 NE 153rd PL, interior improvements and updating landscaping.

Moorlands Park Improvements – renovation of existing park. Reviewed and approved engineering, grading, building permits and SEPA.

Minihan Dental Office – Tenant improvement in the LINQ building.

Front Counter - As of 12/14/17 we have had 1595 inquiries at the permit counter, averaging 132.9 inquiries a month, with the most in August with 200 inquiries.

Pre-applications - Conducted 46 pre-application meetings.

Accessory Dwelling Units – 6 ADU applications received in 2017.

Subdivisions

Copper Lane Plat – 18-lot preliminary plat, 7624 NE 165th St.

Northshore Meadows Plat – 12-lot preliminary plat, 19913 75th Ave NE

Zuberman Final Plat – 6-lot final short plat, 204th PL (applied for in 2008)

Daniels Plat – 4-lot preliminary short plat, 16206 81st PL NE

Rottger Valley Plat – 3-lot preliminary short plat, 6249 NE 196th ST

Glashouse Plat – 9-lot preliminary short plat, 19212 75th AVE NE

Owen Plat – 2-lot preliminary short plat, 20103 75th AVE NE

Singh Hills Plat – 2-lot preliminary short plat, 14606 84th AVE NE

Juanita Plat – 3-lot preliminary short plat, 14916 Juanita DR NE

Development Services 2017 Achievements

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Serenbe Plat – 3-lot final short plat, 14817 78th AVE NE

Oasis Plat – 8-lot final short plat, 7342 NE 150th ST

Landry Plat – 2-lot final short plat, 16608 76th AVE NE

Meridian Terrace- 8-lot final plat, 20015 80th AVE NE

Lochmere Plat – 4-lot final short plat, 7725 NE 170th

Bendzak – 2-lot final short plat, 5521 NE 193rd ST

Abdi Plat – 2-lot final short plat, 18908 82nd AVE NE

Wiggins Plat – 3-lot final short plat, 16105 88th AVE NE

Furwerk Plat- 2-lot final short plat, 185 73rd AVE NE

Hidden Creek Plat - 5-lot final short plat, NE 203rd ST & 83rd PL NE

Seatown Plat - 4-lot short plat, 15919 84th AVE NE

Townhouses

Belcroft Townhomes – 6909 NE 170th St. New 21-unit townhome development (engineering phase)

Vista Lago Townhomes – 18119 65th Ave NE – New 17-unit townhome development (building phase)

Basalt 2 (prev. Lake Harrison Estates) – 18254 73rd Ave NE - New 16-unit townhome development (engineering phase)

Northlake Townhomes – 17516 83rd PL NE – New 8-unit townhome development (building phase)

Beechwood – 17722 80th Ave NE – New 10-unit townhome development (engineering phase)

Hincy Townhomes – 18517 71st Ave NE – New 6-unit townhome development (building phase)

Shoreline Development

Crew Shell Temporary Storage – Temporary area at Log Boom Park to store crew shells for Northshore School District.

Kenmore Air Fuel Storage – Replace fuel tanks with 30,000 gallon above-ground fuel tank.

Rhododendron Park Waterfront Improvements – New waterwalk and float with critical areas mitigations.

Development Services 2017 Achievements

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Code updates:

Fee Study – Conducted a fee study on planning and building fees for both fee category and individual fees. Recommended fee adjustments to City Council during Fee Schedule update.

Fee Schedule – Annual update of City's fees. Updated most of Development Services fees and incorporated new fees into Trakit.

Amended Title 8 – Amended KMC Title 8, relating to health and safety (noise, junk vehicles, public nuisances), and special events.

Billboard Regulations – New Ordinance that categorizes billboards as prohibited signs, declares all existing billboards in Kenmore to be nonconforming and not allow them to be relocated to another location within the city or replaced, unless it was damaged by fire, weather event, or other act of god or by another means beyond the owner's control, such as a vehicle collision.

Regional Business North Subarea Zone - Extended the temporary elimination of the road impact fee and minimum parking space requirements for changes of use of existing buildings in the North Sub Area of the Regional Business Zone east of 68th Ave NE.

ILA with PSCAA – Extended the interlocal agreement with Puget Sound Clean Air Agency for cooperative odor complaint investigations through June 2022.

General

Certifications – Samantha Loyuk became an International Society of Arboriculture (ISA) Certified Arborist and earned an ISA Tree Risk Assessment Qualification (TRAQ). Tela Whiteman became an International Code Council (ICC) Certified Permit Specialist. Ryan Mumma became an International Code Council (ICC) Certified Commercial Plans Examiner, making this his 9th certification.

Special Events – Processed 17 special events permits. Examples of special events people applied for: hydroplane cup, farmers market, 3 canoe/rowing events, 4 runs, bike rides, festival, and a block party. Special events permit guarantee cross-agency coordination, are reviewed by multiple city departments, Northshore Fire Department, and the King County Sheriff/ Kenmore police.

Lakewood Mobile Home Park Safety Project – Working with the tenants at Lakewood Mobile Home Park to bring park into minimum safety standards, such as additions, fire hazards and debris. Started in the beginning of 2017, has almost wrapped-up. Approximately 90% of the park has been brought up to minimum safety standards.

Permit Tracking Software - Started iTrakit Mobile App. This technology will allow field inspectors to access permitting software from in the field. Scheduled launch is first part of 2018.

Development Services 2017 Achievements

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Initiated regional TRAKiT Training with 10 other jurisdictions. Thanks to finance and their new software, now credit card payments for permits are accepted at the counter.

MyBuildingPermit.com – Development Services has taken another step towards electronic services and now all inspections are scheduled electronically through MBP! Kenmore hosted the annual eCityGov alliance meeting and MBP.com Christmas Party at the Hanger. Development Services employees regularly attend MBP meetings and participate on committees.

Saint Edward Seminary Building – initiated the local landmark registration process for the Saint Edward Seminary Building at the Saint Edward State Park. This included preparing the nomination checklist and exhibits.

Records Management – Completed the records retention/destruction project for 10-years of code compliance cases. Implemented a new policy that offers old building plans to homeowners before destroying them. Worked with Washington State Archives to ensure proper retention standards are being met.

Derelict Vessel - in cooperation with the Washington State Department of Natural Resources (DNR), the City worked with global environmental services company National Resource Corporation (NRC) to remove a derelict boat from the Sammamish River. The tedious task involved removing a partially sunken 50-foot Bullnose Chris-Craft that had been stuck in the sediment south of the Squire's Landing Park for over 20 years.

Committees – Bridgit Baker serves on the Health Insurance Committee, Ryan Mumma and Tela Whiteman serve on the Wellness Committee, Bryan Hampson serves on the Retirement Plan Committee, and Debbie Hohnstein and Samantha Loyuk serve on the Fun Committee.

Emergency Management

Volunteers – we now have 256 volunteers in database. 48 completed NEMCo volunteer process, 12 more are “in process”. RACES meetings held 1st Wednesday of every month (24 RACES volunteers). Volunteer Emergency Worker meeting is held 3rd Wednesday of every month (averages 30 people per meeting).

Training/Exercises – Conducted an EOC set-up exercise in May. In November conducted an EOC functional drill based on an active shooter drill conducted in Lake Forest Park the previous week.

Community Outreach – Held 2 Community Emergency Response Team (CERT) classes, 2 citizen workshops, 4 map your neighborhood trainings, and a preparedness fair.

Communications – practicing, testing and adding data in CodeRed, the City’s emergency notification system. Meeting twice a year with other agencies and districts.

COMMUNITY DEVELOPMENT DEPARTMENT 2017 ACCOMPLISHMENTS AND PROJECT STATUS

A. Comprehensive Plan Implementation /Development Regulation Amendments

- **School Impact Fees:** The Planning Commission considered Comprehensive Plan amendments as part of the 2017 docket. On 11/27/17 Council adopted ordinance 17-0451 which amends the comprehensive plan to allow the collection of impact fees. Council will consider the Northshore School District's request to adopt school impact fee regulations in 2018.
- **Neighborhood Business (NB) Zone Regulations:** The Planning Commission considered Comprehensive Plan amendments and related development regulation amendments for the NB zone as part of the 2017 docket. On 11/0/17 Council adopted Ordinance 17-0451 related to Comprehensive Plan amendments. Council will adopt development regulations in January 2018.
- **Housing Strategy:** Council identified preservation of existing affordable housing as a 2017 docket item. Starting October 2017, the Planning Commission began focusing on strategies related to the manufactured housing communities. On 11/13/17 Council adopted a six-month moratorium (Ordinance 17-453) to prohibit redevelopment of mobile home parks. Planning Commission Recommendations will be presented to Council likely in the first quarter of 2018.
- **Land Use Streamlining:** On 7/10/17 Council adopted Ordinance 17-0438 that streamlined and simplified the list of land uses across all zoning districts.
- **Small Cell Wireless Facilities:** On 11/13/17 Council adopted Ordinance 17-0446 adopting the State's definition of small cell facilities and allowing up to 3 antennas on utility poles/light poles, rooftops and building facades in the single-family residential zones without a conditional use permit.
- **Public Agency Utility Exception (PAUE) Regulations:** On 5/8/17 Council adopted Resolution 17-295 acknowledging the invalidation of Ordinance 16-0418 and confirming that the PAUE regulations that existed prior to the ordinance remains in effect. The City was required to enact legislation to respond to the Growth Management Hearing Board remand. A complete review of critical area regulations is anticipated in 2018.

B. Policy and Strategy Development/Implementation

- **Housing Strategy:** On 1/23/17 the Planning Commission presented a Housing Strategy Plan to Council with an emphasis on affordable housing strategies.
- **Affordable Housing Community Event:** On 5/15/17 facilitated a community meeting with a panel of experts.

C. Downtown Development/Economic Development

- **Kenmore Village:** Staff was part of the internal strategy team for the Hangar/Town Square. Also providing oversight of construction of the hangar/town square project, assisting with retail tenant selection and oversight of tenant improvements.
- **Lakepointe:** Staff was part of the internal strategy team for the Lakepointe project.

D. Park Projects:

- **Twin Springs Interim Plan:** Public outreach (including on-line survey and open houses) September and October 2017. Concept plan and preliminary cost estimates anticipated to be presented to Council 1st quarter 2018.
- **Tolt Trail:** Construction of a new paved trail on the City of Seattle owned property between 68th Ave NE and 71st Ave NE. Ribbon cutting ceremony August 2017.
- **Moorlands Park Improvement Project:** Construction of park improvements including renovation of the existing sports field, new trails, landscaping, restroom and picnic shelter. Construction complete year end 2017. Ballfield available for play 2019.
- **Rhododendron Park Boardwalk/Waterwalk:** Construction of a new boardwalk/waterwalk connecting existing park improvements through the wetland to the Sammamish River, plus adding parking to the access driveway and wetland/buffer plantings. Construction complete December 2017.
- **Rhododendron Park Float:** Construction of a new dock on the Sammamish River for hand carry watercraft. Construction complete December 2017.
- **Rhododendron Park Boathouse/Pavilion:** An appropriation request was submitted in 2017. If the appropriation in the State Budget is authorized in 2018, the City will pursue design and permitting for a boathouse pavilion structure for hand carry watercraft including rowing shells. Construction 2019.

- **Squires Landing Park Float:** Construction of a replacement dock on the Sammamish River for hand carry watercraft. Construction complete December 2017.
- **Squires Landing Waterfront Project:** Proposal to improve approximately 11 acres to enhance public access to the Sammamish River. Improvements include trails, boardwalk, open space restoration, viewing points, new docks, plaza, restroom and parking. Staff and our consultant team have met with permitting agencies and conducted additional environmental and design analysis. A refined concept plan and cost estimates are anticipated to be presented to Council in the first half of 2018, plus a public meeting. Permit submittal estimated mid to late 2018.
- **Squires Landing RCO Land Conversion Project:** Several of the Squires Landing park parcels were purchased by King County in 1990 with RCO Urban Wildlife Habitat Grant funding and are part of the Squires Landing proposed waterfront improvement project. In 2017 RCO staff confirmed that to release RCO deed restrictions, a land conversion process is needed which will require City purchase of additional replacement land. Potential property negotiations and the RCO conversion process will continue in 2018.
- **Log Boom Park Waterfront Project:** Proposal to improve public access to the Lake Washington waterfront. Improvements include a new beach, trails, viewpoints, access for hand carry watercraft including a structure for storage and rental, restoration and native plantings. Staff and our consultant team have met with permitting agencies and conducted additional environmental and design analysis. A refined concept plan and cost estimates are anticipated to be presented to Council in the first half of 2018, plus a public meeting. Permit submittal estimated mid to late 2018.
- **Log Boom Park Pier Railing Repair and Buoy Installation:** November 2017 staff received a report assessment of the railing and buoy improvements. Staff will be pursuing design/permitting/repair work for the railing in the 1st quarter of 2018. Buoys are proposed to mark the limits of underwater pilings. Underwater exploration to determine the extent is estimated in the 1st quarter of 2018 followed by design/permitting with construction end of 2018 or 2019.
- **St. Edward State Park Ballfield Improvements:** 7/28/17 staff submitted critical area variance permit and SEPA permit applications. Received review comments 10/16/17. Staff preparing a response to all review and public comments with a re-submittal anticipated January 2018. Staff is

also in the process of negotiating the terms of a 20-year lease with State Parks which will require approval by the Parks Commission.

E. Grants/Awards:

- **Administration of the Moorlands Park RCO Grants (\$750k):** Grant application 2014, grant award 2016. Grant to assist in the Moorland Park improvement project. Completing required reporting for grant reimbursement.
- **Administration of the Twedt Acquisition RCO Grant (\$288,046.17):** Grant application 2014. Completing the required reporting and paperwork. Reimbursement received 2/14/17.
- **St. Edward Ballfield Project RCO Grants (\$750k):** Grant application 2016. State funding pending in 2018 which would then be followed by contract documents.
- **St. Edward Ballfield Project King County Youth & Amateur Sports Grant (\$611k):** 9/21/17 submitted questionnaire related to project eligibility. County passes legislation 1st or 2nd quarter 2018 authorizing sale of bonds to fund eligible projects which would then be followed by contract documents.
- **State Budget Appropriation Request for Rhododendron Park Boatshed/Pavilion (\$250k):** Budget request submitted 2/1/17. Funding included pending approval of capital budget in 2018, which would then be followed by contract documents.
- **State Budget Appropriation Request for Twin Springs Park (\$500k):** Budget request submitted 2/1/17. Funding not included.
- **State Budget Appropriation Request for Moorlands Park (\$250k):** 2/1/17 budget request for \$400k submitted. Funding of \$250k included pending approval of capital budget in 2018, which would then be followed by contract documents.
- **Vision 2040 Award Application:** 5/19/17 applied for the Kenmore Village project. Project did not receive an award. However, a 11/6/17 letter from PSRC encouraged submitting a nomination in 2018 for the Town Square Project.

F. Work with Outside Agencies

- **Northshore School District:** Negotiated an interlocal agreement outlining shared uses on the Moorlands Park and Moorlands

Elementary School property and share of maintenance costs. Council authorized execution of Contract 17-C1814 on 11/27/17.

- **CDBG Program:** Reviewing interlocal cooperation agreements. Staff is a participating member on the housing capital recommendations committee for CDGB funding.
- **King County Land Conservation Funding Project:** Goal of protecting remaining high conservation value lands in King County, identifying funding measures. Staff provided data to King County.
- **King County Metro Connects Project:** Staff review of the 2017 adopted Metro Connects long term plan for transit service.
- **King County Growth Management Compliance:** Review amendments to King County Planning Policies.
- **ARCH:** Prepare Council agenda bill for ARCH work program/budget, housing trust fund recommendations. Provide staff input on housing trust fund applications. Work with ARCH on development and implementation of the City's affordable housing strategy.
- **Legislative Feedback:** Provide comment on proposed legislation. E.g. proposed cell amendments.

2017 ACCOMPLISHMENTS**Finance and Budget**

- The City received “unqualified” (clean) audit report for 2016 from the State Auditor’s Office. The audits also included a single audit review of the federal financial award expenditures (single audit) and the Transportation Benefit District
- Published the 2017-2018 Biennial Budget document
- Received 2017 Government Finance Officers Award for Distinguished Budget Presentation
- Maintained the City’s status as a Well City which resulted in a 2% medical insurance premium reduction for 2017 and 2018
- Completed an update of the City’s 6-year Capital Improvement Program
- Set up and managed the new GO Bond compliance and reporting obligations
- Received training and implemented the new Tyler Incode Financial Software system which included new features such as online employee time entry, project accounting, requisitioning and purchasing, cashiering and credit card acceptance
- Participated in Employee Benefit Review Team research and selection of new 2018 medical insurance plan and presented to Council for approval
 - Recommended new employee benefit: HRA Veba, which was approved for funding by the City Council
- Participated in the Retirement Committee Team effort to prepare RFP for provider of 401a and 457 retirement plans to substantially reduce fees and increase participant satisfaction
- Participated in update and revision of city wide Purchasing Policy
- Participated in update and revision of city wide IT Policy

Human Resources/City Clerk

- Successfully recruited and hired a Volunteer and Events Supervisor, Parks Project Manager, Building Maintenance Technician, Part Time Building Maintenance Technician, Planning Intern (3 recruitments), PW Intern, PW Traffic Intern and other seasonal and temporary employees.
- Due to retirement of City Clerk, onboarded a new, experienced City Clerk
- Implemented parking plan for city employees and contract workers
- New Parental Leave policy
- New Employee Recognition policy
- Presented a 3% wage adjustment recommendation for 2018 with approval of City Council
- Arranged on site training for Volunteer Management and Supervision
- Arranged on site all employee training for Diversity and the Respectful Workplace

Information Technology

- Continued recommendations of the City’s Technology Strategic Plan and implemented a new financial management software system known as Tyler Technologies Incode
- Completed audio video upgrades to City Council chambers
- Facilitated a partnership with AWC GIS Consortium as a resource for Community Development and Surface Water Management GIS needs

KENMORE POLICE ACCOMPLISHMENTS FOR 2017

- 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, fingerprinting of children and a free BBQ.
- The Kenmore Police sponsored several teen activities, which included Halloween and Valentine dances at Kenmore Junior High. The dances were held with music provided by disc jockeys from Action Entertainment. These activities promote an opportunity for positive interaction between local teens and their police officers. .
- Kenmore Police participated in the annual DUI reenactment drill at Inglemoor High School. High school students see firsthand the results of drinking and driving.
- Kenmore Police provided vacation house checks to those residents gone for an extended time. Police volunteers check the residences once a day through the work week.
- Kenmore Police provided several neighborhoods with block watch information and assisted in setting up 2 new block watches.
- King County Automated Fingerprint Identification System (AFIS) opened a new satellite office in Kirkland and started offering technicians to respond to crime scenes Monday – Friday 8 am-4 pm to assist in locating and lifting fingerprints.
- Kenmore Police attended active shooter “Live fire” training in Marysville. The training was performed by AST and provided an array of different scenarios, where officers used their training and conducted close quarter drills using live ammunition.
- Kenmore Police attended the pancake breakfast at Arrowhead Elementary and provided pedestrian and traffic safety information.
- Kenmore Police attended a “Meet the Police Chief”, meeting at the Kenmore Library, with the youth of Kenmore, being the targeted audience. A pedestrian and traffic safety presentation was done with a Q & A period at the end.
- Kenmore Police attended a “Cub Scout” meeting at the Northlake Lutheran Church. Safety presentation for their merit badges was the focus of the meeting.



City Of Kenmore, Washington

Memorandum

Date: December 20, 2017

To: City Councilmembers
City Manager, Rob Karlinsey

From: Joanne Gregory, Finance and Administration Director *JG*

Subject: Priority Based Budgeting: Results of Government

In 2014 the Center for Priority Based Budgeting worked with the City Council on an exercise to identify and validate the City's "Results of Government". In this exercise, you were asked to help identify the Results that the City of Kenmore strives to achieve for its residents, businesses and visitors. These Results were then used as the City implemented its Priority Based Budgeting process. Those Results and the associated "Result Maps" are attached to this memo.

The Council and the City utilized the Priority Based Budgeting (PBB) process in developing the 2017-2018 budget and we anticipate using it again as the 2019-2020 biennial budget development begins this year. The first step of the process is the validation, reaffirmation or modification of the Results and Definitions developed four years ago.

At the January 2018 retreat, Council will be asked to review the attachments and discuss or suggest any modifications. Council may also wish to attach weights or priorities to the Results which would more clearly associate the Results with Council goals and inform the development of the budget as well as the allocation of City resources. Further discussion can be scheduled for January or February Council meetings if so desired.

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City of Kenmore Priority Based Budgeting

COMMUNITY RESULTS

- ACCESS to QUALITY CULTURAL, RECREATIONAL, EDUCATIONAL and LEISURE OPPORTUNITIES
- ATTRACTIVE, WELL-PLANNED, ENDURING and DESIRABLE PLACE TO LIVE and WORK
- CONNECTED, INVOLVED and FAMILY-ORIENTED COMMUNITY that VALUES DIVERSITY
- EFFECTIVE MOBILITY and CONNECTED, RELIABLE TRANSPORTATION SYSTEMS
- PROSPEROUS, VIBRANT and SUSTAINABLE ECONOMY
- SAFE and SECURE COMMUNITY
- SUSTAINABLE, HEALTHY ENVIRONMENT and the PRESERVATION of NATURAL RESOURCES

GOVERNANCE RESULTS

- Fosters open, responsive and **transparent government** by ensuring accountability, efficiency, effectiveness, and integrity in all operations
- Protects, **manages**, optimizes and invests in its financial, human, physical, and technology **resources**
- Supports **decision making** with timely and accurate short term and long range analysis that enhances vision and planning
- Provides assurance of regulatory and policy **compliance**
- Attracts, motivates, develops, and retains a high quality, engaged, and **productive workforce**
- Provides responsive and accessible leadership, focused community priorities, and facilitates timely, well utilized two-way **communication** and input with all stakeholders

BASIC PROGRAM ATTRIBUTES

- *Reliance on City to Provide Program*
- *Mandated to Provide Program*
- *Change in Demand for Program*
- *Portion of Community Served by Program*
- *Cost Recovery of Program*

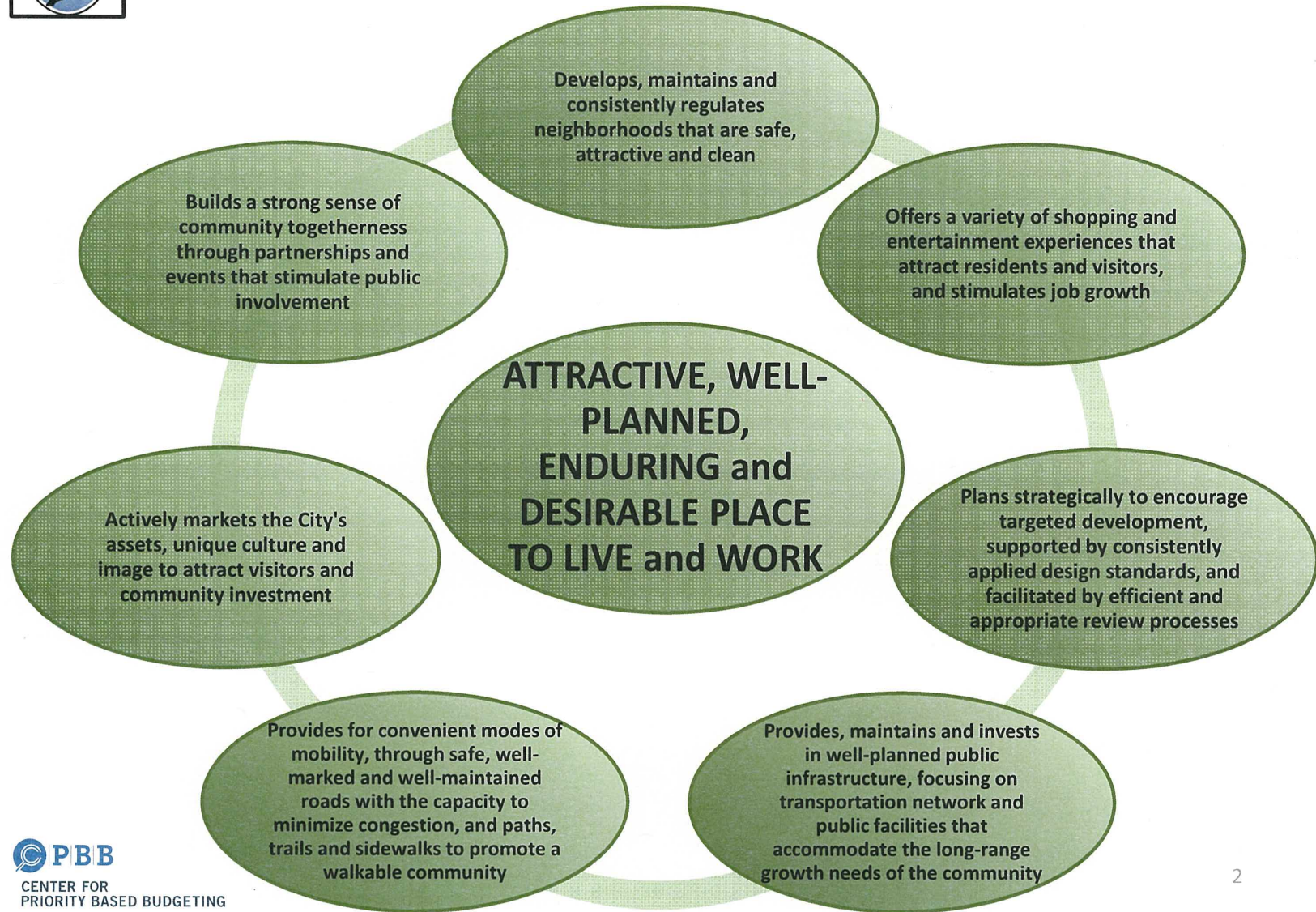


The City of Kenmore



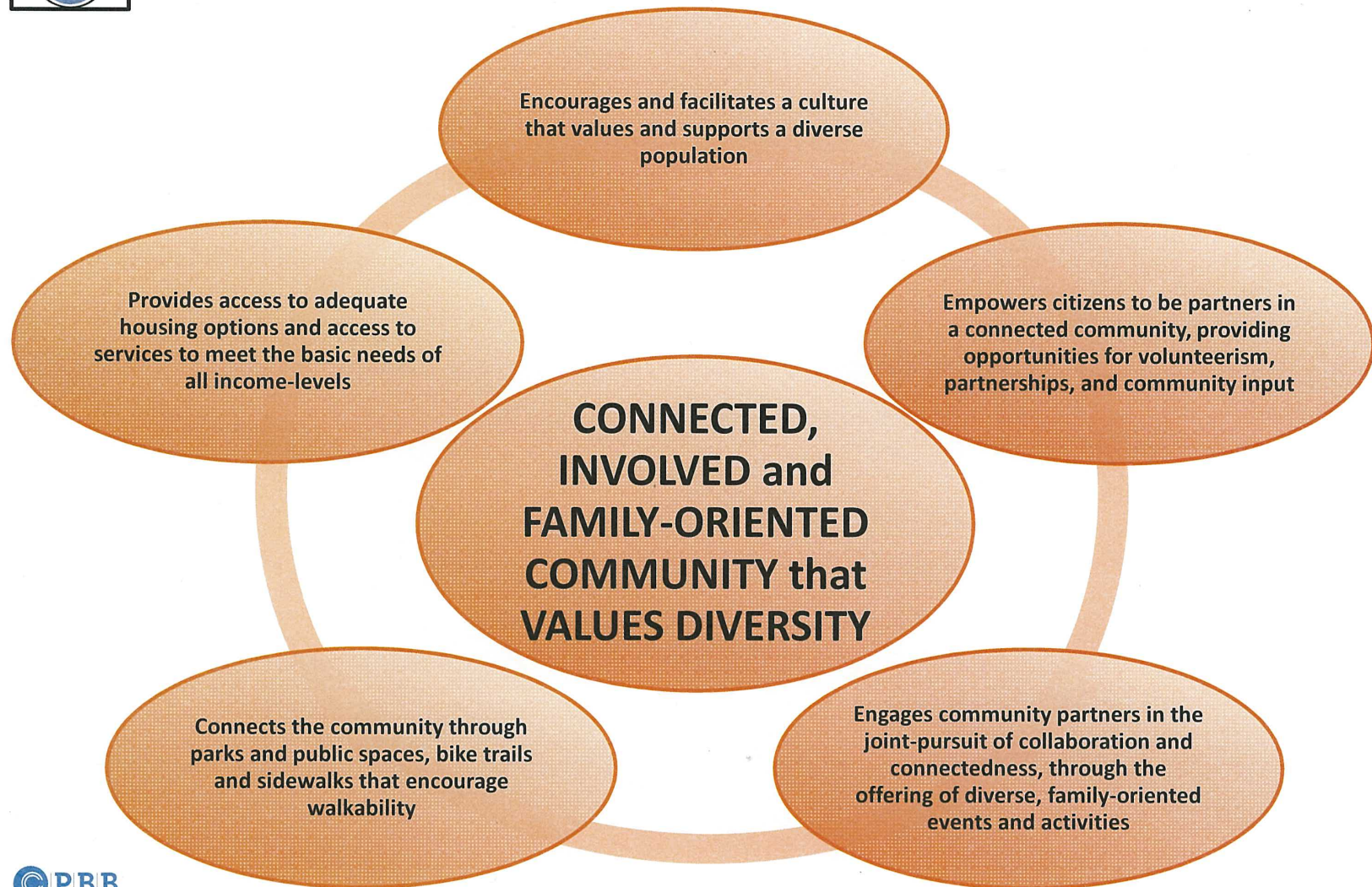


The City of Kenmore



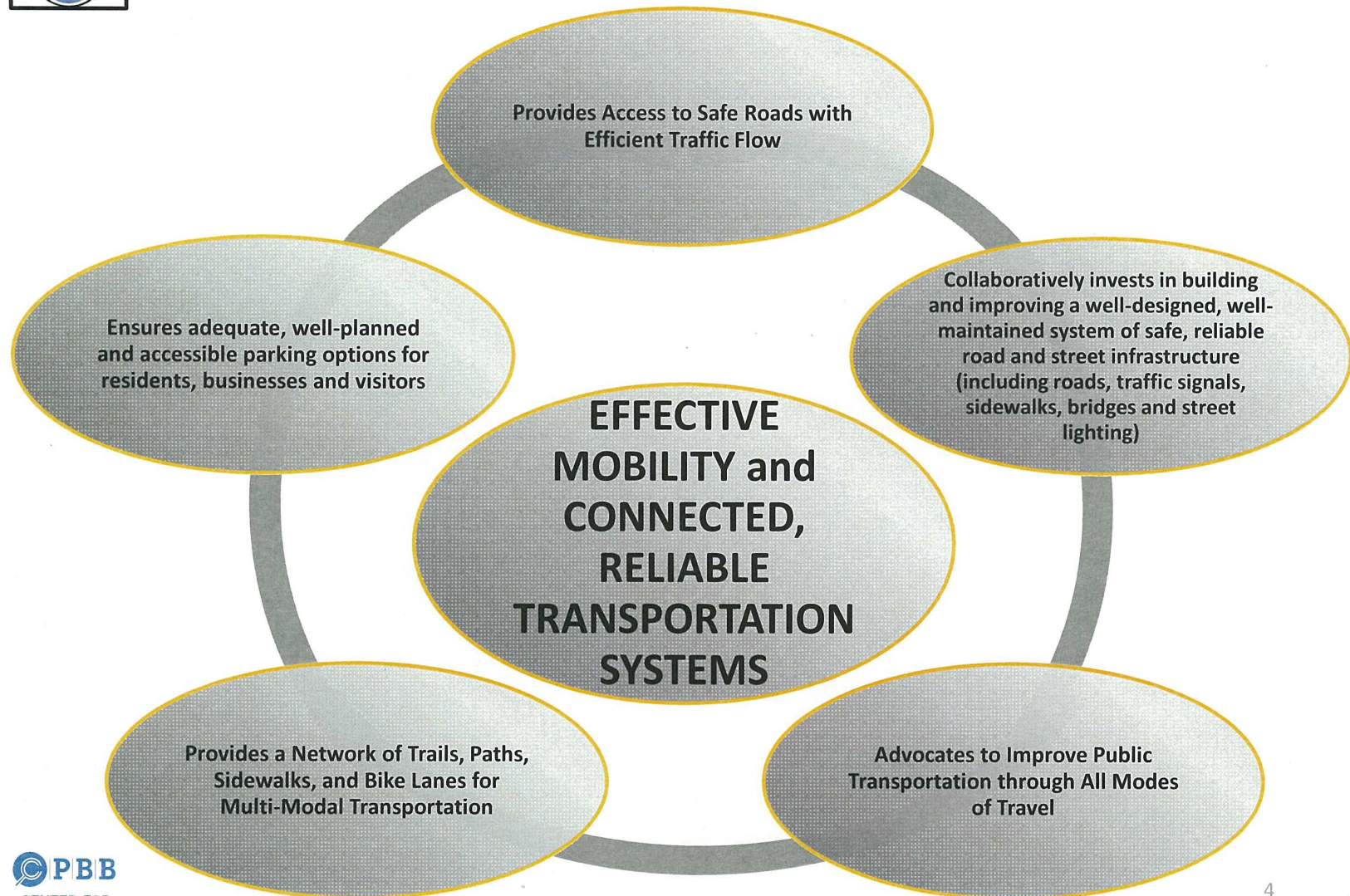


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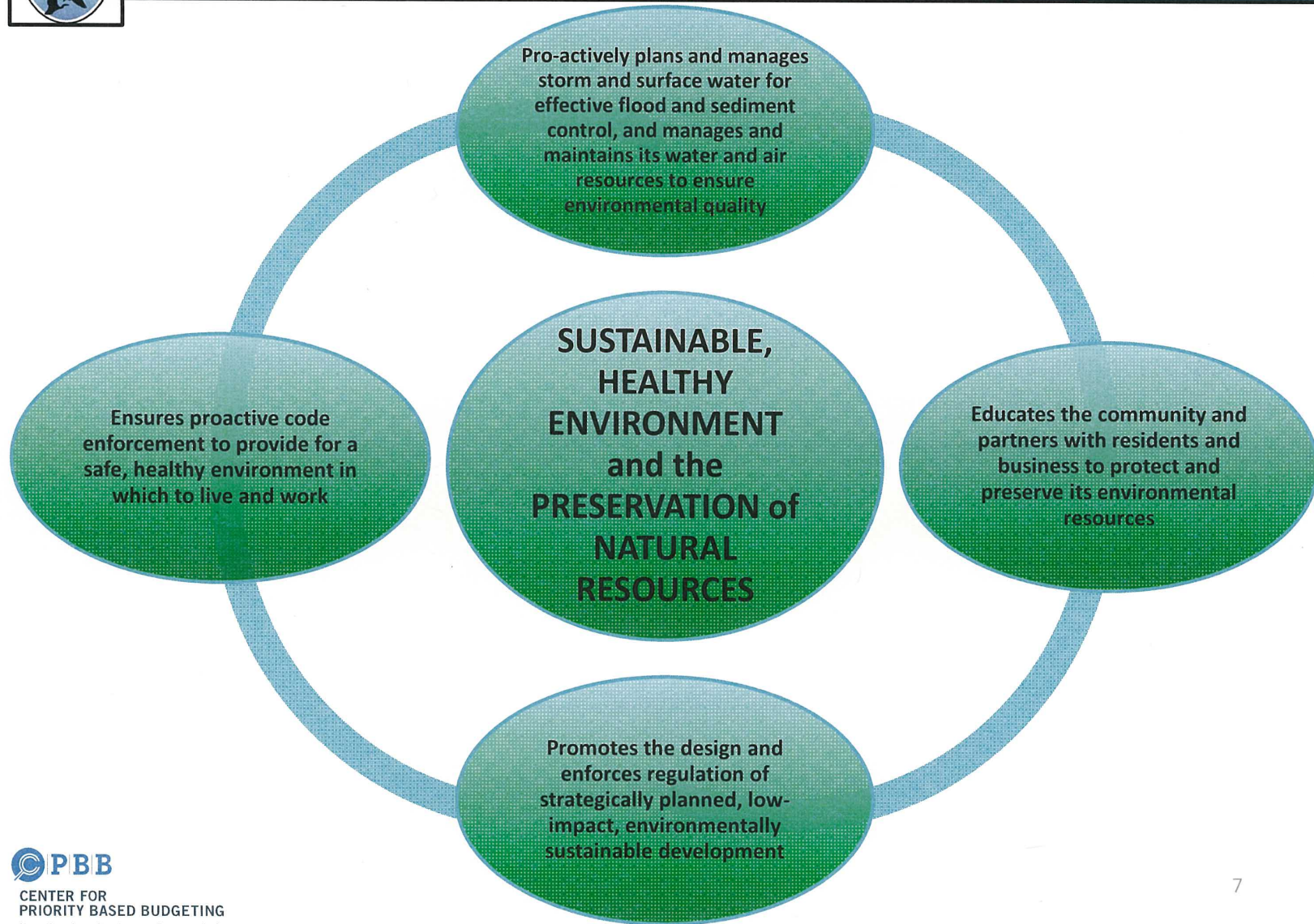


The City of Kenmore





The City of Kenmore





The City of Kenmore



**CITY OF KENMORE, WASHINGTON
TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM UPDATE
FOR THE YEARS 2017-2022**

Project Description	2017 Adopted	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2017-2022 Totals
T 6 SR 522 West A 61st to 65th	\$667,400	\$127,200	\$0	\$0	\$0	\$0	\$794,600
T 8 SR 522 West B 57th to 61st	0	0	0	600,000	7,400,000	4,000,000	12,000,000
T 27 Sidewalk Program							
South side NE 181st ST Construction	123,600	0	0	0	0	0	123,600
North side NE 181st ST	181,800	0	0	0	0	0	181,800
NE 202nd ST (198th -66th) (now T27a)	1,180,310	101,555	0	0	0	0	1,281,865
62nd Ave NE (now T27b)	778,520	147,415	0	0	0	0	925,935
Sidewalk Gaps:	0	0	100,000	100,000	100,000	100,000	400,000
Arrowhead Dr (now T47)	0	0	11,100	132,800	726,133	0	870,033
NE 153rd Pl (now T 45)	11,100	132,400	604,938	0	0	0	748,438
NE 181st (65th -67th) (now T46)	136,730	668,475	0	0	0	0	805,205
Subtotal	2,412,060	1,049,845	716,038	232,800	826,133	100,000	5,336,876
T 35 Overlay	450,000	805,351	450,000	450,000	450,000	450,000	3,055,351
T 37 West Samm Bridge	2,098,962	910,999	7,425,888	14,322,054	5,724,341	33,395	30,515,639
T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments	600,000	1,500,000	4,162,000	2,156,667	2,156,667	2,156,666	12,732,000
T 42 68th Ave Pedestrian & Bicycle Safety All Segments	250,000	987,000	60,000	2,000,000	1,803,000	0	5,100,000
T 43 SR 522 Pedestrian Crossing Study	0	282,500	272,500	0	0	0	555,000
T 44 61 Ave Survey and Conceptual Plan	0	90,000	0	0	0	0	90,000
T 39 Neighborhood Transportation Plans Program	70,000	55,000	0	0	0	0	125,000
Total Project Costs	\$6,548,422	\$5,807,895	\$13,086,426	\$19,761,521	\$18,360,141	\$6,740,061	\$70,304,466
Funding as Proposed:							
Real Estate Excise Tax	\$1,250,356	\$770,165	\$577,750	\$550,000	\$550,000	\$550,000	\$4,248,271
Transportation Impact Fee Revenue	66,195	324,188	41,754	33,130	47,773	0	513,040
Transportation Impact Fee Revenue - West Samm Bridge	122,310	21,090	23,790	30,620	1,239,060	33,395	1,470,265
General Fund	267,900	59,900	0	0	0	0	327,800
Federal Transportation Funds SR 522	0	67,300	0	0	0	0	67,300
Federal Preservation Grant - Simonds Road	0	355,351	0	0	0	0	355,351
TIB Grant - Sidewalks	97,330	478,572	0	0	0	0	575,902
WSDOT Safe Routes to School - Sidewalks	681,315	99,670	574,284	99,670	678,360	0	2,133,299
Federal Highway Safety Impr Program - Sidewalks	707,864	0	0	0	0	0	707,864
Reimbursements from Other Agencies	28,500	0	0	0	0	0	28,500
BRAC Grant West Samm Bridge Replacement	674,754	703,448	6,413,800	3,289,378	0	0	11,081,380
STP Funds West Samm Bridge Replacement	1,063,994	0	0	0	0	0	1,063,994
Connecting WA Funds West Samm Bridge Replacement	237,904	186,461	988,298	4,102,056	2,485,281	0	8,000,000
Complete Streets Award	500,000	0	0	0	0	0	500,000
Walkways & Waterways Bond Measure	850,000	2,252,000	1,375,000	2,640,000	826,334	2,156,666	10,100,000
Washington State Pedestrian and Bicycle Safety	0	254,750	244,750	0	0	0	499,500
Washington State LEAP Transportation Bill	0	0	0	600,000	7,400,000	4,000,000	12,000,000
Unsecured Grant Match Juanita Drive	0	235,000	2,847,000	1,516,667	3,133,333	0	7,732,000
Unsecured Grant West Samm Bridge Replacement	0	0	0	6,900,000	0	0	6,900,000
10 year Note West Samm Bridge Replacement	0	0	0	0	2,000,000	0	2,000,000
Total Project Funding	\$6,548,422	\$5,807,895	\$13,086,426	\$19,761,521	\$18,360,141	\$6,740,061	\$70,304,466

**CITY OF KENMORE, WASHINGTON
PARK CAPITAL IMPROVEMENT PROGRAM UPDATE
FOR THE YEARS 2017-2022**

Project Description	2017 Adopted	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2017-2022 Totals
P 1 Twin Springs Interim Use Plan	\$40,000	\$25,000	\$0	\$1,100,000	\$0	\$0	\$1,165,000
P 2 Tolt Pipeline Trail Phase One	126,936	0	0	0	0	0	126,936
P 6 Moorlands Park Improvements	1,623,095	566,925	0	0	0	0	2,190,020
P 11 Log Boom Park New Ped Bridge	203,376	0	0	0	0	0	203,376
P 18 Rhododendron Park Waterfront & Open Space Access	408,000	615,000	5,000	5,000	5,000	5,000	1,043,000
P 18a Rhododendron Park Float	209,000	200,000	25,000	0	0	0	434,000
P 26 Squires Landing Float	195,000	0	0	0	0	0	195,000
P 27 Squires Landing Park Waterfront & Natural Open Space	250,000	600,000	500,000	220,000	1,715,000	1,690,000	4,975,000
P 28 Log Boom Park Waterfront Access and Viewing	200,000	400,000	300,000	120,000	1,090,000	1,065,000	3,175,000
P 29 St Edward Ballfield Improvements & Lighting	204,000	2,355,500	2,355,500	0	0	0	4,915,000
P 30 Rhododendron Park Boathouse Pavilion	0	225,000	0				225,000
Total Project Costs	\$3,459,407	\$4,987,425	\$3,185,500	\$1,445,000	\$2,810,000	\$2,760,000	\$18,647,332

Funding As Proposed:							
Park Impact Fees	\$1,021,876	\$225,000	\$235,000	\$300,000		\$0	\$1,781,876
Real Estate Excise Tax	398,000	1,264,500	1,645,500	300,000	0	0	3,608,000
Strategic Opportunity Fund	0	235,000	0	0	0	0	235,000
General Fund	0	0	500,000	0	0	0	500,000
RCO Grants	600,595	786,925	0	0	0	0	1,387,520
Grant or State Capital Budget	0	0	0	500,000	0	0	500,000
King County Grant	0	611,000	0	0	0	0	611,000
King County Trail Levy	126,936	0	0	0	0	0	126,936
King County Park Levy	229,000	25,000	0	0	0	0	254,000
State Capital Budget	225,000	225,000	0	0	0	0	450,000
Walkways & Waterways Bond Measure	858,000	1,615,000	805,000	345,000	2,810,000	2,760,000	9,193,000
Total Project Funding	\$3,459,407	\$4,987,425	\$3,185,500	\$1,445,000	\$2,810,000	\$2,760,000	\$18,647,332

**CITY OF KENMORE, WASHINGTON
SURFACE WATER CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2017-2022**

Project Description	2017 Adopted	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2017-2022 Totals
SW 8 190th Culvert at 61st	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
SW 8 Trust Fund Loan Repayment	0	0	153,000	153,000	153,000	153,000	612,000
SW 19 NE 192nd ST Culvert Replacement	1,010,634	0	0	0	0	0	1,010,634
SW 20 Small Works Projects	50,000	50,000	50,000	50,000	50,000	50,000	300,000
SW 25 Strawberry Hills SW Tank Retrofit	100,000	360,000	0	0	0	0	460,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 190th St	120,000	0	500,000	0	0	0	620,000
SW 30 Drainage Improvements at 153rd/NE Arrowhead Dr	125,000	0	0	0	0	0	125,000
SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th Pl	115,000	0	0	0	0	0	115,000
Total Project Costs	\$1,520,634	\$1,910,000	\$703,000	\$203,000	\$203,000	\$203,000	\$4,742,634

Funding As Proposed:							
KC Flood Control District Grant (SW30)	\$49,915	\$0	\$0	\$0	\$0	\$0	\$49,915
KC Flood Control District Grant (SW19) Secured	330,000	0	0	0	0	0	330,000
Reimbursement from Other Agencies	130,634	0	0	0	0	0	130,634
Public Works Trust Fund 10Year Loan (SW8)	0	1,500,000	0	0	0	0	1,500,000
Surface Water Utility Funds	1,010,085	410,000	703,000	203,000	203,000	203,000	2,732,085
Total Project Funding	\$1,520,634	\$1,910,000	\$703,000	\$203,000	\$203,000	\$203,000	\$4,742,634



City Of Kenmore, Washington

Memorandum

To: City Council

**From: Jennifer Gordon, Public Works Operations Manager
Richard Sawyer, Surface Water Manager**

Subject: Public Works Services Analysis

The City entered into an agreement with FCS Group in September of 2016 to conduct the Public Works Services Analysis, with the following outcome goals:

- Currently we have many contracts to manage; look at streamlining and improving efficiency of contract management. Identify ways to save money and reduce costs.
- Evaluate existing Public Works (PW) contracts and determine whether we are getting fair value for dollars paid.
- Improve local control, predictability, and flexibility of our service delivery.
- Improve cost control, accountability, reporting, and ability to audit the contracts and services provided.
- Gain a better understanding of expected level of service vs. actual level of service, and whether there is a gap between the two.
- Evaluate workload generated by our level of service expectations and determine whether they match up with available resources.
- Longer term, evaluate the need to plan for and/or acquire future PW infrastructure assets, such as a property for a future PW shop facility.

Staff returned to Council on November 14, 2016 for a Level of Service(LOS) Workshop. As discussed, LOS will be used to provide a clear way to communicate public works service delivery expectations for internal and external stakeholders as part of the Public Works Services Analysis Project.

The process of gathering data took longer than expected. FCS Group evaluated our largest contracts, gathered comparison data from other cities, and analyzed current LOS and resources. During the presentation at the November 6, 2017 Council meeting FCS Group presented a picture of our current LOS and a proposed LOS. Staff sought feedback from the Council to incorporate into the final proposed LOS.

During the last Council meeting on November 27, 2017, FCS group presented their key recommendations on how to provide service in the future. The overall recommendation

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was to continue to provide public works services with a combination of in-house staff and contracted services. To help improve the overall public works service delivery FCS group suggested the following:

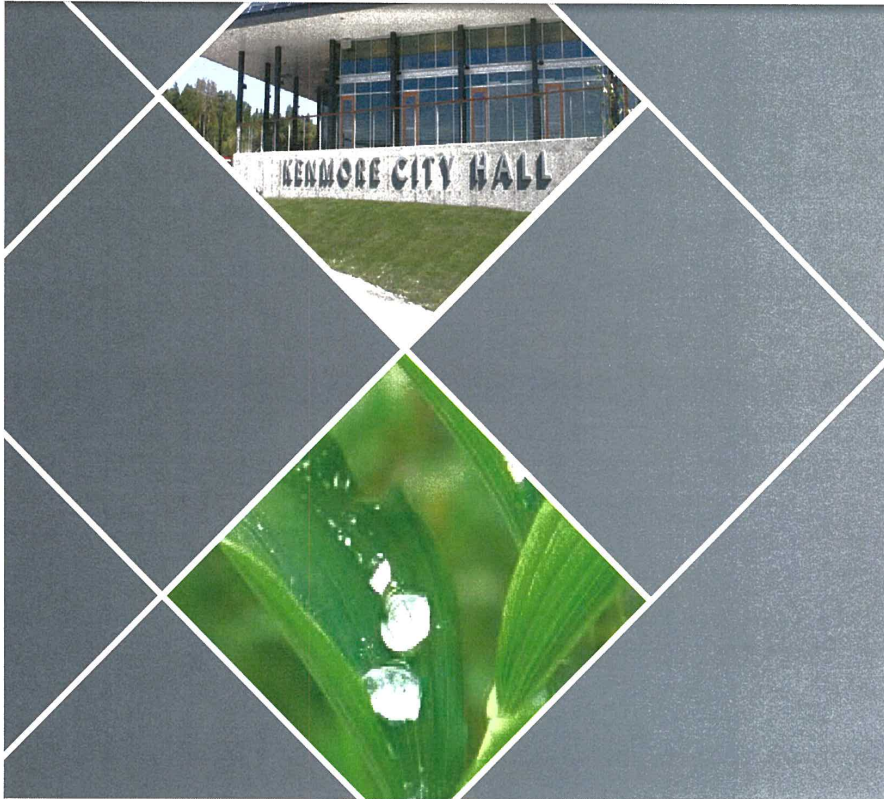
- Build an organization with City staff as the primary first response team;
- Establish sound business practices;
- Develop metrics to track effectiveness; and
- Evaluate performance and grow the Public Works Department as the City grows.

The next steps will be to take the information from the key recommendations and the final report developed by FCS Group to develop an implementation plan. Ben Yazici of MuniManage, LLC. has been retained as a consultant to assist the City Manager and the Public Works Department in developing an implementation plan.

A copy of the final Council presentation and the final report are attached.



Public Works Services Analysis



Key Recommendations

Scott Bash, FCS GROUP
November 27, 2017

Project Overview

- ◆ **Levels of Service (LOS)**
- ◆ **Evaluation of Contracts**
 - Lake Forest Park
 - King County
 - Bravo
 - Total Landscaping
 - Building and Facilities
- ◆ **Resources Analysis**



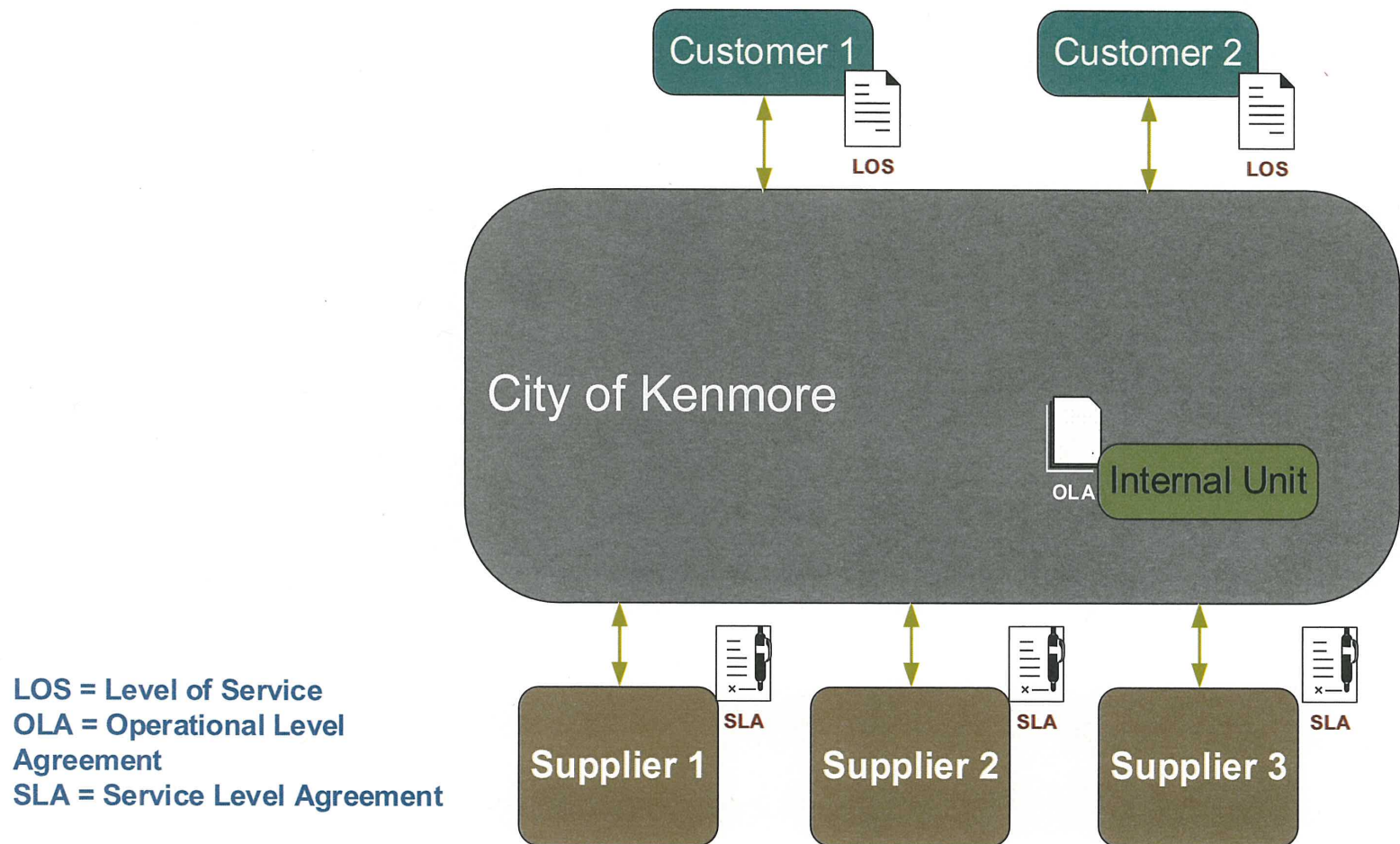
Levels of Service

- 1. Proactively plan and manage surface water for effective flood and sediment control to ensure environmental quality**
- 2. Provide reliable safe and well maintained street and road infrastructure assets**
- 3. Be well prepared to promptly respond to emergencies other disaster situations and calls for service in a timely and effective manner**
- 4. Maintain access and use of the City's facilities, waterfront, parks, trails, and open spaces that are safe, attractive, and clean**
- 5. Comply with policies and regulatory requirements for facilities, surface water, streets, and parks**

Current Situation

- ◆ **Not getting what the City is paying for with contract service providers**
 - Lake Forest Park below contracted production target
 - King County losing available skills and capabilities
 - Low levels of responsiveness
- ◆ **Large backlog of work, and growing**
- ◆ **Not enough specifics in the current contract language to effectively manage work performance**
- ◆ **Difficult to align cost of service with levels of service**
- ◆ **Competing priorities of service providers negatively impacts customer service response time and resolution time**
- ◆ **Lack of asset data; asset condition, reliability, and life cycle cost**

Current Service Delivery Configuration



Service Delivery Alignment

LOS - Level of Service  LOS	• State the commitment to the customer • Identify the customer and customer type • Define the targets for levels of services that will be provided
OLA - Operational Level Agreement  OLA	• Define the interdependent relationships in support of the LOS • Describe the roles and responsibilities • Document the business processes and timeline for delivery of service
SLA - Service Level Agreement  SLA	• Improve the underpinning contract between provider and City • Specify the requirements for good working relationships • Set boundaries and expectations



Considered Alternatives

- A. Keep existing model with better contract language**
- B. Set up managed competition of complete public works services**
- C. Move all services in-house**
- D. Create a combination of in-house staff and contracted services**

Alternative D

- Build an organization with City staff as primary first response team
- Establish sound business practices
- Develop metrics to track effectiveness
- Evaluate performance and grow Public Works Organization as City grows



Moving Service Delivery Staff In-House

Pros	Cons
• Better work control • Expected gains in cost efficiency • Improved access to skills by adding to the City workforce • Shorter communication path with staff • More capacity to meet level of service needs with dedicated staff • Improved quality control • Better reporting and analysis capabilities • Directly responsible for performance data	• Additional cost to procure the necessary equipment • Less staff flexibility when not able to share resources • Additional Human resources and management issues • Start-up effort distractions • Impact on Overhead such as admin, office, space, etc.



Key Recommendations

1. Update existing contracts for Lake Forest Park now
2. Reconcile money from LFP for 2016 and 2017
3. Develop a plan for bringing front line staff in-house and contracted services for repairs and maintenance
4. Create a plan for establishing a Public Works shop and yard facility
5. Plan for staff growth over time, maintaining some level of contracts to allow for flexibility in workload
6. Configure the information systems to support service delivery
7. Re-write all contracts and include more specifics as a service level agreement (SLA) and City Level of Service Goals
8. Develop a Service Delivery Governance Plan



Develop Service Delivery Governance

Service Management Governance

Service Delivery Process

Work Control Process

Resolution Processes

Relationship
Processes

Scott Bash
President
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City of Kenmore



Public Works
Services Recommendations

December 2017

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Section I. CURRENT SITUATION

I.A. CURRENT CONTRACTED SERVICES

The majority of public works services provided to the citizens of Kenmore require an interaction between City staff and contracted service providers. These public works services include the surface water program, transportation and streets services, parks, and general city facilities. City staff spend a considerable portion of their time with contract oversight, reviewing and manage invoices, and working with the service providers to respond and prioritize the service request process.

The City has recently started to update their Levels of Service and began looking more closely at the effectiveness of the existing contracts. It is important that the City further clarify the levels of service and targets and specify the performance requirements of the contracted service providers to streamline the delivery of service to its customers. It is also important to be able to communicate with the community about the cost of the service in relation to their level of service expectations. Any communication lag between the city and the contracted service providers adds to both the response time and resolution time. This delay can impact the customer in many ways and ultimately results in poor customer satisfaction ratings.

The largest contract is with Lake Forest Park. The City's agreement with Lake Forest Park includes the sharing of Public Works staff and resources to perform both preventive as well as corrective work activities for parks, streets and surface water assets. There can be often be competing priorities when the staff of Lake Forest Park are needed to meet level of service requirements for both the citizens of Lake Forest Park and the City of Kenmore at the same point in time. Resources can be stretched thin and prioritization between service response and service resolution can be difficult. By specifying the levels of service for Kenmore in the contract specifications, and having more clarity on performance of services provided, it is possible to improve this prioritization process and ensure that the service delivery is as cost-effective as possible to both Kenmore and Lake Forest Park. This is true for all the service contracts. In addition, it would be easier to analyze the historical work that has been performed to determine whether or not the city of Kenmore is an indeed getting value for money.

One of the big questions to consider is whether it would be more cost-effective to bring the resources in house to perform. It may be possible to perform at a higher level of service and lower cost than what is provided by outside contract suppliers.

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The following tables are a list of service providers with the average expenditures over the past two years and the list of major contracted services.

Table 1- Most Utilized Contract Service Providers

Service Provider	Annual Expenditures (average)
Lake Forest Park	\$923,642
King County	\$530,120
Bravo	\$216,302
Total Landscape	\$108,004
FLO Tech	\$47,573
Top to Bottom	\$44,614
NW Landscape	\$39,377
RFI Enterprises	\$24,602
Arbor NW	\$14,772
Hermanson	\$10,772
Automated Controls	\$9,470
Winterbourne	\$3,530

Table 2 - Summary of major contracts and services

Contract No.	Contractor	Service Provided
98-C15	King County	Public Works
00-C48	Lake Forest Park	Public Works
01-C121 14-C1424	Total Landscaping	Parks and City Hall Landscape Maintenance Surface Water Facility Mowing
13-C1160	Northwest Landscape Services	ROW Landscape Maintenance
14-C1247	Visual Ventures	Parks Signage/Wayfinding Signage
16-C1590	Pat's Trees and Landscaping	On-Call Arborist Services
16-C1591	Arboriculture Northwest	On-Call Arborist Services
16-C1564	Bravo Environmental	Vactor and Video Inspection



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Contract No.	Contractor	Service Provided
01-C146	Northshore Utility District	Fleet Vehicle and Equipment Maintenance
12-C1099	WDFW	City of Kenmore provides maintenance to the WDFW Restroom at the Kenmore boat launch
13-C1218	Chris Kelly	Misc. Electrical Services
13-C1219	McDonald Miller	Misc. Plumbing Services
13-C1237	Olympic Environmental Services	Recycling Event Management
14-C1248	Baye Enterprises	ADA Front Counter Revisions
14-C1355	Hermanson	City Hall HVAC
14-C1356	King County Community Work Program	Landscape Services/ROW & Parks Vegetation
15-C1360	Stardom	Incubator Janitorial Services
15-C1379	Winterborne Landscape	Green Roof Maintenance & Reporting for City Hall
16-C1546	RFI Communications	City Hall Access Control and Video Maintenance
16-C1549	Automated Controls	City Hall HVAC Controls Maintenance
16-C1562	Flemmings Holiday Lighting	Holiday Lighting
16-C1587	Schindler Elevator Corporation	City Hall Elevator Maintenance
16--C1535	Top To Bottom Janitorial	City Hall Janitorial Service

Section II. LEVELS OF SERVICE

A key objective of the analysis is to match the levels of service provided by Public Works with the expectations of the customers. This requires a clear understanding of the customers' needs, expectations and preferences. The objectives of the Level of Service concept is to help with the following:

- Provide customers with an understanding of the services offered
- Assess suitability, affordability, and equity of the services offered
- Focus public works activities needed to deliver the levels of service
- Measure performance and track progress of Public Works
- Identify the costs and benefits of the services offered

Draft levels of service have been developed (table 3); however, refinement of the levels of service should continue as more detailed plans are being made to the method of delivering these services. Staff presented the draft levels of service to the City Council. Although not formally approved the Council, they were well received. Soon after the presentation, staff begin to look at the current contract specifications while considering the options of additional staffing and resources to meet and respond to the needs of the community in a more cost-effective manner. Staff will be analyzing the levels of service in more detail and developing more detailed plans for a budget-neutral approach, meaning that the amount of contracted work that is decreased would be proportional to the amount of internal costs added.

The follow are the recommended Levels of Service that can serve as a starting point for the Public Works Department.

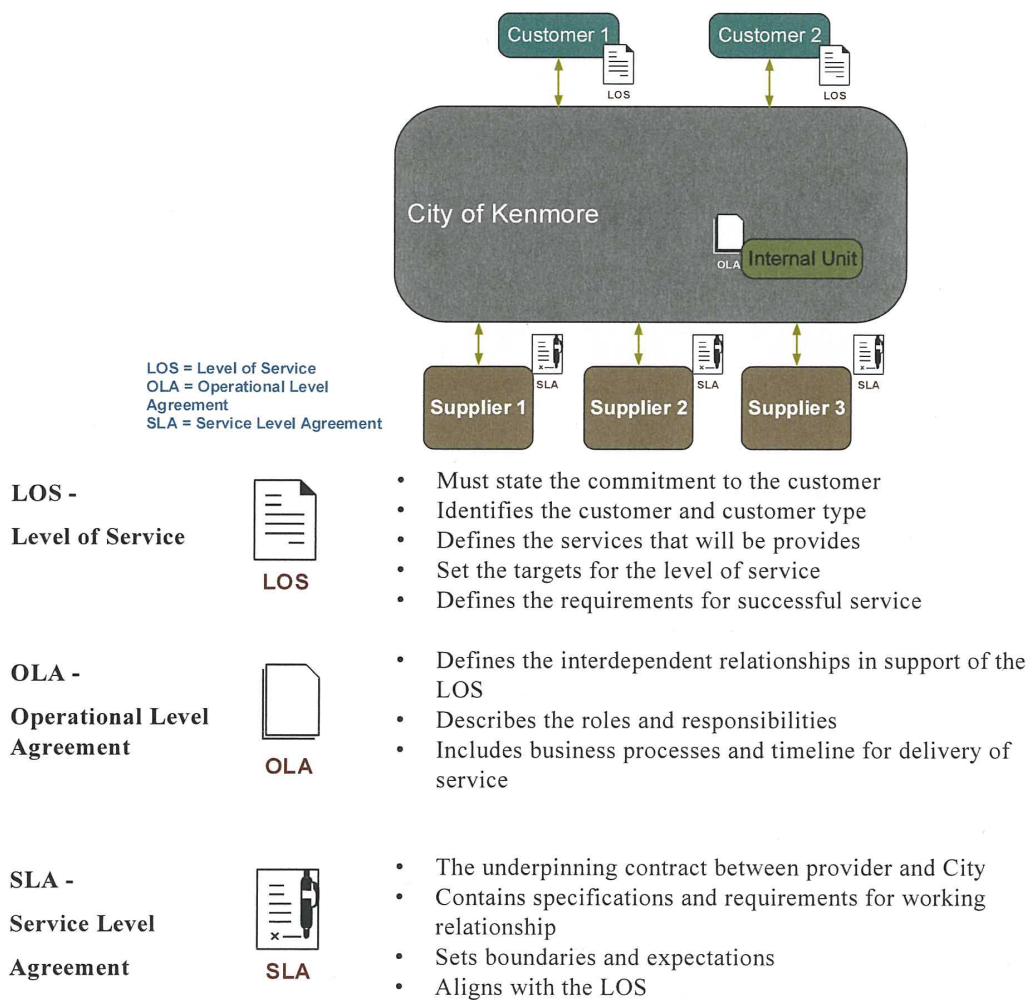
Table 3- Initial Level of Service Statements

	Level of Service
1	Proactively plan and manage storm and surface water for effective flood and sediment control and manage and contain its water and air to ensure environmental quality
2	Provide reliable safe and well maintained street and road infrastructure assets
3	Be well prepared to promptly respond to emergencies, other disaster situations, and calls for service in a timely and effective manner
4	Maintain access and use of the City's water front, parks, trails, and open spaces that are safe, attractive, and clean
5	Comply with policies and regulatory requirements for stormwater, streets, and parks
6	Attract, motivate, develop and retain a high quality, engaged and productive workforce

Alignment of Contracted Services

The Levels of Service are used to describe what is provided to the City of Kenmore customers. Figure 1 shows the configuration of service delivery. In order to meet the Level of Service targets there needs to be internal business processes as well as contract agreements with external service provider that are in alignment with the Level of Service targets. The Operational Level Agreements dictate the requirements for the internal business processes and the Service Level Agreements define the performance requirements of the service contracts.

Figure 1- Service Delivery Configuration



Section III. CURRENT ISSUES AFFECTING THE LEVELS OF SERVICE

There are several factors that both directly and indirectly impact the Public Works Department ability to meet the proposed Levels of Service. The major issue is the dependency on outside parties to provide field services such as first response to a service request and the subsequent maintenance or potential repair. Based on a review of the 2016 and 2017 performance, the City is not getting what they are paying for with the contracted service providers. The City of Lake Forest Park service contract is the service provider that has the greatest potential for improving cost efficiencies.

The City of Lake Forest Park provided a significant portion of the public works operations for the City of Kenmore. As part of the contract analysis, Lake Forest Park provided a copy of the Public Service Response System (System) they use to manage work orders and the associated tasks they perform for the City of Kenmore. The System is a 49 MB Microsoft Access database with data originating January 2, 2004 and reported through July 13, 2017. The System contained a variety of information about works orders, incident reports, and details about the tasks and work activities.

There are several indications of good recording keeping by the City of Lake Forest Park staff with multiple reporting capabilities on the City of Kenmore related activities and work orders. Overall, the System appeared to be well maintained. Most of the work orders had enough detail to describe the work that was done, by whom, and when. However, the system was not designed to track information on specific assets. It is mainly used to track incidents, service requests, work orders and reports about the tasks performed (including labor hours, equipment costs, and materials). There was very little information about the state of the assets, their functions, asset condition, or asset life cycle costs. It is important to note that the System is a work order management system and not an asset management system.

There were 99 different tasks used by the Lake Forest Park staff during the 18 month period of January 1, 2016 through June 30, 2017. According to reports on Kenmore hours by task, the Lake Forest Park staff spent 6,678 hours performing Kenmore tasks. The report on hours by staff for the same period was 7,107 hours. This latter number is the total amount of hours staff charged to Kenmore work during the 18 month period. The difference between the 7,107 hours and 6,678 hours may be attributed to the 127 incomplete work orders that are in the system or it could be an indication that not all work is being track in the System. It is unclear what exactly causes this 429 hour discrepancy, so this is only an assumption.

Considering the 7,107 hour number, there is an average of 395 hours per month or 4,738 hours per year of work being performed by Lake Forest Park. The annual budget for Kenmore, to cover the cost for the Lake Forest Park efforts, is approximately \$884,500 or \$73,700 per month. That equates to about \$186 per hour for the task work performed by Lake Forest Park on behalf of Kenmore.

The cost of other Kenmore contractors range from \$95 per hour (for Total Landscaping) to \$192 per hour (for Bravo Environmental). The Lake Forest Park raw labor cost, shown in the System, is stated to be an average of \$40 per hour (not including any overhead or additional direct costs).

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There were a total of 18,686 hours performed by the Lake Forest Park staff in the System during the 18 month period for both the City of Kenmore plus the City of Lake Forest Park. 11,581 hours were tasks related to Lake Forest Park related tasks and the remaining 7,107 hours were allocated to Kenmore related tasks. That is roughly a balance of 62% allocated for Lake Forest Park and 38% for Kenmore work. Using an estimate of 1,920 available work hours in a year per staff, the tasks by funding source can be approximated on a full-time equivalent (FTE) basis.

Thirteen Lake Forest Park Staff charged time to Kenmore related tasks during the 18 month period. The total field staff effort on an FTE basis (assuming 1920 hours available per year) is approximately 3.7 FTEs. The agreement between Lake Forest Park and Kenmore plans for 5.0 FTEs, as part of the \$73,548 monthly bill.

Of all the contracts, Lake Forest Park, King County, and Bravo Environmental make up approximately 85% of the total cost. King County, like Lake Forest Park has the issue of competing priorities when it comes to the use of a limited labor pool. In addition, King County has been reducing or eliminating some of the service offerings, such as public facility inspections, guard rail repairs, and some roads work. As a result, the City is required to find other providers. The King County resources may become even more limited in the future, depending on budget restraints or organizational changes that are outside of the control of the City. Overall King County has been providing good levels of service for the cost and will continue to be helpful with the specialty skills required for maintaining City streets and transportation assets.

Bravo Environmental, as a private service provider, has been supporting the Surface Water Program with pipe inspection and cleaning. As a private provider their costs are likely to fluctuate with market demand and changes in technology. They should be continually monitored for cost effectiveness and service responsiveness.

All of the contracts that were reviewed have the following issues that need to be addressed;

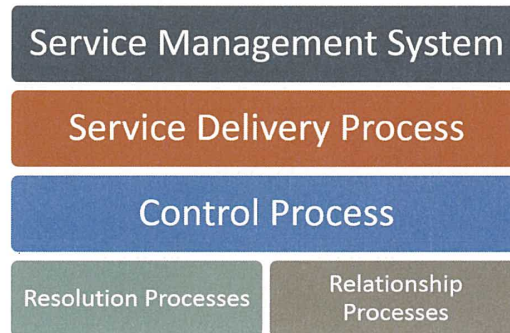
- ♦ Not enough specifics in the contracts to effectively manage the performance
- ♦ Difficult to align cost of service with levels of service without detailed cost and performance data being provided.
- ♦ Competing priorities with King County Staff and Lake Forest Park Staff in terms of needs and available resources
- ♦ Fluctuations in market and technology that drive unit cost of private service providers
- ♦ Data on activities being performed but no reports on asset condition, function, or life cycle cost

Section IV. SERVICE DELIVERY

GOVERNANCE

FCS GROUP recommends that the City develop a governance process to manage the Public Works' service delivery process. The following guidelines are provided to assist the city in the development of the program. The general assumption is that everyone is involved in the service delivery process, but establishing points of accountability such as specific service delivery owners should be key to its implementation.

Table 4 - Service Delivery Governance



Service Management System

Service management requires a good understanding of the customer's requirements and expectations. It is recommended that the City define and verify the customers' expectations and document those needs with clear Level of Service targets. To support the service management system, the City should create a governance plan that includes written policies to describe the contract compliance process and how data will be managed. In addition this governance should include the standards for documentation of reports and metrics used to measure performance. The combination of documentation management and data governance will clarify the internal structure of content stored on internal information systems as well as how data needs to be submitted by contract service providers. In other words, prepare written performance expectations of each activity to meet the Level of Service targets and include those in the contract language with clear levels of responsibility and points of accountability.

Service Delivery Processes

The process for service delivery requires a balance of production capacity with the level of service expectations. The City should establish and measure the baseline requirements to produce at the minimum production capacity, based on resource availability and the required skills and competencies. In order to manage the Levels of Service, it will be important to prepare written

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service level agreements with all providers and establish Level of Service reporting requirement that includes the internal and external data needs. The reports should be used measure success and help the city establish and continually monitor weekly, monthly and annual targets.

The service delivery process is ultimately about customer satisfaction, so it will be important to define the boundaries of each service level agreement with a means of communicating and managing expectations. This should include some level of customer s reporting and various methods for feedback and surveying customer satisfaction. For internal purpose it should also include processes for continual budget forecasting with a report to measure budget versus actual.

Control Processes

The City should document the business processes and the configuration of information system to establish consistency of performance. One key recommendation would be to maintain all assets in Cityworks. This requires an update of the GIS and a list of the attribute data needs for each asset, its required function, and it desired performance. For future assets, the City should consider the development of a commissioning process to define the asset on-boarding process and how data will be brought into the Cityworks system and GIS. The commissioning should include the design and construction phases of asset creation and go through the entire life cycle so as to improve total asset life cycle costs.

Resolution Processes

Incident tracking is being done now but it could be improved by tracking all events in Cityworks and aligning the process with organizational goals and Level of Service targets. The formalization of the service request and resolution process within Cityworks will help the City identify the relationship between service delivery problems (customer complaints) and infrastructure related issues (failures and system weaknesses). With data in the Cityworks system, problem solving could be streamlined using failure analysis. This would include reviews of the service providers in their contribution an effective resolution process. It will be important to involve the service providers in a team based approach to process improvement.

Relationship Process

In the early stages of the improve business relationships with service providers, the City should schedule regular meetings with service providers as individuals and as a group. In addition, there should be clear levels of communication with other suppliers and product vendors. This could be set up as a supplier management process to not only document the contracting compliance processes but help to define the way the City manages suppliers and service providers and rates their performance over time.

Section V. PERFORMANCE INDICATORS

The Public Works Department and its contracted service providers accumulate a lot of data and information regarding performance that needs to be organized for reporting and management of assets. Data is expensive to acquire and if it is not meaningful, that is, used to monitor performance and continuously improve, the collection of the data should be questioned. Even where data is used to track and trend performance, it may be difficult to acquire, access and analyze for the purpose of continuing improvement.

Performance measures should be measured in 3 areas:

- Level of Service
- Regulatory Compliance
- Efficiency/Effectiveness

In each case, the definition of the criteria in the 3 areas above may be somewhat subjective. For example, Regulatory Compliance is often listed as a Level of Service since regulators are often identified as “external customers” or “stakeholders”.

The City has less control over the service providers business processes, but can still require the delivery of performance data in the form of reports. The collective key performance indicators (KPI) need to be specific to the overall Public Works’ goals. This means that they should support the mission of the organization in terms of Level of Service, regulatory compliance and efficiency/effectiveness. Performance indicators are performance measures that can offer insight into how well Public Works is managed when performance is measured against goals, standards, or other targets.

- Qualitative or quantitative measure examples:
 - Regulatory
 - Cost
 - Asset performance
 - Safety
 - Reliability
 - Customer satisfaction
 -
- Service Level examples:
 - Quantity
 - Quality
 - Reliability
 - Responsiveness
 - Environmental
 - Cost

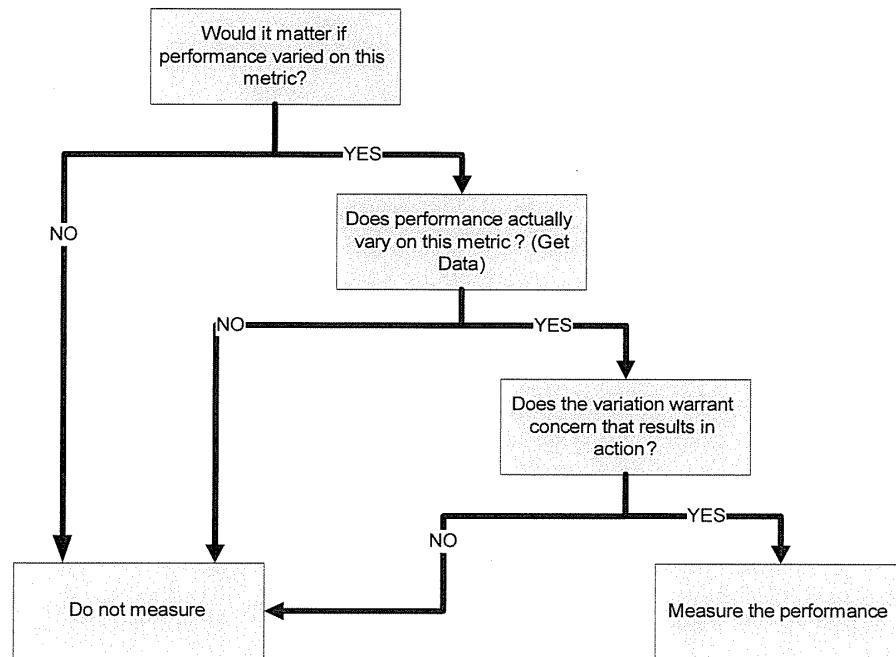
Appendix A has some examples of KPIs for the Public Works Department

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Performance can be a useful management tool when compared to targets. Another way performance measures are helpful is to track trends so variations from expected levels are detected and investigated early on.

Determining What Metric Becomes a KPI



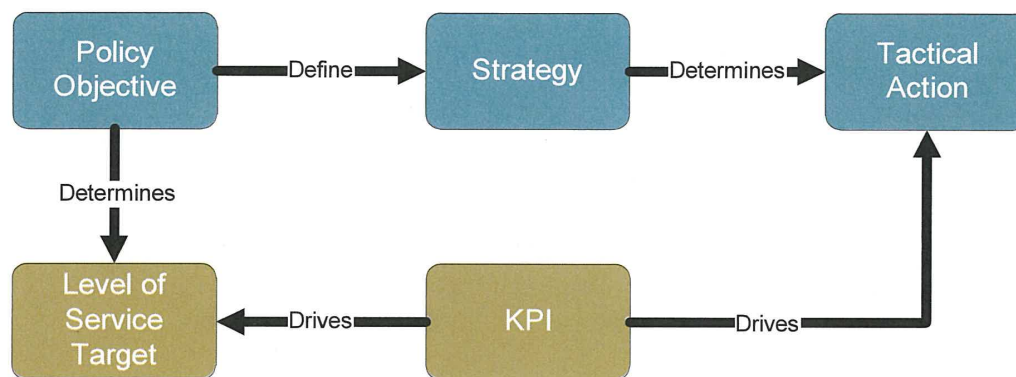
Measures (examples):

- Number of stormwater facilities (catch basin, pond, swales, ditches, vaults, etc.) that are not inspected within due date
- Percent of streets overlaid
- Average time to repair a pothole
- Percent of playgrounds inspected
- Number of parks volunteer hours
- Percentage of residents satisfied with recreational options
- Percent of storm drain structures cleaned on an annual basis
- Resources expended (labor and materials) against resources budgeted for 30 day and basin preventive maintenance (PM) programs.
- Number of flooding events occurring per basin
- Footage cleaned in all programs
- Number of flood events caused by blockages
- Number of pipe structural failures in pre 1995 pipe

- Number of miles of pipe where condition assessment completed

[Note: The above are representative examples and not intended to be all inclusive]

KPIs should not be confused with business goals policy objectives and their measures of the external business environment. KPIs monitor how well policy objectives and associated strategies are being met. Since changes to the external business environment require reactions that cannot always be planned, some KPIs are added and some are removed or the targets for existing KPIs are adjusted accordingly.



KPIs are those metrics that are useful for measuring the current activity and desired outcomes that will have an impact on a department's ability to deliver on policy objectives and targets in the future.

Performance Improvement Process

There are several possible KPIs that can lead to improved performance. Indicators are used to determine opportunities for improvement, but are determined through a process.

- Look at current situation and ask, “where are we?” “what is our current status?”
- Then look at future situations and determine “where do we want to go?” “where do we want to be?”
- Develop a strategic plan that identifies the resources to determine “how are we going to get there?” and “when are we going to get there?”
- Look out into the future at periods such as 3, 6, and 10 years.

A KPI can be either quantitative or qualitative. KPIs are used to evaluate, change, and improve asset management through the improvement process.

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Quantitative Performance Indicators

- A method to measure work completed compared to established goals
- A method to identify performance trends
- A method to trigger improvements. Shifting from reactive to proactive maintenance. This is typically called the preventive to corrective maintenance (or PM to CM) ratio

Qualitative Performance Indicators

- Qualitative measures quality and is an indicator of the quality of an asset management program.
- The existence of emergency response procedures and failure diagnosis are examples. They provide an indication that all factors that affect performance have been considered in the O&M program.

Examples of Qualitative Performance Indicators

- Number of structural failures
- Number of safety incidents
- Claims
- Frequency, severity, cost
- Emergency response and flood events
- Response time and number
- Inspection and testing
- Percent of work completed
- Frequency of repair
- Level of service
- Financial
- Regulatory

Examples of Effectiveness Measurements

- Functional Capability
- Reliability
- Maintainability
- Life Cycle Costs
- Functionality, Reliability and Maintainability Performance Indicators
- Operational Availability
- Mean Time Between Failure
- Total Operating Hours/Number of Failures
- Maintenance Hours per Operating Hour
- Corrective Maintenance Hours/Total Operating Hours
- Failure Rate (Corrective Maintenance Frequency)
- Number of Failures/Total Operating Hours (Days)
- Mean Corrective Maintenance Time
- Total Corrective Maintenance Hours/Number of Failures
- Ratio of PM to CM (70 percent and 30 percent)

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Financial Performance Indicators

- Cost per maintenance action
- Maintenance cost per operating hour
- Maintenance cost per month
- Ratio of maintenance cost to life cycle cost
- Labor utilization

Section VI. KEY RECOMMENDATIONS

It is recommended that a mixture of both additional in-house staff and contracted service providers, with more specific contracts, be to method of service delivery for the next several years. It will be important to create contracts that are in alignment with the levels of service expectations and contain requirements for reporting on performance metrics to will help the City track the Levels of Service. This data may be used to improve business processes and continually assess the options of moving more staff in-house versus continuing to contract out those services. In the next several years, the City should continue to improve business processes and make better use of Cityworks as the main tool for managing assets and tracking resources. The following are some actions to support this recommendation.

1. Add additional Public Works staff to improve the initial service delivery process and support the service resolution process
 - Bring additional staff in-house to be the first line of service response and to perform preventive work
 - Set up a first response type customer service group
 - Create a City Engineer position
 - Create a Streets Supervisor Position
 - Hire an additional Parks Maintenance Tech
 - Hire an additional Surface Water Tech
 - Hire a Streets Tech
2. Set the levels of service with annual targets and seek approval from the City Council as a working policy
 - Include the levels of service in all contracts with service providers
 - Set up key performance indicators for each service and track on a set frequency such as weekly or monthly. (See Appendix A, for examples)
 - Set up reporting and metrics to track cost and work at an activity level
3. Re-write all contracts and include more specifics as a service level agreement (SLA) and City Level of Service Goals
 - Create a template for a service level agreement that can be used on key service contracts
 - ♦ A legal document stating service provided
 - ♦ Statement of resource availability -- the percentage of the time services will be available

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- ♦ Specific performance benchmarks to which actual performance will be periodically compared
- ♦ Reporting requirements with key performance indicators that must be provided
- ♦ Service response time targets
- ♦ Resolution time for various classes of requests, problems and activities
- ♦ The schedule for notification in advance of changes that may affect request
- ♦ Quarterly review process
- Set up a process that helps the City cancel the service contracts, if the performance requirements are not being met
- Have quarterly meeting to update the SLA and budget
- Be involved in staff decisions of main service providers
- 4. Establish relationship between the levels of service and costs with monthly reports to track historical results and predict the next three months.
 - Share a common work order system to streamline communication
- 5. Create a Contract Compliance Process to manage all service provider
 - Update contract requirements and configuration
 - Create additional contracts as back-ups to main providers
 - Develop better reporting for service level agreement updates
 - Put City staff physically closer to main service providers
 - Set up a process to rank service providers
- 6. Update the King County Contract
 - Set up a specific service level agreement type of contract
 - Review the units of expected activities for base level performance
 - Set budgetary targets for discretionary activities with unit cost estimates
 - Consider integration of Cityworks with County records or their Cityworks database
 - Use Cityworks for managing work requests with the County
- 7. Update the Lake Forest Park contract
 - Set up a specific service level agreement type of contract
 - Define the units of expected activities for base level performance
 - Set budgetary targets for discretionary activities with unit cost estimates

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- Use Cityworks for managing work requests and work orders
 - Schedule weekly meetings to review workload and resource balancing
- 8. Update the contracts with the private service providers that include a service level agreement type of contract
- 9. Develop a transition plan to move a more self-controlled and governed service delivery model
 - Start to acquire land now for service center
 - Lease space for additional workers or find current building that City can acquire
 - Looks at a combination of lease and buy for the equipment acquisition needs
 - Always maintain some level of contracts to allow for flexibility in workload
 - Budget for start-up and get help with the planning and implementation
 - Develop plan for information systems
 - Create procedures and training program early
 - Include the contracted service providers in the transition plan, where appropriate
- 10. Develop a succession plan for all key staff within Public Works that includes a skills and training program and written processes.
- 11. Develop an asset management program
 - Bring all asset data into GIS and Cityworks
 - Use Cityworks for all service request to contract providers
 - Develop inventory and warehouse system
 - Create maintenance strategies for each asset class

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APPENDIX A - LEVEL OF SERVICE MATRIX



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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Surface Water Program	Clean Storm Structures	Comply with mandates for clean water permit standards, including system performance and water quality Inspect 100% of critical system every year	Vault cleaning	# of work orders and % within planned time	Bravo Environmental
			Sump manhole cleaning	# of work orders and % within planned time	Bravo Environmental
			Catch basin cleaning	% Cleaned within 6 weeks of work order request	Bravo Environmental
			Storm pipe cleaning	# of work orders and % within planned time	Bravo Environmental
			Emergency and Regular Cleaning of Stormwater	% within 2 hours outside of business hours	Bravo Environmental
	Stormwater Conveyance Inspection	Comply with NPDES Phase II regulatory requirements Maintain per adopted service level agreement Comply with NPDES Phase II regulatory requirements	Video Inspection (with cleaning)	# of inspections by asset type	Bravo Environmental
			Conveyance Inspection	% of backlog on monthly basis	Bravo Environmental
			Emergency Inspection	# of maintenance work orders resulting from inspections	Bravo Environmental
			Catch basin inspections	# of catch basin inspected in 6 month period	Bravo Environmental
			Inspect 100% of identified hot spots for 10 year storm	# of non-compliance violations	Bravo Environmental
				% of catch basins cleans from total number of inspections performed	Bravo Environmental
				% within 2 hours outside of business hours	Bravo Environmental
	Private System Inspections	Inspect 100% of critical system every year	Routine Inspections of critical surface water assets	% inspected	Kenmore
	Stormwater Facilities Inspections	Inspect 100% of critical system every year	Routine Inspections of critical surface water assets	% inspected	Kenmore
	Locates	Respond to critical locate requests within 48 hours	Locates	# of locates per year	Kenmore
	Street Cleaning	Maintain free flowing catch basins and drains	Street sweeping and vacuuming	% of system completed within program schedule per year Amount of debris removed # of requests per month	Kenmore
	Storm Response	Maintain a wet weather response plan	Emergency regular cleaning of stormwater system Planning	# of stormwater complaints per capita \$ per claim per year for all events	Bravo Environmental Kenmore



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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Surface Water Program	Conveyance System Maintenance and Repair	Maintain assets to stated level of reliability and functionality	Catch Basins	# of flood events	Lake Forest Park
			Maintenance and Repairs	# of risk management complaints	Lake Forest Park
			Pipes in Street	# of risk management complaints	Lake Forest Park
			Pipes not in Street	# of risk management complaints	Lake Forest Park
	Stormwater Facilities Maintenance and Repair	Maintain asset reliability and performance to within standards	Maintenance and Repairs	# of failure events per year	ProVac \$70,000 contract
				Total consequence dollars for all failure events per year mean time between failures within acceptable limits	
	BMP Facility Mowing	All vegetation maintained within standards and specifications	Weeds	# of work orders and % within planned time	Total Landscaping
			Mowing	# of work orders and % within planned time	
			Trimming	# of work orders and % within planned time	
	Service Request	Meet Level of Service Targets	Track service request and response times	# of service request per 1000 population	Kenmore
	Cityworks	Updates and Maintenance to a Configuration Management Standard	Maintain application and software agreement	User satisfaction	Kenmore
	GIS	Updates and Maintenance to a GIS Standard	Maintain system and software agreement	User satisfaction	Kenmore
	Education	Maintain open and transparent communication with stakeholders	Provide education to stakeholders	# of events per 1000 population	Kenmore
	Regulatory Management	Meet Level of Service Targets	IDDE	IC/ID Indicators	Kenmore
			Code Enforcement	% of non-compliance	Kenmore
			TMDL	# of events outside of targets	Kenmore
			NPDES Management	# of notice of violations per year	Kenmore
	CIP Management	Provide information and support to effectively manage the CIP	Construction Management	\$ per year on construction activities	Kenmore
			Design/Environmental	\$ per year on design	Kenmore
			Grants/Funding Management	\$ per year/ time spent on grant writing	Kenmore
			CIP Projects	% of CIP goals met	Kenmore



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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Surface Water Program	Planning and Management	Provide support to meet planning and management requirements	Long Range Planning	% of planning goals met	Kenmore
			Small Works project management	% of projects completed on time and budget	Kenmore
			Utility Charge management	Time spent per year	Kenmore
			Surface Water Manuals	Time spent per year	Kenmore
			Regional Coordination	Time spent per year	Kenmore
			SWM Fee Analysis	Time spent per year	Kenmore
			PW Services Analysis	Time spent per year	Kenmore
Transportation and Streets	Maintenance, Patching, and Repair	Meet Level of Service Targets Potholes and sinkholes filled within 48 hrs. of service request Maintain safe and clean bikeways	Roadway Maintenance	# of work orders and % within planned time	Lake Forest Park
			Pothole repair	% of condition rating of PCI > 75	Lake Forest Park
			Pavement repair	% of potholes and sinkholes filled within 48 hrs. of service request (Notice)	Lake Forest Park
			Sinkhole repair	# of work orders and % within planned time	Lake Forest Park
		Maintain clear and safe roadways	Crack Sealing	# of work orders and % within planned time	Not being done
			Overlay Preparation	# of work orders and % within planned time	Lake Forest Park
			Storm Clean-Up	# of work orders and % within planned time	Lake Forest Park
			Sidewalks	# of work orders and % within planned time	Lake Forest Park
	Traffic Control and Safety	Meet Level of Service Targets	Road closure	# of work orders and % within planned time	Lake Forest Park
			Traffic Control	# of work orders and % within planned time	Lake Forest Park
	Engineering	Meet Level of Service Targets	Traffic Engineering		Kenmore
	Road Way	Overlay Program	Overlay	% of goals met	King County
	Roadway	Design standards	Channelization		Kenmore
	Snow and Ice	Meet Level of Service Targets	Snow and Ice Removal		Kenmore



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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Transportation and Streets	Signs	Regulatory signs replaced with temp sign (4hrs is the standard)	Installation	# of work orders per month	King County
		Exceed regulation requirements on signs	New fabrication	# of signs fabricated per year	King County
		New signs fabricated and installed within 2 weeks of service request	Inspections	# of signs inspected per year	King County
	Street Lights	Meet Level of Service Targets	Repairs	# of work orders and % within planned time	PSE
	Signals	Meet regulatory requirements on signals	Maintenance	# of work orders and % within planned time	King County
			School Flashers	# of work orders and % within planned time	King County
			Rapid Flash Beacon (RFB)	# of work orders and % within planned time	King County
			Radar Feedback signs	# of work orders and % within planned time	King County
		Meet regulatory requirements on signals	All signals one block from 522	# of work orders and % within planned time	WSDOT
			City owned signals within 1 block of 522	# of work orders and % within planned time	WSDOT
	Striping and Traffic Markings	Meet pedestrian safety standards with meaningful pavement marking through an annual inspection program All cross walks and plastic within 1000' schools at 80% of remaining useful life	Striping Major Arterials twice per year and collectors once per year	% non-compliance	King County
			Annual inspection of Plastic	% plastic at of remaining useful life 70% throughout the City.	King County
			Plastic	# of work orders and % within planned time	King County
			Torch down	# of work orders and % within planned time	King County
	Hardscapes	Minimal hardscape maintenance requirements			Kenmore
	Landscape and Vegetation Maintenance	Slope mow arterials once a month and residential streets three times per summer in order to maintain a reasonable appearance All traffic signs are visible throughout the year. Vegetation is trimmed within 3 days of a failed visual inspection Line trim 4 times per year	Vegetation management	# of slope mowing on arterial streets per month	Lake Forest Park
			Noxious weeds Inspections	# of complaints	Lake Forest Park
			Line trimming and weeding	% of work order back log > than 10% of total length	Lake Forest Park King County Community Work Program



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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Transportation and Streets	Right of Way (ROW)	Maintain access to right of ways	522 ROW Landscape (landscape Strip) Maintenance	% of ROW work orders	Northwest Landscape Services
			On-Call Arborist Services	# of work orders and % within planned time	Northwest Landscape Services
			Inspections	# of work orders and % within planned time	Northwest Landscape Services
			Pedestrian Facilities	# of work orders and % within planned time	Northwest Landscape Services
		Permit management	Franchise Permits	# of work orders and % within planned time	Northwest Landscape Services
			Non-Franchise Permits	# of work orders and % within planned time	Arboriculture Northwest
	Bridge	Bridge clean and structurally sound	Inspections	% pressure washed every other year	Lake Forest Park
		No public safety incidents	Maintenance	# of complaints and type # work orders to clean bridges	Lake Forest Park Lake Forest Park
	Sidewalk	Compliance with ADA and complete inventory of all ramps and sidewalks. Identified safety concerns, such as trip hazards, 2 hours (4 hours outside of normal business hrs.) and resolved within one year	Maintenance and Repair	% Upgrades per year to meet ADA compliance laws by 2020 % of notified safety requests responded within 24 hrs.	Kenmore Contractor Lake Forest Park
	Banners	Customer Satisfaction	Street Banner	Customer satisfaction rating	King County
	Events	Customer Satisfaction	Holiday Lighting	Customer satisfaction rating	Flemmings Holiday Lighting
Parks	Parks Facility Maintenance	Restrooms clean and safe for park patrons	Clean Facilities	% of work order backlog	Kenmore
		Weekly basis during the growing season (March - October)	Open Gates / Restroom	# of bad check list items	Lake Forest Park - Back-up
		Parks are clean in appearance free of debris, healthy turf	Dog Poop Stations	# of work orders and % within planned time	Kenmore
			Garbage and Recycling		Kenmore
		No safety incidents	General Inspection	# Inspections per month and season	Kenmore
			Inspect and Maintain Playground Equipment	# of safety incidents	Kenmore
	Boat Launch	Clean and safe facilities	Rest Room Maintenance		Kenmore



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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Parks	Landscape Maintenance (Bed and Turf)	Clean appearance free of debris, healthy turf (less than 2 1/2 in.) on a weekly basis during the growing season (March - October)	Mowing	% of work order backlog	Total Landscaping
			Debris Clean Up	# of work orders and % within planned time	Total Landscaping
			Aeration	# of work orders and % within planned time	Total Landscaping
			Irrigation	# of work orders and % within planned time	Total Landscaping
		Clean appearance free of debris, healthy shrub beds, on a weekly basis during the growing season (March - October)	Weeding	% of inspections showing weed free after service	Total Landscaping
			Pruning	# of times inspection failed.	Total Landscaping
			Irrigation	# of work orders and % within planned time	Total Landscaping
			Debris Clean Up	# of work orders and % within planned time	Total Landscaping
			Landscape Services/ROW & Parks Vegetation	# of work orders and % within planned time	King County Community Work Program
	Hard Surface Maintenance	Safe and appearance (PCI / Inspection on items)	Debris Clean Up	# of Path ways with roots and trip hazards per month	Kenmore
				# of safety reports	Kenmore
		Picnic tables and benches clean and safe		% of moss and ice from inspections	Kenmore
				# of safety hazards (such as splinter)	Kenmore
		# of reported discrepancies	Kenmore		
	Pest Control	Sustainable and environmentally conscience Reduce pesticides by doing mechanically (hand pulling)	Weed control	# of gallons of application.	Kenmore Contractor
	Beach and Dock Clean Up		Regular beach and dock inspections with annual cleaning	# of safety incidents	Kenmore
			Pressure wash the pier on an annual basis	# of pollution incidents per month lbs. of debris in the lake	Kenmore Kenmore
	Special Events	Customer Satisfaction		Customer satisfaction rating	Kenmore
	Signage	Customer Satisfaction		Customer satisfaction rating	Kenmore
Recreational Programs	Customer Satisfaction		Customer satisfaction rating	Kenmore	



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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Facilities	City Hall	Safe and clean environment for people to work and use the facility New facilities meet LEED gold or above	Facility repairs	# of work orders and % within planned time	Contractor
			Access Control and Video Maintenance	# of work orders and % within planned time	RFI Communications
			HVAC Controls Maintenance	# of work orders and % within planned time	Automated Controls
			HVAC Service	# of work orders and % within planned time	Hermanson
			Elevator Maintenance	# of work orders and % within planned time	Schindler Elevator Corporation
			Misc. Electrical Services	# of work orders and % within planned time	Chris Kelly
			Misc. Plumbing Services	# of work orders and % within planned time	McDonald Miller
			Janitorial Service	# of work orders and % within planned time	Top To Bottom Janitorial
			Green Roof Maintenance	# of work orders and % within planned time	Winterborne Landscape
			Landscape	# of work orders and % within planned time	Winterborne Landscape
	Other City	Janitorial service and maintenance requirements	Recycling Event Management	Work completed within specification and budget	Olympic Environmental Services
			ADA Front Counter Revisions	Work completed within specification and budget	Baye Enterprises
			Senior Center Janitorial Service	Work completed within specification and budget	Kenmore
			Squire Center Janitorial Service	Work completed within specification and budget	Kenmore
			Hanger in Town Square Janitorial Service	Work completed within specification and budget	Kenmore
			Incubator Janitorial Service	Work completed within specification and budget	Stardom
			Building that the post office is in Janitorial Service	Work completed within specification and budget	Kenmore
Fleet	Fleet Maintenance		Keep all fleet in clean, good, working condition	# of safety incidents	Northshore Utility District

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Service	Functional Area	Service Level Agreement	Activity	KPI	Who
Public Works	Contract Compliance	Manage on-call contractors to meeting service level agreement requirements	Maintain a communications plan that streamlines request process and aligns with the SLA targets	% of goals met	Kenmore
				% of requests completed outside of time range planned	Kenmore
				# of non-compliance issues per year	Kenmore
	Resource Management		Maintain staff capacity and resources to meet customer response expectations	Customer feedback results and trends	Kenmore
	Customer Service		Respond to customer service request 24/7 related to public safety, property, and city infrastructure Respond to customer work requests within one working day and follow up upon resolution of the request Track work requests	% of response time within 2 hour during regular business hours (90% of the time), and within 4 hours at all other times (80% of the time)	Kenmore
				Avg. response time to customer request	Kenmore
				Customer survey after response	Kenmore
				# of service calls per year by departments (parks, storm, streets)	Kenmore
				% work requests responded to within 24 hours identified by problem	Kenmore



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City of Kenmore, Washington

Memorandum

18 December 2017

To: Rob Karlinsey, City Manager
 From: Nancy Ousley, Assistant City Manager *NKO*
 Subject: Economic Development Strategy Update

The City recently contracted with Community Attributes Inc. to assist us in updating the City's Economic Development Strategy, which was approved by the City Council in 2009. The project should be completed in the Summer of 2018. The Project Manager Mark Goodman is scheduled to introduce the project and elicit initial comments on Councilmembers' interest in economic development priorities at the January 2018 Retreat. The project Scope provides for an additional, more detailed Council discussion later in the project.

The 2009 Economic Development Strategy was the City's initial effort to identify opportunities and challenges, and chart a course of actions to enhance the local economy. Implementing the Strategy and its four central themes have been at or near the top of the Council annual goals each year since the Strategy's adoption. The City's investment in economic development activities also reflects its priority.

The 2009 Goals and selected actions are:

1. Establish Kenmore's Image by Promoting its High Quality of Life and Many Assets

- Marketing: the City has engaged media relations and marketing expertise to raise awareness of Kenmore's assets and new projects
- Support Efforts to Improve and Expand Parks and Open Space: Walkways and Waterways ballot measure and various parks projects have increased the city's assets

2. Support Existing Businesses and Pursue Opportunities to Expand Employment

- Engage local businesses: Business Registration adopted and now tops 960 businesses; Kenmore Business Alliance formed and growing; Kenmore Business Incubator and Business Acceleration Training
- Recruit microbrewer or winery that would benefit from proximity to the Burke Gilman Trail and other similar businesses in the area: Kenmore is now home to three craft brewers and a craft brewing supply store

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Rob Karlinsey
18 December 2017

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- Maintain Opportunity for Longer Term Office Based Employment

3. Create a Multi-Use, Vibrant and Walkable Downtown

- Downtown Redevelopment: MainStreet development, KCLS Library, NE 181st Street pedestrian and streetscape improvements
- Create a Multi Use Gathering Space at or near City Hall: Town Square and Hangar

4. Advance the Community's Connection to the Waterfront

- Improve public linkages to the water: Log Boom foot bridge, Rhododendron Park walkway, Walkways and Waterways projects
- Provide leadership in identifying parcels that provide water access: Waterfront Activities Center

Most of the actions outlined in the 2009 document have been addressed and continue in our work programs. The update will initially focus on the current development capacity for commercial uses, since Regional Business Zone and other commercial areas have had development regulation and zoning updates since 2009. We are also asking the consultant team to identify potential constraints for office and commercial development related to City regulations, and note potential incentives that could be considered to spur job related development. This work will enhance our future Buildable Lands inventory that is required by the State. An updated assessment of economic opportunity and investment in this subarea will also be prepared.

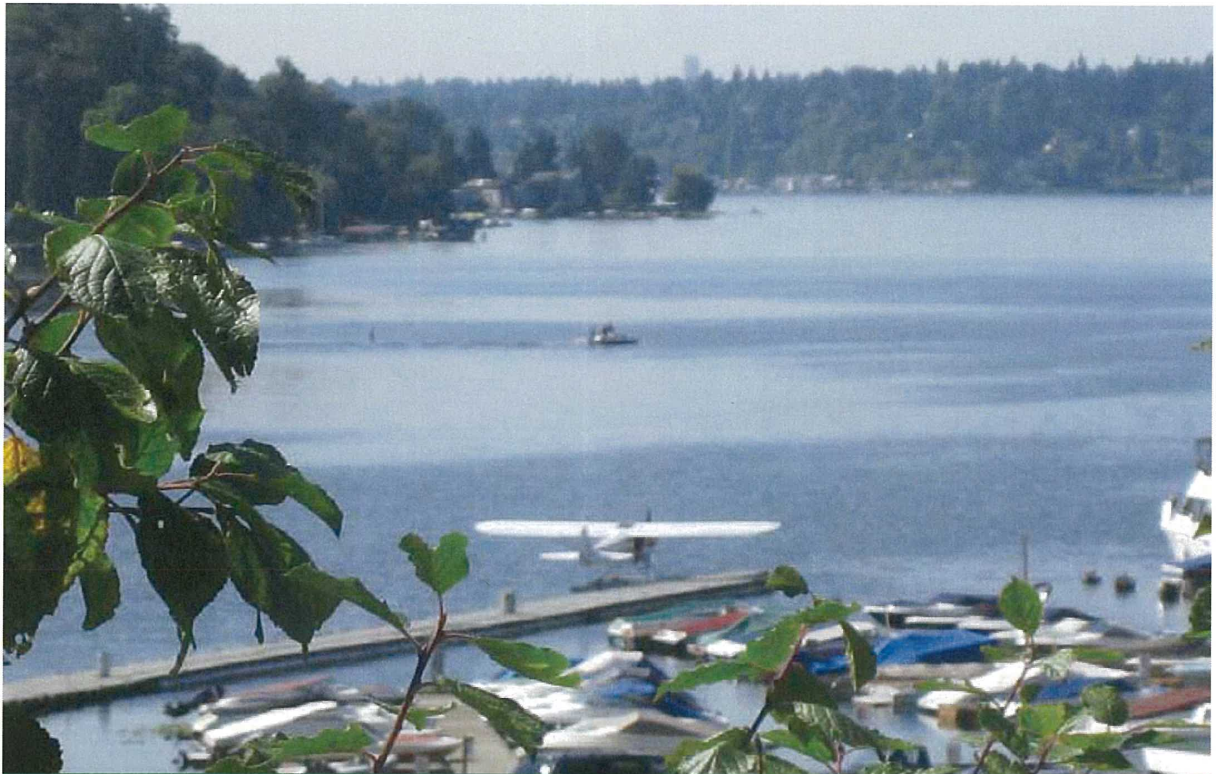
The team will prepare proposed actions for the next five years that build on the work that is being done and new ventures. A mix of broad and targeted stakeholder engagement is also planned. We don't plan to have a standing committee for the project, but instead will rely on a comment website, specific stakeholder conversations, and visits with the Kenmore Business Alliance.

The proposed update and supporting actions will be transmitted to the Council in 3rd Quarter 2018. This timing will support building recommended actions into the 2019-2020 biennial budget.

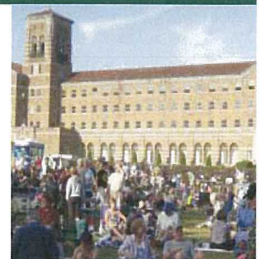
Attachments: Community Attributes, Inc. Strategy Update Scope of Work
2009 Kenmore Economic Development Strategy Summary Document

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Capitalizing on Kenmore's Potential An Economic Development Strategy



Adopted June 1, 2009



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A Strategy to Capitalize on Kenmore's Potential

This Economic Development Strategy is the result of considerable research, deliberation, and insight by stakeholders in the Kenmore community and beyond who have generously dedicated their time and expertise. The strategy is designed to serve as a roadmap, outlining actions the City could take over the next five years to ensure a sustainable, diversified, and healthy economy for Kenmore and maintain a high quality of life for its residents.

In 2008, Kenmore celebrated its tenth anniversary of incorporation. Since incorporation, the



SR 522 Project Ground-breaking, 2007

Kenmore City Council and City staff have worked to enhance quality of life for residents by strengthening the community's sense of self and through plans for an identifiable mixed-use downtown environment that provides a strong sense of place and is pedestrian-friendly. In addition to the Kenmore Comprehensive Plan and the Downtown Plan, both of which support this goal, the City Council identified economic development as a priority to promote a sustainable and vital local economy.

The City has a strong financial and policy foundation to address economic development and to continue to shape its identity as a new city and attract additional investment. The community has been a collaborative and supportive partner working with the City to advance the long-term vision. The City has assembled land for a catalyst project, Kenmore Village, that will add housing and retail space and will unify the Downtown and is investing in a new City Hall adding vitality and momentum to the changing Downtown.

Current Climate and Context. The City is preparing this Economic Development Strategy during an economic recession, which limits what can be accomplished in the short term. However, there is an opportunity to capitalize on Kenmore's many assets and lay the foundation for the next business cycle. The City can accomplish this through a focus on Kenmore's image and identity and residential quality of life, and by investing in infrastructure to support downtown development.



Car on Bothell Road; Photo courtesy of Kenmore Heritage Society

This Strategy leverages Kenmore's key assets and core values to strengthen the City's identity and promote future investment consistent with the community's desired vision. Kenmore residents value its high quality of life – its location on the north shore of Lake Washington, its excellent school district, parks and trail systems, housing stock and existing neighborhoods, and engaged citizenry. This Strategy aims to enhance residents' quality of life by strengthening Kenmore's sense of place, realizing the potential

of the waterfront location, improving the pedestrian landscape, encouraging transit oriented development, increasing commercial vitality, and expanding retail and employment options.





Planning Process

Community Advisory Committee. This Strategy was led by the City's Economic Development Community Advisory Committee (CAC). The CAC was appointed by the City to help draft the Strategy, represent a variety of interests, and participate in community outreach. The CAC met six times from September 2008 to May 2009 to review research findings and develop this Strategy's goals and priorities. CAC members also participated in briefings to the City Council and were key participants in the Community Open House described below.

The following individuals were members of the CAC:

- Bob Hensel, Chair, James G. Murphy Inc.
- Todd Banks, Kenmore Air
- George Cody, Bastyr University
- Bob Donovan, Kenmore Camera
- Dennis Hill, Downtown Task Force
- Bill Leak, SD Deacon Corp
- Doug Levy, Government affairs consultant
- Lizanne Lyons, Negotiation consultant
- Keoki McCarthy, McCarthy GMAC Real Estate
- Dan Rosenfeld, Urban Partners
- Michael Vanderlinde, Planning Commission

The work of the CAC was supported by Nancy Ousley, Kenmore's Assistant City Manager. Brian Murphy, Allegra Calder, and other Berk & Associates staff provided research services, facilitation, advice, and planning support.



Members of the Project Team, including Committee members, staff and consultants





As the Committee debated opportunities and alternatives in writing this Strategy, the following analytic inputs were developed and shared with the group to provide context and analytic guidance:

Economic and Demographic Profile. This document summarizes data analysis related to area demographics, employment, and retail sales for Kenmore, neighboring cities, and regional benchmarks.

Market Analysis. Focusing on the City's employment and retail base, this document summarizes data related to Kenmore and the greater Puget Sound region. The geographic concentration of employment and retail centers are illustrated in maps and a summary of input from interviews with members of the development community is also included.

Stakeholder Interviews. To gather a range of perspectives and ideas, interviews were conducted with 24 individual stakeholders, including Kenmore's Mayor, the Deputy Mayor, and four City Council members, and representatives from local businesses, the development community, educational institutions, and neighboring cities, land owners, and residents. Input and guidance was also solicited during a joint meeting of the Downtown Task Force and the Planning Commission on September 10, 2008.

Community Open House. On February 10, 2009, the City of Kenmore held a Community Open House to solicit public input for its Economic Development Strategy. Preliminary drafts of the Strategy's four Goals and accompanying Action Strategies were presented at stations around the room and attendees were invited to comment on specific questions posed at each station. Approximately forty people attended the Open House and many attendees took feedback forms to hand out to friends and family.



City Hall Ground-breaking, 2009



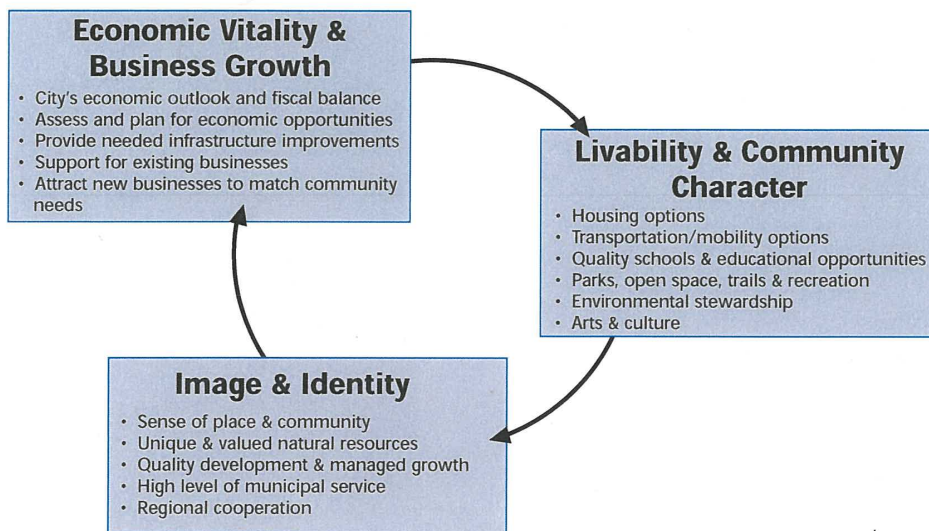


Planning Framework

The **Framework for Sustainable Economic Development**, shown below, identifies three critical elements of economic development: economic vitality and business growth, livability and community character, and image and identity. While a community may be actively advancing all three elements at any given time, there is usually a need to prioritize one over the others. As this priority area is strengthened, the community redirects its resources to address goals in its next area of emphasis.

In Kenmore's case, the short-term items in this Strategy focus on enhancing the community's image and identity with the goal of increasing economic vitality and business growth in the long run. Business support and retention, and elements of livability and community character, are a focus throughout.

Framework for Sustainable Economic Development



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Summary of Key Opportunities and Challenges

Many of Kenmore's greatest opportunities are directly related to its greatest challenges, and a theme of this Strategy is to capitalize on the City's potential by converting underperforming assets into realized advances towards the community's vision. Kenmore is fortunate relative to other communities that have already passed pivotal decision points and committed to development patterns that do not fully realize the communities' opportunities. In Kenmore's case, this Strategy and other related efforts create the opportunity to "reinvent" the downtown and the City's image, while staying true to its key strengths in a deliberate and aligned fashion.



Downtown Kenmore

This mix of challenges and opportunities are seen in existing land uses, the condition of the Lake Washington waterfront, SR-522, and Kenmore's image and identity. Existing land uses in the downtown and along the waterfront significantly underutilize the potential of these properties. Redevelopment offers a significant opportunity to enhance land uses and establish Kenmore's image, which is not widely known in the region among the general population or the development community. About 50,000 cars per day pass through Kenmore along the SR 522. While the City has an opportunity to draw some of this pass-through traffic to local retailers, the highway brings challenges related to aesthetics, infrastructure, and safety for those wanting to cross SR 522.

A key opportunity to advance the community's vision as an attractive place to live, raise children, shop, work, recreate, and socialize lies with Kenmore Village, a 9.6 acre mixed use project in downtown Kenmore that will ultimately have approximately 400 housing units and 100,000 square feet of retail space. While construction is currently delayed due to the economic climate, eventual redevelopment of the downtown will present an opportunity for the City to attract additional investment, new retail and commercial uses, and a larger employment base due to the increased residential population and downtown amenities.

The City has a number of existing assets important to residents and to the region. Bastyr University; strong independent businesses; parks, notably





Saint Edward State Park and Log Boom Park; a good school district; and an attractive location on the north shore of Lake Washington are just a few examples. A King County Ferry District demonstration route from Kenmore to Seattle is another important opportunity that is discussed in Goal IV.

In addition to the opportunities, Kenmore faces specific economic development challenges. The City's current economy is small relative to its population base. The majority of Kenmore residents work outside of the City, primarily in Seattle, Bellevue, and Redmond. Kenmore's location near strong regional retail centers such as Northgate, Alderwood, and Kirkland results in significant sales tax leakage because residents do much of their shopping outside City limits. This regional competition may limit Kenmore's opportunities in some retail and employment sectors.

Kenmore's retail, service, and restaurant sectors can be strengthened, addressing business turnover and augmenting existing businesses with new shopping and dining options.

This Strategy addresses these challenges, and seeks to capitalize on Kenmore's assets and opportunities. The end result will be a more robust economy, a stronger tax base to provide City services, more varied shopping and employment opportunities, and a dynamic and engaging Downtown.

The Kenmore Downtown Plan addresses a geographically defined area of the City near the intersection of SR 522 and 68th Avenue NE. References in this Strategy to the redevelopment of "Downtown" and the importance of strengthening its sense of place refer to this area. Other mentions of downtown use an expanded definition that includes the corridor along SR 522.



Saint Edward State Park with historic seminary building in foreground; Bastyr University Campus at top of photo





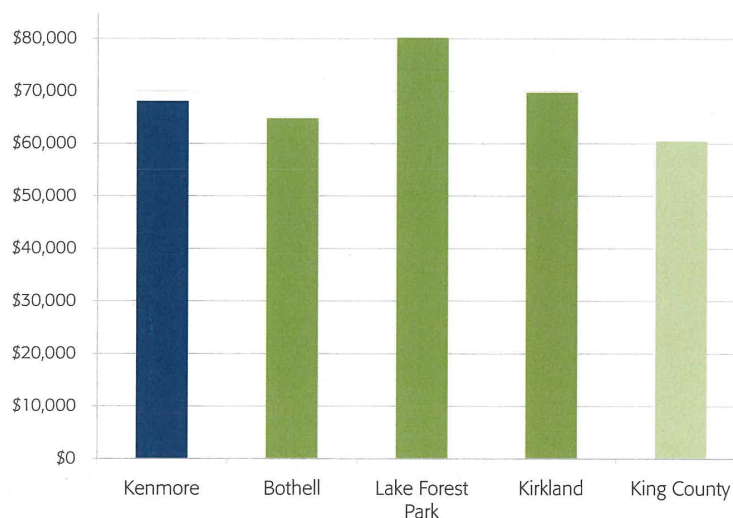
Kenmore's Market Situation

As mentioned above, the Economic and Demographic Profile and the Market Analysis (reproduced in the Technical Appendix) were key inputs to this Strategy. The Profile used quantitative data related to the composition and characteristics of Kenmore's population, employment base, and retail sales while the Market Analysis combined quantitative analysis with qualitative interviews with brokers and developers. The interviews provided context to the data and reflected the current economic situation and market changes that occurred through the development of the Strategy. The research findings are summarized below.

Kenmore has a number of assets that can be leveraged to establish its identity and promote the community to eventually increase investment and employment.

- Kenmore's location roughly halfway between the Eastside and downtown Seattle.
- The City's pleasant residential neighborhoods.
- Excellent school district.
- The presence of Bastyr University within the City limits and the University of Washington Bothell and Cascadia Community College in neighboring Bothell.
- Well educated City residents and a high median household income relative to neighboring cities.

Median Household Income, 2007



Source: Claritas, 2007; Berk & Associates, 2009





Only 3% of Kenmore residents work within the City limits.

- One third of Kenmore residents commute to Seattle for work, followed by Bellevue, Redmond, and Bothell.
- Kenmore is not currently a market that developers or brokers associate with office space.
- There is significant capacity to absorb demand for office space in the region, which will be utilized before new development occurs. Bothell's current office vacancy rate is almost 20% and Seattle and Bellevue's vacancy rates have increased due to the economic downturn and recent building boom.
- The source of demand for office and industrial space is most likely to come from local entrepreneurs or local residents moving their business closer to home.

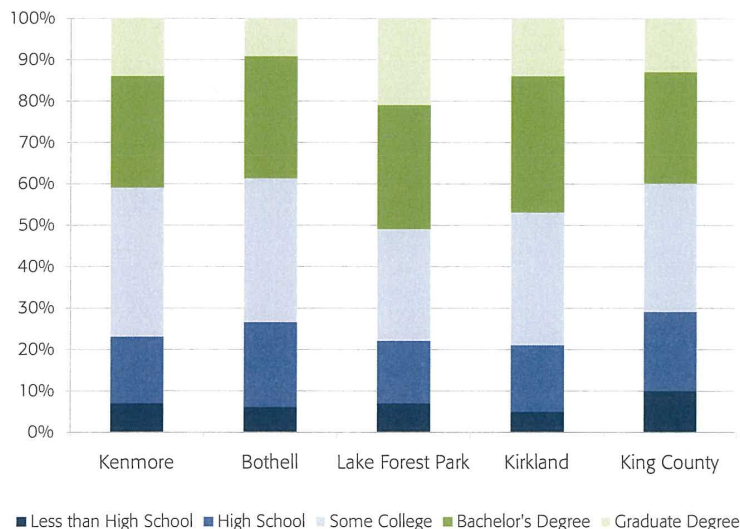
Work Location	Total Jobs	% of Total
Seattle	3,120	32.8%
Bellevue	975	10.2%
Redmond	837	8.8%
Bothell	609	6.4%
Kirkland	545	5.7%
Everett	345	3.6%
Kenmore	284	3.0%
Shoreline	277	2.9%
Lynnwood	205	2.2%
Woodinville	189	2.0%
Other Locations	2,132	22.4%
Total	9,518	100%

Source: U.S. Census Bureau, Local Employment Dynamics, 2006 Berk & Associates, 2009

Increased activity and added amenities in the Downtown would support future retail and employment growth.

- The new City Hall and Library will enhance civic uses, and Kenmore Village will eventually add residential and retail uses.
- Kenmore's location near strong regional retail centers such as Northgate, Alderwood, and Kirkland, results in significant sales tax "leakage." However, this regional competition limits Kenmore's opportunities in some retail sectors.

Educational Attainment, 2007



Source: Claritas, 2007; Berk & Associates, 2009





Economic Development Strategy Overview

The exhibits on the following two pages summarize the Economic Development Strategy. The exhibit on page 11 outlines the Strategy's four Goals and the time frame for the key Strategies. The priorities and timing of different items are designed to enhance Kenmore's economy and overall community vitality. The arc of the Strategy begins with promoting the community's existing assets to establish Kenmore's image and identity to generate more investment in the Downtown and the waterfront, with increased opportunities to live and work in the City.



Rhododendron Park

The exhibit on page 12 provides outlines each of the four Goals and accompanying Action Strategies. Beginning on page 13, each Goal is introduced and explained in detail.



Kenmore City Hall rendering - construction to be completed 2010





Strategic Focus Over Time

Short-Term Strategies	Medium-Term Strategies	Long-Term Desired Outcomes
Goal I: Establish Kenmore's Image by Promoting its High Quality of Life and Many Assets		
- Promote Kenmore's assets - Develop marketing strategy	- Launch community marketing campaign - Promote civic investments	- Positive image and increased awareness of Kenmore - Strengthened community events that bring together Kenmore residents and enhance community identity
Goal II: Support Existing Businesses and Pursue Opportunities to Expand Employment		
- Support and encourage expansion of existing businesses - Promote a business climate that supports economic vitality and investment	- Attract desirable specialty manufacturers and employers in target sectors - Plan for long-term growth of office sector	- Increased opportunities to live and work in Kenmore - Enhanced customer base for local businesses - Sustainable tax base to support a high level of City services for all residents
Goal III: Create a Multi-Use, Vibrant, and Walkable Downtown		
Public investment on 181st Street and in public buildings and spaces	Downtown Redevelopment 1) additional shops and restaurants 2) employment opportunities 3) increased residential population	- Vibrant and walkable Downtown with a strong sense of place - Mixed uses including civic, residential, commercial, and public spaces - Local shopping and dining opportunities
Goal IV: Advance the Community's Connection to the Waterfront		
- Pursue King County Ferry District demonstration route - Play an active role in opening up the waterfront	Build off of ferry district investment with additional public investment and long-term planning	- Redevelopment of the waterfront with improved public access - High quality open space for passive and active recreation - Improved wayfinding and accessibility





Summary of Goals and Action Strategies

Goal I: Establish Kenmore's Image by Promoting its High Quality of Life and Many Assets

- A. Engage Kenmore residents through ongoing community outreach around economic development goals and key initiatives, such as the redevelopment of Downtown
- B. Launch a community marketing campaign to raise Kenmore's profile in the region
- C. Strengthen and promote Kenmore's community activities and events, such as summer concerts at Saint Edward State Park
- D. Support efforts to improve, maintain, and expand parks and open spaces, recognizing them as an important economic vitality asset

Goal II: Support Existing Businesses and Pursue Opportunities to Expand Employment

- A. Maintain a culture supportive of economic development among all members of the City organization
- B. Focus the City's economic development efforts on independent, community-scale retailers and employers, with a particular emphasis on the outdoor recreation, clean-tech, and health care sectors
- C. Promote a business and development climate that supports desired economic growth
- D. Work to retain the City's existing independent businesses by understanding and responding to their issues
- E. Support the growth of a health-related cluster
- F. Maintain the opportunity for longer-term office based employment

Goal III: Create a Multi-Use, Vibrant, and Walkable Downtown

- A. Prepare for and build off of Kenmore Village, City Hall, the library, and other existing or planned Downtown projects and improvements
- B. Develop NE 181st Street as a unifying feature of a pedestrian-oriented Downtown
- C. Encourage additional residential development in the Downtown to increase activity and attract daily goods shops, services, and restaurants
- D. Capture pass-through traffic on SR 522 and the Burke-Gilman Trail by creating strong connections to the Downtown

Goal IV: Advance the Community's Connection to the Waterfront

- A. Continue to pursue designation as the first King County ferry district demonstration route
- B. Provide leadership in opening up the waterfront
- C. Establish improved linkages to the waterfront



GOAL

ESTABLISH KENMORE'S IMAGE BY PROMOTING ITS HIGH QUALITY OF LIFE AND MANY ASSETS

Currently, Kenmore does not have a strong regional image and its many assets are not well known outside its borders. This Goal builds on the community's vision and promotes Kenmore as a desirable place to live, work, and recreate. This Goal builds on the City's Vision Statement, part of Kenmore's Comprehensive Plan. This Goal would initially promote existing assets that contribute to residents' quality of life and are important to the region. Over time, the focus will evolve to include the promotion of new civic buildings along with development and investment opportunities.

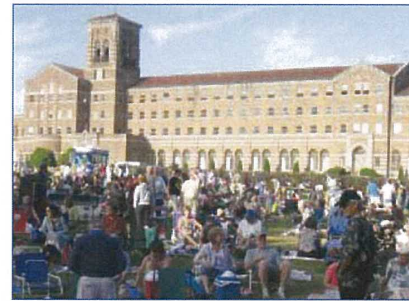
A community's image and identity are established in multiple ways and all four Goals of this Plan address this objective. For example, as discussed in Goal III, Kenmore's visibility and identity could be enhanced with improved signage and wayfinding, subtle forms of marketing reinforcing identity. The Kenmore Heritage Society's History Walk, which opened in late 2008, is an example.

Desired Outcomes

- A positive community image and increased regional awareness of Kenmore
- Strengthened community events that bring together Kenmore residents and enhance community identity

Strategies

- Engage Kenmore residents through ongoing community outreach around economic development goals and key initiatives, such as the redevelopment of Downtown (S-T)
- Launch a community marketing campaign to raise Kenmore's profile in the region (S-T)
 - Develop interim print materials to promote Kenmore generally and specific development opportunities and update the City's website with economic development material
 - Engage a community marketing expert to develop Kenmore's brand and a supporting campaign
 - Once a brand is established, review and revise existing City materials and website to ensure consistency with the brand
 - Ensure the City and community partners communicate similar messages that build on this core identity
 - Be engaged in regional conversations and partnerships



Summer Concert Series at Saint Edward State Park



Inglesmoor High School

Strategies are designated as short-term (S-T), medium-term (M-T), long-term (L-T), or ongoing (Ongoing). Short-term strategies could be implemented in the first 3 years following adoption, medium-term in years 3-4, and long-term in year 5 and beyond. Medium- and long-term items may require planning or other considerations in the short-term.





Kenmore's Unique & Shared Assets

*Lake Washington, shorelines
and wildlife*

*Excellent public K-12 schools –
Northshore School District*

*Bastyr University – a world
leader in natural medicine*

*Kenmore Air – the largest
seaplane operator in the US*

Burke-Gilman Trail

*Local & regional public,
private, and non-profit
athletic facilities (fields,
gyms, pools, golf)*

*Saint Edward State Park,
Sammamish river & wetlands,
Log Boom Park, Kenmore
Heron Rookery*

*Proximity to I-5 and I-405,
Seattle, and the Eastside*

*Civic investments – City Hall,
Northshore Fire District
Headquarters, King County
Library branch*

*Community organizations
supporting local history,
youth & adult sports, and the
environment*

- C. Strengthen and promote Kenmore's community activities and events, such as summer concerts at Saint Edward State Park (S-T)
 - 1. Use activities and events to highlight the river, trail, and waterfront
- D. Support efforts to improve, maintain, and expand parks and open spaces, recognizing them as an important economic vitality asset (Ongoing)

Community Marketing. In order to launch a successful community marketing campaign, the City should undertake some initial steps. First, the City should engage an individual or firm with community marketing expertise to help develop a campaign strategy and approach. The City should create a community advisory committee with representation from employers, businesses, and educational institutions. Using this Strategy, the Comprehensive and Downtown Plans, the City can create key messages, focusing on promotion of the community's assets.

It is important to recognize that it will take time to market the community and begin to increase awareness and raise the City's profile throughout the region.



10th Anniversary of Kenmore
Incorporation - going green with reusable
shopping bags, 2008





GOAL SUPPORT EXISTING BUSINESSES AND PURSUE OPPORTUNITIES TO EXPAND EMPLOYMENT

Kenmore has several businesses and institutions, including Kenmore Air and Bastyr University, that are known throughout the region and even further afield. The community's smaller independent businesses are seen as key assets, and more commercial establishments of this scale are desired, particularly restaurants. However, there are challenges to small businesses as many residents do their shopping and dining-out in neighboring communities and business turnover is common. The strategies below seek to support, retain, and expand existing businesses, and augment the commercial base with complementary new businesses.



Victory Drive In: Photo courtesy of Kenmore Heritage Society

Currently, the vast majority of Kenmore residents travel to another area in the Seattle metropolitan region for work. Additional employment would create other opportunities for residents to live and work in Kenmore. Additional retailers and restaurants would allow the City to capture of a greater share of resident spending.

Opportunities to expand the City's employment base may be limited in the short-run due to the constricted economic climate. In this context, the City should prioritize business support and retention in the short-term and work to target businesses that would benefit from assets that are specific to Kenmore, such as Bastyr University, the Burke-Gilman trail, and its location along SR 522.



Local retail business

Desired Outcomes

- Increased opportunities to live and work in Kenmore
- Enhanced customer base for local businesses
- Sustainable tax base to support a high level of City services for all residents

Strategies

- A. Maintain a culture supportive of economic development among all members of the City organization (Ongoing)
 1. Establish annual conversations with elected officials about the importance of economic development and the City's short- and long-term plans and aspirations
 2. Engage in annual conversations with all City staff about economic development, highlighting the contributions each can make in his or her position. Emphasize the importance of customer service and communicating that the City welcomes desirable investment and seeks to play a facilitative role
 3. Appoint a single point of contact for businesses wishing to interact with the City





- B. Focus the City's economic development efforts on independent, community scale retailers and employers, with a particular emphasis on the outdoor recreation, clean-tech, and health care sectors (Ongoing)
 - 1. Pursue training or other opportunities for staff to learn more about these sectors' needs and preferences for facilities, adjacencies, and location
 - 2. Use community marketing efforts and the City's website to project a community image that attracts entrepreneurs and businesses in the City's targeted sectors
 - 3. Target related professional organizations for membership and participation, including the Washington Clean Tech Alliance, Green Business Forums, and health care groups
 - 4. Engage school leadership in dialogue and identify ways to leverage the area's educational institutions, including Bastyr, UW Bothell, Cascadia Community College, and the Northshore School District
 - 5. Explore opportunities to attract businesses that would benefit from the presence of Kenmore Air's maintenance facility and passenger base
 - 6. Consider recruiting a micro-brewery or wine maker that would benefit from proximity to similar operations in Woodinville, the Burke-Gilman trail, and the annual Brewers Festival in Saint Edward State Park
- C. Promote a business and development climate that supports desired economic growth (S-T)
 - 1. Audit regulations, zoning, fees, and processes to ensure that they are consistent with the Comprehensive Plan and Downtown Plan, supportive of investment in the City's target sectors according to current business practices, and competitive relative to neighboring communities
 - 2. Explore opportunities to promote development in areas targeted for investment by using tools and incentives, such as a planned action environmental review or transfer of development rights
 - 3. Consider additional incentives to encourage private investment in streetscape and open space amenities and a built environment in line with the community vision

Initially, incentives should be used to promote development opportunities and encourage investment in Kenmore's commercial areas. Subsequent efforts can be used to enhance the character of the downtown through private investment.



King County Public Library, Kenmore branch rendering





4. When considering policies or processes that could affect the business/development community or climate, solicit input from the private sector and communicate changes once made
5. Provide early and frequent opportunities for developers and business and property owners to discuss potential development projects with City staff
 - a. Communicate the community's support for development that is aligned with the Comprehensive Plan and current development regulations
 - b. Provide predictable and consistent information about the City's development regulations
 - c. Answer questions and facilitate development in a collaborative fashion
6. Establish a survey to solicit feedback on the City's permitting process, using the results to make improvements and capture positive comments for use in promotional materials
7. Enhance the City's website with additional economic development content
- D. Work to retain the City's existing independent businesses by understanding and responding to their issues (S-T/M-T)
 1. Better understand and track the makeup of the City's commercial sectors by establishing a business registration requirement with a modest fee
 2. Meet regularly with the City's larger employers through direct outreach or collective and interactive forums such as a regular business breakfast
 3. Explore the needs of Kenmore's home-based businesses and determine what the City can do to support them
 4. Explore opportunities to support local small businesses in partnership with the UW Bothell Business Development Center
 5. Following the completion of Kenmore Village, assess business owner interest in a Downtown business association that the City could support with meeting space and technical assistance
- E. Support the growth of a health-related cluster (M-T)
 1. Strengthen the connection between the City and Bastyr University through event cosponsorship and other opportunities for partnership
 2. Recruit health-related businesses that would benefit from the presence of Bastyr, nursing programs at UW Bothell and Cascadia Community College, local medical/dental practitioners, and proximity to one another
 3. Target health and fitness businesses such as outdoor gear rental shops that would benefit from the waterfront, the Burke-Gilman Trail, and vehicular traffic along SR 522
- H. Maintain the opportunity for longer-term office based employment (Ongoing)
 1. Track capacity for office development and be prepared to market opportunities as they arise

Downtown redevelopment is one of the most important strategies to increase employment opportunities within Kenmore. With additional downtown amenities, a greater sense of place, and the possibility of a ferry route to Seattle, Kenmore will be more attractive to employers.





GOAL



CREATE A MULTI-USE, VIBRANT, AND WALKABLE DOWNTOWN



SR 522 Improvements



Bikes on the Burke-Gilman Trail

The incentives and tools noted in Goal II will be important in encouraging and shaping Downtown redevelopment.

Residential and mixed-use development aids economic development by supporting a larger population base, which is attractive to retailers. Retail establishments and restaurants create the amenities, vibrancy, and sense of place that is attractive to employers and residents. An increase in residents, jobs, and retailers enhances City tax revenues, allowing for the ongoing provision of high quality City services.

In addition to the direct and indirect economic development benefits of a project like Kenmore Village, an improved streetscape would make the Downtown more appealing to existing residents, increase public safety, and enhance the overall sense of community. Civic investments such as the new City Hall and library will serve as public gathering places and help to activate the Downtown.

Desired Outcomes

- A vibrant and walkable downtown with a strong sense of place
- A mix of uses, including civic, residential, commercial, and public spaces
- Local shopping and dining opportunities
- Multi-modal centers and transit oriented development within the City

Strategies

- A. Prepare for and build off of Kenmore Village, City Hall, the library, and other existing or planned Downtown projects and improvements (S-T)
 1. Create folios describing the projects with photos or renderings that can be passed out at regional events to promote and generate interest in the City
 2. Utilize press releases, direct outreach to the press, and opening ceremonies to promote recognition of significant accomplishments in Downtown revitalization
- B. Develop NE 181st Street as a unifying feature of a pedestrian-oriented Downtown (M-T)
 1. Consider renaming 181st to help establish an identity for the Downtown
 2. Invest in streetscape and sidewalk improvements and amenities
 3. Create a multi-use “gathering place” at the new City Hall

Indoor space will be available for community meetings and events and the outdoor space could be used for a farmer’s market or an outdoor concert series once the Downtown is redeveloped.
 4. Create strong walking connections to adjacent neighborhood and the waterfront





- C. Encourage additional residential development in the Downtown to increase activity and attract daily goods shops, services, and restaurants (M-T/L-T)
 - 1. Promote residential development opportunities in Kenmore
 - 2. Use design standards to ensure high quality and attractive development in line with the community vision for Downtown
- D. Capture pass-through traffic on SR 522 and the Burke-Gilman Trail by creating strong connections to the Downtown (M-T/L-T)
 - 1. Create a landmark gateway to Kenmore at the intersection of SR 522 and 68th Avenue
 - 2. Improve signage and wayfinding to capture pass-through vehicular and bicycle traffic



Conceptual rendering of Kenmore Village by the Lake, GGLO





GOAL IV

ADVANCE THE COMMUNITY'S CONNECTION TO THE WATERFRONT



Fishing at Log Boom Park

Kenmore's Lake Washington waterfront is the community's most commonly noted asset. However, most people agree that public access is limited and the existing uses are not the most desirable. Opening the waterfront to greater public use is challenging because much of the land is privately held and subject to environmental restrictions. The Strategies below recognize the importance of LakePointe and other properties on the waterfront and along the connecting path between Downtown and the lake, as well as the City's limited ability to affect direct change.

Possible City Actions to Help Open Up the Waterfront

The City of Kenmore has limited tools and options at its disposal to work directly in opening up privately held waterfront properties for redevelopment and public use. The City's primary function is as a facilitator, holding conversations with property owners about the future of key parcels. The City should also pursue grants for possible land acquisition, and consider investing in supportive infrastructure that creates strong connections to the waterfront facilitating greater access and potential for redevelopment.

Desired Outcomes

- Redevelopment of the waterfront with improved public access
- High quality open space for passive and active recreation
- Improved way finding and increased awareness of Kenmore from the Burke-Gilman Trail

Strategies

- A. Continue to pursue designation as the first King County ferry district demonstration route (S-T)
- B. Provide leadership in opening up the waterfront (Ongoing) See sidebar for possible actions
 1. Explore opportunities to open up the waterfront and connect the Downtown to the lake by pursuing grants or financing to fund infrastructure improvement or the purchase of key properties
 2. Continue to promote the available development site at LakePointe and work with the owner to encourage attractive redevelopment of the site
 - a. Identify key infrastructure improvements that the City could undertake to make the site more attractive for development
- C. Establish improved linkages to the waterfront (Ongoing)
 1. Develop pedestrian connections between Downtown and the waterfront
 2. Explore options to purchase parcels that are close to but not on the waterfront that could serve to improve linkages





Recommended Short-Term Priorities

The Community Advisory Committee supports all the Goals and Action Items outlined in this Strategy. However, the Committee identified four major themes that could potentially yield the greatest impact and should guide planning and implementation efforts as the City shifts from strategy development to action:

Image

Pursue opportunities to update and energize Kenmore's image among residents and non-residents

- Community marketing
- Landmark gateway and additional signage

Business Climate

Focus on how the City of Kenmore engages with businesses

- City culture and practices supportive of the economic development goals articulated in this document, including a strong customer service orientation
- New tools and incentives to encourage investment

Leverage Existing Assets

Build upon existing businesses, institutions, and strengths and focus on connections to the waterfront

- Independent Kenmore businesses
- Educational institutions, such as Bastyr University, UW Bothell, and Cascadia Community College
- King County Ferry District demonstration route
- Burke-Gilman Trail

Built Environment

Continue to play an active role in guiding the redevelopment of Downtown

- New development should be appropriately scaled and well designed
- Pedestrian orientation and new residents will bolster Downtown commercial vitality
- Build off of City Hall, the Library, and the Northshore Fire District
- Incentives and public investment may continue to be necessary to realize the desired character



Disposition and Development Agreement with Urban Partners for Kenmore Village project is signed, 2007





Recommended Key Performance Indicators

The key performance indicators below would allow the City to track and report on the Implementation Phase of the Strategy. In addition to the quantitative measures, the Tracking Questions to Consider can be used to gauge the success of the effort.

Goal	Counts	Tracking Questions to Consider
Goal I Establish Kenmore's Image by Promoting its High quality of Life and Many Assets	Positive media stories about Kenmore (#)	Is the City's regional visibility increasing?
	Hits to the City's economic development webpages and telephone inquiries to City's established point of contact (#)	Is the general image of the City more positive?
	Trends in residential and commercial property values (\$)	Are other cities reaching out to learn from or partner with Kenmore?
Goal II Support Existing Businesses and Pursue Opportunities to Expand Employment	Employment per capita	Has business turnover slowed?
	Reduction in sales tax leakage in target sectors (\$)	Is the City receiving more interest from business and property owners?
	Customer satisfaction related to permitting process (survey results)	
Goal III Create a Multi-Use, Vibrant, and Walkable Downtown	Home-based business metric (dependent on program goals)	
	Number of housing units in Downtown (#)	Does the Downtown area feel more active and vibrant?
	City or private sector investment in streetscape and amenities (\$)	Does Downtown have an identifiable sense of place?
Goal IV Advance the Community's Connection to the Waterfront	New or replaced sidewalk (linear feet)	
		Does Kenmore feel more connected to the waterfront?
		Is the waterfront more accessible to pedestrians?
		Is there increased public activity along the waterfront?



Kenmore Economic Development Strategy Scope of Work

November 9, 2017

Work Plan

Task 1. Project Kick-Off

- **Review Background Materials.** CAI will review background materials to obtain project context. Documents will be compiled by city staff and delivered to CAI prior to the project kick-off meeting.
- **Kick-off Meeting and Project Coordination.** CAI will attend an in-person project kick-off meeting. With the client, CAI will clarify relevant processes and project objectives. We will also discuss relevant goals and priorities for the project to inform later tasks.

Meetings: One kick-off meeting (to be scheduled after contract initiation)

Task 2. Update and Expand Data Profile and Background Report

- **Update Kenmore's Demographic and Economic Profile and Evaluate Key Trends.** CAI will update local and regional economic and demographic data and will assess relevant economic development trends at national, state, regional and city scales. This task will include an inventory of businesses and industry clusters.

Information on demographic profile will be coordinated and compatible with the City's typical data sources. Growth projections will match those used in the City's Comprehensive Plan, and sources of demographic data will be the same as those the City uses.

- **Assess Commercial Redevelopment Capacity.** Apply appropriate buildable lands methodologies to estimate and inventory available employment lands by category in the City of Kenmore. Commercial land capacity information will be in a format that easily converted into the countywide buildable lands analysis with key maps and exhibits produced for use in future marketing materials

Identify issues from the capacity analysis that constrain commercial/office development, and identify regulatory actions and/or potential incentives that

would encourage commercial development.

- **Evaluate Market and Development Potential.** Using available forecasts, as well as new and updated real estate market data and CAI's advanced understanding of the regional real estate market, CAI will assess the economic development implications of the current and expected market conditions.
- **Assess Kenmore's revenue considerations or goals, as desired** CAI will assess Kenmore's fiscal revenue drivers and draw connections between Kenmore's fiscal status and local economic and market conditions.
- **Contextual Assessment of Kenmore's Role in the Regional Economy.** CAI will assess internal strengths and weaknesses and evaluate external opportunities and challenges for economic development in Kenmore and the immediate region.

Time: November - January 2018

Deliverables: CAI will produce one technical memorandum or data deck that incorporates key findings from Task 2.

Meetings: One to review draft findings.

Task 3. Public and Stakeholder Engagement

- **Stakeholder Outreach.** CAI, in conjunction with the City of Kenmore, will reach out to stakeholders either in the form of interviews (by phone or in person) or group interviews. The outreach will identify challenges, opportunities and strategies for Kenmore. CAI work with the City on selection of stakeholders.
- **Project Website with Public Comment Tool.** CAI will develop and deploy a project website to host basic project information, increase interest and awareness of the project among Kenmore residents and workers, and to provide opportunities for those individuals to comment on process and content. The public comment tool will use a map-based interface so that stakeholders can geolocate comments and suggests as they pertain to different parts of the city. CAI will work with City technology staff to link the website to the City's website.

Time: November - January 2018

Deliverables: Deliverables include a fully-functional website and an engagement summary (to be included in the final report)

Budget

The budget below presents an estimated allocation of contract dollars to execute the anticipated scope of work. CAI reserves the right to re-allocate contract dollars among tasks without exceeding the total amount while meeting all deliverables. CAI will not exceed budget or work on tasks out of scope without written consent from client.

Task	Cost
Task 1. Project Kick-Off	\$2,500
Task 2. Update and Expand Data Profile and Background Report	\$16,000
Task 3. Public and Stakeholder Engagement	\$10,000
Task 4. Strategies, Actions and Implementing Measures	\$10,000
Task 5. Economic Development Strategy Draft and Final Report	\$5,500
Total	\$44,000



City of Kenmore, Washington

Memorandum

Date: December 26, 2017

To: Mayor & City Council

From: Rob Karlinsey, City Manager

Re: Creating a New Downtown – What's Next?

At the January 2016 City Council retreat, I wrote you a memo with the subject line, "Downtown: How to Make It a Success?" That memo is attached.

The Downtown Plan that was adopted in 2003 continues to be a guide for the evolution of our downtown. The Plan called for creation of a "central place" and placement of four civic components in the "Strategic Investment Area" or what I call "the Bull's Eye." These civic components were:

1. City Hall
2. Library
3. Community Center
4. Public Square

I'm pleased to report that the Downtown Plan is being followed and all four of these civic components are now in place. In addition to the public investments, new private investment in the Bull's Eye is approaching \$100 million, with the completion of the Spencer 68 Apartments and Lofts, and the LINQ mixed use building—and let's not forget the new Kenmore Camera that opened several years ago.

The "Seaplane Restaurant" is under construction at the west end of the Town Square and is expected to open in the latter half of 2018. The future mixed used building to front 68th Avenue between the LINQ and the Hangar is expected to break ground in the second half of 2018.

With all of the new investment and progress made so far, I believe that our downtown is still a work in progress and that we still have a lot of work to do. I recommend that you continue to keep a walkable, vibrant Downtown as a City Council priority.

Using the same outline from the memo for the January 2016 retreat, I propose that we continue to put resources and effort toward the following three areas for the success of our downtown:

- 1. Make the Town Square and Hangar Sing.** It is essential that the Town Square and Hangar be a home run for our downtown. The retail tenant combined with the well-designed public and reservable space in the Hangar are fulfilling the vision that we had

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for that space. The Hangar is indeed the year-round community living room that we envisioned. We need to fine tune how the space is used and programmed. Via the room reservation system, the public is “self-programming” the space with little need for City-run events in the Hangar.

For warmer weather the Town Square outdoor area, with its outdoor seating, the water feature, and other amenities, is also performing as we had planned. I recommend the following for the Town Square:

- Continue the Movies at the Square and allow other groups to perform at the space
- Work closely with MainStreet and the new restaurant to make sure the Town Square and the restaurant’s outdoor space blend and work well.
- Make another attempt to bring a signature art or fabricated sculpture to the Town Square. I continue to recommend that we wait for the final buildings be completed before committing to a new piece, but would like to make preliminary contact with a fabricator in Mukilteo that may be able to produce a Hank bronze sitting on a park bench, or something like that.
- Continue to “watch and monitor” the parking situation near the Town Square; see recommendations about parking in the “Downtown Parking” memo which is also part of this retreat packet.

2. Facilitate the Ripple Effect. The redevelopment of Kenmore Village was planned not only for its own sake, but also as a catalyst for the rest of the downtown. The hope is that the public investments combined with the new private sector investment will spark redevelopment nearby in other parts of the downtown. Continued efforts on our part are still needed to see the catalytic reaction through, including the following:

- Brand and market our downtown. With the private and public sector investments coming together, we now have a compelling story to tell about our downtown, and we need to get that story out there. We should work with MainStreet Property Group and other downtown stakeholders to tell our story and promote it.
- Actively engage downtown property owners. Help them know that a) the City is ready and willing to facilitate new investment in their properties, and b) there are tools available to do so. We have already been in discussions with several nearby property owners, and we need to keep those discussions going.
- Stay on the Boyd’s Dry Cleaners’ insurers to ensure that they will follow through with and complete the cleanup of the groundwater plume coming from the former Boyd’s site. This groundwater contamination is an obstacle to redevelopment for the Choco building and potentially neighboring properties.
- Continue to develop incentives for housing diversity as downtown property redevelops. Our Comprehensive Plan already speaks to this issue, and our recently adopted affordable housing strategy lays this out in more detail. We need a good mix of housing to go hand in hand with a vibrant, walkable downtown.
- As approved and funded, move forward with updating the City’s Economic Development Plan that outlines next steps for the downtown and fosters local job growth to fuel a healthy downtown.

- 3. Connect our Downtown with the South Side.** Bothell Way is our city's front door step and its tens of thousands of cars per day and visual blight not only project a less-than-deserved image of Kenmore but also create a wall, both figuratively and literally, between our emerging downtown and our nascent south side properties and waterfront. The following are some potential suggestions on how we could make progress toward reducing the negative effects of Bothell Way and thereby better connect our Downtown with the south side of SR 522:
- Seek funding for North-South connections over or under Bothell Way. Creating an easy, alternate way for our residents, visitors, and businesses to move north and south across the SR 522 barrier will improve the connection with our downtown and the south side of the highway.
 - Work with the State to further reduce speeds on Bothell Way. A reduction in average speed can go a long way in reducing noise pollution for residents and businesses as well as discomfort for local pedestrians and motorists.
 - Continue to explore creative and equitable ways to eliminate the billboards and other visual blight and clutter along SR 522.
 - Resources permitting, look into assembling and redeveloping a portion of the "bench" on the south side of Bothell Way between 61st and 65th Avenues. A good portion of these buildings are an eye sore and provide an unfavorable first impression of Kenmore. The properties could be developed for future Lake Washington view park or sold back to the private sector for redevelopment under the City's terms.

As you can see, our downtown work is far from finished. At the same time, however, we have made significant strides toward a more walkable and vibrant downtown. We need to put more effort and resources into building on our successes. Making the Town Square and Hangar Sing, Facilitating the Ripple Effect, and Connecting our Downtown with the South Side will magnify that momentum.



City Of Kenmore, Washington

Memorandum

Date: January 4, 2016

To: Mayor & City Council

From: Rob Karlinsey, City Manager

Re: Downtown: How to Make It a Success?

Creating a vibrant, walkable downtown has been a high priority of the City Council for quite some time. The Kenmore Village properties assembled by the City over ten years ago have been and will continue to be a key ingredient in transforming our downtown.

As you know, substantial progress has been made with the sale and development of the Kenmore Village properties. Phase I of Spencer68 is complete and Phase II is well underway and ahead of schedule.

Phase I of Spencer Square, known as the LINQ, is under construction and is anticipated to be ready for occupancy in the first half of 2017. The first floor of the LINQ (above the parking structure) will include a new and expanded Kenmore home for Evergreen Health.

Construction of the Town Green and community building is also underway, with a completion date of late summer or fall of 2016. We are excited for this community gathering space to come alive and help create that sense of downtown place that this community has been striving for and has emphasized since the adoption of the 2003 Downtown Plan.

With all of the progress made so far, I also want to make the point that we still have a lot of work to do, and I recommend that you continue to keep a walkable, vibrant Downtown as a high City Council priority for the foreseeable future.

I also recommend that we put resources and effort toward the following three areas for the success of our downtown:

1. **Make the Town Green Sing.** It is essential that the Town Green be a home run for our downtown. Here's how we can do that:
 - o Complete the Town Green construction on time and on budget.
 - o Find the right retail tenant for the community building. This tenant needs to help activate the space.
 - o Implement the business plan for the Town Green, including activating the interior and exterior spaces with programs and events. The current biennial budget includes funding for such programming and events. An essential part of the Town

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Green plan will be to market it and get the word out to the community about its availability as a gathering space as well as its events and programs.

- Help MainStreet Property Group secure a good sit-down restaurant tenant on the building pad at the west end of the Town Green. This restaurant should synergize with the Town Green.

2. Facilitate The Ripple Effect. The redevelopment of Kenmore Village was planned not only for its own sake, but also as a catalyst for the rest of the downtown. The hope is that the Town Green investment combined with the tens of millions of dollars being invested by the private sector in Kenmore Village will spark redevelopment nearby in other parts of the downtown. Continued efforts on our part are also needed to see the catalytic reaction through, including the following:

- Brand and market our downtown. With the private and public sector investments coming together, we now have a story to tell about our downtown, and we need to get that story out there. Part of that story includes giving it a name. Is the name “Kenmore Village” still relevant? If yes, what do we define as “Kenmore Village?” Should we zoom out a bit and create a new name for the larger picture that contains the public sector pieces of City Hall, City Hall Park, the Town Green, the Library, and the Post Office combined with the private sector pieces such as Kenmore Camera, Spencer Square, and Spencer68? I believe the answer is yes to that question and that we should work with MainStreet Property Group and other downtown stakeholders to put a name to our story and get it out there.
- Actively engage downtown property owners. Help them know that a) the City is ready and willing to facilitate new investment in their properties, and b) there are tools available to do so. We have already been in discussions with several nearby property owners, and we need to keep those discussions going.
- Stay on the Boyd’s Dry Cleaners’ insurers to ensure that they will follow through with and complete the cleanup of the groundwater plume coming from the former Boyd’s site. This groundwater contamination is an obstacle to redevelopment for the Choco building and potentially neighboring properties.
- Figure out improved parking options for the downtown. Even though we have new on-street parking planned for 68th Avenue and 181st Street, the growing popularity and success of our downtown will translate into more parking pressure. While the emphasis of our downtown needs to continue to be on “walkable,” we also need to facilitate parking for others who can’t get to our downtown by foot or transit. We should explore possible public-private partnerships to add more parking near our downtown.
- Provide incentives for housing diversity as downtown property redevelops. Our Comprehensive Plan already speaks to this issue, and an affordable housing strategy would lay this out in more detail. We need a good mix of housing to go hand in hand with a vibrant, walkable downtown.
- Facilitate job growth in our downtown. We should clear the path and provide incentives for live-work units, non-traditional work spaces, and other job sources for our downtown. Our existing economic development efforts, including the Kenmore Business Incubator, should continue.

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3. Connect our Downtown with the South Side. Bothell Way is our city's front door step and its tens of thousands of cars per day and visual blight not only project a less-than-deserved image of Kenmore but also create a wall, both figuratively and literally, between our emerging downtown and our nascent south side properties and waterfront. The following are some potential suggestions on how we could make progress toward reducing the negative effects of Bothell Way and thereby better connect our Downtown with the south side of SR 522:

- Seek funding for North-South connections over or under Bothell Way. Creating an easy, alternate way for our residents, visitors, and businesses to move north and south across the SR 522 barrier will improve the connection with our downtown and the south side of the highway.
- Work with the State to further reduce speeds on Bothell Way. A reduction in average speed can go a long way in reducing noise pollution for residents and businesses as well as discomfort for local pedestrians and motorists.
- As identified in our 2015-2016 work plan, adopt an ordinance that makes existing billboards nonconforming with an accompanying schedule for eventual removal. Visual blight and clutter would be significantly reduced as a result.
- Look into assembling and redeveloping a portion of the "bench" on the south side of Bothell Way between 61st and 65th Avenues. A good portion of these buildings are an eye sore and provide an unfavorable first impression of Kenmore. The properties could be developed for future Lake Washington view park or sold back to the private sector for redevelopment under the City's terms.

As you can see, our downtown work is far from finished. At the same time, however, we have made significant strides toward a more walkable and vibrant downtown. We need to put more effort and resources into building on our successes. Making the Town Green Sing, Facilitating the Ripple Effect, and Connecting our Downtown with the South Side will magnify that momentum.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Commercial Site Development (CSDP) and Transportation Mitigation Agreement (TMA) extension and funding agreement for the Lakepointe project. Move to: Authorize the City Manager to sign and execute an amendment to the CSDP and TMA extension and funding agreement No.16-C1627 for the Lakepointe Project, similar to and substantial to the form attached in Exhibit A	For City Council Meeting Agenda of: Nov. 13, 2017 Department: City Manager's Office Prepared by: Rob Karlinsey <u>Initial & Date</u> Approved by Department Head: _____ Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>RRK</u> Exhibits/Attachments: Exhibit A: Amendment to the Extension and Funding Agreement, similar to and substantial to the form attached hereto Exhibit B: Draft site concept as required in Section 3.c of the CSDP Extension Agreement Exhibit C: December 29, 2016 Agenda Bill and accompanying exhibits
INFORMATION/BACKGROUND: At the December 29, 2016 meeting, the Kenmore City Council authorized the City Manager to sign and execute an Extension and Funding agreement pertaining to the Lakepointe site Commercial Site Development Permit (CSDP) and Transportation Mitigation Agreement (TMA). The agreement grants extensions to the CSDP under certain conditions and provides for the City to be reimbursed for certain predevelopment costs that the City may incur during extension periods. This agreement was signed and executed. The developer has made progress and completed all but item 3.d of the milestones for the first extension. We propose that the deadline for item 3.d, the general agreement requirement, be delayed until April 30, 2018 and modified as shown in the attached exhibit. Section 3.c of the CSDP Extension Agreement requires the developer to produce a site concept for Lakepointe. Weidner provided this concept to the City earlier this year. The City did not participate in producing the site concept, the City has not fully reviewed or provided comments on the site concept, nor has the public been given an opportunity to review and provide input on the developer's site plan concept. The developer's public participation plan will provide for public review and input. As the pro forma analysis is produced, as studies and further site investigation are completed, and as the City and the public provide input, the site concept will likely further evolve. Important to remember and consider is the project's potential impact on neighboring businesses and properties, including seaplane operations next door. We acknowledge that the State Environmental Policy Act will require the developer and the City to identify and analyze the environmental impacts of the Project, particularly on uses of nearby land and operation of nearby businesses, such as Kenmore Air Harbor, Inc. We also acknowledge that	

other laws and regulations may require Weidner and/or the City to identify and analyze similar or other impacts of the Project. Further studies, design, and analysis will be needed to identify and address impacts.

Additional Background Information:

The Lakepointe Commercial Site Development Permit (CSDP) was approved in 2001. Since then, the CSDP and accompanying Transportation Mitigation Agreement (TMA) have remained in place through extensions under of the authority of Kenmore Municipal Code 18.105.060(c). This section of the Code allows the City Manager to grant extensions to site plan expiration dates under certain conditions.

The Lakepointe CSDP and TMA are currently scheduled to expire on December 31, 2017. The City's prior extensions of the CSDP and TMA were granted to allow the City and Pioneer Towing Company (property owner) additional time to develop a work program, schedule and process for modifying the Lakepointe project requirements and conditions. The latest executed extension through December of this year allowed the potential developer, Weidner Apartment Homes (Weidner) to conduct additional site investigation work and meet certain milestones as described in the CSDP Funding and Extension Agreement. With the exception of 3.d described above, Weidner has satisfactorily completed those milestones.

About three years ago, Weidner contracted with Pioneer Towing Company to purchase the Lakepointe property. Weidner is still conducting site feasibility and evaluating development options. As a result, Lakepointe, Inc., Pioneer Towing Company, and Weidner Apartment Homes have requested additional extensions to the CSDP and TMA expirations. A path forward for these extensions, with accompanying milestones, is set forth in the CSDP Funding and Extension Agreement.

The Lakepointe team has continued to demonstrate a good-faith effort and project-level planning in moving the Lakepointe project forward. Weidner has assembled a team of architects, engineers, and other consultants who have been reviewing site and permit conditions and conducting planning, engineering, and other analysis to determine the best course for Lakepointe.

City staff have been actively engaged with the Lakepointe team, and the two teams have been meeting to discuss and address project opportunities and challenges. Given its size, location, and possibilities, Lakepointe is a critical component of Kenmore's image, downtown, and waterfront development and will play a significant role in Kenmore's upward transformation trajectory.

Potential future impacts of the Lakepointe project to neighboring properties and businesses must be carefully reviewed and addressed. While it is still early and no new SEPA process has yet begun, it is important for the City and the developer to communicate frequently with stakeholders, including Kenmore Air Harbor.

Exhibit A: Amendment to the Extension and Funding Agreement

AMENDMENT TO EXTENSION AND FUNDING AGREEMENT
CITY OF KENMORE AND WEIDNER APARTMENT HOMES

This Amendment amends the “Extension and Funding Agreement City of Kenmore and Weidner Apartment Homes,” executed by the City of Kenmore (City), Lakepointe, Inc. (Lakepointe), Pioneer Towing Co. (Pioneer), and Weidner Apartment Homes (Weidner), on December 29, 2016 (Agreement) (collectively, the “Parties”), as set forth in this Amendment.

RECITALS

- A. Lakepointe and Pioneer are the owners of approximately 45 acres of land in the City along the shoreline of Lake Washington (Property).
- B. Weidner has entered into an agreement with Lakepointe and Pioneer to purchase the property, subject to certain conditions. Weidner intends to redevelop the Property (Project), which will be a complex, multi-year effort requiring significant advance planning.
- C. On December 29, 2016, the Parties entered into the Agreement, which required Weidner to reimburse the City for the cost of services and expenses of a dedicated Project manager and the cost of services and expenses of the City’s attorneys, traffic engineers, architects/landscape architects, financial consultant and environmental consultants related to the Project.
- D. The Agreement also extended the Commercial Site Development Permit (CSDP) and related Transportation Mitigation Agreement (TMA) for the Property through December 31, 2017, subject to certain conditions, through December 31, 2018 upon satisfaction of certain conditions, and provided for possible further extensions upon satisfaction of certain conditions.
- E. All of the conditions to further extension of the CSDP have been satisfied, except one:

Enter into a general agreement with the City that generally defines the parameters of the Project (number of residential units, commercial square footage, natural and public open space, etc.), working relationship with the City, and path forward, including timelines for developing the Property.

The parties are actively working in good faith on the negotiation of this agreement (the “Parameters Agreement”) and have determined that some additional time is necessary to complete and execute the Parameters Agreement.

AMENDMENT

- 1. Amendment of Section 3 of Agreement. Section 3 of the Agreement is amended to read as follows:

Requirements and Conditions for First Additional One-Year Extension. If the Lakepointe Group desires to extend the CSDP and TMA for another year beyond December 31, 2017 to December 31, 2018, the Lakepointe Group must submit an extension notice, including

the period of extension, on or before November 30, 2017. To justify an extension through December 31, 2018, the Lakepointe Group must have satisfied or reached the following milestones by November 30, 2017:

- a. Conduct a multidisciplinary work session (aka "charrette") to further determine the scope of the Project, including number of residential units, commercial square footage, and natural and public spaces.
- b. Develop an outreach and public input plan for communicating with the public on the Project's progress and future.
- c. Further develop, in coordination with the City, a site concept to visually depict natural and public spaces, roads, residential, commercial, and mixed use buildings of the Project.
- d. Coordinate with Washington State Department of Transportation to receive feedback on traffic modelling and potential transportation improvements related to the Project.
- e. Coordinate with Washington State Department of Ecology to receive preliminary feedback and/or guidance on environmental issues related to the Project.

In addition, the following milestone shall be satisfied by April 30, 2018:

- f. Enter into a general agreement with the City that generally defines the parameters of the Project (range of residential units, commercial square footage, natural and public open space, etc.), working relationship with the City, and path forward, including timelines for developing the Property. Pro Forma and Financial Gap Analysis studies for both the Lakepointe development and the City will be conducted as part of developing and negotiating the general agreement. Weidner and the city manager will agree on a cost sharing arrangement for the Pro Forma and Gap Analysis studies.

The city manager, in his/her discretion, may extend the deadline or waive compliance with any milestone.

2. Effect on Agreement. Except as modified by this Amendment, the terms and conditions of the Agreement shall remain in effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the dates written below, to be effective on January 1, 2018:

CITY OF KENMORE

LAKEPOINTE, INC.

Rob Karlinsey, City Manager

Printed name: _____
Its: _____

Date: _____

PIONEER TOWING CO.

Printed Name: _____

Its: _____

Date: _____

Date: _____

WEIDNER APARTMENT HOMES

Printed Name: _____

Its: _____

Date: _____

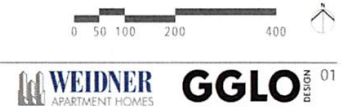
Exhibit B: Draft Site Concept

DRAFT



ILLUSTRATIVE SITE PLAN

Masterplan Design Proposal
Weidner Apartment Homes | 08.31.2017



**Exhibit C: December 29, 2016 Agenda Bill and
Accompanying Exhibits**



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Commercial Site Development (CSDP) and Transportation Mitigation Agreement (TMA) extension agreement for the Lakepointe project. Move to: Authorize the City Manager to sign and execute the CSDP and TMA extension agreement No.16-C1627 for the Lakepointe Project, substantial to the form attached in Exhibit A	For Council Special Meeting Agenda of: December 29, 2016 Department: City Manager's Office Prepared by: Rob Karlinsey Approved by Department Head: _____ Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>RLK 12-29-16</u> Exhibits/Attachments: Exhibit A: Extension and Funding Agreement, substantial to the form attached hereto Exhibit B: December 12, 2016 Agenda Bill and accompanying exhibits
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INFORMATION/BACKGROUND:

At the December 12, 2016 meeting, the Kenmore City Council authorized the City Manager to sign and execute an Extension and Funding agreement pertaining to the Lakepointe site Commercial Site Development Permit (CSDP) and Transportation Mitigation Agreement (TMA). The agreement grants extensions to the CSDP under certain conditions and provides for the City to be reimbursed for certain predevelopment costs that the City may incur during extension periods. This agreement has not yet been signed and executed.

Since December 12, the City Manager has been in discussions with Lakepointe representatives regarding potential future SR 520 bridge work on the Lakepointe site. As a result of these discussions, the following additional language is proposed to be added to Section 2 (or other relevant section) of the CSDP Extension and Funding Agreement:

Furthermore, Lakepointe, Pioneer, and Weidner agree to not allow future SR 520 bridge work pertaining to "The Rest of the West" (Interstate 5 to Lake Washington) to occur on the Lakepointe site as long as the CSDP is still active and approved. For purposes of this paragraph, "bridge work" pertains to construction, fabrication, staging, storage, equipment and material transport, barging, trucking, and demolition work. This condition only applies to SR 520 "Rest of the West" work and has been voluntarily agreed to by Lakepointe, Pioneer, and Weidner. This condition shall not be construed to waive or limit, or set a precedent for waiver or limitation of, other uses to which the property may legally be put.

Additional Background Information:

The Lakepointe Commercial Site Development Permit (CSDP) was approved in 2001. Since then, the CSDP and accompanying Transportation Mitigation Agreement (TMA) have remained in place through extensions under of

I:/City Clerk/Agenda Items/Templates

the authority of Kenmore Municipal Code 18.105.060(c). This section of the Code allows the City Manager to grant extensions to site plan expiration dates under certain conditions.

The Lakepointe CSDP and TMA are currently scheduled to expire on December 31, 2016. The City's prior extensions of the CSDP and TMA were granted to allow the City and Pioneer Towing Company (property owner) additional time to develop a work program, schedule and process for modifying the Lakepointe project requirements and conditions. The latest executed extension through December of this year allowed the potential developer, Weidner Apartment Homes (Weidner) to conduct site investigation work and meet certain milestones. Weidner has satisfactorily completed those milestones.

About two years ago, Weidner contracted with Pioneer Towing Company to purchase the Lakepointe property. Weidner is still conducting site feasibility and evaluating development options. As a result, Lakepointe, Inc., Pioneer Towing Company, and Weidner Apartment Homes have requested additional extensions to the CSDP and TMA expirations.

The Lakepointe team has continued to demonstrate a good-faith effort and project-level planning in moving the Lakepointe project forward. Weidner has assembled a team of architects, engineers, and other consultants who have been reviewing site and permit conditions and conducting planning, engineering, and other analysis to determine the best course for Lakepointe. The City Manager concurs that the Lakepointe team needs additional time to conduct further planning, assess options, and arrive at a feasible project that can move forward and help achieve the City's downtown goals. In keeping with KMC Code 18.105.060(c), the attached agreement between the City and the "Parties" (Lakepointe, Inc., Pioneer Towing Co., and Weidner Apartment Homes), extends the CSDP and TMA expiration dates for several one-year periods up to December 31, 2020 with key required milestones each year included (see Exhibit A to this Agenda Bill). Also included in the agreement, Weidner agrees to reimburse the City for the City's consultant fees relating to the project, up to \$150,000 in 2017 and up to \$250,000 in each of 2018 and 2019. In return, Weidner would be paid back via reduced development fees and/or future city revenue resulting from the project and only if Weidner commences construction prior to December 31, 2020.

City staff have been actively engaged with the Lakepointe team, and the two teams have been meeting regularly to discuss and address project opportunities and challenges. Given its size, location, and possibilities, Lakepointe is a critical component of Kenmore's image, downtown, and waterfront development and will play a significant role in Kenmore's upward transformation trajectory.

Exhibit A:
Extension and Funding Agreement,
substantial to the form attached hereto

**EXTENSION AND FUNDING AGREEMENT
CITY OF KENMORE AND WEIDNER APARTMENT HOMES**

THIS AGREEMENT is made and entered into by and between the CITY OF KENMORE, WASHINGTON (City), LAKEPOINTE, INC. (Lakepointe), PIONEER TOWING CO. (Pioneer), and WEIDNER APARTMENT HOMES (Weidner) (individually a “Party” and collectively the “Parties”).

RECITALS

A. Lakepointe and Pioneer are the owners of approximately 45 acres of land in the City along the shoreline of Lake Washington (Property).

B. King County approved, and the City has extended, a Commercial Site Development Permit (CSDP) and related Transportation Mitigation Agreement (TMA) for the Property. The CSDP and TMA provide for development of the Property as a mixed-use residential, commercial and entertainment urban village.

C. Weidner has entered into an agreement with Lakepointe and Pioneer to purchase the Property, subject to certain conditions.

D. On September 29, 2015, Lakepointe, Pioneer and Weidner (collectively, “Lakepointe Group”) requested the City to extend the CSDP and TMA beyond December 31, 2015.

E. By letter to the Lakepointe Group dated December 15, 2015, the City extended the CSDP and TMA through June 30, 2016, upon satisfaction of two conditions (2015 Extension Letter). The Lakepointe Group was required to satisfy the first condition by December 31, 2015. If the Lakepointe Group satisfied the first condition by December 31, 2015, then the Lakepointe Group was required to satisfy the second condition by January 31, 2016. If the Lakepointe Group failed to satisfy the second condition by January 31, 2016, then the CSDP and TMA would terminate on February 1, 2016. If the Lakepointe Group satisfied both conditions by January 31, 2016, then the extension was effective until June 30, 2016. The City agreed to extend the CSDP and TMA from June 30, 2016 to December 31, 2016, upon satisfaction by the Lakepointe Group of two additional conditions. Finally, both extensions (to June 30, 2016 and to December 31, 2016), were subject to thirteen (13) conditions that were carried forward from previous extensions.

F. The Lakepointe Group satisfied all of the conditions for extending the CSDP and TMA to June 30, 2016 and then to December 31, 2016.

G. The 2015 Extension Letter recognized that redevelopment of the Property (Project), whether through the CSDP and TMA or new permits and approvals, will be a complex, multi-year effort requiring significant advance planning. The 2015 Extension Letter anticipated that Weidner may request additional extensions of the CSDP and TMA. The 2015 Extension Letter required Weidner to request an extension of the CSDP and TMA prior to their expiration,

so that the City and Weidner would be able to discuss whether sufficient progress toward the Project had occurred during the extension period and whether further extension should be subject to conditions.

H. The Lakepointe Group requested an extension of the CSDP and TMA beyond December 31, 2016 in a timely manner. The Parties have determined that sufficient progress toward the Project has occurred during the extension period through December 31, 2016, including but not limited to:

- meeting the conditions for the two six-month extensions through December 31, 2016;
- making reasonable efforts to acquire adjacent properties for future transportation and Project needs;
- identifying permits and process for Project development; and
- producing a report on project transportation trip generation and methodology.

The parties acknowledge that certain conditions should be imposed on further extension(s) of the CSDP and TMA, in order to facilitate the Project, whether pursuant to the CSDP and TMA or other permits and approvals. The Parties have agreed that an extension of the CSDP and TMA to December 31, 2017 is appropriate to continue progress toward and facilitate implementation of the Project.

I. On March 10, 2016, the City and Weidner entered into a Consultant Funding Agreement (Funding Agreement), which acknowledged that implementation of the Project will be a complex, multi-year endeavor requiring City involvement in feasibility studies, infrastructure planning, coordination with local, state and federal entities, and project-specific review. The Funding Agreement observed that the hiring of a dedicated project manager (Project Manager) would be beneficial, given the scope of the Project. Consequently, the City and Weidner agreed on a scope of work for the Project Manager, and Weidner agreed to reimburse the City for one-half of the City's cost for the Project Manager, up to a maximum amount. The Funding Agreement was effective through December 31, 2016.

J. To continue the progress toward and facilitate the implementation of the Project, the City and Weidner desire to enter into a new consultant funding agreement to cover additional services of the dedicated Project Manager during the extension of the CSDP and TMA to December 31, 2017.

AGREEMENT

In consideration of the following terms and conditions, the City, Lakepointe, Pioneer and Weidner agree as follows:

1. One-year Extension of CSDP and TMA. The CSDP and TMA are hereby extended through December 31, 2017. The CSDP and TMA will be extended for additional one-year periods upon compliance with the requirements and conditions in the Sections below.

2. Conditions of All Extensions. The one-year extension through December 31, 2017 and any additional one-year extensions are subject to the conditions stated in **Exhibit A**, attached hereto, which are restatements of the thirteen (13) conditions of the 2015 Extension Letter to the Lakepointe Group, extending the CSDP and TMA to December 31, 2016, modified as necessary to apply to the one-year extension. The City, in its discretion, may waive compliance with any condition.

Furthermore, Lakepointe, Pioneer, and Weidner agree to not allow future SR 520 bridge work pertaining to “The Rest of the West” (Interstate 5 to Lake Washington) to occur on the Lakepointe site as long as the CSDP is still active and approved. For purposes of this paragraph, “bridge work” pertains to construction, fabrication, staging, storage, equipment and material transport, barging, trucking, and demolition work. This condition only applies to SR 520 “Rest of the West” work and has been voluntarily agreed to by Lakepointe, Pioneer, and Weidner. This condition shall not be construed to waive or limit, or set a precedent for waiver or limitation of, other uses to which the property may legally be put.

3. Requirements and Conditions for First Additional One-Year Extension. If the Lakepointe Group desires to extend the CSDP and TMA for another year beyond December 31, 2017 to December 31, 2018, the Lakepointe Group must submit an extension notice, including the period of extension, on or before November 30, 2017. To justify an extension through December 31, 2018, the Lakepointe Group must have satisfied or reached the following milestones by November 30, 2017:

- a. Conduct a multidisciplinary work session (aka “charrette”) to further determine the scope of the Project, including number of residential units, commercial square footage, and natural and public spaces.
- b. Develop an outreach and public input plan for communicating with the public on the Project’s progress and future.
- c. Further develop, in coordination with the City, a site concept to visually depict natural and public spaces, roads, residential, commercial, and mixed use buildings of the Project.
- d. Enter into a general agreement with the City that generally defines the parameters of the Project (number of residential units, commercial square footage, natural and public open space, etc.), working relationship with the City, and path forward, including timelines for developing the Property.
- e. Coordinate with Washington State Department of Transportation to receive feedback on traffic modelling and potential transportation improvements related to the Project.
- f. Coordinate with Washington State Department of Ecology to receive preliminary feedback and/or guidance on environmental issues related to the Project.

The City, in its discretion, may waive compliance with any milestone.

4. Requirements and Conditions for Second Additional One-Year Extension. If the Lakepointe Group desires to extend the CSDP and TMA for another year beyond December 31, 2018 to December 31, 2019, the Lakepointe Group must submit an extension notice, including

the period of extension, on or before November 30, 2018. To justify an extension through December 31, 2019, the Lakepointe Group must have satisfied or reached the following milestones by November 30, 2018:

- a. Implement the outreach and public input plan, the development of which was a requirement for the first additional one-year extension.
- b. Make satisfactory progress toward Project development.
- c. Submit complete permit applications and required documentation for Property development, including but not limited to an application for an amendment to the TMA and/or CSDP or for a new site development permit and an application for a shoreline substantial development permit; and sign appropriate documents to commence preparation of a Draft Environmental Impact Statement.
- d. Resolve the question between the Parties as to whether the Lakepointe Property Utilization Agreement between Glacier Northwest, Inc. and Pioneer Towing Co. and Lakepointe, Inc. dated April 7, 2004 (Recording No. 20040414002559) (2004 Utilization Agreement) requires the owner of Lot B to allow construction and operation of Lakepointe Way or any other transportation and other infrastructure improvements on Lot B, and whether a boundary line adjustment is necessary to accommodate the location of Lakepointe Drive or other necessary project infrastructure.

The City, in its discretion, may waive compliance with any milestone.

5. Further Extension. If the CSDP and TMA have been extended through December 31, 2019 pursuant to Section 4 of this Agreement, and the Lakepointe Group has satisfied Section 4.c of this Agreement, prior to December 31, 2019, the CSDP and TMA shall be extended until the City has processed such applications to completion or until December 31, 2020, whichever shall occur first. The City, in its discretion, may extend this date.

6. Project Manager Hiring and Reimbursement for City Expenses.

A. The City will enter into a professional services agreement with a person or firm who will serve as a dedicated project manager (Project Manager) for the development of the Project during all of the extension periods of this Agreement. The professional services agreement shall require the Project Manager to submit monthly invoices for services performed in the previous month, which invoices shall include a reasonable description of the services rendered. The scope of work for the Project Manager for the services of the Project Manager is stated at **Exhibit B**, attached hereto and incorporated herein. Prior to entering into this Agreement, the City will advise Weidner of the identity and qualifications of the Project Manager. Weidner shall not be responsible for third-party costs incurred by the Project Manager.

B. Subject to the limitations herein, Weidner shall reimburse the City for all of the services and expenses of the Project Manager during all of the extension periods in this Agreement. Weidner also shall reimburse the City for all of the services and expenses of the City's attorneys, traffic engineers, architects/landscape architects, financial consultants and

environmental consultants (Consultants) that are related to the Project, the CSDP and TMA, and this Agreement and that are rendered and incurred between January 1, 2017 and Weidner's submittal of a completed site development application. The maximum amount of reimbursement shall be \$150,000 for calendar year 2017 and \$250,000 for each of calendar years 2018 and 2019. The Parties agree that Weidner, and not Lakepointe and Pioneer, shall be responsible for reimbursement of the services and expenses of the Project Manager and the Consultants.

C. Upon payment of an invoice from the Project Manager and the Consultants, the City shall promptly send a copy to Weidner. Weidner shall reimburse the City for the amount of an invoice within thirty (30) days of receipt of the invoice. All delinquent reimbursement amounts shall accrue interest at the rate of twelve percent (12%) per annum. If Weidner develops the Project, Weidner may use any or all reimbursement payments as credits toward eligible City fees and charges for the Project, or receive reimbursement from revenues received by the City from the Project to the extent that credits from City fees and charges are not eligible, feasible, and/or are exceeded. This credit option shall be available to Weidner only if Weidner commences development of the Project on or before December 31, 2020; provided that if a third party files a challenge to or appeal from this Agreement or any act related to this Agreement, this credit option deadline shall be extended by the period of such challenge or appeal. Commencement of development of the Project shall occur upon 1) the City's issuance of the first permit or approval for a major component of the Project, such as a building permit for a commercial or residential building, or a grading or similar permit for a major street serving the Project; and 2) actual site mobilization and breaking ground.

7. Effective Date and Term. This Agreement shall be effective on January 1, 2017, and shall terminate on the last day of the last one-year extension period for which the Lakepointe Group qualifies; provided, that Section 4(C) of this Agreement shall be effective until the terms of that section have been satisfied and completed. If a third party files a challenge to or appeal from this Agreement or any act related to this Agreement, the Parties agree to discuss the impacts of such challenge or appeal on this Agreement.

8. Notices. All notices and other communications under this Agreement shall be in writing by email, facsimile, regular U.S. mail or certified mail, return receipt requested. If to the City, the notice shall be sent to:

or to such other person or place as the City shall furnish to the Parties in writing. If to the Parties, the notice shall be sent to:

or to such other person or place as the Parties shall furnish to the City in writing. Notices shall be deemed given upon delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.

9. Severability. If any section or part of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, such action shall not affect the validity or enforceability of any other section or part of this Agreement.

10. Entire Agreement; Amendment. This Agreement contains the entire written agreement of the Parties and supersedes all prior discussions and agreements. This Agreement may be amended only in writing, signed by both Parties.

11. Successors and Assigns. All of the provisions, conditions, regulations and requirements contained in this Agreement shall be binding upon the successors and assigns of the Parties.

12. No Third Party Rights. This Agreement is solely for the benefit of the Parties and gives no right to any other party or person.

13. No Joint Venture. No joint venture or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees of any other Party.

14. Jurisdiction and Venue. This Agreement shall be interpreted in accordance with the laws of the State of Washington. The Superior Court of King County, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

15. Enforcement; No Waiver; Prevailing Party Costs. In addition to the remedies provided by law, this Agreement shall be specifically enforceable by any Party. If any Party incurs attorney fees, costs or other legal expenses to enforce the provisions of this Agreement against another Party, all such fees, costs and expenses shall be recoverable by the prevailing Party. The failure of a Party to exercise any right or enforce any provision of this Agreement shall not be considered a waiver of such right or enforcement remedy.

16. Counterparts. This Agreement may be signed in counterparts and, if so signed, shall be deemed one integrated agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their authorized representatives.

CITY OF KENMORE

Rob Karlinsey, City Manager

LAKEPOINTE, INC.

Printed name: _____
Its: _____

Date: _____

Date: _____

PIONEER TOWING CO.

WEIDNER APARTMENT HOMES

Printed Name: _____

Its: _____

Date: _____

Printed Name: _____

Its: _____

Date: _____

EXHIBIT A
ADDITIONAL CONDITIONS FOR EXTENSION OF CSDP AND TMA

ADDITIONAL CONDITIONS FOR EXTENSION OF CSDP AND TMA

1. The Lakepointe Group, or its component entities or successors in interest (Applicant), must provide adequate evidence to the City, prior to the City's issuance of construction permits for the Project, that the Applicant has obtained necessary consents and authorizations from owners of all property on which such construction and operation is proposed, particularly in light of the 2004 Utilization Agreement, the effect of which is in dispute between the Parties.
2. The Applicant, prior to the City's issuance of construction permits for the Project, must amend the TMA as necessary for the Project and as required by the City. If required by the City, the owners of Lot B must approve such amendment to the TMA. The City represents (and Lakepointe and Pioneer understand) that the City is unlikely to approve the deletion of Sections 3.17 and 3.19 of the TMA.
3. The City will not accept a building permit application or permit application to construct other site improvements within the 200-foot shoreline jurisdiction without an approved Shoreline Substantial Development Permit. The CSDP (including the master plan) and building permit applications must be amended to comply with conditions of shoreline permit approval.
4. The Applicant must submit a building permit application or permit application to construct other site improvements in accordance with the City's adopted surface water regulations in effect at the time of the Application.
5. The Applicant need not comply with the City's Critical Area Ordinance (CAO) if development occurs under the CSDP. However, if the Applicant seeks a minor modification of the CSDP, such modifications shall be designed (i) not to increase any nonconformity with the CAO, and (ii) where reasonably feasible, to achieve a higher level of conformance with the CAO, as compared to the vested Project, without impairing the functionality or integrity of the development plan or imposing significant new development costs. A major modifications of the CSDP will require conformance with the CAO.
6. The Applicant must submit a building permit application or permit in accordance with Building and Construction regulations per Kenmore Municipal Code Title 15 in effect at the time of permit application.
7. The Applicant must submit an updated traffic analysis with a building permit application or permit application to construct other site improvements. The Applicant may submit this updated traffic analysis before submitting such applications. The traffic analysis must include additional AM and PM peak hour turning movement traffic counts taken at the intersections of 68th Avenue NE and SE522, NE 170th Street and Juanita Drive NE and 61st Ave NE and SR522. In addition a three-day twenty-four (24) hour roadway count must be taken on SR522 west of 61st Avenue NE and west of 68th Avenue NE south of

NE 175th Street NE. The counts must be taken between March and October. The purpose of the counts is to provide an assessment of traffic levels adjacent to the Lakepointe site compared to the counts collected in 1997 documented in the Environmental Impact Statement. If this updated traffic analysis demonstrates additional adverse environmental impacts, such as increased traffic levels, the City shall conduct additional SEPA review, and may require additional mitigation a necessary.

8. The Applicant must pay traffic and park impact fees in accordance with impact fees in effect at the time of building permit application.

EXHIBIT B

SCOPE OF WORK--PROJECT MANAGER

SCOPE OF WORK—PROJECT MANAGER

The Project Manager will perform services necessary to assist, facilitate, and manage the progression of the Lakepointe Project, as well as represent the interests of the City. The Project Manager's services will include, but not be limited to, drafting, editing and reviewing documents, attending meetings, corresponding, traveling to meetings, managing other consultants, interfacing and negotiating with other agencies and lawmakers, and performing other services pertaining to the Lakepointe Project. The Project Manager shall be the point of contact for the Lakepointe Project, and shall coordinate and facilitate City department and consultant involvement in the Lakepointe Project.

Exhibit B:
December 12, 2016 Agenda Bill
and accompanying exhibits



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Commercial Site Development (CSDP) and Transportation Mitigation Agreement (TMA) extension agreement for the Lakepointe project. Move to: Authorize the City Manager to sign and execute the CSDP and TMA extension agreement No.16-C1627 for the Lakepointe Project, substantial to the form attached in Exhibit A	For Council Meeting Agenda of: December 12, 2016 Department: City Manager's Office Prepared by: Rob Karlinsey Initial & Date Approved by Department Head: _____ Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>RSK</u> Exhibits/Attachments: Exhibit A: Extension and Funding Agreement, substantial to the form attached hereto Exhibit B: CSDP and TMA Extension Letter
INFORMATION/BACKGROUND: The Lakepointe Commercial Site Development Permit (CSDP) was approved in 2001. Since then, the CSDP and accompanying Transportation Mitigation Agreement (TMA) have remained in place through extensions under of the authority of Kenmore Municipal Code 18.105.060(c). This section of the Code allows the City Manager to grant extensions to site plan expiration dates under certain conditions. The Lakepointe CSDP and TMA are currently scheduled to expire on December 31, 2016. The City's prior extensions of the CSDP and TMA were granted to allow the City and Pioneer Towing Company (property owner) additional time to develop a work program, schedule and process for modifying the Lakepointe project requirements and conditions. The latest extension through December of this year allowed the potential developer, Weidner Apartment Homes (Weidner) to conduct site investigation work and meet certain milestones as shown in the CSDP/TMA extension letter dated December 15, 2015, as Exhibit B to this Agenda Bill. Weidner has satisfactorily completed the milestones described in the letter. About two years ago, Weidner contracted with Pioneer Towing Company to purchase the Lakepointe property. Weidner is still conducting site feasibility and evaluating development options. As a result, Lakepointe, Inc., Pioneer Towing Company, and Weidner Apartment Homes have requested additional extensions to the CSDP and TMA expirations. The Lakepointe team has continued to demonstrate a good-faith effort and project-level planning in moving the Lakepointe project forward. Weidner has assembled a team of architects, engineers, and other consultants who have been reviewing site and permit conditions and conducting planning, engineering, and other analysis to determine the best course for Lakepointe. The City Manager concurs that the Lakepointe team needs additional time to conduct further planning, assess options, and arrive at a feasible project that can move forward and help achieve the City's downtown goals. In keeping with KMC Code 18.105.060(c), the attached agreement between the City and the "Parties" (Lakepointe, Inc., Pioneer Towing Co., and Weidner Apartment Homes), extends the CSDP and TMA expiration dates for several one-year periods up to December 31, 2020 with key required milestones each year included (see Exhibit A to this Agenda Bill). Also included in the agreement, Weidner	

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agrees to reimburse the City for the City's consultant fees relating to the project, up to \$150,000 in 2017 and up to \$250,000 in each of 2018 and 2019. In return, Weidner would be paid back via reduced development fees and/or future city revenue resulting from the project and only if Weidner commences construction prior to December 31, 2020.

City staff have been actively engaged with the Lakepointe team, and the two teams have been meeting regularly to discuss and address project opportunities and challenges. Given its size, location, and possibilities, Lakepointe is a critical component of Kenmore's image, downtown, and waterfront development and will play a significant role in Kenmore's upward transformation trajectory.

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Exhibit A
Extension and Funding Agreement

**EXTENSION AND FUNDING AGREEMENT
CITY OF KENMORE AND WEIDNER APARTMENT HOMES**

THIS AGREEMENT is made and entered into by and between the CITY OF KENMORE, WASHINGTON (City), LAKEPOINTE, INC. (Lakepointe), PIONEER TOWING CO. (Pioneer), and WEIDNER APARTMENT HOMES (Weidner) (individually a "Party" and collectively the "Parties").

RECITALS

A. Lakepointe and Pioneer are the owners of approximately 45 acres of land in the City along the shoreline of Lake Washington (Property).

B. King County approved, and the City has extended, a Commercial Site Development Permit (CSDP) and related Transportation Mitigation Agreement (TMA) for the Property. The CSDP and TMA provide for development of the Property as a mixed-use residential, commercial and entertainment urban village.

C. Weidner has entered into an agreement with Lakepointe and Pioneer to purchase the Property, subject to certain conditions.

D. On September 29, 2015, Lakepointe, Pioneer and Weidner (collectively, "Lakepointe Group") requested the City to extend the CSDP and TMA beyond December 31, 2015.

E. By letter to the Lakepointe Group dated December 15, 2015, the City extended the CSDP and TMA through June 30, 2016, upon satisfaction of two conditions (2015 Extension Letter). The Lakepointe Group was required to satisfy the first condition by December 31, 2015. If the Lakepointe Group satisfied the first condition by December 31, 2015, then the Lakepointe Group was required to satisfy the second condition by January 31, 2016. If the Lakepointe Group failed to satisfy the second condition by January 31, 2016, then the CSDP and TMA would terminate on February 1, 2016. If the Lakepointe Group satisfied both conditions by January 31, 2016, then the extension was effective until June 30, 2016. The City agreed to extend the CSDP and TMA from June 30, 2016 to December 31, 2016, upon satisfaction by the Lakepointe Group of two additional conditions. Finally, both extensions (to June 30, 2016 and to December 31, 2016), were subject to thirteen (13) conditions that were carried forward from previous extensions.

F. The Lakepointe Group satisfied all of the conditions for extending the CSDP and TMA to June 30, 2016 and then to December 31, 2016.

G. The 2015 Extension Letter recognized that redevelopment of the Property (Project), whether through the CSDP and TMA or new permits and approvals, will be a complex, multi-year effort requiring significant advance planning. The 2015 Extension Letter anticipated that Weidner may request additional extensions of the CSDP and TMA. The 2015 Extension Letter required Weidner to request an extension of the CSDP and TMA prior to their expiration,

so that the City and Weidner would be able to discuss whether sufficient progress toward the Project had occurred during the extension period and whether further extension should be subject to conditions.

H. The Lakepointe Group requested an extension of the CSDP and TMA beyond December 31, 2016 in a timely manner. The Parties have determined that sufficient progress toward the Project has occurred during the extension period through December 31, 2016, including but not limited to:

- meeting the conditions for the two six-month extensions through December 31, 2016;
- making reasonable efforts to acquire adjacent properties for future transportation and Project needs;
- identifying permits and process for Project development; and
- producing a report on project transportation trip generation and methodology.

The parties acknowledge that certain conditions should be imposed on further extension(s) of the CSDP and TMA, in order to facilitate the Project, whether pursuant to the CSDP and TMA or other permits and approvals. The Parties have agreed that an extension of the CSDP and TMA to December 31, 2017 is appropriate to continue progress toward and facilitate implementation of the Project.

I. On March 10, 2016, the City and Weidner entered into a Consultant Funding Agreement (Funding Agreement), which acknowledged that implementation of the Project will be a complex, multi-year endeavor requiring City involvement in feasibility studies, infrastructure planning, coordination with local, state and federal entities, and project-specific review. The Funding Agreement observed that the hiring of a dedicated project manager (Project Manager) would be beneficial, given the scope of the Project. Consequently, the City and Weidner agreed on a scope of work for the Project Manager, and Weidner agreed to reimburse the City for one-half of the City's cost for the Project Manager, up to a maximum amount. The Funding Agreement was effective through December 31, 2016.

J. To continue the progress toward and facilitate the implementation of the Project, the City and Weidner desire to enter into a new consultant funding agreement to cover additional services of the dedicated Project Manager during the extension of the CSDP and TMA to December 31, 2017.

AGREEMENT

In consideration of the following terms and conditions, the City, Lakepointe, Pioneer and Weidner agree as follows:

1. One-year Extension of CSDP and TMA. The CSDP and TMA are hereby extended through December 31, 2017. The CSDP and TMA will be extended for additional one-year periods upon compliance with the requirements and conditions in the Sections below.

2. Conditions of All Extensions. The one-year extension through December 31, 2017 and any additional one-year extensions are subject to the conditions stated in **Exhibit A**, attached hereto, which are restatements of the thirteen (13) conditions of the 2015 Extension Letter to the Lakepointe Group, extending the CSDP and TMA to December 31, 2016, modified as necessary to apply to the one-year extension. The City, in its discretion, may waive compliance with any condition.

3. Requirements and Conditions for First Additional One-Year Extension. If the Lakepointe Group desires to extend the CSDP and TMA for another year beyond December 31, 2017 to December 31, 2018, the Lakepointe Group must submit an extension notice, including the period of extension, on or before November 30, 2017. To justify an extension through December 31, 2018, the Lakepointe Group must have satisfied or reached the following milestones by November 30, 2017:

- a. Conduct a multidisciplinary work session (aka “charrette”) to further determine the scope of the Project, including number of residential units, commercial square footage, and natural and public spaces.
- b. Develop an outreach and public input plan for communicating with the public on the Project’s progress and future.
- c. Further develop, in coordination with the City, a site concept to visually depict natural and public spaces, roads, residential, commercial, and mixed use buildings of the Project.
- d. Enter into a general agreement with the City that generally defines the parameters of the Project (number of residential units, commercial square footage, natural and public open space, etc.), working relationship with the City, and path forward, including timelines for developing the Property.
- e. Coordinate with Washington State Department of Transportation to receive feedback on traffic modelling and potential transportation improvements related to the Project.
- f. Coordinate with Washington State Department of Ecology to receive preliminary feedback and/or guidance on environmental issues related to the Project.

The City, in its discretion, may waive compliance with any milestone.

4. Requirements and Conditions for Second Additional One-Year Extension. If the Lakepointe Group desires to extend the CSDP and TMA for another year beyond December 31, 2018 to December 31, 2019, the Lakepointe Group must submit an extension notice, including the period of extension, on or before November 30, 2018. To justify an extension through December 31, 2019, the Lakepointe Group must have satisfied or reached the following milestones by November 30, 2018:

- a. Implement the outreach and public input plan, the development of which was a requirement for the first additional one-year extension.
- b. Make satisfactory progress toward Project development.
- c. Submit complete permit applications and required documentation for Property development, including but not limited to an application for an amendment to the

- TMA and/or CSDP or for a new site development permit and an application for a shoreline substantial development permit; and sign appropriate documents to commence preparation of a Draft Environmental Impact Statement.
- d. Resolve the question between the Parties as to whether the Lakepointe Property Utilization Agreement between Glacier Northwest, Inc. and Pioneer Towing Co. and Lakepointe, Inc. dated April 7, 2004 (Recording No. 20040414002559) (2004 Utilization Agreement) requires the owner of Lot B to allow construction and operation of Lakepointe Way or any other transportation and other infrastructure improvements on Lot B, and whether a boundary line adjustment is necessary to accommodate the location of Lakepointe Drive or other necessary project infrastructure.

The City, in its discretion, may waive compliance with any milestone.

5. Further Extension. If the CSDP and TMA have been extended through December 31, 2019 pursuant to Section 4 of this Agreement, and the Lakepointe Group has satisfied Section 4.c of this Agreement, prior to December 31, 2019, the CSDP and TMA shall be extended until the City has processed such applications to completion or until December 31, 2020, whichever shall occur first. The City, in its discretion, may extend this date.

6. Project Manager Hiring and Reimbursement for City Expenses.

A. The City will enter into a professional services agreement with a person or firm who will serve as a dedicated project manager (Project Manager) for the development of the Project during all of the extension periods of this Agreement. The professional services agreement shall require the Project Manager to submit monthly invoices for services performed in the previous month, which invoices shall include a reasonable description of the services rendered. The scope of work for the Project Manager for the services of the Project Manager is stated at **Exhibit B**, attached hereto and incorporated herein. Prior to entering into this Agreement, the City will advise Weidner of the identity and qualifications of the Project Manager. Weidner shall not be responsible for third-party costs incurred by the Project Manager.

B. Subject to the limitations herein, Weidner shall reimburse the City for all of the services and expenses of the Project Manager during all of the extension periods in this Agreement. Weidner also shall reimburse the City for all of the services and expenses of the City's attorneys, traffic engineers, architects/landscape architects, financial consultants and environmental consultants (Consultants) that are related to the Project, the CSDP and TMA, and this Agreement and that are rendered and incurred between January 1, 2017 and Weidner's submittal of a completed site development application. The maximum amount of reimbursement shall be \$150,000 for calendar year 2017 and \$250,000 for each of calendar years 2018 and 2019. The Parties agree that Weidner, and not Lakepointe and Pioneer, shall be responsible for reimbursement of the services and expenses of the Project Manager and the Consultants.

C. Upon payment of an invoice from the Project Manager and the Consultants, the City shall promptly send a copy to Weidner. Weidner shall reimburse the City

for the amount of an invoice within thirty (30) days of receipt of the invoice. All delinquent reimbursement amounts shall accrue interest at the rate of twelve percent (12%) per annum. If Weidner develops the Project, Weidner may use any or all reimbursement payments as credits toward eligible City fees and charges for the Project, or receive reimbursement from revenues received by the City from the Project to the extent that credits from City fees and charges are not eligible, feasible, and/or are exceeded. This credit option shall be available to Weidner only if Weidner commences development of the Project on or before December 31, 2020; provided that if a third party files a challenge to or appeal from this Agreement or any act related to this Agreement, this credit option deadline shall be extended by the period of such challenge or appeal. Commencement of development of the Project shall occur upon 1) the City's issuance of the first permit or approval for a major component of the Project, such as a building permit for a commercial or residential building, or a grading or similar permit for a major street serving the Project; and 2) actual site mobilization and breaking ground.

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agreement of the Parties and supersedes all prior discussions and agreements. This Agreement may be amended only in writing, signed by both Parties.

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16. Counterparts. This Agreement may be signed in counterparts and, if so signed, shall be deemed one integrated agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their authorized representatives.

CITY OF KENMORE

LAKEPOINTE, INC.

Rob Karlinsey, City Manager

Printed name: _____
Its: _____

Date: _____

Date: _____

PIONEER TOWING CO.

WEIDNER APARTMENT HOMES

Printed Name: _____
Its: _____

Printed Name: _____
Its: _____

Date: _____

Date: _____

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3. The City will not accept a building permit application or permit application to construct other site improvements within the 200-foot shoreline jurisdiction without an approved Shoreline Substantial Development Permit. The CSDP (including the master plan) and building permit applications must be amended to comply with conditions of shoreline permit approval.
4. The Applicant must submit a building permit application or permit application to construct other site improvements in accordance with the City's adopted surface water regulations in effect at the time of the Application.
5. The Applicant need not comply with the City's Critical Area Ordinance (CAO) if development occurs under the CSDP. However, if the Applicant seeks a minor modification of the CSDP, such modifications shall be designed (i) not to increase any nonconformity with the CAO, and (ii) where reasonably feasible, to achieve a higher level of conformance with the CAO, as compared to the vested Project, without impairing the functionality or integrity of the development plan or imposing significant new development costs. A major modifications of the CSDP will require conformance with the CAO.
6. The Applicant must submit a building permit application or permit in accordance with Building and Construction regulations per Kenmore Municipal Code Title 15 in effect at the time of permit application.
7. The Applicant must submit an updated traffic analysis with a building permit application or permit application to construct other site improvements. The Applicant may submit this updated traffic analysis before submitting such applications. The traffic analysis must include additional AM and PM peak hour turning movement traffic counts taken at the intersections of 68th Avenue NE and SE522, NE 170th Street and Juanita Drive NE and 61st Ave NE and SR522. In addition a three-day twenty-four (24) hour roadway count must be taken on SR522 west of 61st Avenue NE and west of 68th Avenue NE south of

NE 175th Street NE. The counts must be taken between March and October. The purpose of the counts is to provide an assessment of traffic levels adjacent to the Lakepointe site compared to the counts collected in 1997 documented in the Environmental Impact Statement. If this updated traffic analysis demonstrates additional adverse environmental impacts, such as increased traffic levels, the City shall conduct additional SEPA review, and may require additional mitigation a necessary.

8. The Applicant must pay traffic and park impact fees in accordance with impact fees in effect at the time of building permit application.

EXHIBIT B
SCOPE OF WORK--PROJECT MANAGER

SCOPE OF WORK—PROJECT MANAGER

The Project Manager will perform services necessary to assist, facilitate, and manage the progression of the Lakepointe Project, as well as represent the interests of the City. The Project Manager's services will include, but not be limited to, drafting, editing and reviewing documents, attending meetings, corresponding, traveling to meetings, managing other consultants, interfacing and negotiating with other agencies and lawmakers, and performing other services pertaining to the Lakepointe Project. The Project Manager shall be the point of contact for the Lakepointe Project, and shall coordinate and facilitate City department and consultant involvement in the Lakepointe Project.

Exhibit B
CSDP and TMA Extension Letter
Dated December 15, 2015



City Of Kenmore, Washington

COPY

December 15, 2015

John C. McCullough
McCullough Hill Leary, PS
701 Fifth Avenue, Suite 6000
Seattle, WA 98104

Dear Jack,

Thank you for your letter dated September 29, 2015 requesting an extension of the Commercial Site Development Permit (CSDP) and Transportation Mitigation Agreement (TMA) for the Lakepointe project to July 31, 2017. You have made this request on behalf of Lakepointe, Inc., Pioneer Towing Company, and Weidner Apartment Homes (collectively referred to in this letter as Weidner). Both the CSDP and TMA are set to expire on December 31, 2015.

The City's prior extensions of the CSDP and TMA were granted to allow the City, Lakepointe, Inc., and Pioneer Towing Company additional time to develop a work program, schedule and process for modifying the Lakepointe project requirements and conditions. Your letter states that Weidner Apartment Homes has recently contracted to purchase the Lakepointe property and Weidner is conducting site feasibility and evaluating development options.

To allow Weidner to continue the feasibility assessment, the City will grant a six-month extension of the CSDP and TMA through June 30, 2016 upon satisfaction of the following condition:

1. On or before December 31, 2015, Phase I of a transportation access charrette must be held to conduct a multimodal infrastructure needs assessment. Weidner has contracted, with the City's concurrence, the Cedar River Group to act as facilitator for the charrette. Weidner must pay for the costs of Weidner's charrette consultants, the charrette facilitator, and up to \$10,000 of the City's charrette consultant costs that exceed \$20,000. The first \$20,000 of the City's charrette consultant costs will come from the \$10,000 contribution from Pioneer Towing Company, Inc. that was required under Section V.B.2 in the Pioneer Towing Site Restoration Shoreline Substantial Development Exemption, Grading Permit, and SEPA Determination dated December 19, 2011 (File# PRJ2011-095) as well as the City's match required in that same permit condition. The City's charrette consultant costs, for the purposes of this condition, are for both phases of the charrette (also see #3 below) and will be related to preparing for, attendance at, and follow up from the charrette. Costs will still be billed and

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allocated as described in this condition. Note: Phase I of the charrette occurred on December 2, 2015 and thus met this condition.

If Weidner satisfies condition #1 above and the City grants the extension of the CSDP and TMA, the extension will terminate on February 1, 2016 unless Weidner satisfies the following condition on or before January 31, 2016:

2. Weidner must submit a signed letter of agreement that (1) commits Weidner to pay for ongoing City project manager and consultant costs related to the Lakepointe project and incurred during the CSDP/TMA extension periods, and (2) establishes a maximum amount of payment for such costs that is agreed to by Weidner and the City. These costs shall be in addition to charrette costs described in condition #1 above and #3 below. If Weidner fails to submit this letter of agreement by the deadline, the City Manager may, in his sole discretion, authorize additional time to comply with this condition. The City and Weidner teams will review the City's consultant costs, tasks, and accomplishments quarterly.

If Weidner satisfies conditions #1 and 2 above and the extension is effective through June 30, 2016, the City will grant a second six-month extension to December 31, 2016 if Weidner satisfies the following two conditions:

3. The City and Weidner teams must jointly complete the second phase of the transportation access charrette (or otherwise agreed upon process) by January 31, 2016. The goal of this second phase is to identify proposed locations and configuration(s) of Lakepointe multimodal transportation infrastructure as well as other potential multimodal transportation improvements that will improve downtown Kenmore circulation and connection between Lakepointe and Kenmore's downtown on the north side of SR 522.
4. On or before June 15, 2016 Weidner must provide the following information to the City:
 - a. A conceptual site plan for a proposed Lakepointe development.
 - b. A draft timeline for project development, including permitting, development agreement negotiations (if needed), commencement of construction, and construction phasing.

The two extensions described above also are subject to the nine conditions of the City's May 19, 2011 extension letter to you and the four conditions of the City's June 14, 2013 extension letter to you, both of which are related to the CSDP and the TMA.

The City recognizes that this is a complex, multi-year project requiring significant advance planning. Accordingly, it is anticipated that Weidner may request additional extensions of the CSDP and TMA. As a result, additional CSDP and TMA extension(s) may be requested but are neither granted nor guaranteed at this time.

If Weidner requests additional extension(s), such requests must be submitted before the extension terms expire, and the City and Weidner will discuss additional progress and

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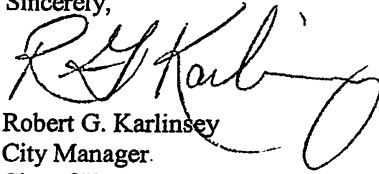
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conditions required for any further extension(s). Examples of demonstrated progress needed during the next 12 months to justify additional extension(s) may include:

- Identification of permits and process needed for project development.
- Provision of a comparison of current permitted Lakepointe project conditions to potential permit conditions of the upcoming development proposal, particularly highlighting where any requirements or conditions may need to be modified.
- Obtaining of a written agreement from the owner of Lot B (Glacier property) with respect to (1) construction and operation of Lakepointe Way and other transportation and other infrastructure improvements on or impacting Lot B (see condition 1 of May 19, 2011 letter to you), and (2) any proposed amendments to the TMA.
- Commencement of development agreement negotiations.

The City is committed to facilitating a successful development project, and we look forward to continuing working with you. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,



Robert G. Karlinsey
City Manager
City of Kenmore

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City of Kenmore, Washington

Memorandum

19 December 2017

To: Rob Karlinsey, City Manager
From: Nancy Ousley, Assistant City Manager *NKO*
Subject: Puget Sound Energy Franchise Agreement

A proposed Franchise Agreement between the City of Kenmore and Puget Sound Energy (PSE) will be presented to the City Council in January, 2018 for discussion and action. This agreement seeks to address the serious issues related to power reliability that have been documented in recent years.

Through numerous discussions with local residents and businesses, regulators, other cities, the media and with Puget Sound Energy leadership, Executive staff and Council have communicated the imperative to improve reliability to Kenmore customers.

Exponent Engineering, a consulting firm retained by the City in 2016, reviewed maintenance practices and PSE equipment in Kenmore and recommended facility upgrades and more frequent vegetation maintenance. Exponent also noted that of the ten circuits serving Kenmore, only one performed better than the average of all PSE circuits (which number over 1100 in the entire system). Seven of the ten Kenmore circuits performed in the lowest quartile of the entire system.

The positions that Executive staff presented to the City Council in February 2017 (see attached presentation slides) are reflected in the draft Agreement. In addition to reliability issues, the Agreement focuses on the interaction with PSE equipment in conjunction with City construction projects in the right of way, including the presence of third party users on PSE poles.

PSE has made several important investments in more resilient equipment and accelerated vegetation trimming in 2016-2017, and leadership appears to understand the opportunity for a turnaround in the level of service provided to Kenmore customers. More information is attached and can also be viewed on PSE's website via this link: <https://pse.com/inyourcommunity/pse-projects/system-improvements/Pages/Kenmore-electric-system-improvements.aspx>

The Administration is proposing an Ordinance adopting an amendment to Chapter 13 of the Kenmore Municipal Code that reinforces the draft Franchise approach on utility equipment in City public works project areas in the Right of Way. The Ordinance is

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Rob Karlinsey
19 December 2017

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scheduled for Council discussion and action on January 22 and January 29, along with the Proposed Franchise Agreement.

We will host an informational Open House on January 22 prior to the Council meeting so that community members can learn more about the Proposed Agreement. We are working with PSE to schedule a tour of project areas for Councilmembers prior to the January 22 meeting.

Attachments: February 2017 Presentation Slides
 Puget Sound Energy Kenmore Projects

Rob Karlinsey
19 December 2017

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PROPOSED CITY OF KENMORE POSITION
FOR PUGET SOUND ENERGY FRANCHISE
AGREEMENT DISCUSSIONS

February 27, 2017

POWER RELIABILITY IN KENMORE

- Circuits Serving Kenmore Are Among the Least Reliable in PSE's Entire System
- One of the Ten Circuits Serving Kenmore Performed Better than 50% of PSE's System-wide Circuits
- Seven of the Ten Circuits Serving Kenmore Performed at the Lowest Quartile in the PSE System
- Reliability Measures: System Average Interruption Frequency Index (SAIFI)
System Average Interruption Duration Index (SAIDI)

EXPONENT ENGINEERING RELIABILITY ASSESSMENT

- Many Distribution Circuits are Older Vintage Equipment in Heavily Forested Areas
- Expedite Recloser and Sectionalizing Switches Installation
- Implement Plans to Rebuild Circuits 26, 27, 23 and Reliability Issues in Other Circuits
- More Frequent Vegetation Management Patrols and Trimming
- Install Modern Technologies Currently Available in Other Cities
- Detailed Reliability Reports by Circuit and Regular Reporting to City
- Establish a Protocol for Reviewing City Growth Plans

GOALS FOR NEW AGREEMENT=TURNAROUND

- Aggressive Actions to Remedy Reliability Crisis
- Update Construction and Relocation Provisions
- Better Information on Third Party Users of PSE Equipment
- Embrace New Technology and Sustainability
- Accountability to Customers and Community

RECENT PSE PROJECTS AND PLANS

- Moorlands Vitulli Transmission Line Upgrade (2016)
- New Switches and Reclosers in North Kenmore and near Simons Road (2016)
- Distribution Automation Project in South Kenmore (2016)
- Feeder Reroute + Tree Wire NE 196th Street (2017-2018)
- Feeder Reconductor + Tree Wire NE 185th Street (2017-2018)
- Feeder Reconductor + Tree Wire NE Arrowhead Drive (2017-2018)

GENERAL TERMS

- 5 Year Agreement Term
- Non Exclusive Franchise: Natural Gas and Electric Transmission and Distribution
- \$500,000 Security Device
- Emergency Services Planning and Coordination
- Engage with Comprehensive Planning Projects

CONSTRUCTION, FACILITIES AND UNDERGROUNDING

- Facilities in the Franchise Area (Right of Way) may not interfere with safe passage of pedestrian, bicycle and/or vehicle traffic and reasonable access to properties. Compliance with City and ADA Standards.
- Procedures for removal or decommissioning of unused facilities
- City requests for undergrounding can be covered by PSE with cost recovery from rate payers
- Relocation process improvements
- Improved GIS maps and records of facility locations

THIRD PARTY USERS

- Provide Information and Maps of Leased Pole Space
- Third Party Users Must Have Relevant City Permits and Franchise Agreements
- If Relocation is Necessary, PSE is Responsible for Relocating Third Party Facilities on its Poles

VEGETATION AND EASEMENT MANAGEMENT

- Accelerate Vegetation Patrols and Trimming to Annual
- City Staff May Accompany PSE on Patrols
- Immediate Trimming in Areas Prone to Tree Related Outages
- Compliance Performance Reviews; Adopt Vegetation Standards of Neighboring Providers or Demonstrate that PSE Standards Provide Comparable Reliability
- Arborist Consultation and Crew Training on Pruning Standards
- Communicate Directly Annually with Property Owners with Easements on Easement Maintenance and Enforcement

RELIABILITY REPORTING

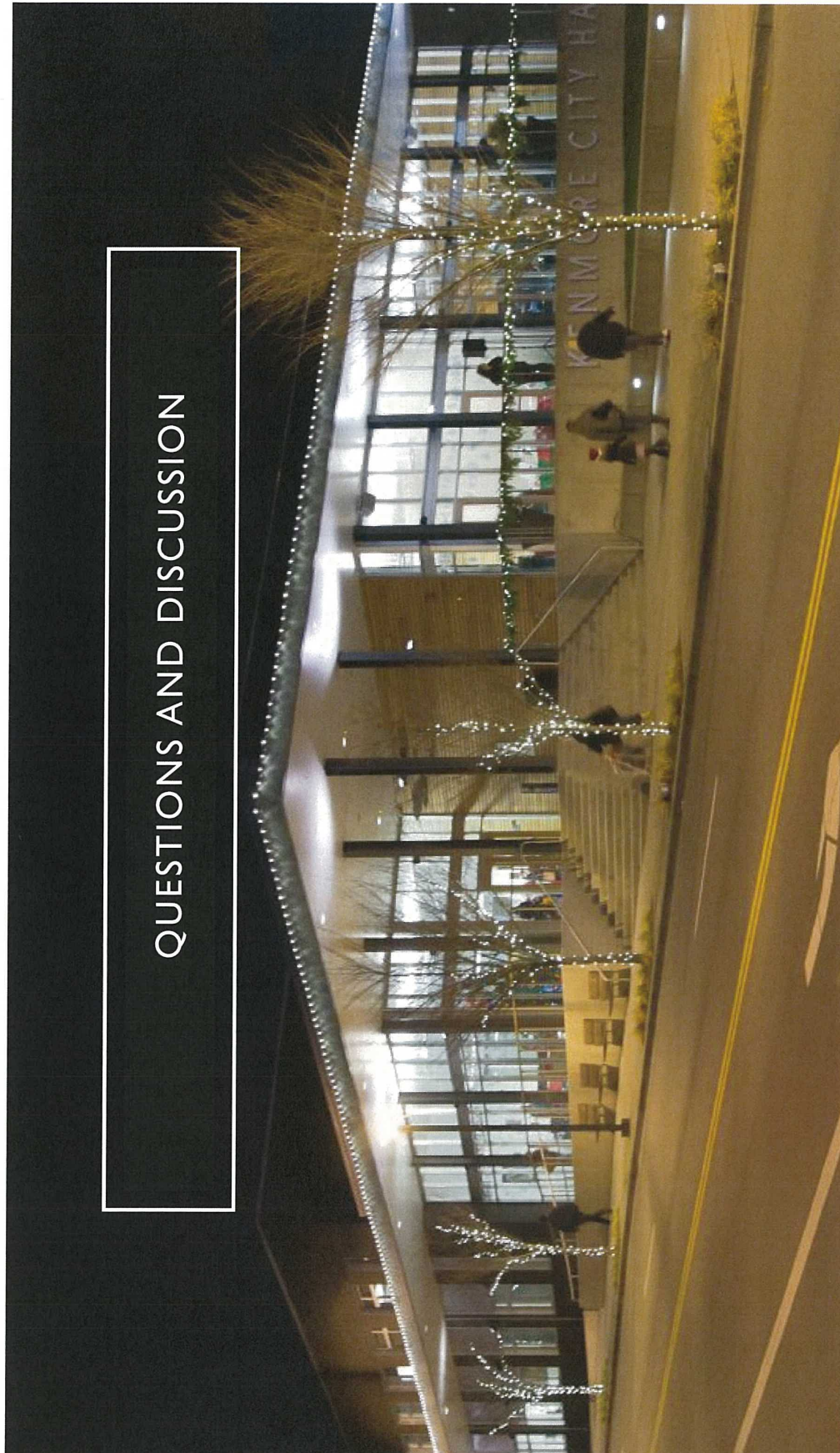
- Annual Reports for Past Five Years on Outage Frequency and Duration by Circuit and Citywide; Compare to Neighboring Cities and PSE Systemwide
- Identify Corrective Actions and Projects for Any Circuits That Exceed System Average for the Previous Year
- Annual Reports on All Outages, Including Circuit, Cause, Duration, Equipment, and Number of Customers Affected
- Annual Reports on Projects Planned for a Three Year Period, Including Smart Grid or Other Innovative Measures
- Annual Presentation and Reports to City Council

RELIABILITY INVESTMENT

- Agree on Process to Improve Reliability of Low Performing Circuits (MOU) and Agree to Fund Identified Reliability Improvements
- Include Smart Grid Technology in Capital Improvement Plan
- Dedicate a Line Crew to Kenmore
- Grid Tie Technology
- Reduce Reliance on Fossil Fuel Generated Power
- Agree to Allow Other Utilities to Co-locate on PSE Facilities if Safety Standards are Met

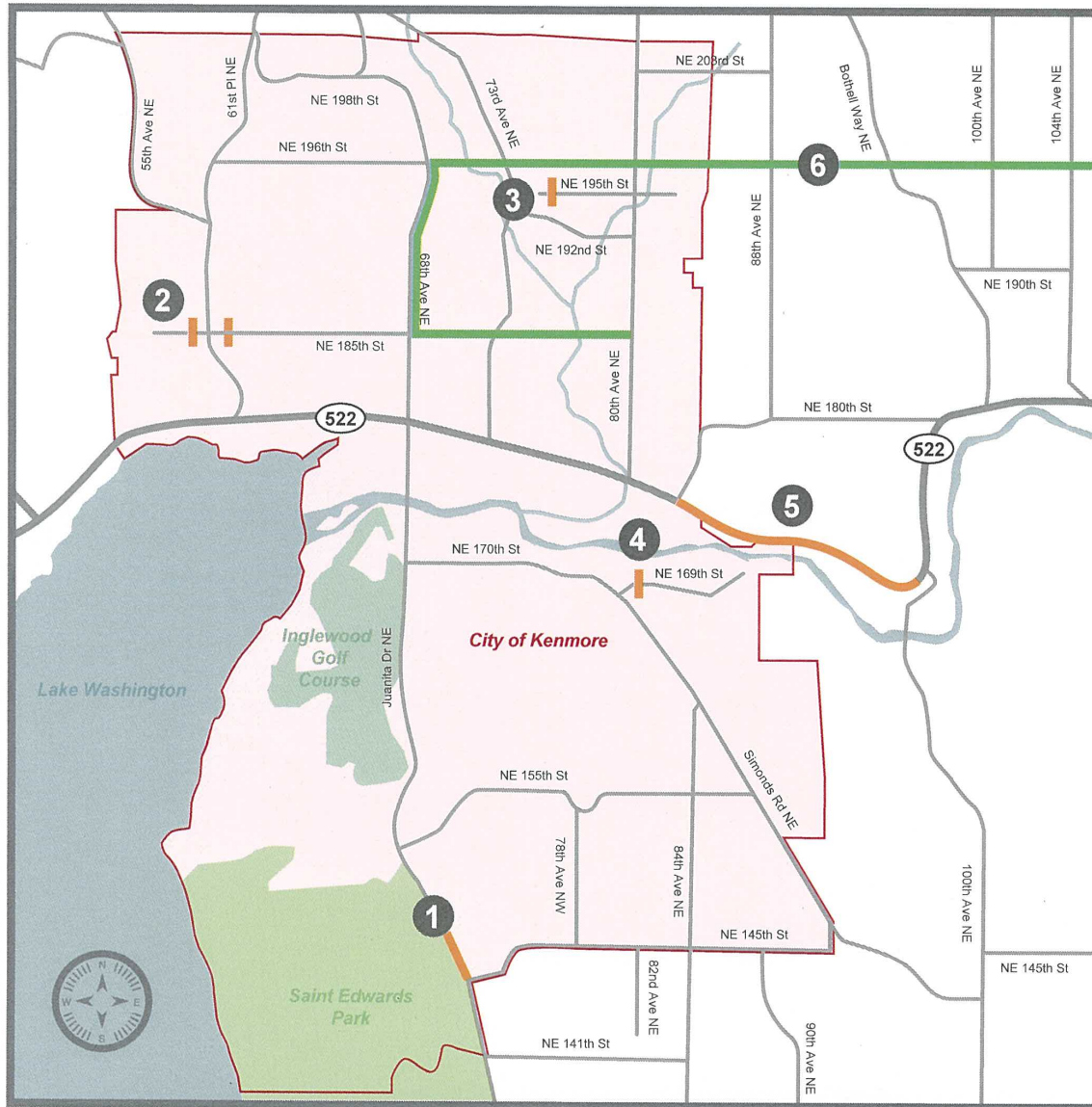
CONSIDERATIONS TO COMMUNITY

- Agree to 24 Hour Response Time to Vegetation Inquiries from Customers
- Report to City on Customer Complaints to PSE and to the Washington Utilities and Transportation Commission (WUTC)
- Provide Service Quality Indices as Reported to WUTC
- Provide Information to Customers for Applying for Rebates/Restitution Related to Loss or Damages from Non Storm Outages
- Provide One Electric Vehicle Charging Station
- Offer Small Business Direct Install Annually



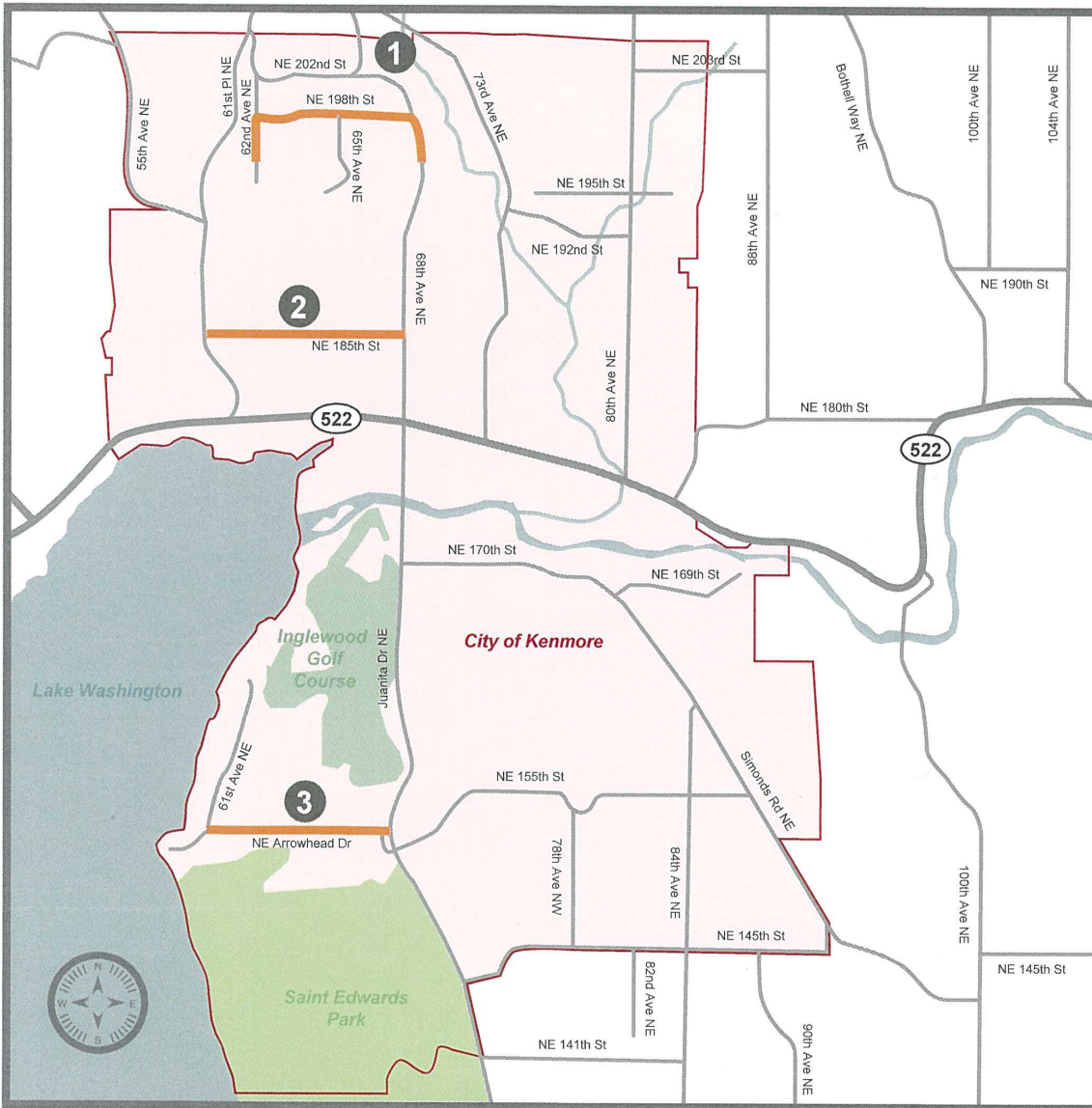
QUESTIONS AND DISCUSSION

Reliability investments completed in 2016 Kenmore



- 1 **Distribution automation project**
 - PSE Test Project
 - Automatically detect damage and restore customers within seconds
- 2 **New overhead switches on NE 185th St**
 - Allow servicemen to reconfigure a distribution circuit to restore customers faster
- 3 **New Recloser on NE 195th St**
 - Prevents some customers from experiencing an outage
 - Tests circuit automatically to quickly restore power if there isn't permanent damage
 - Sectionalizes circuit to reduce restoration time
- 4 **New Recloser on NE 169th St**
- 5 **Underground conversion east of 83rd Ave NE**
 - Joint project with the City of Bothell that will improve reliability for Kenmore residents living downstream of our lines along Bothell Way (mainly near Simonds Rd)
- 6 **Moorlands-Vitulli transmission line upgrade**
 - Rebuild existing 5 mile line between Moorlands substation in Kenmore and Vitulli substation in Bothell
 - Provide more reliable electric service to Kenmore/Bothell area

Reliability investments in 2017 Kenmore



- 1 Feeder reroute and reconductor with tree wire (2017-2018)
 - Reroute due to access issues
 - Tree wire is insulated conductor that is less likely to go out from tree branches
- 2 Feeder reconductor with tree wire (2017-2018)
 - Tree wire is insulated conductor that is less likely to go out from tree branches
- 3 Feeder reconductor with tree wire (2017-2018)
 - Tree wire is insulated conductor that is less likely to go out from tree branches
- 4 Stillwater-Cottage Brook 115 kV transmission line upgrade (2017-2018)
 - Rebuild existing line between Stillwater and Cottage Brook substations
 - Provide more reliable service to the Woodinville/Bothell/Kenmore area
 - Project is not indicated on map



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KENMORE, WASHINGTON 98028

MEMO

TO: Rob Karlinsey

FROM: Debbie Bent, Community Development Director *DB*
Lauri Anderson, Senior Planner *lwak*

DATE: December 7, 2017

SUBJECT: 2018 Docket Preview

The annual docket review process is outlined in Chapter 19.20 of the KMC. Action on the docket determines which amendments to the City's Comprehensive Plan and related development regulations will be forwarded to the Planning Commission for their review and recommendation during the year. Private applicants have the opportunity to submit requests for amendments during an open docket application period, which, for 2018, occurred in November of 2017. The City received no private requests for docket amendments during this period. Docket review also is used to identify issues that may go directly to the City Council, without Planning Commission involvement, during the year.

A number of projects have been identified by staff, the City Manager, the Planning Commission, the City Council, and others as work program or potential docket items. Attachment 1 to this memo outlines all of these pending proposals and assigns recommended years of consideration: 2018 or 2019+.

Threshold criteria for inclusion on the annual docket are established in KMC19.20.080. The criteria are:

1. The City has the resources, including staff and budget, necessary to review the proposal; and
2. It has been more than two years since the proposed amendment has been considered unless a compelling reason for changed circumstances can be made; and
3. The proposal would correct an inconsistency within or make a clarification to a provision of the comprehensive plan; or
4. All of the following:
 - a. The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan; and
 - b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

Staff anticipates that the docket will be before the City Council for action on January 22. Once the City Council sets the 2018 annual docket work program, the Planning Commission spends the year reviewing and discussing the proposed docket amendments before making their recommendations to the City Council.

Attachment

Attachment 1: Draft docket/work program list

2018 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 2018 Planning Commission docket item, as recommended by CD staff, is a review of the City’s critical area and shoreline regulations. Periodic review of these regulations is mandated by State law, and the shoreline review must be complete by June 30, 2019. During the first quarter of 2018, the Planning Commission is scheduled to finish their review of the first priority Housing Strategy Plan strategy--preserving existing affordable housing. This project is currently underway. Consideration of school impact fees is targeted for direct City Council review in 2018, as is development of the airport plan for Kenmore Air.

Recommended 2018 Planning Commission Docket

The recommended 2018 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

- 10.A. Housing Strategy Plan: Finish work on mobile home park policy recommendations
- 19. Rewrite/consolidate floodplain rules
- 20. Critical area rules update
- 21. Shoreline Master Program update

Recommended 2018 Amendments to go directly 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:
- 9. Airport Plan
 - 18. Park impact fees
 - 30. School impact fees

- Development Services:
- 3. Heavy manufacturing amortization
 - 4. Heavy manufacturing prevention, including review of non-conformance standards
 - 6. Commercial change of use standards related to impact fees
 - 16. Recycling of building materials
 - 22. Structures in rear yards
 - 23. Tree cutting penalties (align Titles 15 and 18)
 - 32. Adjust final plat approval process

- City Manager's Office:
- 28. Historic preservation code update

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?	Amendment scope	Could it be grouped?	Lead Department	Year?
LAND USES							
1. Downtown uses	City Manager	Yes, if policy needed	Yes	Small	Yes	CD	2019+
2. Revisit marijuana researcher locations (Bastyr)	Staff	No	No	Medium	No	CD	2019+
3. Heavy manufacturing amortization	Staff	No	No	Medium	Yes	DS	2018
4. Heavy manufacturing prevention, including review of non-conformance standards	Staff	No	No	Medium	Yes	DS	2018
5. Transitory accommodations	Staff	No	No	Medium	No	DS	?
6. Commercial change of use standards related to impact fees	Staff	No	No	Small	No	DS	2018

Item	Source	Need PC Review?	Recommend PC Review?	Amend-ment scope	Could it be grouped?	Lead Department	Year?
TRANSPORTATION							
7. Parking standards	Staff	Maybe	Yes	Large	No	TBD	2019+
8. CTR ordinance	State	No	Yes	Medium	Yes	CD	2019+
9. Airport Plan	State	Yes	Yes	Medium	No	CD	2018
HOUSING							
10. Housing Strategy Plan: A. Finish mobile home park policies B. Address additional priorities	Comp Plan	Yes	Yes	Large	Yes	CD	2018 2019+
SIGNS							
11. Banner program	Staff	No	No	Small	Yes	DS	2019+
12. Reed v. Town of Gilbert review (sign content)	Court	No	No	Medium	No	DS	2019+
SUSTAINABILITY							
13. Electric vehicle parking incentive	PC	No	Yes	Small	Yes	CD	2019+
14. Landscaping “Green factor”	PC	Maybe	Yes	Large	Yes	CD	2019+
15. Standards for alternative energy facilities	Comp Plan	No	Yes	Medium	Yes	CD	2019+
16. Recycling of building materials	Staff	No	No	Small	Yes	DS	2018
PARKS							
17. PROS Plan update	State	Yes	Yes	Medium	Yes	CD	2019

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
18. Park impact fee study	Staff	No	No	Medium	Yes	CD	2018
CRITICAL AREAS							
19. Rewrite/consolidate floodplain rules	Staff	No	No	Medium	Yes	CD	2018
20. Critical area rules update	Staff/State	Yes	Yes	Large	Yes	CD	2018
21. Shoreline Master Program update	State	Yes	Yes	Large	Yes	CD	2018
SINGLE-FAMILY STANDARDS							
22. Structures in rear yards	Staff	No	Yes	Small	Yes	DS	2018
TREES							
23. Tree cutting penalties (align Titles 15 and 18)	Staff	No	No	Small	Yes	DS	2018
24. Protection for heritage trees	Staff	No	Yes	Medium	Yes	CD	2019+
25. Identify tree varieties appropriate under powerlines	Staff	No	No	Medium	Yes	TBD	2019+
MISCELLANEOUS							
26. Coordinate setbacks/landscaping in commercial zones	Staff	No	No	Small	Yes	CD	2019+
27. Review change of use standards	Staff	No	No	Small	Yes	TBD	2019+

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
28. Historic preservation code update	Staff	No	No	Medium	No	CM	2018
29. Address franchise requirements	Staff	No	No	Large	No	TBD	2019+
30. School impact fees	School District	No	No	Large	Yes	CD	2018
31. Expand Multifamily Tax Exemption (MFTE) to other downtown area(s)	Staff	No	No	Medium	No	TBD	2019+
32. Adjust final plat approval process	Staff	No	No	Small	No	DS	2018
33. Implementation of the Economic Development Strategy	Staff	?	?	?	No	TBD	2019+

Explanation of Prioritization Chart Items

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

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing.
2. Revisit marijuana researcher locations (Bastyr). State law has added a new class of marijuana business—a marijuana researcher—to the list of possible marijuana licensees. Bastyr may be interested in the future in becoming a marijuana researcher and the university has asked that we add this consideration to the list of possible future code amendments.
3. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses.
4. 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.)
5. Transitory accommodations. This project would review standards for tent cities, homeless shelters, etc., to determine whether using the existing “temporary use” provisions in the Code is the best approach.
6. Commercial change of use standards related to impact fees. This project would clarify the relationship between commercial change of use and payment of impact fees.
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. 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. Housing Strategy Plan follow-up. This project includes review of priority items from the Housing Strategy Plan. In 2018, the Planning Commission would finish work on mobile home park policy recommendations (10.A.). In 2019+, additional priority items from the Housing Strategy Plan would be addressed, including review of ADU regulations, flexible re-use of tax-exempt or publicly-owned sites, and expanding density bonuses, adding density transfers, and other strategies for mixed-use and multifamily development (10.B.).

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

12. Reed v. Town of Gilbert review (sign content). 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.

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

14. 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.

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

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

17. 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.

18. Park impact fee study. Although the City has reviewed and updated transportation impact fees and will be considering school impact fees, park impact fees have not been addressed since their initial adoption.

19. 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.
20. 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.
21. Shoreline Master Program update. The City adopted its Shoreline Master Program in 2012. The State requires that it be reviewed/revised by June 2019.
22. 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.
23. Tree cutting penalties. Current tree cutting penalty code sections need adjustment.
24. 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.
25. Identify tree varieties appropriate under powerlines. When inappropriate trees are planted under powerlines, it may increase the likelihood of power outages and/or require more tree maintenance activities by PSE.
26. Coordinate setbacks/landscaping in commercial zones. Setback and landscaping requirements conflict in some commercial zones. These amendments would resolve these conflicts.
27. 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.
28. 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.

29. 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.

30. 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 amendments have been approved; code amendments would be necessary.

31. Expand Multifamily Tax Exemption (MFTE). The MFTE can be used in parts of the downtown, but is not available in other areas of the City. The City may wish to expand the MFTE to other parts of the City's downtown, including Lakepointe. Code amendments could be minor, but the fiscal analysis to assess the impact of the exemption, if expanded, would be significant.

32. Adjust final plat approval process. State law was amended in 2017 to allow the City Council to delegate final plat approval to an established planning commission or other administrative personnel, rather than requiring City Council approval. Currently, the Hearing Examiner decides on a preliminary plat. After that approval, engineering site improvements are completed and, if the improvements and final plat correspond to the approved preliminary plat, approval of the final plat is pro forma. Delegating this task to administrative staff (likely the Director of Development Services) would streamline the process.

33. Implementation of the Economic Development Strategy. The Economic Development Strategy is being updated in 2018. Follow-up items may require Comprehensive Plan or regulation amendments.



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KENMORE, WASHINGTON 98028

MEMO

TO: Rob Karlinsey, City Manager

FROM: Debbie Bent, Community Development Director  -
Lauri Anderson, Senior Planner *WAK*

DATE: December 12, 2017

SUBJECT: Affordable Housing

In March 2017, the City Council adopted the Housing Strategy Plan (see Attachment 1), focused on affordable housing. The Plan outlines actions that could be taken over the coming years to implement the housing goals, objectives and policies of the Comprehensive Plan. The strategies are assigned to "tiers," with Tier 1 strategies potentially holding more immediate promise for Kenmore. The Council prioritized the following four affordable housing strategies related to land use for consideration by the Planning Commission:

- Techniques to preserve existing affordable housing; e.g., density transfers from affordable properties to areas where additional density has been proposed, and consideration of a manufactured housing community overlay.
- Review of accessory dwelling unit (ADU) regulations. The review should include evaluating current code provisions, the permitting process, fees, and utility requirements. Other actions could include a clemency program to legalize existing ADUs, community outreach, and targeted direct assistance.
- Flexible re-use of tax-exempt or publicly-owned sites through a special process to increase housing supply and enable more diverse forms of housing if linked to providing some affordable housing.
- Expanding density bonuses, adding density transfers, and other methods with mixed-use and multi-family developments; e.g., mandatory programs with increased development capacity and layering local incentives to create greater affordability (multifamily tax exemptions with density incentives, for example).

The Planning Commission reviews and makes recommendations to the City Council on these land use strategies once the City Council assigns a particular strategy to the annual "docket." The City Council takes the final action on recommended amendments.

The City Council also identified "direct assistance" strategies for consideration as part of the Housing Strategy Plan. The Planning Commission does not have a role in determining the appropriateness of direct assistance strategies. That role is reserved for the City Council.

The highest priorities in the direct assistance category of the Plan are:

- Provide local funding assistance for affordable housing:
 - Continue or expand use of city general funds.
 - Dedicated local revenue source(s) for affordable housing.
 - Property tax levy or portion of revenue resulting from new growth (e.g. construction sales tax).
 - New source authorized by state legislation (see regional/state initiatives).
 - Local voluntary employers fund.
- Explore ways to utilize existing and/or new funding programs to address local conditions:
 - Target preservation and rehabilitation of existing manufactured housing and multifamily housing (including small properties).
 - Funding to assist low- and mod-income residents if displaced in existing manufactured or multifamily housing.
 - Support development of emergency and permanent housing with services for homeless individuals and households.

Following is updated information about three of the strategies. Two of them are related (“Preserve existing affordable housing” and “Explore ways to utilize existing and/or new funding programs to preserve and rehabilitate existing manufactured housing and multifamily housing or to assist displaced residents in existing manufactured or multifamily housing”). The third strategy, “Accessory dwelling unit (ADU) regulations” was not a priority for 2017, although regional efforts are looking at some components of this strategy.

Preserve Existing Affordable Housing – Mobile Home Communities

The Council assigned the highest Housing Strategy Plan priority--“techniques to preserve existing affordable housing”--to the Planning Commission as part of their 2017 docket, with the project to be completed in the first half of 2018. Council’s future review of possible funding programs related to existing manufactured and multifamily housing dovetails nicely with this work.

Beginning on October 3, the Planning Commission began discussing existing affordable housing, looking both at apartments and at the mobile home communities. Ultimately, the Commission decided to focus on the mobile home communities. They heard from representatives of park owners as well as representatives of park homeowners. In an effort to balance preservation of the communities with the benefit of increasing density that would come from redevelopment of the communities, the Commission decided on December 5 to focus on the following scenarios:

Scenario 1. Control redevelopment of the mobile home park properties by making mobile home communities (MHCs) a permitted use in the relevant zone and limiting other permitted land uses. Allow for a transfer of development rights (TDR) from a park property to another location in exchange for protection of the MHCs affordable housing. In this scenario, the property owner

could sell the “lost” density to someone wishing to build a project at a higher density on a different site. Complications of this approach include the need to identify receiving sites, determine how the credits would be issued, determine the value of the credits, and decide whether a formal system to connect “sellers” and “buyers” should be established. MHC owners have spoken in favor of TDR before the Planning Commission.

Scenario 2. Rezone for greater density and require new development to include affordable housing to replace the units lost in the existing mobile home park. This option, too, has challenges. Without significant increases to the zoned density, this scenario may not be economically feasible given that the existing units are likely very low income and are of larger size (some 2 bedroom). Too, several of the parks contain many housing units (50-80 units each) that would have to be replaced. Also, the city has no formal authority to ensure that the new housing will be sold for owner-occupancy. Lastly, homeowners would be displaced prior to new construction and it is unclear how they could be transitioned out of the park and back into the new affordable units. The MHC homeowners’ representative did not support this scenario, citing concerns about the loss of both homeownership and the sense of community. Although this approach preserves affordability generally, it would not save the existing unsubsidized affordable housing in the parks and would not save this uniquely affordable single-family housing type.

Scenario 3. Provide direct financial assistance--such as purchasing a mobile home park, or buying “air rights” or development rights--allowing the owner to receive economic value for the property. The Planning Commission specifically discussed purchase by the MHC residents, although public or non-profit purchase also would be a possibility. Relocation assistance was mentioned. The Planning Commission understands that discussion of financial strategies is reserved for the City Council.

Staff is recommending that the Commission consider the unique characteristics of each of the six parks before determining the most appropriate scenario for each.

A major public outreach effort—to both park owners and park homeowners—is scheduled for later in January. The goal is to have a recommendation on this issue to the Council in Spring 2018.

Accessory Dwelling Unit (ADU) regulations

The Housing Strategy Plan includes, as one of the top land use priorities, “Review of accessory dwelling unit (ADU) regulations.” The City presently allows ADUs in the same building as the primary dwelling. On lots of 10,000 sq.ft. or greater, an ADU may be detached from the main residence. Owner occupancy is required in one of the units and other standards apply.

One idea that recently has been floated as an incentive to ADU development is preparation of “stock” plans that can be used by a homeowner to begin application for an ADU. Use of the plans reduces the time spent with an architect in preliminary design and could even allow for an expedited approval if the plans provided adequate detail.

This recommendation appears in Seattle’s Housing Affordability and Livability Agenda (HALA) report:

SF.1b Create Pre-approved Standard Plans for Backyard Cottages

Most homeowners are not in the design or construction business, so taking on a DADU (detached accessory dwelling unit) construction process can be daunting. The City should make this process easier by creating a set of pre-approved plans for Backyard Cottages. The City should sponsor a design competition or call for submittals from architects or designers that could be broadly publicized to help increase awareness and interest in backyard cottages. The catalogue of pre-approved plans could include a wide range of options including plans to meet a variety of site conditions, pre-fabricated or modular homes, or other options. Once preapproved, homeowners could easily access the pre-approved plans by selecting from a catalogue or online resource, and they could be potentially provided at no cost. Pre-approved plans would allow a homeowner to receive a permit 'over-the-counter' from DPD (Seattle).

Santa Cruz, California, has the most well-developed ADU handbook and ADU prototypes (not actual submittal drawings). Here's a link:

<http://www.cityofsantacruz.com/home/showdocument?id=8875>

Knowing that individual sites may have specific requirements that could impact a stock plan, Santa Cruz also has offered technical assistance grants that pay for up to \$100 for one hour of a professional's time to help solve particular design problems or adjust the prototype.

As the King County Regional Affordable Housing Task Force, co-chaired by Mayor Baker, looks at the stock plan issue, there may be an opportunity for Kenmore to incorporate this concept into the ADU strategy review.

As mentioned above, other ADU-related ideas to be considered from the Strategy Plan include reviewing current code provisions (minimum lot size, particularly), reducing or waiving fees for ADU permits, addressing utility connection charges, and expediting permit review

Attachments

Attachment 1: Housing Strategy Plan

HOUSING STRATEGY PLAN

STRATEGY	Housing Element Policy		PRIORITY
A. REGULATORY APPROACHES.			
1. <u>Infill/Increased Capacity/ Housing Diversity.</u>			
a. Consider some form of overlay zoning for senior housing linked to providing some affordable housing.	H-1.3.1		<u>Tier 1</u>
b. Allow flexible reuse of tax-exempt or publicly-owned sites through a special process to increase housing supply and enable more diverse forms of housing, if linked to providing some affordable housing. i. Possible opportunity at Park-and-Ride.	H-1.3.1		<u>Tier 1</u>
c. Consider provisions, including design guidelines, to allow some flexibility in single family neighborhoods for small scale housing (e.g. cottages, duplexes).	H-1.3.2		<u>Tier 2</u>
d. Modify land use and building codes to maximize economical wood frame construction: i. Allow 6-story wood frame construction. ii. Increase zoning code height limits.	H-3.3.3		Tier 3 Tier 3
e. Provide a flexible development process for preserving environmentally constrained property that accommodates alternative building types.	H-1.2.7; H-3.3.3		<u>Tier 2</u>
f. For multifamily housing, consider code amendments to limit project sizes based on height, setbacks, and/or FAR, not units per acre.	H-1.3.2		<u>Tier 2</u>
g. Reduce number of projects subject to SEPA: i. Expand projects eligible for categorical exemptions. ii. Complete planned action EIS for targeted neighborhoods (planning areas).	H-1.4.1; H-3.3.3		<u>Tier 2</u>

HOUSING STRATEGY PLAN

h. Consider code amendments to facilitate rental property preservation:	H-3.1		Tier 3
i. Rental inspection program.			Tier 3
ii. Consider provisions to limit conversion of rental housing to condominiums.			Tier 3
2. <u>Support for Special Needs Housing.</u>			
a. Ensure development regulations address housing accessibility.	H-1.2.2		<u>Tier 2</u>
b. Consider ordinance to prohibit Housing Choice Voucher discrimination.	H-3.3.4		Tier 3
c. Consider revisions to land use incentive program to link voucher units to affordable units.	H-3.2.1		<u>Tier 2</u>
3. <u>Affordable Housing.</u>			
a. Consider expanding density bonuses, adding density transfers, and other methods with mixed-use and multi-family developments:	H-1.2.8; H-1.4.2; H-3.2.4		<u>Tier 1</u>
i. Review and consider expanding density bonuses, including mandatory programs with increased development capacity in mixed-use and multi-family zones.			
ii. Encourage layering local incentives to create greater affordability (e.g. MFTE w/ density incentives).			
b. Consider strategies for preserving existing affordable housing:	H-3.1		<u>Tier 1</u>
i. Density transfers from affordable properties to areas where additional density has been proposed.			
ii. Manufactured housing community overlay (e.g. Bothell).			
c. Accessory dwelling units:	H-3.3.2; H-1.3.2		<u>Tier 1</u>
i. Review current code provisions.			
ii. Review permitting process and fees / utility requirements.			
iii. Clemency program to legalize existing ADUs.			

HOUSING STRATEGY PLAN

d. Expedite permitting for projects with affordable housing.	H-3.2.1.d		Tier 3
B. DIRECT & INDIRECT ASSISTANCE.			
1. <u>Direct Assistance.</u>			
a. Provide local funding assistance for affordable housing: i. Continue or expand use of city general funds. ii. Dedicated local revenue source(s) for affordable housing. • Property Tax Levy / Portion of revenue resulting from new growth (e.g. construction sales tax). • New source authorized by state legislation (see regional/state initiatives). • Local Voluntary Employers Fund.	H-3.2.5		<u>Tier 1</u>
b. Explore ways to utilize existing and/or new funding programs to address local conditions. i. Target preservation and rehabilitation of existing manufactured housing and multifamily housing (including small properties). ii. Funding to assist low- and moderate-income residents if displaced in existing manufactured or multifamily housing. iii. Homeownership programs: • Downpayment assistance program for first-time homeowners. • Support for affordable ownership units such as land trusts, sweat equity (Habitat). iv. Revolving loan fund to support 4% tax credits.	H-3.2.5		-
	H-3.1		<u>Tier 1</u>
	H-3.1.2		<u>Tier 1</u>
	H-3.2.5		<u>Tier 2</u>
	H-3.2.1		
	H-3.2.5		<u>Tier 2</u>

HOUSING STRATEGY PLAN

v. A revolving land loan program (REDI).	H-3.2.5		<u>Tier 2</u>
vi. Support development of emergency and permanent housing with services for homeless individuals and households.	H-3.2.1		<u>Tier 1</u>
vii. Fund infrastructure that supports affordable housing development (e.g. streetscape/park)	H-3.2.5		<u>Tier 2</u>
viii. Funding for home visits, meals.	H.2.1.3		<u>Tier 2</u>
c. Review permit/impact fees for affordable housing.			-
i. Reduce development permit fees for projects with affordable housing	H-3.2.1.d		<u>Tier 2</u>
d. Utilize non-cash subsidies, such as credit enhancement.	H-3.2.1		Tier 3
2. <u>Indirect Assistance.</u>			
a. Support applications by housing developers for capital and operating assistance of local affordable housing projects.	H-3.2.1.c		<u>Tier 1</u>
b. Information/referral/outreach.			<u>Tier 2</u>
i. Information to seniors regarding housing options; e.g., ARCH website, other efforts.	H-2.1.3		
ii. Accessory dwelling units: community education and outreach.	H-3.3.2		
iii. Promote use of weatherization programs.			
iv. Promote Universal Design awareness.	H-1.2.2		
c. Encourage residential energy and water efficiency as addressed in Utilities Element.	H-1.2.4		Tier 3
i. Support water conservation programs of the NUD.	U-4.1.1		
ii. Promote use of water conservation features in design or rehab of residential structures.	U-4.1.3		
iii. Promote higher density and infill developments that are located near major transportation and transit links.	U-4.3.4		

HOUSING STRATEGY PLAN

iv. Encourage the rehabilitation of existing buildings as an alternative to demolition, where appropriate, to encourage the conservation of energy, building materials, and historic preservation.	U-4.3.5		
d. Increase transportation access between special needs housing and community facilities and programs: sidewalks, ramps, etc.	H-2.2.2		Tier 3
e. Partner with employers to provide affordable housing for their employees.	H-3.2.1		Tier 3
C. REGIONAL & STATEWIDE INITIATIVES.			
1. Promote housing repair/rehabilitation assistance (e.g., from King County) for homeowners and landlords.	H-3.1.1		<u>Tier 2</u>
a. Participate in regional Universal Design rehab program.	H-1.2.2		
2. Support various housing-related consumer protection programs.			<u>Tier 1</u>
a. Resources to tenants facing eviction due to temporary financial hardships (e.g. housing stabilization program).	H-3.1.1		Tier 3
b. Foreclosure counseling/ assistance.	H-3.2.5		
c. Financial counseling/ first-time buyer classes.	H-3.2.5		
3. Collaborate with other local governments (directly and through PSRC and other organizations) on regional housing strategies, including programs serving homeless.	H-3.2.7		<u>Tier 1</u>
4. Work with other cities in evaluating county, state, and federal legislation and funding that address local housing efforts	H-3.2.8		<u>Tier 1</u>
5. Transportation services--work with providers.	H-2.2.2		<u>Tier 2</u>

HOUSING STRATEGY PLAN

D. OVERSIGHT & MONITORING.			
1. <u>General Monitoring.</u>			
a. Monitor land supply to accommodate growth, including affordable housing, multi-family housing, and special needs housing.	H-1.3.1		
b. Monitor the range of affordable housing types and locations, how created, etc. i. Monitor impacts of local incentive programs (e.g. creation of affordable housing in TOD District Overlay zone, ADUs, fee waivers). ii. Inventory existing rent-restricted assisted housing and affordable market rate housing. iii. Review land use/building/fire code provisions and recommend amendments as needed to reduce development costs (without sacrificing adequate review, environmental quality, etc.)	H-1.3.2; H-1.1.3; H-1.2.5; H-3.3.3		
2. <u>Monitoring of Specific Housing Issues.</u>			
a. Review code provisions of single-room occupancy or mini-suites in multifamily/mixed-use zones.	H-1.3.2		
b. Amend building codes to allow prefabricated and new building technologies (e.g. cross-laminated timber).	H-3.3.3		
c. Consider regulations to limit short-term rentals.			
d. Review and consider provisions for shared housing, including rooming/ boarding houses.	H-2.1.1.a		
e. Monitor the benefits of energy and water efficiency programs.	H-1.2.4		
f. Participate in or cooperate with Affirmatively Furthering Fair Housing study to ensure that no city programs, regulations, or actions result in housing discrimination.			
g. Monitor accessibility between special needs housing and community facilities and programs.	H-2.2.2		

HOUSING STRATEGY PLAN

<u>3. Monitoring of Previous City Efforts.</u>			
a. Evaluate parking standards for multifamily housing (note—City allows parking studies to modify parking requirement): i. Evaluate parking standards for affordable units created through land use standards.	H-3.3.3		
b. Housing options and services enabling seniors to stay in their homes or neighborhoods: i. Permit group homes with supportive services. ii. Review codes to ensure reasonable accommodation for adult family homes. iii. Monitor adult family home and group home licenses and capacity.	H-2.1.3		
c. Monitor use of housing repair/rehab assistance and Home Repair Program for low/moderate income homeowners (see support for countywide program).	H-3.1.1		
d. Review provisions for reducing impact fees for projects with affordable housing.	H-3.2.4		
e. Surplus land available for affordable housing: i. Inventory of city-owned and other public property real property for potential suitability. ii. Prioritize affordable housing integrated into proposals for development of publicly-owned properties.	H-3.2.3 H-3.2.1.a		



City of Kenmore, Washington

Memorandum

Date: December 15, 2017

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director

A handwritten signature in black ink, appearing to be "BH", is written over the name Bryan Hampson.

Re: Homeless Shelters

As homelessness becomes a bigger regional crisis, Kenmore is experiencing an increase in homeless shelter inquiries. In spring of 2017 we received an application from Mary's Place to use the existing vacant King County building as a limited-term shelter and resource center, and in August 2017, we approved the Temporary Occupancy with Conditions. The City also received and approved a Temporary Use Permit for Northlake Lutheran Church to use a portion of their church as an emergency shelter between October 1st and October 31st, 2017.

During the review of both these applications, safety and security concerns arose. These concerns included but were not limited to: background checks for sex offenders and outstanding warrants; staff and volunteer training; type of security provided; protocol for drugs, alcohol and weapons; etc.

The Kenmore Municipal Code doesn't currently have specific regulations for homeless shelters or encampments (tent cities). Our current procedure is to condition these applications through our Temporary Use Permit process. However, at the September 18, 2017 Council Meeting, during the Northlake Lutheran Church homeless shelter discussion, a question whether our code should have specific regulations was raised. This question came up because Northlake Lutheran Church was wanting to do a low-barrier shelter and not perform background checks. We did not require background checks as a condition for the Northlake Lutheran Church homeless shelter. To my knowledge, during the month Northlake Lutheran Church operated its low-barrier shelter the City did not receive any complaints.

While other jurisdictions have adopted regulations regarding homeless encampments that cover safety and security concerns, including background checks, I wasn't able to find any that have adopted regulations for homeless shelters. Council may or may not wish to explore a transitory accommodation ordinance and can provide direction to staff as to how to proceed. Attached is the City of Bothell's transitory accommodation code (Attachment 1). Also, the following is an excerpt from MRSC's webpage:

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Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

Codes Defining and Regulating Homeless Encampments

- [Lynnwood Municipal Code Ch. 21.74](#) – Lynnwood provides a comprehensive, and fairly common example of temporary homeless encampment regulations. Responding directly to the state rules, only religious organizations are allowed to be sponsor organizations. The regulations limit the maximum size of the encampment to 100 people, prohibit unaccompanied children, and limit the duration of the encampment to 90 days in a single location. To limit the impacts to neighbors, the rules require a 20-ft. setback, downward facing lighting, and sight-obscuring mechanisms, as well as requiring that the host address parking and transit requirements in the application. Additionally, a code of conduct is required that must address the “health, safety, and welfare” of the campers, as well as neighborhood concerns. As with other temporary uses, an application for permit must be filed that is distributed to the public and neighbors for comment.
- [Kirkland Municipal Code Ch. 127](#) – Kirkland has similar provisions to Lynnwood but outlines more explicit details in some instances. For example, the regulations prohibit all children and pets, and requires the provision of five parking spaces and transit service within a half mile of the site. It also outlines minimum requirements for the code of conduct. Additionally, sec. 127.42 requires a public meeting to be held for all encampments at new locations.
- [Bothell Municipal Code Sec. 12.06.160](#) – (ATTACHMENT 1) While Bothell’s regulations share many of the same criteria as the example above, they put much more emphasis on the application process. An application, with “a narrative and drawings,” must be submitted that describes in detail how the encampment will operate, including how it will handle health, safety, security, and transportation. Additionally, the application must consider all potential neighborhood impacts and outline a comprehensive plan to mitigate these impacts. If the site is near a school or daycare, the applicant is required to seek advance discussion regarding the proposed encampment. It is notable that Bothell allows any organization to submit an application, not just religious institutions.
- [Seattle Municipal Code Sec. 23.42.056](#) – While Seattle has similar provisions to those outlined above (for encampments sponsored by religious organizations), it also has a code that outlines other areas of the city where encampments can be established for longer durations. Generally, this includes zones away from residential areas and allows encampments to exist in such locations for 1 year with the option for a 1-year renewal. These provisions were adopted as a proactive approach for [the city’s own efforts in developing encampments](#).
- [Shoreline Ordinance No. 762](#) – This ordinance amends sections of its Municipal Code Title 20, the Unified Development Code, to define who may sponsor and host transitional encampments, requires the host to conduct a neighborhood meeting prior to application, and specifies site and operational requirements for the encampment.

Attachment 1
City of Bothell's Transitory Accommodations Code
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"Transitory accommodations" shall mean tents, sheds, huts, cabins, trailers or other enclosures which are not permanently attached to the ground, may be easily erected and dismantled, and are intended for temporary occupancy, usually for recreational or humanitarian purposes. Transitory accommodations are permitted provided the community development director determines on a case-by-case basis that such use possesses no characteristics which would adversely impact the community in any way, or that any potentially adverse characteristics can be adequately minimized and/or mitigated so as not to be materially detrimental to the community. Transitory accommodations can vary widely in their characteristics, which include but are not limited to size of site, surrounding land uses, duration, number of occupants, noise generation, and light and glare emanation. Accordingly, certain types of transitory accommodations may require the imposition of extensive conditions to mitigate potential adverse impacts to the community, while others may not; in some cases, adequate mitigation of impacts may not be feasible, and a proposed transitory accommodation consequently may not be allowed. The community development director shall therefore have the authority to approve, approve with conditions, or deny a permit for a transitory accommodation proposal, after consideration of the performance criteria set forth herein.

a. Process.

(1) A transitory accommodation permit shall be required prior to the commencement of such a use, unless the community development director determines, after consideration of the performance criteria set forth in this section, that the proposed transitory accommodation possesses no characteristics which might adversely impact the community. The prospective transitory accommodation host (property owner and lessee, if applicable), sponsor and manager shall jointly apply for the transitory accommodation permit and shall be equally responsible for compliance with all conditions of the permit. "Applicant," as used in these regulations, shall mean the transitory accommodation host, sponsor and manager. "Proponent," as used in these regulations, shall mean the prospective host, sponsor and manager prior to submittal of an application for a transitory accommodation permit.

(2) A transitory accommodation permit is a Type II action and shall be processed accordingly, as set forth in BMC Title 11, Administration of Development Regulations, except that a pre-application conference and transportation concurrency review shall not be required. The permit fee shall be established by resolution of the city council.

Attachment 1

City of Bothell's Transitory Accommodations Code

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(3) The applicant shall identify potential adverse effects of the proposed transitory accommodation on neighboring properties and the community and shall develop measures to mitigate such effects. The applicant shall submit a transitory accommodations impact mitigation plan with the permit application. The plan shall contain a narrative and drawing(s) that describe, to the satisfaction of the community development director, the measures the applicant will use to mitigate the effects of the transitory accommodation. At a minimum, the plan shall specifically describe the measures that will be implemented to satisfy the approval criteria provided in subsection (B)(3)(b) through (f) of this section, except for criteria specifically waived by the community development director.

The plan shall include a code of conduct and the names and phone numbers of all persons comprising the applicant. The form and organization of the mitigation plan shall be as specified by the community development director, but the elements of the plan shall be bound together. The approved transitory accommodation impact mitigation plan shall be signed by the community development director and the applicant, and implementation and enforcement of the plan shall be a condition of permit approval.

(4) Advance Discussions with Nearby Child Care Facilities and Schools.

(A) Prior to applying for a transitory accommodation permit, the proponent shall provide written notice to any licensed child care facility and the administration of any public or private elementary, middle, junior high or high school within 600 feet of the boundaries of the proposed transitory accommodations site, and shall seek comments from said child care facility and school administration.

(B) Where no comments are received, or where said child care facility(ies) or the administration of said school(s) is supportive of the proposal, the proponent shall submit an affidavit to this effect with the application.

(C) Where said child care facility(ies) or the administration of said school(s) registers objections or concerns regarding the proposed transitory accommodations, the proponent shall attempt to resolve such objections or concerns via a negotiated mitigation plan between the proponent and the child care facility(ies) or school(s). Such a plan shall be submitted with the application and shall be incorporated in the

Attachment 1

City of Bothell's Transitory Accommodations Code

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conditions of the permit. Where the negotiations do not result in a mutually agreed upon mitigation plan within 30 days of receipt by the child care facility or school administration of the initial notice from the proponent, but the parties desire to continue to pursue resolution of the issues, the parties may request mediation services from or through the city. In the event the parties cannot reach agreement after a good faith effort of at least 30 days from receipt by the child care facility or the school administration of the initial notice from the proponent, the proponent may submit an application but shall provide a record of the negotiations between the parties, including but not limited to copies of all correspondence and meeting notes. In evaluating the application against the performance criteria set forth herein, the director shall consider the topic(s) of the unsuccessful negotiations and the extent to which the parties demonstrated good faith in their discussions. "Good faith" in this context shall mean a recognition of the legitimacy of, and a willingness to reasonably accommodate, each party's needs, desires and concerns.

(5) Decisions of the community development director and/or police chief may be appealed. Such appeals shall be heard and decided by the hearing examiner in accordance with the procedures set forth in BMC 11.12.010.

(6) Emergencies. The community development director may waive these requirements when a natural or manmade disaster necessitates the immediate establishment of transitory accommodations.

(7) Failure to Comply. If a transitory accommodation permit has been issued, and the community development director determines that the applicant has violated any condition of that permit, the director shall issue a notice of violation and require compliance in accordance with the procedures set forth in Chapter 11.20 BMC, Enforcement. Failure to correct the violation after a reasonable time for compliance shall result in revocation of the permit. In such an event all activities associated with the accommodation shall cease immediately and the site shall immediately be vacated and restored to its pre-accommodation condition.

b. Site Performance Criteria.

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City of Bothell's Transitory Accommodations Code
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(1) **Size.** The site shall be of sufficient land area to support the activities of the transitory accommodation without overcrowding of occupants, intruding into required setbacks or critical areas, destroying vegetation, eroding soils or otherwise overtaxing the land. Where deemed necessary by the community development director, the applicant shall provide a site plan indicating the location of the proposed transitory accommodation on the host property; its area in square feet; and the proposed distribution of, and allocation of space for, anticipated activities including but not limited to sleeping, eating, socializing, and bathing and other personal functions.

(2) **Setbacks from Property Line.** All activities of the transitory accommodation shall be set back from adjacent properties a sufficient distance so as not to impinge upon or otherwise unduly influence activities on said adjacent properties. The transitory accommodation shall be positioned on the property in the location that results in the least adverse impact to occupants of neighboring properties. The community development director may require the applicant to change the proposed location of the transitory accommodation to mitigate adverse impacts to occupants of neighboring properties. Where deemed necessary by the community development director, the applicant shall provide a site plan indicating buildings and uses on properties surrounding the proposed transitory accommodation, and the distance the proposed accommodation would be set back from surrounding property lines. A transitory accommodation shall be set back no less than 20 feet from the exterior boundary lines of adjacent properties unless the owners of such properties consent in writing to a reduction or waiver of such setback.

(3) **Screening of Activities.** Where deemed necessary by the community development director, activities of the transitory accommodation shall be obscured from view from adjacent properties, by a minimum six-foot-high temporary fence, an existing fence, existing dense vegetation, an existing topographic difference, distance from exterior property lines, or other means, to the maximum extent feasible.

(4) **Parking.** Adequate parking for the transitory accommodation shall be provided so as not to reduce parking utilized by existing surrounding uses. Where deemed necessary by the community development director, the applicant shall provide a proposed parking plan which addresses the following:

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City of Bothell's Transitory Accommodations Code

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(A) A description of parking capacity, both on-site and on-street, that describes the amount and location of parking prior to the transitory accommodation and any displacement of parking resulting from the transitory accommodation; and

(B) Any circumstances which may reduce the normal demand for parking, such as off-peak-season use; and/or any mechanisms or strategies to reduce parking demand, such as the provision of shuttle buses for the use of occupants of the transitory accommodations, or the provision of shared parking agreements with adjacent uses.

(5) Access to Public Transportation. Where occupants of a proposed transitory accommodation are anticipated to walk to public transportation services, said accommodation shall be located no farther than one-half mile walking distance from a regular public transportation stop.

(6) Critical Areas. All proposed transitory accommodations shall comply with the city's critical areas regulations as set forth in Chapter 14.04 BMC. Where deemed necessary by the community development director, the applicant shall provide a site plan indicating the presence and extent of any critical areas.

(7) Restoration of Site. Upon cessation of the temporary accommodation, the site shall be restored, as near as possible, to its original condition. Where deemed necessary by the community development director, the applicant shall re-plant areas in which vegetation had been removed or destroyed.

c. Duration Performance Criteria.

(1) Length of Time. The proposed transitory accommodations shall be in operation the minimal length of time necessary to achieve the recreational, humanitarian or other objective(s) of the applicant. Where deemed necessary by the community development director, the applicant shall provide a narrative explaining the objective(s) the applicant seeks to achieve, and the amount of time the applicant believes necessary to achieve that objective. However, under no circumstances shall a proposed transitory accommodation be allowed in one location for more than 90 days, either consecutively or cumulatively, during any 12-month period, except that where the ninetieth day falls on a Friday, an additional two

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City of Bothell's Transitory Accommodations Code
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days shall be allowed to dismantle and remove the accommodation over the immediately following weekend.

d. Health and Safety Performance Criteria. Transitory accommodations shall be operated in such a manner as to ensure the health and safety of occupants of the subject and surrounding properties. Accordingly, all transitory accommodations shall comply with the following:

(1) Health Regulations. All applicable city, county and state regulations pertaining to public health shall be met.

(2) Fire Safety. Inspections of the accommodation by the city for fire safety purposes may be conducted at any time and without prior notice. Adequate access, as determined by the fire marshal, shall be maintained within and around the accommodation at all times to ensure that emergency vehicles can ingress/egress the site.

(3) Building Code Inspections. Inspections of the accommodation by the city to ensure the public health and safety with regard to structures may be conducted at any time and without prior notice.

(4) Drinking Water and Solid Waste. An adequate supply of potable water shall be available on-site at all times. Adequate toilet facilities shall be provided on-site, as determined by the public works director. All city, county and state regulations pertaining to drinking water connections and solid waste disposal shall be met.

(5) Trash. Adequate facilities for dealing with trash shall be provided on-site. A regular trash patrol or other method of regular maintenance in the immediate vicinity of the site shall be provided.

e. Conduct and Security Performance Criteria.

(1) Noise. Any transitory accommodation shall comply with city noise regulations as set forth in Chapter 8.26 BMC. Where deemed necessary by the community development director, the applicant shall provide a plan to mitigate potential noise impacts.

(2) Light and Glare. Any transitory accommodation shall comply with city light and glare regulations as set forth in Chapter 8.64 BMC. Where deemed necessary by the community

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City of Bothell's Transitory Accommodations Code
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development director, the applicant shall provide a plan to mitigate potential light and glare impacts.

(3) Security. Any transitory accommodation shall comply with city regulations regarding lawful behavior as set forth in BMC Title 9, Criminal Code. Any transitory accommodation shall provide all required legal access to public areas of the site by the city of Bothell police department and any other relevant law enforcement agency at all times. Additionally, where deemed necessary by the community development director or the police chief, the applicant shall provide for the following:

(A) The applicant shall take all reasonable and legal steps to obtain verifiable identification, such as a valid driver's license, government-issued identification card, military identification card, or passport, from all prospective and current camp residents.

(B) The applicant will use such identification to obtain warrant and sex offender checks from the King or Snohomish County Sheriff's office or other relevant authority. The anonymity of the requesting party shall be maintained.

(C) If said check reveals that the subject of the check is a sex offender, required to register with the city, county or state authorities pursuant to RCW 9A.44.130, then the applicant shall immediately reject the subject of the check for residency in the transitory accommodation or eject the subject of the check if that person is currently a resident of the accommodation, and shall immediately notify the Bothell police department of such rejection or ejection.

(D) If said check reveals that the subject of the check has an existing or outstanding warrant, then the applicant may select either of the following alternative actions:

(1) Immediately reject or eject the subject of the check and immediately notify the Bothell police department of such rejection or ejection; or

(2) Request the Bothell police department to confer with the agency or court of jurisdiction from which the warrant originated to determine whether or not said agency or court desires the warrant to be served. If the originating agency or court desires the warrant to be served, the Bothell police department shall do so

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City of Bothell's Transitory Accommodations Code
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immediately. If the originating agency or court declines warrant service, due to the minor nature of the offense for which the warrant was issued or for other reasons, the subject may enter or remain in the transitory accommodation; provided, that the applicant actively assists the subject in resolving the warrant.

(E) The applicant shall keep a log of all individuals who stay overnight in the transitory accommodation, including names and dates. Logs shall be kept for a minimum of six months.

(F) The applicant shall provide on-site security, as approved by the community development director in consultation with the city of Bothell police department.

(4) Codes of Conduct. The applicant shall provide and enforce a written code of conduct which mitigates impacts to neighbors and the community. Said code shall be incorporated into the conditions of approval.

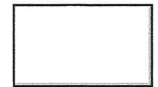
f. Other Performance Criteria.

(1) Indemnification. Except for religious organizations, the applicant shall defend, indemnify, and hold the city, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits of any nature, including attorney fees, due to the acts or omissions of the applicant in connection with the operation of the transitory accommodation.

(2) Liability Insurance. Where deemed necessary by the community development director, with the exception of religious organizations, the applicant shall procure and maintain in full force, through the duration of the transitory accommodation, comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/aggregate for personal injury and property damage.

(3) Other Criteria. Where deemed necessary, the community development director may identify other performance criteria; require the applicant to describe the potential impacts of the proposed transitory accommodation with respect to those criteria; and determine if measures are warranted to minimize or otherwise mitigate such impacts.

Only one hurdle left for Seattle regulations on short-term rentals | The Seattle Times



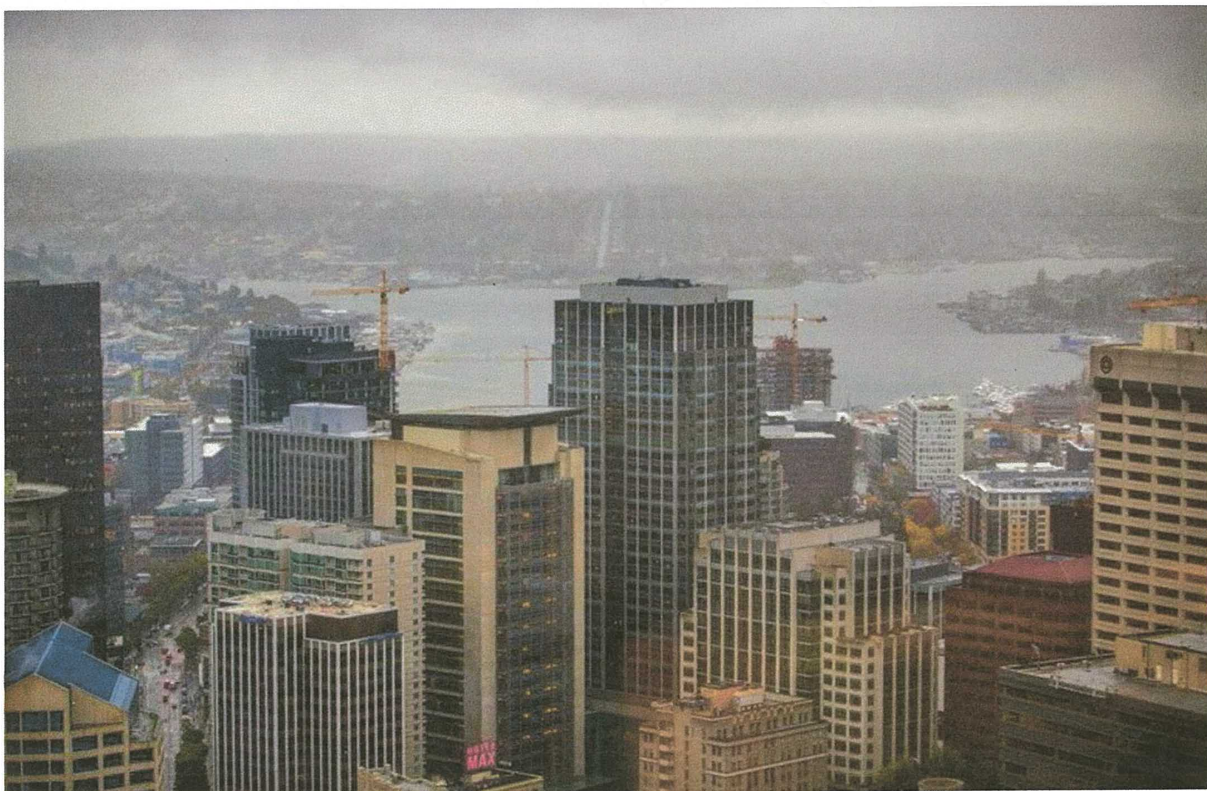
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Only one hurdle left for Seattle regulations on short-term rentals



Originally published December 5, 2017 at 7:00 pm Updated December 5, 2017 at 11:05 pm



A City Council committee has approved limits on short-term rentals, such as those listed on Airbnb. (Mike Siegel / The Seattle Times)

A City Council committee has approved limits

<https://www.seattletimes.com/seattle-news/politics/only-one-hurdle-left-for-seattle-regulations-on-short-term-rentals/>[12/6/2017 10:10:22 AM]

Only one hurdle left for Seattle regulations on short-term rentals | The Seattle Times

on short-term rentals, such as those listed on Airbnb. There's a special deal for existing operators in and around downtown, though.



By [Daniel Beekman](#) □

Seattle Times staff reporter

A Seattle City Council committee approved regulations Tuesday on short-term rentals, including those listed on Airbnb — with a special deal for existing operators in and around downtown.

The final vote by the full council is set for Monday, with some changes possible.

Council members say their goals are to preserve the city's housing stock for people who live in Seattle and to control a rapidly growing industry that's competing with hotels as it serves mostly visitors.

The full council passed separate [legislation](#) Monday defining short-term rentals as certain units offered for fewer than 30 consecutive nights.

Under [the proposed regulations](#), which would take effect in 2019, new operators would be limited to renting out their primary residence and one additional unit, while existing operators across most of the city would be limited to renting out two units (three if adding their primary residence at a later date).

There would be a carve-out for existing operators in downtown, Uptown and South Lake Union and for those using small buildings constructed before 2012 on First Hill and Capitol Hill. They would be allowed to continue renting out any number of units they operate now, plus their primary residence and one additional unit.

Councilmember Rob Johnson, who chairs the land-use committee, said former Councilmember Tim Burgess agreed to the carve-out in exchange for a group of short-term rental operators dropping a State Environmental Policy Act (SEPA) appeal.

Another reason for the downtown carve-out was to avoid hurting the corporate short-term-stay businesses concentrated there, Burgess said, confirming the SEPA appeal deal.

On Monday, Johnson pushed to grandfather in the units of existing operators everywhere in the city. He said his approach would be simpler, protect jobs and reduce the risk of the city being sued by people with units outside downtown.

<https://www.seattletimes.com/seattle-news/politics/only-one-hurdle-left-for-seattle-regulations-on-short-term-rentals/>[12/6/2017 10:10:22 AM]

Only one hurdle left for Seattle regulations on short-term rentals | The Seattle Times

“For me, the carve-out seems pretty arbitrary,” Johnson said after the committee vote. “By grandfathering in only one small section of the city, we may be on weaker legal ground.”

Johnson also said his approach, by keeping more short-term rentals in operation, would result in more revenue for the city. The council [passed a new tax on short-term rentals](#) this past month.

But other council members, including Mike O’Brien and Lisa Herbold, said they want the regulations to push units from the short-term rental sector to the permanent housing market.

There’s a shortage of housing for Seattle renters and homebuyers, and the conversion of units into visitor rentals has contributed to gentrification, particularly affecting low-income people and people of color, they said.

“For me, this discussion has always been about housing affordability and the supply of housing long-term,” Herbold said.

There are now about 6,600 active short-term rentals in the Seattle area listed on Airbnb, [according to a third-party site that tracks data related to the company](#).

The city has lost more than 2,000 housing units to the short-term rental market in recent years, Giulia Pasciuto, an analyst with the nonprofit advocacy organization Puget Sound Sage, told council members Monday.

The council has estimated that the regulations would render several hundred units no longer eligible to be operated as short-term rentals.

Councilmember Sally Bagshaw is considering asking the council to shrink the carve-out area for existing operators. She’s heard complaints from condominium residents about short-term rental operators taking over their buildings.

On Monday, Belltown condo resident Noelle Million asked the council to stop “the ever-increasing number of tourists invading my home.”

But several short-term rental operators — including some who started in the business years ago, before Airbnb arrived on the scene — warned the council Monday about the regulations impacting their livelihoods and resulting in lost jobs.

“My wife and I created our business doing something that, at the time, was legal,” said

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Only one hurdle left for Seattle regulations on short-term rentals | The Seattle Times

Andy Morris, general manager of Seattle Vacation Home, which operates short-term rentals in Madison Valley and nearby.

“In the interest of fairness, it seems appropriate to grandfather those who have been acting in good faith, as we have.”

Darik Eaton, of Seattle Oasis Vacation Rentals, called the downtown carve-out a compromise. During negotiations months ago, city officials made it clear they didn’t want to grandfather in short-term rental units everywhere.

“The council members were more willing to give in” to the operators downtown “because those areas aren’t affordable” for most long-term renters and homebuyers anyway, Eaton said.

People forced to stop operating units as short-term rentals would have the option of converting those units to long-term rentals, O’Brien noted.

And people who manage short-term rental units for multiple owners would be able to continue that business.

The proposed regulations would require short-term rental operators and platforms to obtain special licenses from the city and pay license fees.

Laura Spanjian, Airbnb’s Northwest public-policy director, praised Seattle’s proposed regulations Monday.

The short-term rentals tax passed last month will be collected starting in 2019 and will be \$14 a night for entire homes and \$8 a night for rooms. The proceeds will be used to support community-development projects and to create affordable housing.

Seattle officials [began working on short-term rental regulations](#) more than a year ago. A full council vote was postponed this past month to allow more discussion.

Daniel Beekman: 206-464-2164 or dbeekman@seattletimes.com. Twitter [@DBeekman](#)

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<https://www.seattletimes.com/seattle-news/politics/only-one-hurdle-left-for-seattle-regulations-on-short-term-rentals/>[12/6/2017 10:10:22 AM]



City of Kenmore, Washington

TO: Rob Karlinsey
City Manager

FROM: Brett Schock, PE
Traffic Engineer

DATE: October 23, 2017

SUBJECT: Status Update on Target Zero Initiative

The City of Kenmore continues to advance our progress towards Target Zero and City Council Goal #1, *to focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicyclist and other means of travel*. Since the last update, the City has also adopted a Complete Streets policy, which works alongside our Target Zero programs to address Council Goal #1. Programs and projects the City has undertaken since last October fall into the “Three Es” categories of engineering, education, and enforcement.

Engineering

- Sidewalk, walkway, crosswalk and bicycle lane improvements
- Completion of the Neighborhood Transportation Plan Program
- Ped-Bike Ad Hoc Committee recommendations review

Education and outreach

Enforcement review

In the last 15 years, the City saw a steady rise in the number of pedestrian and bicycle serious injuries and fatalities, culminating in the pedestrian and bicycle fatalities in 2014 which resulted in the Target Zero resolution, a shift in priorities and focus on non-motorized transportation safety. Since that time, there has been a sharp decline in these collisions, as seen in the chart below, documenting the last 10 years of serious injuries and fatalities among non-motorized users. With zero serious injuries or collisions in 2016 and none to date in 2017, Kenmore is well on its way towards the goals of Target Zero and City Council Goal #1.

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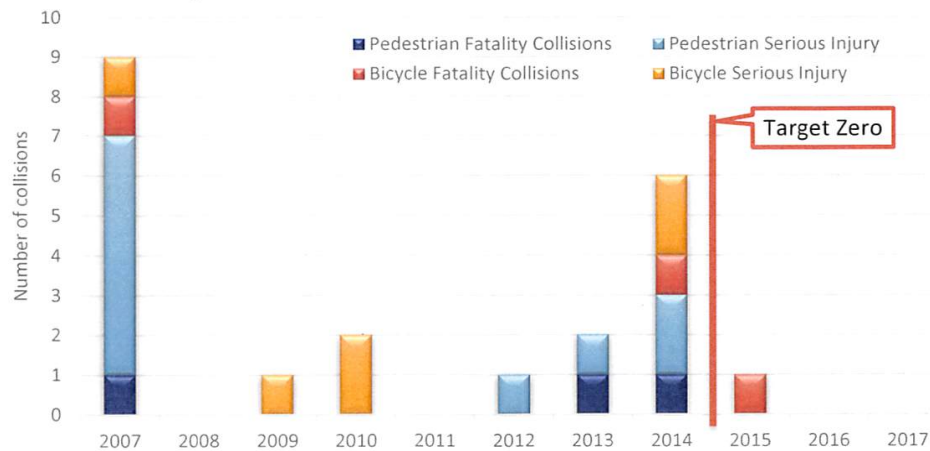
Kenmore, WA 98028

cityhall@kenmorewa.gov



City of Kenmore, Washington

Bicycle and Pedestrian Collisions - 2007-2017



The following sections describe the major accomplishments since June 2016 in support of Target Zero. Projects in support of Target Zero and Complete Streets are planned and will continue in future years.

City of Kenmore Traffic Engineer

The 2017-18 City Manager's budget message included a continuation of the Traffic Engineer position at the City. Since the last Target Zero update in June of 2016, the City Traffic Engineer has;

- ✓ Implemented and completed the Neighborhood Transportation Plan Program
 - The public outreach portion of the Neighborhood Transportation Plan program (NTPP) was completed in 2016. Plans were approved by participants and projects began to be implemented in 2016. Project implementation continued through 2017, including some projects that required revisiting and adjusting the original approach.
 - The Traffic Engineer worked with concerned citizens and kept City Council informed through the process of quickly evaluating and designing revisions to these projects that addressed the original concern, but changed the approach to a more conventional design.
 - By the end of the program, 90 projects were implemented ranging from signing and striping to lighting, traffic calming and roundabouts.
 - The Traffic Engineer designed almost all NTPP projects in-house and utilized a combination of King County crews, Puget Sound Energy crews and competitively bid contractors to implement the various projects.
 - More information on this program can be found in the NTPP section of this document.
 - The Traffic Engineer will be presenting a summary of the program to the City Council before the end of 2017.

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City of Kenmore, Washington

- ✓ Responded to citizen traffic safety inquiries and concerns.
 - The Traffic Engineer has become the “go-to” for citizen action requests (CARs) related to a variety of transportation concerns in the City. Over 500 citizen requests have been addressed since June of 2016, and nearly 700 requests since May of 2015. The Traffic Engineer addresses concerns with traffic calming, roadway markings, signage, parking, pedestrian concerns and crosswalks, vegetation trimming, sidewalk conditions and capital project inquiries. The Traffic Engineer responds directly to citizens, within a few days of the request being received, evaluates the concern and develops solutions while keeping the original requestor up to date on progress.
 - The Traffic Engineer frequently works directly with the Kenmore Police when CARs are received that include an enforcement component to address the complaint. The Traffic Engineer and Police partner on appropriate clear and enforceable signage, areas of concern (even those that are not brought up via CARs) and targeted enforcement for traffic calming.
 - Many CARs result in minor changes to signing, striping, lighting or other minor adjustments to the right of way. The Traffic Engineer develops design drawings and exhibits for these changes in-house and sends the requests to King County for implementation or develops packages for contractors to competitively bid. The Traffic Engineer works with the County or contractors in the field to ensure compliance with the intended designs and make field adjustments when necessary. The Traffic Engineer notifies the public, when necessary, of coming operational changes and alerts residents when new signs will be placed on their property.
 - A number of CARs have resulted in significant improvement projects since the June 2016 Target Zero update, including median barriers preventing left turns to address collisions at driveways and pedestrian safety on 68th Avenue NE and 73rd Avenue NE between SR 522 and NE 181st Street, restriped 73rd Avenue NE at NE 181st Street to include left turn pockets for north and southbound traffic and installing centerlines at intersections and horizontal curves where oversteer was causing concern for oncoming traffic and pedestrians
- ✓ Analyzed and provided reports on traffic accidents and other traffic data.
 - The Traffic Engineer maintains the city’s database of collision history and works with the police to keep informed of collisions and trends. This database has been used to provide data to support crosswalk analysis, stop-control warrant analyses, intersection safety analyses, grant applications and the NTPP.
 - The city’s traffic count program, using the radar traffic counter, is maintained by the Traffic Engineer. The count program includes keeping current (less than 18 months old) data on volumes and speeds on City arterials (except SR 522), and responding to CARs for traffic calming on residential streets. The Traffic Engineer is developing a public website to allow the public to see all traffic data gathered since 2013.
 - The Traffic Engineer applied for and was selected for a WSDOT grant to fund placement of two automated bicycle and pedestrian counters within the City. These counters, located on the Burke-Gilman Trail and Juanita Drive give near real-time data on bicycle and pedestrian usage in the City. They are part of a statewide network of counters to increase the available data on non-motorized transportation usage.



City of Kenmore, Washington

- ✓ Managed on-street parking through responses to CARs, rechannelization projects and overlays, capital improvement projects and the NTPP.
 - No parking signage has been added or messages modified to maintain clear pedestrian walkways, clear intersection sight distance, implement 2-hour parking in the downtown core, implement 4-hour parking at Log Boom Park, restrict park-and-ride parking and maintain clear lanes for emergency access.
 - Out-of-date or unclear parking signage identified in the field, or through collaboration with the police, has been updated.
 - Temporary “a-frame” signs are used to remind drivers of legal parking setbacks from driveways, crosswalks and intersections, time limits on parking and keeping drive aisles and sidewalks clear of parked vehicles. These signs are deployed on an as-needed basis, usually in response to CARs.
- ✓ Used wider edge markings, pedestrian symbols and raised, reflective pavement markers, enhancing the visibility of several shoulder walkways throughout the City.
 - These changes are implemented in response to CARs and during overlay projects due to City improvements, utility construction or new private development affecting the roadway.
- ✓ Ensured compliance and consistency of roadways, signage and striping with national and state traffic safety regulations and standards, including MUTCD and AASHTO, as well as modern publications such as the NACTO guide for urban streets.
- ✓ Worked with capital improvement project teams and project managers to:
 - Work with the construction management team and contractor to design and implement the curb extensions and RRFB-enhanced crosswalk at the Safeway driveway on NE 181st Street during the construction of the NE 181st Street sidewalks project.
 - Design improvements to 61st Avenue NE and Burke-Gilman Trail intersection, including green painted crosswalk, improved signage for southbound vehicles, LED-enhanced stop signs for the trail and 61st Avenue and relocation of the trail for better visibility for southbound vehicles.
 - Design traffic control designs for overnight repairs of catch basin displacements on SR 522.
 - Provide review comments on capital improvement projects (62nd Avenue sidewalks, NE 202nd Street sidewalks, Sammamish River bridge replacement project, NE 181st Street sidewalks) designs by consultant teams at various review stages.
- ✓ Provided support to the Development Review team by providing advice on street signage plans, channelization, and traffic studies associated with new development on private parcels.
 - The Traffic Engineer worked with other City staff and developer consultants to implement the rechannelization and signage on 68th Avenue and NE 181st Street, in collaboration with the LINQ and Town Green projects. On-street parking was added to 68th Avenue NE, the travel lanes were narrowed and striped curb extensions at the NE 182nd Street crosswalk were added as part of the development conditions for Main Street’s LINQ property.
- ✓ Partnered with Northshore School District Transportation administration and the principals of Arrowhead Elementary and Inglesmoor High School to:



City of Kenmore, Washington

- Make modifications to the signage location and flashing beacons near Arrowhead Elementary (on Juanita Drive) were made in 2017 to increase compliance with school zone speeds and bring the signs in compliance with the legal length of the school zone.
- Work with Inglesmoor High School administration and Northshore School District transportation personnel to develop a new circulation plan for the 2016-17 parent drop-off and pick-up at the high school which addressed concerns with congestion and on-street parking on Simonds Road and NE 155th Street. Improvements included additional detection at the signal at NE 155th Street and Simonds Road to allow the school additional “green time” during afternoon dismissal and improve circulation. Continued to work with these parties to address changes to the circulation and new concerns for residents with the grade level changes made by Northshore School District for the 2017-18 school year, including circulation tweaks and implementation of a holding lot for parents arriving early for afternoon pick-up.
- Partner with Arrowhead Elementary administration and King County Metro, lead the implementation of “Schoolpool”, a ride-matching service to allow parents to coordinate walking trips to school and potentially carpools. This program is free to parents and encourages non-motorized, active transportation and aims to reduce congestion at the school during the drop-off and pick-up times.
- ✓ Authored the City’s Complete Streets policy, which was adopted in late 2016, and grant application.
 - The policy incorporated existing City standards and resolutions, including Target Zero, the Road Standards and City Council Goal #1
 - The policy made the City eligible for a grant through the Transportation Improvement Board’s Complete Streets program in 2016. The City was selected for the top-level grant in this program of \$500,000, one of only 6 cities in Washington state to be awarded this level of grant. Grant application involved solicitation of a nomination from another public agency in Washington state. The City was nominated by WSDOT and the Department of Commerce for the award. The Traffic Engineer worked with both of these agencies to develop these nominations.
- ✓ Applied for two non-motorized, active transportation awards for the City of Kenmore, including providing extensive data on the City’s existing system and performance characteristics, documenting policies such as Complete Streets, Target Zero and City Council Goal #1, highlighting the Neighborhood Transportation Plan program and working with the City Manager’s office to document the extensive public outreach in support of the Target Zero resolution.
 - Kenmore was selected as a Bronze Level Walk Friendly Community, highlighting the City’s “real commitment to improving the pedestrian environment, focusing on policies that impact the entire transportation network as well as targeted neighborhood improvements to improve safety”.
 - Kenmore applied for recognition as a Bicycle Friendly Community in 2017. As of this report, the next round of awards for Bicycle Friendly Communities has not been chosen.
- ✓ Managed the updating of the City’s pavement condition index and implementation of a pavement management system to more actively develop a program balancing asphalt overlays, crack sealing and other asphalt treatment techniques. This program will be continuing into 2018.



City of Kenmore, Washington

- ✓ Managed a consultant team to develop alternatives addressing the deteriorating sidewalks on 61st Avenue NE between NE 190th Street and the Snohomish County line. This project will continue into 2018, and will present a number of concepts which have been analyzed by the engineering team and presented to the public for feedback. The recommended alternative will be advanced to a design level which will allow an engineers' estimate to be developed for long-term capital improvement project planning. The alternatives analysis is also looking at alternative treatments to address collisions and congestion at the intersection of 61st Avenue NE and NE 193rd Street.
- ✓ Developed a public art concept at the intersection of 84th Avenue NE and Simonds Road.
 - Lead the effort to have students at Inglemoor High School develop concepts that are being put to a public vote in October of 2017
 - Will lead the implementation of the design by student artists in late 2017/early 2018
- ✓ Updated the Kenmore Municipal Code requirements for vegetation and sidewalk maintenance. The updates better define the expectations for property owners to maintain vegetation in and adjacent to the right of way for transportation and drainage. The updates also changed some of the responsibility for sidewalk maintenance to the City, in cases where the cause of sidewalk damage is not due to private property conditions or actions.
 - Updates included multiple conversations with City Council in 2017 to guide the development of the changes and develop a plan to change sidewalk maintenance requirements
 - The Traffic Engineer has also developed a series of informational flyers to provide to Kenmore residents, defining right of way, describing the expectations for vegetation maintenance and the process for addressing sidewalk damage.
- ✓ Developed a corridor-level crosswalk analysis method to prioritize and program future crosswalks on arterial roadways.
- ✓ Worked with the developers of the new FHWA design guide for Small Towns and Rural Areas to develop professional training on the implementation of non-motorized active transportation highlighting example projects implemented in Kenmore since 2014.
 - Presented this professional training to two conferences and a webinar in 2017, and scheduled to present in early 2018.
- ✓ Continued to implement the 2014 recommendations of the citizen Ad Hoc Committee for Pedestrian and Bicycle Safety. These accomplishments are detailed in the section on the Ped-Bike Ad Hoc Committee recommendations review.

Engineering Improvements for Non-Motorized, Active Transportation

Since the last Target Zero update in June of 2016, the City has completed or is nearing completion on three major sidewalk projects, constructing nearly 5,000 linear feet of sidewalk. Sidewalks have been added where none previously existed on both sides of NE 181st Street between 68th Avenue NE and 73rd Avenue NE, on one side of 62nd Avenue NE between NE 181st Street and NE 187th Street, on one side of NE 202nd Street between NE 201st Street and 66th Avenue NE and on both sides of 66th Avenue NE between NE 202nd Street and Kenmore Middle School. The NE 181st Street sidewalk project also included curb-extensions and crosswalk with rectangular rapid-



City of Kenmore, Washington

flash beacons (RRFB) at the heavily trafficked driveway to the downtown Safeway property. Each of these projects were majority funded by competitive grants awarded to the City from four different grant programs.

As part of the Neighborhood Transportation Plan Program (NTPP), the City expanded the available shoulder pavement on a 90-degree turn in Arrowhead Drive by over 8 feet and provided an extruded curb for additional pedestrian protection. This project resulted in a smaller radius for vehicles on the turn, slowing the comfortable speed that this curve can be taken. The NTPP also completed a project to reduce the pedestrian crossing distance at the intersection of 84th Avenue NE and Simonds Road (across 84th Avenue NE) by 66%, add green-painted bike lane (along Simonds Road), reduce vehicle turning speeds with a smaller radius for right turns and add a RRFB-enhanced crosswalk across Simonds Road near the intersection.

The City opened the Tolt Trail project in 2017, connecting 68th Avenue NE with 71st Avenue NE (and via existing sidewalks, to 73rd Avenue NE) with an off-street trail. This trail follows a Seattle City Light right of way in the 185th Street block of the City. The improved trail is paved and was designed to minimize drainage concerns which used to flood this unimproved trail prior to opening of the project during rainy months.

Consistent with the City's Complete Streets policy, which was adopted in 2016, the City has made improvements following street overlays on NE 170th Street/Simonds Road between Juanita Drive and NE 162nd Court, and on NE 182nd Street between 68th Avenue NE and 73rd Avenue NE. On NE 170th Street/Simonds Road, the vehicle lanes were narrowed, on-street parking was restricted and 3 miles of buffered bike lane (1.5 miles in each direction) were added to this arterial roadway. The uphill (east/south bound) lane buffer was striped wider than the downhill side to accommodate the expected slower speed of uphill riders. On NE 182nd Street, the City narrowed vehicle lanes to expand the shoulder walkway on the south side of the street, connecting sidewalks near 68th Avenue NE to sidewalks on the east half of this block of NE 182nd Street. The City is planning to place an extruded curb on this walkway in early 2018 for additional pedestrian comfort and protection. The NE 182nd Street overlay also afforded the opportunity to restripe the intersection with 73rd Avenue NE to provide striped curb extensions, shortening the crossing distance for pedestrians by nearly 50%.

The Imagine Kenmore program resulted in a proposed bond measure which would feature sidewalks on 68th Avenue, and grant match funding for Juanita Drive sidewalks. The City has started the design process for these sidewalks and bike lanes, and will be applying for grant funding in 2017 and 2018 to support these projects.

The City was selected for sidewalk construction grants on NE 153rd Place between Juanita Drive and 70th Avenue NE and on NE 181st Street between 65th Avenue NE and 67th Avenue NE. Design for those projects will begin in 2018 and construction is expected in 2019 and 2020.

The City plans on looking for additional grant-funding opportunities for sidewalks in the 68th Avenue NE and Juanita Drive corridor, as well as other competitive segments on arterial roadways into the 2018 grant application cycle.

The City has a number of other projects in design to address non-motorized, active transportation facilities for pedestrians and cyclists on 61st Avenue NE, 73rd Avenue NE and 80th Avenue NE. These projects are consistent



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with the pedestrian and bicycle priority networks identified in the City's Transportation Element of the Comprehensive Plan. One or more of these projects may be selected for construction in 2018.

Neighborhood Transportation Plan Program

The \$350,000 budget for the Neighborhood Transportation Plan program (NTPP) was allocated in the 2015-16 budget, funded by real estate excise tax. The program was initiated in 2015 and construction of projects continued into 2017. The program has resulted in design and implementation of 90 projects in various categories including:

- Roadway signing and striping enhancements to address vehicle speed, sharp curves and pedestrian visibility
- Lighting improvements
- Crosswalks at the intersection of residential roads with arterial roadways
- Physical traffic calming on residential streets (a pilot chicane installation, followed by installation of permanent speed cushions)
- Striped curb extensions to shorten crossing distances and calm vehicle turning speeds
- Mini-roundabouts in a context-sensitive design on residential streets

As of this report, the total expenditures from projects, advertising and conducting of public meetings for the program is \$275,212. The project shared some cost of improvements on arterial roadways with the Strategic Opportunities fund. These costs do not include the costs of modifications to traffic calming and intersection improvement projects in 2017. Staff costs were not charged to this program.

City Staff will present a wrap-up of the detailed program accomplishments and citizen response to the program to the Council in late 2017 or early 2018.

Ped-Bike Ad Hoc Committee Recommendations Review

The 2014 Pedestrian and Bicycle Ad Hoc Committee produced a list of 14 recommended actions to the City. A number of these recommendations have been fully implemented. Other recommendations continue to guide the City and the Traffic Engineer's progress towards the goals of Target Zero and Complete Streets. These include;

1. Invest in additional sidewalk and walkway infrastructure
 - ✓ The City has constructed over 18,000 linear feet of grant-funded sidewalks since 2014, with an additional 3,100 linear feet nearing completion (by the end of 2017). Walkway widening and enhancements have been implemented through the NTPP and response to CARs. See the Engineering section of this document.
2. Reduce vehicular speeds in school zones by installing traffic safety cameras
 - ✓ The Traffic Engineer completed a comprehensive review of this recommendation in 2015. School zone vehicle speeds were found to be at or below acceptable levels and safety cameras were not recommended. The City and Police continue to monitor school zone conditions and have not observed any significant changes in driver behavior.
3. Target speed limit reductions on arterial (30 mph) and local (20 mph) roadways



City of Kenmore, Washington

- ✓ A number of areas with curves and sight distance impediments have been signed for advisory speed limits below 25 mph. Most City local streets do not meet engineering recommendations for speed limits under 25 mph. Arterial speed limits are continuously monitored, but no changes are currently recommended.
- 4. Develop a citywide crosswalk policy to install more marked crosswalks with rectangular rapid flash beacons (RRFBs) near schools and in high demand areas
 - ✓ All new arterial and high-volume non-arterial roadway crossings constructed since June 2016 are enhanced with RRFBs. Including RRFBs installed in 2017, the City now has a total of 18 enhanced crosswalks.
- 5. Continue and expand education and awareness programs
 - ✓ The communications team continues to spread awareness of driving, walking, and biking safety and the Target Zero Initiative. See the Education and Outreach section of this document.
- 6. Creation of actionable neighborhood transportation plans in collaboration with neighborhood residents, identifying traffic calming and other safety improvements
 - ✓ A Neighborhood Transportation Plan program was completed in 2017. The program resulted in the completion of 90 projects to address transportation concerns on residential streets.
- 7. Expand bicycle infrastructure including the number of bike lanes, shared roadway markings and secure storage facilities
 - ✓ The City has added 3 miles of bike lane by taking advantage of opportunities afforded by roadway overlays. Further improvements to bike infrastructure are in design and planned for 2018.
- 8. Strategically upgrade existing roadway signage with more up-to-date, highly-visible and fluorescent signage, especially near schools
 - ✓ King County regularly conducts visibility tests on signage in Kenmore and upgrades as necessary. Any out of date signage is identified by the Traffic Engineer and replaced.
- 9. Targeted enforcement of risky driving behaviors
 - ✓ The Kenmore Police continue their policy of targeted enforcement and work closely with the Traffic Engineer to identify areas of concern. The addition of a motorcycle officer has increased the ability to enforce speed limits and crosswalk violations.
- 10. Reclaim the right-of-way through proactive work to clear obstructions and vegetation
 - ✓ The City updated the vegetation maintenance code in 2017 to more clearly convey to property owners the vegetation maintenance requirements in the right of way. The City continues to enforce vegetation overgrowth by notifying property owners of maintenance needs on a complaint basis.
- 11. Improve and encourage the use of the Citizen Action Request (CAR) Form
 - ✓ The CAR form is an active part of the City's Traffic Engineering and Target Zero program. The Traffic Engineer has addressed over 500 requests since the last update in June, 2016.
- 12. Work with nearby jurisdictions to improve bicycle and pedestrian connectivity
 - ✓ The City Traffic Engineer frequently consults with the City of Kirkland and City of Bothell on planned improvements to pedestrian and bicycle facilities on roads that cross jurisdictional boundaries including 84th Avenue NE, Juanita Drive, Simonds Road, 80th Avenue NE and NE 203rd Street.
- 13. Encourage pedestrian and bicycle delineation markings on the future Tolt Pipeline Trail and request markings on the Burke-Gilman Trail
 - ✓ The Tolt Pipeline Trail project was completed in 2017.
- 14. Relocate or increase safety conditions at Metro and school bus stops



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- ✓ Relocations of Metro bus stops on 73rd Avenue and NE 181st Street were completed in 2016. The westbound bus stop at SR 522 and 68th Avenue was relocated to the east side of that intersection in 2015. The City Traffic Engineer is in regular contact with the Northshore School District to address concerns with school bus stops.

Education and Outreach

Following the adoption of the Target Zero resolution, a community education and outreach plan was developed to increase awareness of driving, walking, and biking safety to positively influence human behavior. Below is an update on the community education and outreach strategies and tactics.

- ✓ Communications Materials & Promotional Items
 - The communications team publishes safety tips and information on city improvement projects in the city's quarterly printed newsletter and monthly electronic newsletter.
 - The communications team shares safety tips through the city's social media channels, including Facebook, Twitter and Nextdoor. Topics include;
 - Before daylight savings begins and ends, tips on being aware of the differences in daylight and staying safe on the streets. Public works also schedules variable message board signs placed along popular walking routes during "spring forward" week.
 - Before the end of the 2016-17 school year, summer safety tips for students and Kenmore residents, highlighting an increase in pedestrian and bicycle activity.
 - At the beginning of the 2017-18 school year, tips for getting to and from school safely. This information was also shared in our e-newsletters.
 - Advertisements promoting safety tips are published throughout the year in the Bothell-Kenmore Reporter.
 - Safety tip sheets are printed and displayed in the city hall lobby and at events.
 - The City's website has a page dedicated to the Target Zero Initiative. This web page will be revamped and updated this summer.
 - To help increase awareness of the Target Zero Initiative, the outreach team has promotional items to giveaway at events. Typically, people spin the wheel and answer a question for a prize. Examples of promotional items include tote bags, color-changing pencils, safety lights, pant leg straps for bicyclists, and reflective stickers.
- ✓ Community Events
 - The Target Zero outreach team helps educate kids and adults alike through the popular Target Zero spin-wheel, an interactive game that gives participants the opportunity to land on bike, walk, or drive and answer a corresponding safety related question, and with a large Target Zero safety education display board.
 - The Target Zero outreach team strives to reach a wide variety of audiences through community events. The outreach team has had a presence at events, including the Northshore Fire District Open House & Pancake Breakfast, Kenmore Summer Concert Series, Kenmore Play Day, Movies



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@ The Square, #WhyILoveKenmore Summer Party and National Night Out. This summer, we had several regular volunteers assisting with the Target Zero booth at City events.

- The past couple of years, the city has organized a Bike Everywhere Day event with live music, snacks, safety information, and giveaways to connect with the biking community. In 2017, we hosted a celebration at 192 Brewing and brought in Corpore Sano P.T. and Bothell Ski and Bike as vendors.
- We organized "Pop Up" outreach events to promote the Target Zero Initiative and connect with the public. The event was promoted a couple days in advance through the city's social media channels announcing that we would be setting up the Target Zero tent with goodies either along the Burke-Gilman Trail or at the Kenmore Park & Ride. Our four pop-up parties targeted afternoon trail users, morning bike commuters, bus riders and children/families. The City received positive feedback on the events and they have helped strengthen relationships between the City and the public. We are planning to organize similar events this fall and winter (daylight savings).

✓ School Outreach

- The communications team set up the Target Zero spin-wheel at the Northshore School District Back to School Fair and interacted with hundreds of children and parents.
- In October 2017, the communications team worked with Arrowhead Elementary to promote Walk to School Day. City staff set up a station at Arrowhead Elementary to hand out safety vests and reflective tags as students were leaving at the end of the day.
- For Teen Drive Safety Week, the communications team will be sending safety tips with the high school leadership to be shared during student announcements. We will also post this information to social media.
- The communications team was invited by the Arrowhead Elementary Associated Student Body to speak about the Target Zero Initiative. It was fun and interactive.
- The City has collaborated with King County Metro to introduce SchoolPool, an online trip matching service for parents of Arrowhead Elementary students. This program is free to parents and is being piloted at Arrowhead Elementary. The website identifies families walking (or driving) similar routes to and from school at similar times and provides methods for these families to contact each other and arrange walking groups or carpools.

✓ Bicycle Helmet Sales

- The City continues to offer low cost bike helmets to adults and children, both at City Hall and at events, such as the Bike Everywhere Day celebration. In the last year, this program has provided more than 140 helmets Kenmore bicyclists and skaters.

Enforcement Review

The Kenmore Police have continued their efforts in the enforcement of all traffic infractions, with an emphasis on motorist distracted driving, bicycle and pedestrian violations. The Police are using the philosophy of "Zero



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Tolerance” to ensure the safety of all road users. Police use static and mobile enforcement methods to widen their abilities to enforce speed limits. The Police work closely with the City Traffic Engineer to identify areas of concern, address Citizen Action Requests, and target enforcement for motorized and non-motorized transportation safety. The Police conduct targeted enforcement at the intersection of the Burke-Gilman Trail and 61st Avenue NE, citing dozens of drivers and cyclists who do not obey the posted stop signs in both directions.

The addition of the motorcycle police officer has continued into 2017 for the enforcement of traffic and crosswalk infractions. This innovative approach continues to demonstrate the commitment of the City to the citizens of Kenmore and to the Target Zero initiative.

Complete Streets Policy

In 2016, the City adopted a Complete Streets policy. This policy was developed as an aggregation of several existing City policies and standards which had developed a strong pedestrian and cyclist safety approach in the last few years. The City’s Roadway Standards, Target Zero programs and the ethic instilled by City Council Goal #1 were all incorporated into the policy. The policy ensures that all future transportation-related projects consider all modes of travel, and that the City must seek to improve non-motorized facilities at every opportunity.

The City has already implemented the requirements of this policy with the improvements for cyclists and pedestrians following the overlays of NE 170th Street/Simonds Road and NE 182nd Street. The in-design sidewalk and bike lane project on Juanita Drive and 68th Avenue NE, as well as grant-funded sidewalk projects under construction and in design in the near future all meet the requirements of this policy.

Because of the Complete Streets policy, the City’s other policies (Road Standards, Target Zero and City Council Goal #1), the City’s recent history of expansion of bicycle and pedestrian facilities, and the proactive Neighborhood Transportation Plan Program, the City was awarded a \$500,000 grant by the Transportation Improvement Board to continue our implementation of Complete Streets-type projects. This award was the top-level in a competitive program, and we were the smallest City in Washington state to be awarded at this top-level.



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Summary

Target Zero, Complete Streets and support of City Council Goal #1, *to focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicyclist and other means of travel*, continues to be a primary objective for the City of Kenmore.

The City was successful with two grant applications in 2017, allowing the City to continue to build sidewalk near schools and in the downtown core. The City is applying for additional grants in support of the bond-funded sidewalks project on Juanita Drive and 68th Avenue NE, stretching from the northern to southern limit of the City.

The City has completed the 90 projects developed through the Neighborhood Transportation Plan. The Traffic Engineer continues to address citizen concerns and action requests, as well as developing plans to further the City's vision for a pedestrian and bicycle network as described in the Transportation Element of the Comprehensive Plan. Education, outreach and enforcement activities are on-going. Target Zero will continue to be present at City functions and events and the City's Complete Streets policy requires a consideration of multi-modal transportation on all projects which affect the right of way.

Kenmore was recognized as a leader in Washington State in implementing improvements for non-motorized transportation (as part of the Complete Streets grant program) and will continue to focus on Target Zero as we head towards the resolution's goal year of 2025.



City of Kenmore, Washington

TO: Rob Karlinsey
City Manager

FROM: Brett Schock, PE
Traffic Engineer

DATE: October 12, 2017

SUBJECT: DRAFT Wrap Up of the Neighborhood Transportation Plan Program

The City of Kenmore developed a Neighborhood Transportation Plan Program (NTPP) in 2015 to address multi-modal transportation concerns on residential streets throughout the City. The program was developed in response to one of the recommendations of the 2014 Pedestrian and Bicycle Ad Hoc Committee. The program was also aligned with, and furthered the objectives of, the City's 2014 Target Zero resolution and the City Council Goal #1, *to focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicyclist and other means of travel.*

The following is a review of the program, including outreach efforts, highlighted projects, the program budget, and lessons learned. This document also includes a summary of responses to date for a survey that was sent to citizens who participated in the program. The survey will remain open until October 23, 2017. Additional responses received will be added at the City Council meeting on October 23, 2017.

Neighborhood Transportation Plan Program (NTPP) Overview

The NTPP was developed by the City Traffic Engineer in 2015 as a proactive outreach to identify concerns on residential streets related to all modes of transportation. The program was focused on improving conditions and connections for non-motorized modes (walking and biking), but allowed for addressing traffic calming concerns as well. The goals of the program were:

- Proactively solicit public input via public involvement meetings
- Identify and prioritize low cost, quick-build, effective enhancements
- Identify and implementation plan for each neighborhood within the budget provided

The program divided the City of Kenmore into fifteen different "neighborhoods". Each of these was defined by a combination of topography of the City and arterial roadways. The neighborhood boundaries were used to determine project budgets, based on the total number of households in each. A map of the neighborhoods is included as Figure 1, below.



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Figure 1 NTPP Neighborhoods





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For each neighborhood, the City offered a minimum of two public meetings to identify and prioritize concerns. Meetings were advertised by a postcard sent to each address in the neighborhood identifying the date and time of the meeting and the location at City Hall. Yard signs were used in each neighborhood to advertise the second of each series of meetings. Additional advertisement for the program was placed on the City website and through email listserv and social media. Some neighborhoods were offered a third public meeting to make final comments and confirm proposed projects. These third meetings had minimal attendance and the third “meeting” was changed to an open comment period for meeting attendees for other neighborhoods. All postcards encouraged those who could not attend meetings to email suggestions to the City Traffic Engineer.

The first neighborhood meetings were held in September of 2015. Meetings were held in groups with five neighborhoods starting through the process in September of 2015, four neighborhoods in December of 2015 and the six remaining neighborhoods in March of 2016.

At the public meetings, City staff gave a short presentation and overview of the program, its scope and limitations, expectations for citizen feedback and identified some suggested improvements that could be used to address concerns. After this presentation, attendees were given maps of their neighborhood and pens. Attendees were encouraged to write their comments directly on the maps and identify concerns. City staff made themselves available to answer questions or provide suggested improvements. The development of solutions and projects was a collaborative effort with attendees and City staff. Any improvement which addressed a concern and met sound engineering principals was moved forward as a candidate project. Towards the end of each meeting, City staff distributed circular stickers which attendees used to identify projects they felt were of a higher priority than others.

After these two meetings, the City Traffic Engineer designed the projects described on the maps and identified an estimated cost for each improvement. The priorities identified on the maps and the available budget for each neighborhood were used as a guide to develop each neighborhood’s plan of improvements. The plan was presented, either through a third meeting or emailed to previous meeting participants for that neighborhood, and an open-comment period was held. Following this comment period, the plans were finalized and project implementation began.

A total of 151 citizens participated in the program, either through attending the meetings at City Hall or emailing in concerns. While this was lower than the initial hopes for participation in the program, it is consistent with participation rates in other recent city outreach programs for citizen comment.



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NTPP Project Highlights

Following the approval of neighborhood plans by the participants from each neighborhood, the City Traffic Engineer began the process of implementation. Projects were installed by a combination of City staff, King County crews, Puget Sound Energy and third-party contractors. Through the NTPP, a total of ninety projects were completed. These projects fall in several categories including:

- Roadway signing and striping enhancements to address vehicle speed, sharp curves, pedestrian and bicycle facilities and visibility
- Street lighting improvements
- Crosswalks at the intersection of residential roads with arterial roadways
- Physical traffic calming on residential streets (a pilot chicane installation, followed by installation of permanent speed cushions)
- Striped curb extensions to shorten crossing distances and calm vehicle turning speeds
- Expansion of existing pedestrian walkways
- Mini-roundabouts in a context-sensitive design on residential streets

Some specific projects are highlighted below:

NE 185th Street – shoulder walkway and 3-way stop

On NE 185th Street, NTPP participants commented that there was a gap in pedestrian space between sidewalks and curb ramps at 73rd Avenue NE and sidewalks on 71st Avenue NE. With in-progress and recently completed development along 73rd Avenue NE, this route was forecast to become a significant school walking route to Kenmore Elementary. There was also a concern with vehicle yielding at the intersection of 71st Avenue NE and NE 185th Street, especially across the existing crosswalks in this intersection. Through the NTPP, the vehicle lanes on NE 185th Street were narrowed and this created enough space for a shoulder walkway connecting this sidewalk gap. Because of the crosswalks and future school walking route concerns, a 3-way stop was put in place at 71st Avenue NE and NE 185th Street.



*Before NE 185th Street walkway
(south shoulder, looking east towards 73rd Ave)*



*After NE 185th Street walkway
(north shoulder, looking east towards 73rd Ave)*



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Arrowhead Drive – Added pedestrian space and traffic calming, street lighting improvements

Arrowhead Drive received several comments during the NTPP public meetings. Requests were made to address pedestrian walking space, street lighting and elevated vehicle speeds around a north-to-west turn in the road. This portion of Arrowhead serves as a major walking route accessing Arrowhead Elementary school, in addition to being the only in/out road for citizens living in this area west of Juanita Drive. Through the NTPP, a project was completed which changed the radius of the roadway curve, slowing the comfortable speed for vehicles while at the same time providing as much as 10 extra feet of pedestrian shoulder on the inside edge of the curve. An extruded curb was added through the curve to enhance the pedestrian safety. Between the curve and Arrowhead Elementary school, five streetlights were upgraded to LED and/or added to the road.



Before lighting upgrade (looking north from NE 151st Street)



After lighting upgrade (looking north from NE 151st Street)



*Arrowhead Drive – Before curve changes
(looking north)*



*Arrowhead Drive – After curve changes
(looking east)*



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Arterial crosswalks with Rectangular Rapid Flash Beacons (RRFBs) – 61st Avenue, 68th Avenue, 73rd Avenue and 84th Avenue (Simonds Rd and Moorlands Elementary)

Through the NTPP, comments were received at several meetings that additional crosswalks on arterials where they intersect with residential roadways would be a benefit to pedestrians and help create a network of pedestrian facilities. The scope of the NTPP did not include arterials. But, crosswalks at intersections of residential roads and arterials were a very high priority for several neighborhoods. Because they served pedestrian connections on residential streets, crosswalks of arterials were included in the NTPP. Four new striped crosswalks were implemented at suggested priority intersections. These four new striped crosswalks and an existing striped crosswalk on 84th Avenue at Moorlands Elementary which was enhanced with RRFBs, brought the total number of RRFB crosswalks in the City to 17.



New crosswalk at 68th Avenue NE and NE 190th Street



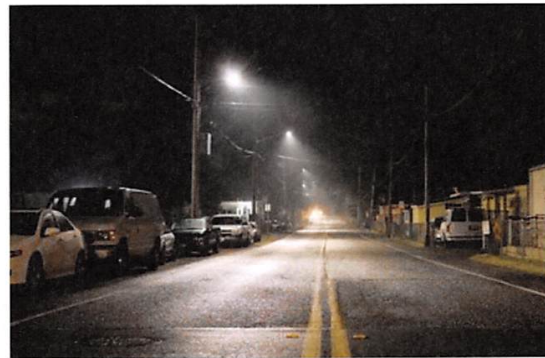
New crosswalk at 61st Avenue and NE 197th Street

NE 182nd Street – street lighting improvements

Participants in the NTPP meetings commented that NE 182nd Street lighting was insufficient for both drivers and pedestrians, especially since NE 182nd Street has only a shoulder walkway and no sidewalk between 68th and 70th Avenues. Through the NTPP, the lighting was upgraded on this street, and additional lights added. The lighting was also directed towards the walkway to increase visibility of pedestrians.



NE 182nd Street – before lighting upgrades



NE 182nd Street – after lighting upgrades



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84th Avenue NE and Simonds Road – intersection modifications

The intersection of 84th Avenue NE and Simonds Road was identified by participants in the NTPP as a concern for several reasons. Participants were concerned with the speed of vehicles traveling through the intersection on Simonds Road and making right turns onto 84th Avenue. The crosswalks, both across 84th Avenue and across Simonds Road were also a concern. A project was initiated through the NTPP to address each of these issues by reconfiguring this skewed intersection. The intersection approaches from the north and south were turned and squared to Simonds Road, slowing vehicle turning speeds and increasing visibility for drivers. This allowed for shortening the crossing distance across 84th Avenue from 120 feet to approximately 40 feet.

The project accomplished these goals using striping and concrete planters. The City did not provide as much public notification of this project and the expected layout as we could have. Because of this, there was a significant public reaction to the project. In response to citizen concerns, the project was modified, but the goals of the project, slowing vehicle turning speeds and reducing pedestrian crossing distance, remained. The intersection modification now consists of striping, extruded curb and green bicycle lane paint. A proposed art project involving students from Inglesmoor High School is in development for the open area protected by the extruded curb on both sides of the intersection.



84th Avenue and Simonds before modification



84th Avenue and Simonds – planter modification



84th Avenue and Simonds – current modification



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75th Avenue NE traffic calming

Participants in the NTPP in the neighborhood surrounding 75th Avenue NE between NE 155th and NE 150th Streets made comments about the ineffective and loud existing traffic calming (rumble strips created from raised pavement markers) on their street and the perception of elevated speeds. Traffic calming was identified as a priority. Because of the desire to lower the noise generated by traffic calming, and the neighborhood budgets, chicanes were suggested to the participants by City staff. After working through the details, participants approved moving forward with chicanes. Because of the neighborhood budget, the original design was a temporary installation using paint and planters. The improvements did not match the depictions the City provided to residents living on 75th Avenue NE and as a result there was a negative reaction to the chicanes. The chicanes were removed and replaced with more conventional speed cushions. A similar calming project was implemented in response to a NTPP participant concern on 67th Avenue NE. This project was also modified from the original chicanes to a conventional speed cushion.



*75th Avenue NE before modification
(west shoulder, looking north near NE 153rd Place)*



*75th Avenue NE – planter chicane
(east shoulder, looking north near NE 153rd Place)*



*75th Avenue NE – speed cushions
(west shoulder, looking north near NE 153rd Place)*



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62nd Avenue NE mini-roundabouts

At the intersections of 62nd Avenue NE with NE 196th and NE 197th Streets, participants in the NTPP expressed concerns with vehicle speeds and proper yielding through these intersections, adherence to an existing stop sign at 62nd and 196th for northbound traffic. Participants suggested traffic circles at both intersections. While these would be non-conventional designs, mini-roundabouts did fit within the existing footprint at both intersections. The projects were approved by participants and were accomplished within the neighborhood budgets.



*Original intersection of 62nd Avenue NE and NE 196th Street
(looking north)*



*New mini-roundabout at 62nd Avenue NE and NE 196th Street
(looking south)*

NTPP Budget Review

A total program budget of \$350,000 was allocated in the Council-approved 2015-16 budget. The program was initiated in 2015 and construction of projects continued into 2017. In addition to the approved program funding, some projects which also modified arterial roadways (at intersections with residential roads) were partially funded by the Strategic Opportunities fund. Some projects approved by participants in the NTPP were modified in the field or after initial installation in response to citizen concerns. These modifications were funded from the Street fund.

As of this report, the total expenditures for advertising and conducting of public meetings and installation of projects for the NTPP is \$341,563. Staff costs were not charged to this program.



City of Kenmore, Washington

NTPP Lessons Learned

While the NTPP resulted in many projects that have improved the safety conditions on several Kenmore roadways, there were aspects of the program that could have been better executed. These lessons learned are being applied to future projects that are already in development.

- **Additional public notification of coming projects**

The project to address concerns at the intersection of 84th Avenue NE and Simonds Road, as well as traffic calming on 67th and 75th Avenues NE, had a negative reaction from a small group of concerned citizens. Many of those who voiced a displeasure with the projects were not part of the NTPP and had not received advanced notifications of the project through the program. No specific outreach was performed for these projects. The City is developing a plan to have more public notification of future transportation projects and present opportunities to comment and modify projects prior to implementation. Outreach, such as door hangers, publicly posted signage and mailings will be used for future transportation projects.

- **Using data to confirm reported concerns**

Projects to address elevated traffic speeds on 67th and 75th Avenues NE were implemented without data confirmation, per the structure of the program. Some of the reaction to these projects included questioning why funding was applied to these streets and not others. Without a data-based approach, the implementation of traffic calming was based on the perceptions of the participants in the meeting (who represent a small percentage of the overall neighborhood). Data collected on these streets in support of these projects indicated that neither street would have qualified for physical device traffic calming under the City's existing traffic calming policy (outside of the NTPP).

- **Lower than expected participation**

Much of the NTPP was developed with an expectation of higher turnout. While the overall participation rate was similar to other proactive outreach programs, three of the fifteen neighborhoods had only one or no participants. Given the geographic breadth of the program, in some neighborhoods, small numbers of participants were able to get projects implemented on their streets which were not necessarily favorable to other non-participating residents.

- **Differences in favored projects**

While many projects were completed, traffic calming with physical devices (typically speed bumps) was a common cited concern, but not a high priority. Traffic calming with physical devices that was implemented was met with some resistance as well, as noted in the Projects section of this report. Street lighting was a significant priority in many neighborhoods, which was not expected at the beginning of the program. Many participants were disappointed that new sidewalk could not be constructed within the program, but understood the high cost barriers once that was explained at the public meetings.



City of Kenmore, Washington

NTPP Participant Survey

The City sent a survey to all participants in the program who provided an email address at the public meeting sign-in for their neighborhood. This survey asked participants to rate aspects of the program and make suggestions for future programs. The survey will remain open through October 23, 2017, and the final results will be presented to the City Council at that meeting. As of October 12, 2017, some of the responses gathered include:

- A majority of participants felt that the scope of the program was too limited
- Half of respondents would be willing to participate in an online-hosted public meeting in the future
- The vote was split on the notifications of the program and project construction, with half feeling that there was an appropriate amount of notification, and half feeling there was not enough.
- A majority of respondents would like to see a program focused on sidewalks in the future with some preference for fewer more expensive projects
- A narrow majority of respondents would prefer there to be some data thresholds for projects, but not as much as the City's traffic calming policy

The final survey results will be presented to the Council at the October 23, 2017 meeting.

Summary

The Neighborhood Transportation Plan Program was a success in implementing a large number of projects in a short amount of time to address numerous concerns of participating citizens. The program came in under the total budget. Through the program, the City has increased the number of RRFB-enhanced crosswalks, increased pedestrian connections, constructed its first mini-roundabouts, shortened crossing distances at arterial intersections and achieved the original program goals.

The program was cited as a significant contributor to the City's selection for a Bronze level Walk Friendly Award in 2017, as well as the City's selection as an "Implementer" level awardee in the Washington State Transportation Impact Board's Complete Streets grant competition. Through the Complete Streets program, the City received a \$500,000 grant to continue implementing Complete Streets projects, like those implemented through the NTPP. The program has been highlighted by the City Traffic Engineer at webinar and conference presentations in Olympia, WA and Kennewick, WA and received praise for the proactive outreach and quick, effective, creative use of design and funds to achieve improvements for all modes of travel.



City Of Kenmore, Washington

Memorandum

To: City Council

From: John Vicente, Acting City Engineer 

Subject: How are Sidewalk Locations Selected

The selection for the location of new sidewalks in the City of Kenmore is guided by our local planning documents, roadway standards and considerations based on competition for state and federal funding. The use of these guiding criteria have resulted in the construction of over 4 miles of sidewalk in the last 3 years with grants covering more than 75% of project construction costs. Future sidewalk plans include more than 3 additional miles, funded by a combination of grants and bonds. The documents and process guiding the selection of sidewalk projects include:

- **Comprehensive Plan, Transportation Element**

This document, created in 2015, identifies priority routes and includes a future growth priority network for non-motorized modes (pedestrians and bicycles). These guidelines identify arterial roads for sidewalks on either one or both sides, focus efforts on direct walking routes to schools, and identify potential trails. Residential roadways are not included in this network based on low traffic volumes on these streets and the expectation of fewer numbers of pedestrians in residential areas. The City looks to this planning document to identify routes that are not improved to the level identified in the priority network.

- **Sidewalk Plan**

The City developed a sidewalk plan in 2013 which identified segments of all arterial roadways in the City which did not have sidewalk on both sides. This plan assigned numerical rankings to criteria for each segment and used these rankings to prioritize segments for future sidewalk construction. One of the criteria used to rank sidewalk segments is the competitiveness of the segment for grant funding. This sidewalk plan is due to be updated in 2018.

- **Sidewalk Gaps and Safety**

Identifying gaps in the sidewalk network or areas where pedestrian safety is a concern (due to elevated traffic volumes, narrow walkways or on direct school routes) also guide the selection of sidewalk projects. This selection process is less formal, but frequently is in line with the recommendations of the Sidewalk and Comprehensive Plans.

- **Roadway Standards for Frontage along New Residential and Commercial Developments**

The City's Roadway Standards, updated in 2016, require private developers to provide sidewalk along the frontage of all re-developed parcels in the City. Private development is the main source of added sidewalk on residential roadways in the City. A fee-in-lieu program exists which can collect equivalent funds from developers to construct sidewalk in areas that the City deems a higher priority, in compliance with the Sidewalk and Comprehensive Plans. However, this fee-in-lieu program has not been utilized.

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City Of Kenmore, Washington

Memorandum

- **Grant Funding**

Sidewalk projects in Kenmore are frequently grant funded. These state and federal grants allow us to leverage our local funds to build significantly more sidewalk than we would otherwise be able to. Grant selection is a competitive process and projects must meet certain criteria to be competitive for funding. Collisions, serious injuries or fatalities, direct routes to school, arterial streets, connections to pedestrian generating centers (civic centers, downtown, shopping centers, etc.), and critical connections to larger regional systems for non-motorized transportation or transit access are just some of the criteria typically used in determining whether a project may receive grant funds. Roads that already have some sidewalk or walkway, have no collision history, do not directly connect to schools or are not regionally significant (residential streets for example) typically do not rank well for grant funding and therefore are not typically considered when seeking grant funds.

The City is in the design phase on sidewalks on Juanita Drive and 68th Avenue NE (bond and partially grant funded), NE 181st Street between 65th and 67th Avenues (grant funded) and NE 153rd Street between Juanita Drive and 70th Avenue (grant funded).

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City Of Kenmore, Washington

Memorandum

Date: December 21, 2017

To: Mayor & City Council

From: Rob Karlinsey, City Manager *RKX*

Re: Downtown Parking

With the new downtown taking shape, we are seeing the benefits of new investment and the life and activity it brings. Our downtown is still a work in progress as the new development and long-standing businesses co-exist and as new buildings are yet to be constructed. We continue to pay attention to issues that the City can influence or control, including the look and feel of our town square, Hangar, and streetscape; pedestrian and bicycle safety; and parking.

At the June 21, 2016 retreat, the City Council discussed downtown parking at length. From this discussion, we received the following guidance from the City Council:

1. Maximize on-street parking.
2. Encourage the property owners enforce the Kenmore Camera/Spencer Square surface lot to reduce residential parking and park & riders on that lot.
3. Do not conduct a parking study at this time.
4. Watch and monitor the situation.

Another option that was discussed but not directed was having the city explore, long-term, a municipal parking lot near the downtown.

What's happened since then?

Since the City Council discussed parking in June of 2016 the following has transpired:

1. The City created over 60 additional on-street parking spaces on 68th Avenue and 181st Street, bringing the total of new on-street spaces within a block or two of the downtown bull's eye to over 100 (the number of new on-street spaces hovers around 107 depending on site distance and other adjustments).
2. The City installed and began enforcing 2-hour parking on 181st Street and 68th Avenue near the bull's eye. This parking restriction is only for weekdays—no restriction in the evenings and weekends. This restriction prevents park & riders and residents from consuming the on-street parking during the weekdays.
3. Provided input to MainStreet's and Kenmore Camera's parking management plan. This plan is now being implemented and includes the following:

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- New signage in the surface lot stating that no overnight parking is allowed and that parking is only for Town Square, Hangar, Kenmore Camera, and Diva Espresso parking:



- MainStreet has hired a company to enforce the parking rules.

Since these signs, pictured above, were installed, the surface lot has even more available spaces than before.

Are we looking ahead to the completion of the next two (and final) buildings?

In obtaining site plan permits for the new restaurant and the future mixed use building next to the Hangar, MainStreet submitted a parking layout and an accompanying parking study to determine the adequacy of the number of parking stalls being provided. The plan calls for additional parking, including structured parking, to be constructed as part of the future mixed use building.

The City, at its discretion, hired a consultant to determine and verify the adequacy and conclusions of MainStreet's parking study. In addition, the City's development review engineer reviewed the study. The parking study concluded that MainStreet's parking layout will provide enough parking for daily peak demands, and the City's development review engineer concurred with both the study and the City's consultant. The study did not include on-street parking or Post Office building parking in the assumptions (although the Post Office parking lot is part of the shared reciprocal parking agreement).

When the restaurant and mixed use buildings are completed and occupied, we will see whether the two parking studies were right. In the meantime, I don't have any empirical data or other information to question the parking studies.

What are community perceptions and expectations?

We are hearing second or third hand that concerns are being raised about inadequate parking in the downtown. When I ask for additional clarification about a particular complaint, the concern

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usually is about 1) lack of parking close to the entrance of the building, or 2) lack of parking for park and riders.

I frequently monitor parking availability in around the Town Square and Hangar at different times of the day and night. I have yet to see a scenario where all parking spaces are taken and there is no place to park.

Kenmore is a suburban city with a small downtown area that is beginning to have a more urban look and feel. In this changing environment and for this finite part of the City, I believe it is important for the community to become more comfortable with the following:

- Use on-street parking. At a recent weekday morning meeting at City Hall, an attendee complained to me about not being able to find a parking spot. During that event, plenty of on-street parking near City Hall was available.
- Empty parking lots are a thing of the past. Constructing a parking lot to be large enough for the rare peak demand is not efficient or a good use of real estate. At daily peak use times, motorists may have to drive around for a minute to find a parking space. For rare peak demands, motorists may have to walk a block or two to their destination, and businesses will need to plan ahead and coordinate to accommodate these rare peak demands.
- In downtown situations like ours, it makes more sense to move away from exclusive parking owned by one property owner—it's simply not an efficient use of real estate. The owners of the former Kenmore Village properties share parking.
- Walking a ½ block or even a block from your car to your destination is now OK.
- The City nor its local private property owners and businesses are not expected to provide parking for park and riders. We need to continue to encourage King County Metro to procure more parking for its patrons and/or provide alternate modes of getting to the bus lines.

What is the plan moving forward?

I still concur with the City Council's direction to "watch and monitor" the situation. We should also do the following:

1. Consider conducting a more quantitative monitoring plan that shows, via data, parking use.
2. Educate motorists, including City Hall visitors, about the availability of on-street parking.
3. Work with businesses who have occasional high demand events that require advance notice and coordination for parking. Help facilitate creative solutions for these events.
4. Continue to enforce on-street parking time limits.
5. If the downtown becomes so successful that parking becomes a problem:
 - a. Consider the shell property as an interim overflow lot. Development standards may apply.
 - b. Consider looking into a municipal parking lot and/or shuttle van.

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Rob Karlinsey

From: LimeBike <city@limebike.com>
Sent: Friday, December 15, 2017 6:01 AM
To: Rob Karlinsey
Subject: A new dockless bike sharing model for Kenmore

Dear Rob,

At [LimeBike](#), our goal is to fundamentally change the way people get around cities. As a U.S. company and the leading dockless bike sharing provider in the country operating programs in over 35 U.S. markets with 1 million rides and counting, we are interested in how bikes could be a good first and last mile solution for Kenmore?

We operate in large cities like Dallas and Seattle, and as diverse communities as Greensboro, NC, Washington, DC and South Bend, IN. We can provide our dockless bike sharing model is ***totally free of any government funding***, handling all of the cost of the equipment and operations.

Our technology allows riders to locate and unlock any LimeBike using our mobile app, ride, and then park in any commonly accepted spot. Priced at \$1 per ride or \$.50 for students with cheaper low-income and membership plans, ***we can also serve all areas of the community where traditional stations have not***. We will also share the data generated by our bike usage to help cities make city mobility safer and more efficient.

Again, we don't require any funding and would love the chance to discuss how our solution might support your local mobility efforts. Here is a [brief one pager](#) that explains our operating model for cities.

Would you be up for a brief call next week?

Thank you in advance,

LimeBike Team

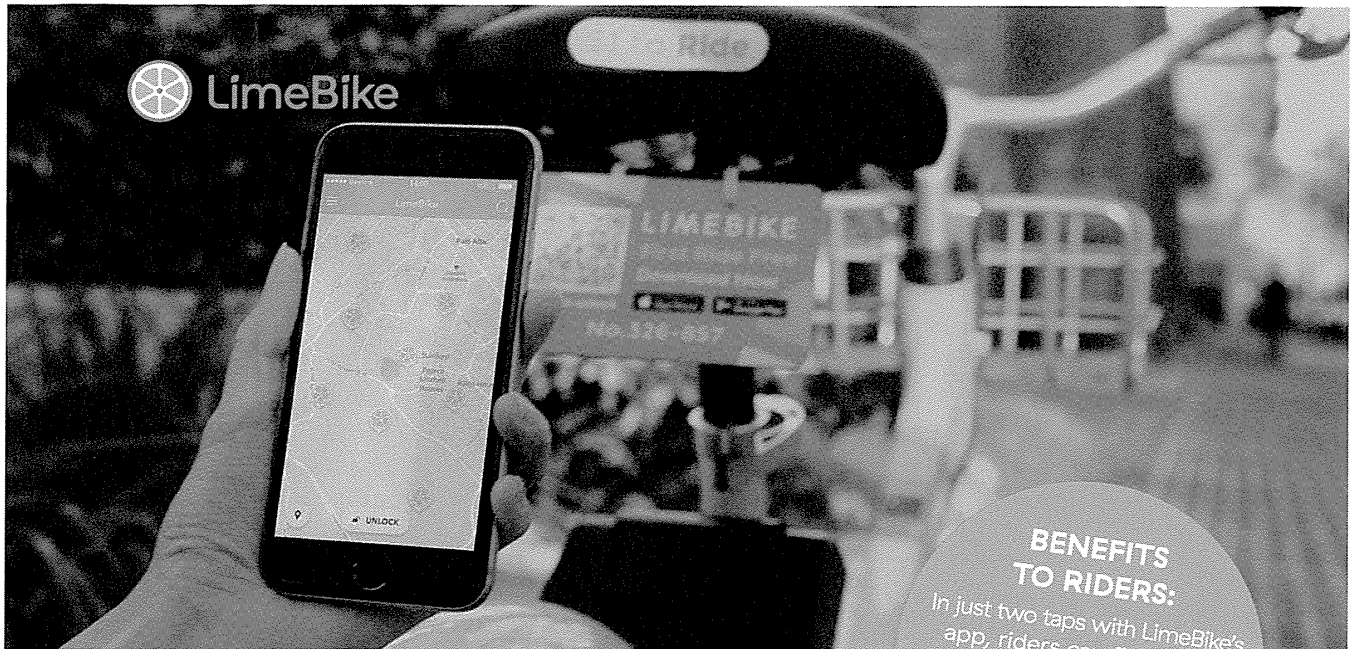
Fun Fact: We had *more rides in a single day* our first week operating in Seattle with just 500 bikes than the city's old station-based program's best *week* ever. We now have 3,000 bikes serving the community!

LimeBike 66 Bovet Rd, Suite 320 San Mateo CA

You received this email because you are subscribed to Marketing Information from LimeBike .

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Revolutionizing urban mobility

BENEFITS TO RIDERS:
In just two taps with LimeBike's app, riders can find a bike nearby and start riding anywhere at just **\$1 per ride**. To complete a ride, users park the bike and lock it up.

LimeBike is revolutionizing urban mobility with dockless bike sharing to solve the last mile in daily transportation. Our smart GPS-equipped bikes and app turn any smartphone into a lock, payment, and parking tool. We will supply and manage a city fleet and **we need no public funding to make this happen.**

What sets LimeBike apart?

- ✓ Collaborative approach with cities to solve pressing transportation problems;
- ✓ U.S.-based tech mobility company with strong financial backing so we need no grants or public funding;
- ✓ Advanced GPS equipped smart bike and app technology;
- ✓ On-the-ground operations and expertise with proven self-sustaining business model;
- ✓ The commitment to share rider data to make biking safer, easier and more common.

LimeBike helps cities lead the mobility revolution:

- ✓ Integrate bike sharing into city mobility priorities;
- ✓ Guarantee bike availability and access to all communities, particularly those previously underserved;
- ✓ Equip cities with free GPS data on ridership and routes for safer, more efficient planning;
- ✓ Cover all bike, maintenance, operation, and rider education costs.

www.limebike.com

city@limebike.com

Nancy Meehan

Subject: FW: Kenmore Asphalt Plant, Emission Testing

From: Mullen, Sophie (Vancouver) CAN [<mailto:Sophie.Mullen@LehighHanson.com>]
Sent: Thursday, December 7, 2017 3:11 PM
To: john hagen <johnwhagen@yahoo.com>
Cc: Barnett, Noel (Vancouver) USA <noelw.barnett@lehighhanson.com>; Rob Karlinsey <rkarlinsey@kenmorewa.gov>; David Baker <dbaker@kenmorewa.gov>
Subject: RE: Kenmore Asphalt Plant, Emission Testing

Mr. Hagen:

Cadman is not interested and will not permit the mounting of air quality monitoring devices at the Kenmore Asphalt Plant stack exhaust.

We would be more than happy to sit down and discuss your concerns with you at any time so please don't hesitate to contact me.

Kind regards,
Sophie

Sophie Mullen, MSc.
DIRECTOR, SUSTAINABLE RESOURCE DEVELOPMENT
Cell: 604.812.6116 sophie.mullen@lehighhanson.com

From: john hagen [<mailto:johnwhagen@yahoo.com>]
Sent: November 28, 2017 1:22 PM
To: Mullen, Sophie (Vancouver) CAN <Sophie.Mullen@LehighHanson.com>
Cc: Barnett, Noel (Vancouver) USA <noelw.barnett@lehighhanson.com>; Rob Karlinsey <rkarlinsey@kenmorewa.gov>; David Baker <dbaker@kenmorewa.gov>
Subject: Re: Kenmore Asphalt Plant, Emission Testing

Thanks Sophie,

The report you provided was for a study completed in 2007 at a facility in Salisbury, North Carolina. What the Citizens of Kenmore are requesting is a similar study be conducted here, at the Cadman Materials facility in Kenmore, WA. The citizens of Kenmore (and other surrounding communities), that breathe these emissions daily, would like to confirm these emissions are indeed safe to breathe by hiring an unbiased third party Environmental Testing firm to get actual measurements at the emission source. All the City of Kenmore needs from Cadman Materials is permission to; access the stack, mount the air quality monitoring devices, and remove the air quality monitoring devices upon completion of the monitoring period. Since Cadman Materials is so confident that the emissions from its Kenmore Asphalt facility pose no health dangers/hazards and meet all regulatory requirements, then I don't see why there would be any objection to this.

So I ask again, could Cadman Materials Inc. please just answer "yes" or "no" to the original question I asked Noel in my previous Email:

Is Cadman Materials Inc. willing to allow the City of Kenmore to mount air quality monitoring devices at the Kenmore Asphalt Plant stack exhaust?

Thanks,

John 425-286-6780

From: "Mullen, Sophie (Vancouver) CAN" <Sophie.Mullen@LehighHanson.com>
To: "johnwhagen@yahoo.com" <johnwhagen@yahoo.com>
Cc: "Barnett, Noel (Vancouver) USA" <noelw.barnett@lehighhanson.com>
Sent: Wednesday, October 25, 2017 8:36 AM
Subject: Kenmore Asphalt Plant

Mr. Hagen:

My name is Sophie Mullen and I am the Director of Sustainable Resource Development with Lehigh Hanson, the parent company to Cadman Materials who recently purchased the Kenmore facility from Cemex. While we understand and appreciate your concerns, as the new owner we are still getting up to speed on your requests; however, I can assure you that asphalt plant emissions are well quantified and understood by the regulated community and we adhere to all state-required emissions testing.

Looking at some of the material you identified online, it certainly appears alarming; however, this type of online information incorrectly blends information about emissions from the wide variety of asphalt production and use sources. The asphalt paving industry, including our company, has worked diligently to understand and reduce emissions – which are directly attributed to the temperature of the material. For example, roofing asphalts are manufactured and applied at much higher temperatures than are paving asphalts – and much of the online information confuses these asphalt types and their potential emissions. Our Kenmore plant has implemented industry best practices such as warm mix to reduce emissions.

Regardless, I call to your attention the following investigation from the Agency for Toxic Substances and Disease Registry (ATSDR), the U.S. federal public health agency that has jurisdiction over the impact of emissions on public health. About 10 years ago, ATSDR launched a substantial investigation of emissions from asphalt paving facilities and associated industries. This included monitoring facilities and neighborhoods adjacent to paving asphalt plants and refining terminals. Their comprehensive study was summarized in the following report:

https://secure-web.cisco.com/1L1WVCjnVnHPW0vd5DIyK_nF7yRYGBIarVIHBIVurUOebDDRsgBeh_J4WN8WivZZrJ5vHtrjiTVqWiYzT9rXCD32b9xTXKFZRlagOhO9cCdKDylmvmvwqek2QV3lhARRalowrhSq-BulyC-t0OfYDkPX3kHX6I8uO0VcKFCR2OZXcpg_IbLczXyF0pwdYB2ASc7qRTiYm-f7ttbHAfodKOMYEE-Q3LbWDI_RTCt06WsYzmkfLLGftJ4iBY_QnSVcnZ0j3tJoyTgXlocAj2cziDKw42XlrcDkY_bt1bq1CbZPKIfVdPI77gdMoFvicnMijqocG0cs5FmRP0X362BXARtg/https%3A%2F%2Fwww.atsdr.cdc.gov%2Fhac%2Fpha%2FAPACCarolinaIncandAssociatedAsphaltInc%2FAPAC%2520Carolina%2520Inc.%26%2520Associated%2520Asphalt%2520Inc.%2520HC%25202-14-07.pdf .

and include the following statements (direct quotes):

- The available data from Salisbury and near other asphalt plants suggests that concentrations of polycyclic aromatic hydrocarbons (PAHs) and volatile organic carbons (VOCs) pose no acute (i.e., short-term) or chronic (i.e., long-term) public health hazard.
- ATSDR sampling from seven sites in the communities surrounding asphalt facilities showed that there do not appear to be any chemicals or compounds at levels that would pose a public health hazard. VOCs and PAHs were detected in very low concentrations,

and only H₂S, and particulate matter (PM) – as respirable particulates or PM₁₀ and PM_{2.5} – were slightly elevated.

As I mentioned above, emissions from paving asphalt plants are well-understood and regulated. We take seriously the health and safety of our community and our workers, many of whom live here too. However, at this time, we see no reason to believe that additional stack testing will provide any information that would change how we operate or are required to operate, to ensure public health and safety.

Our senior management team and I would be happy to sit down and meet with you to discuss this further if you would like; and of course, our invitation to have a tour of the facility to better understand how we operate is always open.

Kind regards,
Sophie

Sophie Mullen, MSc.
DIRECTOR, SUSTAINABLE RESOURCE DEVELOPMENT

Lehigh Hanson Materials Limited
8955 Shaughnessy Street, Vancouver, BC V6P 3Y7
Cell: 604.812.6116 sophie.mullen@lehighhanson.com



18120 68TH AVENUE NE PO Box 82607
KENMORE, WASHINGTON 98028

MEMO

TO: Rob Karlinsey, City Manager
FROM: Debbie Bent, Community Development Director 
DATE: December 18, 2017
SUBJECT: Swimming Pool Background

The Carol Ann Wald Pool at St. Edward State Park closed in 2009. The pool is within the lease area that Daniels Real Estate has with State Parks for renovating the seminary building. The plans for the pool building have not been determined.

In 2010 the City contracted with ORB Architects (approximately \$40,000) to assess the condition of the gymnasium and pool. The final report was presented to Council on 9/20/10. The report noted that all pools that operate as "square box" lap pools operate at a loss and require some form of subsidy in order to operate. As pools age, the subsidy increases and more maintenance is required. The report estimated a total of \$2,162,168 in needed repairs (architectural/mechanical/electrical).

The NPRSA undertook an aquatic study in 2004. At that time, the recommended project included an indoor 25-meter x 25-yard competitive pool with a diving board, a 6,000-square-foot indoor leisure pool, a warm-water therapy pool with necessary support facilities and future expansion potential. Estimated capital construction cost for this facility was estimated at \$10.9 million. Including a \$5 million allowance for land acquisition and a \$3 million allowance for other miscellaneous costs, the total estimated project cost is approximately \$18.9 million. The levy rate voters would pay to finance this construction cost was estimated to be \$.115 per \$1,000 of assessed value (\$28.75 annually for a home value of \$250,000; \$46.00 annually for a \$400,000 home value). The annual operation expenditure for this facility was estimated to be \$1,405,000 offset by estimated revenues of \$1,242,000 — a net operation deficit of \$163,000 per year (88% cost recovery).

In 2008 the Northshore Park and Recreation Service Area (NPRSA) contracted with ORB Architects to complete another Northshore Aquatics and Location Study. A multi-function regional aquatic center of approximately 55,000 square feet was recommended with a central location within the NPRSA service area. At that time, there was a clear preference for a site in the Downtown Bothell area. Total project costs, including soft costs (design, permits, and taxes) were estimated between \$25-\$28 million, including approximately \$6.7 million in land acquisition. Cost was the primary reason jurisdictions within the NPRSA did not pursue the project or funding options.

In 2013, the City of Kirkland initiated a siting study for an 86,000 square foot multi-function aquatics center (Aquatics, Recreation and Community Center, ARC) when the Lake Washington School District announced it would not fund the renovation or replacement of the Juanita Aquatics Center at Juanita High School. The cost ranged from \$47.5 to 60.6 million. In 2015 Proposition 1 to form a metropolitan park with responsibilities to fund construction, operation and maintenance of the ARC and other park facilities failed.



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KENMORE, WASHINGTON 98028

MEMO

TO: Rob Karlinsey, City Manager
FROM: Debbie Bent, Community Development Director *DB*
DATE: December 11, 2017
SUBJECT: St. Edward Ballfield Project Status Update.

Project Description: About two years ago, the City Council gave direction to propose renovating the existing ballfield at St. Edward State Park to a new public sports field. The field is designed to accommodate two little league fields, two youth soccer fields, one full size soccer field or one full size cricket field. The proposed improvements will stay within the footprint of the existing ballfield and is smaller than the 3-diamond configuration proposed in 2007. Proposed improvements include new synthetic turf, bleachers, backstops, dugouts, a perimeter walking path, field lighting, maintenance shed, landscaping, wetland restoration and buffer enhancement, drainage improvements, and parking improvements.

Status of SEPA/Lease/Critical Area Variance Permit: On January 22, 2016, a Memorandum of Understanding (Contract 16-C1507) was executed between the City and State Parks to prepare a long term (20 year) lease whereby the City would improve the ballfields and manage and maintain them. On June 6, 2016, a SEPA Lead Agency Agreement (Contract 16-C1561) was executed between the City and State Parks to coordinate SEPA documents and nominate the City as the SEPA lead agency.

On July 28, 2017, a Critical Area Variance Permit application (to allow variance from wetland buffer widths) and SEPA application was submitted to the City's Development Services Department. The City as applicant is in the process of providing a response to public comments submitted under two public review comment periods ending 9/25/17 (approximately 36 commenters in opposition and approximately 99 commenters in favor of the project). The City is also responding to review comments received from State Parks staff on the SEPA checklist in August 2017 and the City's Development Services Department review team comments received 10/16/17. The City is providing a consolidated response to all comments. Given the quantity and complexity of comments it is anticipated that a response may not be ready until January 2018. State Parks staff and the City's Development Services Department review team will then review the response which could potentially lead to one or more rounds of review/response.

Once all review comments have been addressed the City's Development Services Director (who is also the SEPA official) issues a SEPA determination and decision on the Critical Areas Variance. The SEPA determination could be a Determination of Non-Significance (DNS), Mitigated Determination of Non-Significance (MDNS) or Determination of Significance (DS).

The SEPA decision and variance decision may be appealed to the Kenmore Hearing Examiner. Following issuance of a SEPA determination the State Park Commission may consider action on a long-term lease. The terms/conditions for a long-term 20-year lease are still under discussion between City staff and parks staff.

The 10/17/17 letter from Don Hoch Director of the Washington State Parks and Recreation Commission (Attachment #1) outlined mitigation measures that require City commitment for State Parks staff to proceed with SEPA and a long-term lease. The City provided an 11/2/17 response letter (Attachment #2) reiterating the city's earlier request for State Parks to wait on making final conclusions until the City has responded to review comments and issues a SEPA threshold determination. In this letter, the City also requested a meeting to specifically discuss field lighting, impacts and mitigation measures. An 11/6/17 letter from Don Hoch (Attachment #3) invited the City to attend the 11/16/17 commission meeting. Three representatives of the city did attend the commission meeting in Westport.

At the 11/16/17 State Parks Commission meeting in Westport, the slide presentation Attachment #4) given by Parks Staff included next steps described as follows:

- Meet with City to ensure that environmental and lease requirements are mutually understood
- Consider utilizing a facilitator to ensure effective exchange of information
- If at impasse, exit SEPA lead agency agreement. The City may then proceed independently with SEPA to secure a variance from its Critical Areas Ordinance
- City may request a lease for which State Parks would lead environmental review

ATTACHMENT

1



Don Hoch
Director

STATE OF WASHINGTON

WASHINGTON STATE PARKS AND RECREATION COMMISSION

1111 Israel Road S.W. • P O Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500
TDD Telecommunications Device for the Deaf: 800-833-6388
www.parks.state.wa.us

October 17, 2017

Rob Karlinsey, City Manager
City of Kenmore
18120 68th Avenue NE
Kenmore, Washington 98028

Dear Mr. Karlinsey:

Thank you for your staff's response to our letter of September 13, 2017. I very much appreciate your clarification of the City's process, as well as steps the City intends to take moving forward its ballfield proposal.

As we have learned during the past sixteen months, the City's application of SEPA procedures differs considerably from that of State Parks. Nevertheless, pursuant to Section IV.B of our SEPA Lead Agency Agreement, we acknowledge the six steps outlined in your letter as an alternate resolution and agree to maintain our agreement if the City can meet additional considerations outlined in this letter.

As the SEPA process has identified potential environmental impacts of the proposed ballfield project, the City has, in our view, struggled to demonstrate that ballfields can be constructed in harmony with the surrounding state park and its recreation and conservation purpose. A ballfield development, while not *aligned* with State Parks' mission, may nevertheless be *compatible* with the agency's mission if impacts to natural systems and the state park experience can be mitigated to State Parks' standards.

We must therefore insist that the City's proposal provide sufficient detail by which State Parks staff can comprehensively identify and analyze impacts to the environment. The City must also commit to corresponding mitigations to assure that ballfield improvements remain compatible with State Parks' mission and consistent with the Commission's adopted policies and plans.

For State Parks to continue consideration of the ballfield proposal, the City will need to:

1. Refine design of ballfield improvements in collaboration with State Parks staff to the degree necessary to conduct appropriate environmental review, including at minimum:
 - o Removing ballfield lighting from design.
 - o Including 36 new parking stalls to fully account for ballfield use during a twenty year lease term.
 - o Specifying materials and systems that will be used to manage ballfield related stormwater quality and quantity.

- Renovating existing restroom serving ballfields to meet current code and anticipated additional use.
- 2. Fully describe potential impacts of ballfield improvements and corresponding mitigations in the current SEPA checklist, and otherwise incorporate edits and act on suggestions provided by State Parks staff.
- 3. Agree to lease provisions that offset costs and other impacts on state park operations including at minimum:
 - Completing necessary tree removal and pruning identified by State Parks staff and developing a tree risk management plan to guide future management activities using the State Parks' critical root zone tree protection standards.
 - Payment of \$13,000 annually to offset additional operating expenses.
 - Guarantee \$13,000 in annual sales of Discover Passes (e.g., purchase passes from State Parks for distribution or resale to ballfield users).
 - Prepare an ongoing operations plan to specify roles, responsibilities, and communications the City and State Parks will undertake during the course of the lease.

With specific regard to lighting, it remains my understanding that significant impacts associated with ballfield lighting, including those to light-sensitive bats and the underlying ecosystem supporting them, cannot be mitigated sufficiently within the park. It is the Commission's policy that any impacts to wildlife arising from development activities must be avoided, mitigated on-site, or in rare circumstances, mitigated off-site. Because ballfield lighting is not critical to the mission and purpose of Saint Edward State Park, State Parks staff will not be able to recommend to the Commission an action that would likely cause unmitigated harm to the park's wildlife or its supporting habitat.

If State Parks' staff determines that the updated proposal is incomplete, has impacts that are inadequately mitigated, or has analysis insufficient for the purposes of making an informed decision, my only option would be to terminate our SEPA Lead Agency Agreement, pursuant to paragraph V.F. The City and State Parks will then each be responsible for environmental review for the portion of the project under their jurisdiction (Section IV.C). In this case, I would likely halt any additional investment of time or resources in this project.

I request that you respond to this letter in writing no later than Tuesday, October 31, 2017, indicating whether the City will agree to the suggested resolution and describing how the City intends to satisfy the requirements outlined in this letter. Please let me know if you have any questions about this information.

Sincerely,



Donald Hoch
Director



City of Kenmore, Washington

November 2, 2017

Don Hoch, Director
Washington State Parks and Recreation Commission
1111 Israel Road SW
P.O. Box 42650
Olympia, WA 98504-2650

Dear Mr. Hoch:

I would like to begin by expressing my gratitude to the Commission, you, and your co-workers at Washington State Parks for investing time, energy, and resources into the ballfield renovation project at St. Edward State Park here in Kenmore. This letter is in response to your October 17th letter outlining additional considerations regarding the project. As you know, the ballfield project is of great importance to us and has significant support in our community. The City remains hopeful that we can jointly identify a path forward to advance the project from vision to reality.

Our agencies have historically worked well together on issues in and around Saint Edward State Park. Our city council, citizens, and staff view Saint Edward State Park as a great asset to the community. We aim to work collaboratively with State Parks to protect and enhance this valuable park. For example, in the past, we have worked together to advance a proposal to improve the Seminary building – a complex project requiring changes in state law. We hope that both the City and State Parks will continue to bring the same spirit of collaboration that our agencies have shared in the past to the ballfield project.

The additional considerations in your October 17th letter are well taken and we appreciate the communication. We do feel the need to offer our perspective on how we have arrived at this point in the process, and would like to offer a path forward for more collaborative interaction between our two agencies.

Our understanding is that parks staff does not feel the Commission can be presented with a decision to approve a lease for the project, specifically as it has been proposed to include lighting, unless the project is consistent with State Parks' policy and mission or an environmental impact statement has been completed for the project. The City believes the ballfield project, including the proposed lighting, is consistent with State Parks' policy and aligned with State Parks' mission.

Even if there is some concern about whether the ballfield project is in keeping with State Parks' policies and mission, we are confident that the SEPA threshold determination process provides adequate environmental assessment to allow the ballfield project approval and lease

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to go before the Commission. If State Parks' disagrees with these assertions, the City would like to request as a next step that the City and State Parks discuss the issue of the ballfield project lighting and the project's impact on bat species in a facilitated format.

The Proposed Ballfield Project is Consistent with State Parks' Mission & Policy on Common Native Species and Habitat

Our understanding is that parks staff believes that in order to present the Commission with a recommendation regarding the ballfield project, the project must be compatible with State Parks' Mission and State Parks' Policy on Common Native Species and Habitat *or* the project must undergo an environmental impact statement. The City believes that the project is consistent with State Parks' Mission and State Park's Policy on Common Native Species and Habitat.

Your October 17th letter states that the proposed ballfield renovation, which includes lighting, is not aligned with State Parks' mission. We respectfully disagree and hope that the Commission will consider this question. We are aware that at least eleven other Washington State Parks have ballfields, and we hope that considerations about what is already happening in the park (concerts, festivals, car shows, sporting events), historical significance of the amenity, the park's location (urban vs. remote), and whether the proposal advances State Park's Transformation Strategy (leveraging partnerships to increase park usability in the shoulder seasons, generate more revenue, and offset O&M costs) will be part of the alignment discussion.

We do recognize that impacts on parks operations and assets must be addressed, and to that end we have been working with State Parks staff since late 2015 on potential mitigation measures.

The State Park's Policy on Common Native Species and Habitat reads as follows:

State Parks will preserve, promote, and protect all native species and their respective habitats in balance with the agency's cultural resources protection and recreation objectives. Where native species are significantly impacted by regulations or Commission-sanctioned actions (developments associated with approved mark master plans, treatment of problem wildlife), efforts will be made to minimize and mitigate these impacts.

We believe the proposed ballfield renovation is in harmony with the above policy; in fact, the policy makes the case for the ballfield project.

The City agrees that native species need to be protected *in balance with* the agency's objectives. The 2008 St. Edward State Park CAMP document states "continue use of the field for a variety of organized and unorganized recreational events. Prepare development, use and maintenance agreements with local organizations such as baseball, softball, soccer and cricket and the City of Kenmore". In addition, State Parks' 2006 cultural landscape inventory for the park discusses the ballfields and acknowledges the ballfields as part of the Park's history—as a contributing factor to the historic landscape of the park.

Furthermore, “Significant” in the above policy is further defined as “having or likely to have an important (usually quantifiable) effect”. Based on information presented to the city via SEPA comments from State Parks, State Parks has not demonstrated that the ballfield project, including lighting, will have a significant, important, or quantifiable effect on bat species (see discussion below on lighting/bats on how to further come to a conclusion on this component).

SEPA Process Adequate to Address All Impacts

As is acknowledged in your letter, the SEPA procedures utilized by the City are different than what State Parks has traditionally used for environmental analysis. In particular, it appears that State Parks historically has conducted an environmental impact statement (EIS) for any project, property decision, etc., and is unfamiliar with the SEPA threshold determination procedure that the City is utilizing.

The SEPA Lead Agency Agreement between State Parks and the City designates the City of Kenmore as the lead agency. The City, as the lead agency, selected the threshold determination process instead of skipping over the threshold determination process and going directly to an environmental impact statement. The threshold determination procedure does not provide any less environmental scrutiny, especially given the rigor with which both of our agencies have been approaching this project. We believe the threshold determination will provide parks staff with sufficient environmental review to advance the issue forward to the Commission.

From our experience as a land use regulator, a project of this size and scope rarely rises to the level of requiring an EIS. As a permitting agency, the City of Kenmore processes projects of larger size and complexity than the ballfield renovation, and very few of these projects rise to the level of an EIS.

Conducting an EIS implies that the project will produce significant impacts that cannot be mitigated. As the project applicant, we have been and continue to be confident that all impacts can be adequately mitigated, subject to the SEPA process and threshold determination.

Additionally, it seems that State Parks compares the ballfield project to Mount Spokane as a reason why going directly to an environmental impact statement may be necessary. These two projects are very different. The Mount Spokane case involved clear cutting trees on many of acres of slope in a remote wilderness area. The ballfield project involves renovating three acres of an existing ballfield—about one percent of the land area of St. Edward State Park.

State Parks has known that the City intended to use the SEPA threshold determination process since the SEPA Lead Agency Agreement was entered into in June of 2016. The SEPA Lead Agency Agreement does not contemplate skipping the threshold determination process by going directly to an EIS. Instead, the Agreement references the environmental checklist (D.2) and SEPA threshold determination (C.4.ii) process which the city has been following.

In Bryan Hampson's September 26, 2017 letter to Peter Herzog, he reiterated a very thorough process for receiving and responding to comments from State Parks and the public under this process. In that letter, he asked Mr. Herzog to honor the SEPA threshold process currently in place and reserve judgment regarding an appropriate threshold determination until the City had been able to respond to State Parks' and the public's comments. We are currently reviewing comments from State Parks and are in the process of drafting responses.

State Parks staff have provided a great deal of comments indeed, and we appreciate the work that went into providing those comments and your agency's desire to be thorough. We too want to be thorough, and we have been working in good faith to respond to those comments as part of the SEPA process that is currently underway.

Responding to your agency's comments has been no small chore, and we have assumed that Parks staff have submitted all of their comments in good faith and with the expectation that we, the City, would be able to respond to those comments. We are also relying on the belief that State Parks will be open minded and willing to consider our responses to State Parks' comments.

The conclusions reached in your October 17th letter without waiting for our responses and without waiting for the SEPA process is frustrating and problematic. We respectfully ask that you wait for our responses to your comments on the SEPA checklist before making firm conclusions and demands, especially given all of the work and resources both of our agencies have put into this SEPA process and the overall ballfields project over the last two years. Ideally, our two agencies would agree on the determination. We are hopeful that this letter may set forth a process that allows for that agreement.

After the City reviews State Parks' comments and other comments and receives further input from State Parks, the City will determine, as contemplated by the SEPA statute and SEPA regulations, whether the threshold determination should be a DNS, MDNS or DS. Only a DS results in the preparation of an EIS. After reviewing the SEPA checklist, other documents, and information available to the City, the City might be able to issue a MDNS that includes mitigation measures designed to mitigate impacts of the ballfield proposal. If that happens, a DS need not be issued and an EIS need not be prepared.

If State Parks disagrees with the City's determination, State Parks could terminate the SEPA Lead Agency Agreement and appeal the City's MDNS pursuant to KMC 19.35.160. We hope that will not happen. Of course, if State Parks disagrees with a MDNS, State Parks could proceed on its own with a DS and EIS for the lease.

Comprehensive List of Considerations

Perhaps emerging from confusion over the City's SEPA procedure, State Parks has incrementally raised additional concerns regarding the ballpark project in an inefficient manner that is not consistent with the SEPA process. Over the last two years, State Parks has continually added new issues that we had thought were already negotiated.

Throughout the continuous flow of new issues and changes in position, the City has repeatedly raised this as a concern. Mr. Herzog kindly understood and acknowledged the concern in November 2016, and he and his staff put together a comprehensive list of considerations regarding the ballfield project. This list included field lighting and turf as permitted uses and added a number of new conditions, including no City use of the ballfield on summer weekends; renovating the Nun's Garden, the Grotto, and the Orchard; working with State Parks to remove rip rap along the lakeshore; and other conditions. While this list added significant costs to the project, we were encouraged and sensed an atmosphere of cooperation and working together on finding solutions.

However, since November 2016 and especially since the first half of 2017, more requests and changes in position have come from State Parks including increased parking demands, tree removal, changes in positions on wildlife (see bat discussion later in this letter), and other issues have been raised. In order to move forward, we ask that State Parks please indicate that the latest October 17th letter represents the most comprehensive list of considerations that our agencies need to work to address in order for the project to move forward. We can review the October 17th items as part of the SEPA threshold determination process, and move toward issuing a determination.

Starting in the first half of this year, we have observed a noticeable increase in State Parks' challenges and level of scrutiny toward our project. Issues that were not raised during the first SEPA process in fall of 2016 have now been raised during the current SEPA process. Why the increased level of scrutiny? What has changed?

More recent examples include a change in bats species of "conservation concern" to all bat species, adding more studies, speculative comments about Ph level of rain water on pervious concrete, whether the turf would be safe for animals and people to walk on during hot summer days, and stormwater runoff, despite our commitment to follow DOE standards and best management practices. Another example includes a new request to address impacts of the project to "the region as a whole" (August 2017).

What makes this situation even more frustrating is that for a while, both parties were in good faith lease negotiations for the ballfields. We have met with State Parks staff a number of times to negotiate a lease, and we have exchanged lease drafts proposed by State Parks that allow ballfield lighting and turf. The progress we saw during these lease negotiations and our reliance on what State Parks included in their drafts (lights, turf, etc.) caused us to continue on in the process and incur more time and cost in the project. Those lease negotiations stalled when State Parks' level of scrutiny increased earlier this year.

Proposed Path Forward on Lighting/Bat Species

While the City believes that the ballfield project, as currently designed to include lighting, is compatible with State Parks' Mission and Policies, and that the SEPA threshold determination process provides adequate review, we recognize that a more recent point of contention between our agencies is around the impact that lighting will have on bats. In order to move forward in the same collaborative spirit that our agencies have brought to previous projects,

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we need to identify a path forward to allow for greater understanding for both the City and State Parks.

Based on what has occurred thus far, the City believes additional discussion and research is required. Below is an accounting, from the City's perspective, of the work that has been done to date:

- The bat issue was first raised as a part of State Parks' comments to our first SEPA process in August 2016. The comment mentioned concern for "bats that are of conservation concern" (as opposed to common species). The City provided a lengthy response that discussed how the project would improve foraging and habitat by restoring the wetland, enhancing the surrounding buffer, and providing bat nesting boxes.
- In mid-January 2017, parks staff informed City staff that they would be working with WDFW on a wildlife literature review. The City did not receive a draft of the literature review until June 28, 2017, and the City received a final draft on August 3, 2017, nearly two years into the project. The literature review was four pages long.
- In May 2017, State Parks staff reported to the Commission in Leavenworth that they were concerned about impacts of ballfield lights on bats. My recollection of that discussion was that the main concern was "priority species" bats. State Parks staff announced that they would conduct a bat study to further understand what species were in the park.
- In early August 2017, we heard that the bat study was complete, but the city did not receive a copy of it until late August. The report concluded that no priority species of bats were observed in the park. The report also stated that there are various bat species in the park, but the report did not draw any conclusions from the data. However, the report did state that "adding further lighting of such extent *might* reduce the value of certain areas to bats." (emphasis added) Also noteworthy are the words "*of such extent*" in the sentence. "Of such extent" refers to the security lighting at the Seminary and the Gymnasium. The ballfield proposal does not include this same type of lighting. The Seminary and Gymnasium lights are old-fashioned, bright, glaring, light standards that point horizontally away from the buildings. These security lights cast a noticeable shadow if you are standing in the surrounding areas, including the ballfields. These security lights on the Seminary and Gymnasium are on all night, 365 nights per year. In contrast to the Seminary and Gymnasium lights, the ballfield lights will be turned off by 9 pm each night and will be used less than half of year. In addition, the ballfield lighting will use the latest LED technology that drastically reduces spillage and glare, and the lighting technology we will use is approved by the International Dark Skies Association.
- When the Bat Survey report was shared with the City, State Parks staff indicated that not only were they concerned about priority species, but now all bat species, including

common species, and that ballfield lighting would have a significant impact on bats. Parks staff did not describe what that significant impact would be or how they arrived at that conclusion. State Parks staff also said that the only mitigation for lights is no lights. The City was left wanting an explanation for these conclusions.

- In an effort to become more educated and to inform the City's SEPA process, the City hired a wildlife biologist with expertise in bats to review the Bat Survey Report. Our expert, with 35 years of experience, reviewed the report and concluded that with the mitigation measures proposed by the City related to field lighting, there are negligible impacts to bats of any species. Our consultant provided those findings in writing, and we sent you his report.
- State Parks staff reviewed our consultant's findings and stated that his report "has significant problems and is not persuasive." We believe that a statement like that should be supported with evidence.

Under the SEPA threshold process, the City will issue a determination (DNS, MDS, or DS), and as outlined earlier in this letter, ideally both the City and State Parks can agree with the determination. In order for the City to issue such a determination, the City needs to fully understand the information, expertise, and science that State Parks relies on in making these assertions. Such greater understanding also increases the likelihood that both parties would be able to agree in the determination.

We would like to hear park's justification for the conclusions around the impact that lighting will have on bat species, and we believe that further research, discussion, and analysis would better help both the City and State Parks to more fully understand the impacts of ballfield lighting on bats, as well as appropriate and reasonable measures that can mitigate for lights.

To that end and to identify a path forward on fully assessing wildlife impacts and appropriate mitigation measures, the City requests a facilitated meeting. The meeting would include representatives from State Parks and the City, as well as invited consultants who can provide science-based information and support for conversation. We would also like to offer additional lighting mitigation measures. In addition to the mitigation for lighting that we have already agreed to, we offer the following additional mitigation measures:

- Retrofitting the forest trail lights running parallel to Seminary Drive with more up-to-date, nocturnal-friendly fixtures
- Working with State Parks and the Seminary tenant to remove the bright, old-style horizontal lights on the Seminary and Gymnasium
- Reducing the color temperature of the lights from 5700 Kelvin to 4000 Kelvin
- Fully avoiding the summer months when bats are most active and agreeing to light the fields during only four months of the year: March & April and October & November

We hope that this facilitated meeting will help the City and State Parks identify a path forward around lighting, and can inform the SEPA threshold determination.

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Please reply by November 17th indicating whether the above approach is acceptable to State Parks.

Additional Considerations

The October 17th letter raises a number of other issues beyond lighting that the City would also like to discuss further with State Parks. However, we believe that addressing the issue of lighting via a facilitated meeting is necessary prior to engaging in dialogue on the remaining issues. As discussed earlier in this letter, we will continue the SEPA process currently underway, and we request that you reserve judgement until after you have received the City's response to your comments.

Below is a preliminary response and request for clarification on some of the other issues:

Including 36 new parking stalls. Is this a change? We thought we had agreed to this and wondered why it was in your October 17 letter.

Early discussions between the City and State Parks staff prior to our 2016 permit submittal suggested that providing ten additional parking spaces was sufficient. Sometime later, after further analysis, both parties agreed to increase the requirement to 19 additional parking spaces. Later, State Parks decided to conduct its own parking study, despite the fact that two independent parking studies (the Lodge and ballfields) had been completed and supported the 19 additional parking spaces as agreed upon.

After State Parks completed its own parking study, State Parks increased its requirement to 38 stalls. We pushed back on this study and its assumptions, including the fact that the State Parks study did not account for parking demand already being generated by the existing ballfield. State Parks also asserted that the City would have to account for new growth even though ballfield use was not part of that growth. Despite these concerns, the City agreed to the 38 new stalls with the understanding that 19 new stalls would be built with the ballfield project and that the City would construct the other 19 later as park use grew and at State Parks' request. We are still OK with this condition.

Specifying Materials and Systems for Stormwater Quality. The City is fully committed to complying with Department of Ecology (DOE) Standards for stormwater quality. DOE's water quality standards are among the highest in the nation.

The City's adopted 2016 stormwater standards are consistent with DOE's latest 2012 standards. Full stormwater design details will be provided at the time of engineering/building permit submittal, consistent with the City's adopted standards and procedures. We request confirmation that compliance with the City's adopted stormwater standards and procedures for approving the stormwater system addresses your request.

Renovating the existing restroom serving the ballfields to meet current code and anticipated additional use. During lease negotiations, both parties agreed that the City would bring the

restroom up to ADA standards within the existing building footprint. The words "and anticipated additional use" in your October 17th letter is concerning and we are wondering if it is another change from what we had agreed upon. We respectfully request that you confirm our earlier agreement.

Payment for Operating Expenses. We will consider this request, but it remains perplexing. Your agency has produced estimates that our ballfield project will yield between \$107,000 and \$168,000 in new annual parking revenue to your agency. This amount will more than offset in increase in your operating expenses, especially given that the City is agreeing to bear the cost to maintain and operate the fields.

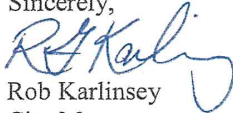
We acknowledge that the other provisions mentioned in your October 17 letter are also important, and we recommend that we discuss them further when we resolve the lighting and other issues mentioned above.

In conclusion, it goes without saying that this ballfield project is important to the City and many members of our community. Lighting in particular adds great value given the overall cost of the project, and we believe that there is a reasonable, mitigatable, and science-based path forward to keeping lighting in the project.

As public agencies, we have similar goals, especially when it comes to parks and recreation. We view this particular ballfield renovation process as two public park systems (the City and State Parks) working jointly as partners to improve the recreation experience for our park patrons.

Again, thank you for all of the time and effort you and your co-workers have put into this project.

Sincerely,



Rob Karlinsey
City Manager
City of Kenmore

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Attachment 3



Don Hoch
Director

STATE OF WASHINGTON
WASHINGTON STATE PARKS AND RECREATION COMMISSION

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November 6, 2017

Rob Karlinsey, City Manager
City of Kenmore
18120 68th Avenue NE
PO Box 82607
Kenmore, Washington 98028

Dear Mr. Karlinsey,

Thank you for your letter of November 2, 2017 regarding rehabilitation of the ballfields at Saint Edward State Park. We are reviewing it carefully and have included a copy in our report to the State Parks and Recreation Commission scheduled for presentation at its upcoming November 16, 2017 meeting in Westport.

I invite you to attend and provide any additional comments for the Commission in person. The meeting will be held at the Westport Maritime Museum, 2201 Westhaven Dr., Westport WA 98595, and we have tentatively scheduled the item for 1:00 P.M.

In your letter you requested that we respond by November 17, 2017. However, we plan to discuss the letter with the Commission at the November 16, 2017 meeting, and so will not have had a chance to prepare a response as requested. We hope to provide a considered response by the end of the month.

Thanks and I hope to see you at the Commission meeting in Westport.

Sincerely,

A handwritten signature in dark ink that reads "Donald Hoch".

Donald Hoch
Director

Commission Meeting Westport, WA

November 16, 2017



EMBRACE YOUR
NATURE

Attachment 4

Item E-3: Saint Edward State Park – Ballfields – Report



EMBRACE YOUR
NATURE

Introduction

- Standing Commission policy regarding sports fields
- Previous effort to lease ballfields
- Current ballfield lease and improvements
- Next steps

Commission 2007 Sports Fields Guidelines

- Primary responsibility of local government
- No additional State Park lands be dedicated for this purpose
- Existing fields are not to be expanded in size
- Any improvements to existing fields will not significantly impact the cultural landscape of the park or other park uses
- Field lighting, artificial playing surfaces, and permanent seating require specific approval by the Commission

Saint Edward Ballfields - Evolution

- Lease of ballfields proposed by the City of Kenmore (2008)
 - Improvements not specified
 - Proposed lease not approved by Commission
- 2013 Transformation Strategy
 - Partnerships with local government
 - 2016 MOU with Kenmore

Current Ballfields Proposal

- 2016 SEPA Lead Agency Agreement
- Optional streamlined DNS SEPA review process
- Environmental review re-started (July 2017)
- Concerns raised by staff and Commission during review



Concerns Raised

- Noise
- Regional supply of sports fields
- Adequacy of proposed parking
- Mitigation of potential tree risk
- Impact of field lighting on nocturnal wildlife



Current Ballfields Proposal

- Significant impacts identified
- Increasing difficulty reconciling State Parks and City environmental review process and standards
- Communicated concerns and requirements for environmental process and lease to City

Current Ballfields Proposal

- Entered into this process in good faith
- The significance of impacts was unexpected
- Unable to bring a recommendation with incomplete environmental information or in conflict with commission policy
- Still wish to proceed in a manner that is compatible with the agency's mission

Next Steps

- Meet with City to ensure that environmental and lease requirements are mutually understood
- Consider utilizing a facilitator to ensure effective exchange of information



Next Steps

- If at impasse, exit SEPA lead agency agreement
- City may then proceed independently with SEPA to secure a variance from its Critical Areas Ordinance
- City may request a lease for which State Parks would lead environmental review





City of Kenmore, Washington

Memorandum

Date: December 20, 2017

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director

Re: Short Plat Fees

The fee for a preliminary short plat based on the **2018 Fee Schedule** is:

Subdivision – Preliminary Application Review	2018 Fee
Preliminary short subdivisions (9 lots or less)	
Base fee	\$436
Plus per lot	\$885
Revision to approved preliminary	Hourly
Short subdivision alteration	Hourly
Request for time extension	\$83

The fee for a preliminary short plat based on the **2017 Fee Schedule** is:

Subdivision – Preliminary Application Review	2017 Fee
Preliminary short subdivisions	
Short subdivision 4 lots or less	
Base fee	\$1,123
Plus per lot	\$142
Short subdivision 5 to 9 lots	
Base fee	\$7,110
Plus per lot	\$155
Revision to approved preliminary	\$908
Short subdivision alteration	\$1,259
Request for time extension	\$101

Examples	2017 Fee	2018 Fee
4 lot short plat	\$1,691	\$3,976
9 lot short plat	\$8,505	\$8,401

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City of Kenmore, Washington

Memorandum

Date: December 20, 2017

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director *BHA*

Re: **Appeal Fee**

On October 23, 2017, City Council adopted a new fee schedule using an 80% cost recovery model for land use permitting fees. The appeal fee (for development and land use decisions) was grouped into those fees and went up from \$126 to \$2,951.

This fee applies to decisions by the City on development and land use decisions, such as Site Plans, Conditional Use Permits, Variances, Subdivisions, Shoreline Management Permits, SEPA, Building Permits, Engineering Permits, and Grading Permits.

All other appeals, such as code enforcement appeals, remained \$126.

Neighboring Jurisdictions Appeal Fee	
Bothell	\$1,530
Kirkland	\$219
LFP	\$500
Brier	\$1,000
King County	\$250 filing fee + actual costs if denied
Snohomish County	Could not determine

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City of Kenmore, Washington

Memorandum

Date: December 12, 2017

To: Rob Karlinsey, City Manager

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

Re: Tree Regulations

Kenmore has adjusted its tree regulations three times since incorporation, and a minor amendment to better align tree cutting penalties and enforcement provisions between Title 15 (land alteration standards) and Title 18 (tree regulations) is proposed for 2018.

Tree-related amendments from the time of incorporation are as follows:

1998—The City adopted King County Code at incorporation.

2004—The City developed new tree regulations (Ordinance 04-0214) that repealed the King County rules, required tree surveys and a tree protection plan and established a minimum tree density of 20 tree units per acre for new development. (Tree density is calculated by assigning points based on size to each protected tree in the net buildable area divided by the total acreage of the net buildable area. If the tree density total is less than the required density, more trees must be protected or replacement trees are required.) The 2004 amendments also established protection measures (fencing, grading limits, etc.) and exempted some proposals from needing a permit. While the tree regulations addressed new development, tree rules on lots with an existing single-family residence were handled through the land alteration (Title 15) requirements of the Code.

2009—The City amended the tree regulations (Ordinance 09-0295) to require more tree credits for new development—30 tree units per acre. The amendments also focused on retaining perimeter trees, prevention of “loner” trees that might become a hazard, incentives for replacement of coniferous trees, penalties for non-compliance with a tree retention plan, and monitoring requirements for trees retained and/or replaced.

2015—The City amended the tree regulations (Ordinance 15-0409) to address tree windthrow. Tree windthrow occurs when a tree trunk acts as a lever under the pressure of the wind and the tree is uprooted. Trees most at risk are those whose environment recently has changed (in the last 5-10 years). When trees that were living in the midst of the urban forest lose the protection of a rim of trees and become stand-alones on new housing lots, or become the new edge of trees

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in the urban forest, they are vulnerable to windthrow. The new regulations required a tree windthrow evaluation as part of the tree protection plan preparation and review for new development. Per Council direction, the standards for tree removal on lots with an existing single-family residence did not change.

2018 (scheduled)—Proposed amendments to align tree enforcement standards and penalties.

We experience citizen complaints regarding cutting of trees—primarily on development sites in single-family neighborhoods. These complaints have been steady over the years, with no recent increase.

During the Great Recession, the State granted time extensions to many subdivision approvals—in some cases up to 10 years. In several of the cases cited in complaints about treatment of trees, the projects were approved for development prior to the tree regulation updates in 2006. That development, then, reflects standards from the old tree cutting regulations—not the most recent amendments.

The City has encouraged staff training on tree issues and, in 2017, a Development Services staff member obtained certification as an “ISA Certified Arborist” and “Qualified Tree Risk Assessor,” able to provide professional review of arborist reports and make recommendations for tree preservation.



City of Kenmore, Washington

Memorandum

Date: December 21, 2017

To: Mayor and City Council

From: Rob Karlinsey, City Manager *ROK*

Regarding: Hank Heron Mascot Costume

With Hank Heron as our official mascot, the internal Fun Committee proposed the idea of obtaining a Hank Heron costume similar to school mascots seen at sporting events. See attached memo from Kent Vaughan, Senior Project Engineer and creator of Hank Heron.

If the City purchased a Hank Heron costume, it would be used at the City's various events, including Play Day, Concerts in the Park, Movies in the Park, #WhyILoveKenmore, Target Zero events, etc.

If the City desires to look into owning a Hank Heron costume, I recommend that we obtain sponsorships from the private sector to help pay for the cost.

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City Of Kenmore, Washington

Memorandum

Date: November 13, 2017

To: Rob Karlinsey

From: Kent Vaughan

Subject: Fun Committee Assignment – Hank Heron Mascot Costume

As a member of the City's Fun Committee, I was tasked with researching mascot companies and how much it would cost to have a Hank Heron mascot costume made for the City of Kenmore. I contacted 9 companies in March 2017 via email and requested price quotes. No detailed specifications were given but the companies were directed to view images of Hank Heron on-line for reference.

I received 8 price quotes for a basic costume (no extras) ranging from \$4,000 to \$8,000, summarized below:

Company Name	Origin	Price Range (USD)	
Hogtown Mascots	Ontario, CAN	\$4,000	\$4,500
Looney Times	Ontario, CAN	\$4,000	\$5,000
BAM! Mascots	Ontario, CAN	\$4,200	\$4,900
The Mascot Company	Alberta, CAN	\$5,000	\$5,500
Amazing Mascots	Florida, USA	\$5,500	\$6,000
Cowan Mascots	Texas, USA	\$5,500	\$8,000
Alinco	Utah, USA	\$7,400	N/A
Street Characters, Inc.	Alberta, CAN	\$7,500	\$8,000
Olympus Group	Wisconsin, USA	Did not respond	

I spoke to sales personnel over the phone from both the low and high end of the price spectrum. My take-aways from the conversations are summarized below:

- **You get what you pay for.** Quality of workmanship and materials are not equal amongst the low and high-priced mascot companies.
- A lot of fly-by-night companies in the mascot industry; use established companies with longevity and proven track record.
- Delivery – 10 weeks on average.

Only three (3) of the 9 companies were willing to provide art work renderings (attached) of a Hank Heron mascot costume free of charge: Street Characters, Inc. (Calgary, Alberta CANADA), Alinco (Utah) and Hogtown Mascots (Toronto, Ontario CANADA). Based on input from the Committee, the Street Characters, Inc. art work rendering received the most votes, followed by Alinco. Hogtown received no votes.

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov



City Of Kenmore, Washington

Memorandum

Committee Recommendation: Street Characters, Inc.

- Licensed, bonded, and in business for almost 30 years.
- Has completed many professional and college sports mascots including the new University of Washington mascot, Harry the Husky.
- Emphasize high quality; use the best materials (closed cell foam) and highly skilled workmanship to produce long lasting costumes.
- Has large portfolio of bird mascots for reference.
- Proven industry leader; high confidence that it will be done right the first time and will stand behind product.
- Good customer service; offers cleaning and repair maintenance service.
- Relatively close geographically.

Street Characters Inc. recommendations for Hank Heron costume:

- Use closed cell foam head (won't allow sweat to penetrate, reduces potential for bacteria to grow, easier to clean)
- Vision through open mouth
- No neck to allow performer head movement (so that performer doesn't look stiff)
- Removable gloves and feet
- Leg fabric same as body (no spandex)
- Body Fabric (fleece-like)

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City Of Kenmore, Washington

Memorandum

Street Characters Inc. Original Price Quote Summary (April 2017):

Base Costume

Base cost of mascot w/ cooling system	\$7,657
One set of Cooling vest replacement Inserts (set of 4)	\$155
Adjustable Performer Helmet	\$130
Subtotal	\$7,942

In addition to the base price for the costume, there is a variety of extras (props) to choose from for the mascot. Some of the props that I thought would be useful for Hank Heron (but add to the overall cost) are listed below:

Optional props:

Tshirt slingshot	\$75	
Mariners and Seahawks jerseys provided to Street Characters for customization	\$360	Size 4XL with custom name "Hank Heron" and number "98" on back
Mariners and Seahawks custom jersey for Hank Heron	\$600	Assumed labor cost to customize jerseys to fit mascot frame
Construction Style Hardhat	\$650	
Santa Claus Outfit	\$1,300	
One vent fan with battery pack (installed in head)	\$225	
Subtotal	\$3,210	
Shipping	<u>\$340</u>	
Total with props	\$11,492	
Total w/o props	\$8,282	

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City of Kenmore - Version D -
© Street Characters 2017
05/17/17



Please Note: All material patterns and colors are subject to availability.
Material samples will be provided for your approval prior to production.

This artwork has been produced solely for the purpose of illustrating a costumed character. It shall remain the property of Street Characters Inc. and cannot be reproduced in any form whatsoever without permission. Please contact your Street Characters representative for licensing information. All intellectual property owned by Street Characters Inc.

™

Artwork Approval

- ☐ Approved as is
☐ Approved with changes

Initials _____
Date _____





© 2017, Hogtown Mascots, Inc.

Mascot Solutions – City of Kenmore (re: Hank Heron Mascot)

April 21, 2017

Attn: Kent Vaughan

Street Characters Inc. is excited about the opportunity to create a complete mascot program for **City of Kenmore**. Below are a number of services Street Characters Inc. offers to help our customers design the most complete and successful mascot programs available.

Kent, please review this list and call/email us so that we may discuss which services would be most appropriate to satisfy **City of Kenmore** needs. **Check the items you feel will help you the most, sign page 5, Itemized List (Page 7), artwork and fax all of the following pages back to 403-250-3846 so that we can start the process of creating your new Street Character.**

Your Street Character Program Includes:

- One Street Character costume based on agreed art and approved specifications.
- Conceptual art sketches and final color art.
- Street Characters Lifetime guarantee against defects in materials and workmanship.
- Lifetime design exclusivity for your character.
- Street Characters care and instruction manual.
- Expert mascot program consultation.
- Two custom carrying bags per costume.
- ***See last page of Agreement for itemized list ***

Basic Solution as per artwork 4/18/17 Version C.....	\$7,457.00*	_____
Cool Solution with Cooling Vest with Camelback.....	\$7,657.00*	_____
Complete Solution with Cooling Vest & "Street Smarts"*** Program.....	\$7,907.00*	_____
Shipping	\$ 340.00	_____
Shipping Insurance (3.5% of value of mascot and accessories)	\$	_____
Please check off here if interested in more information on plush dolls		_____

* Please note-Basic/Cool/Complete Solution pricing does not include any clothing produced by SCI or supplied by client for SCI to alter and if custom materials required, it may affect cost and delivery time

** "Street Smarts" Mascot Management Program (Program management manual and performer training DVD)

Artwork for all logos on the character must be provided in Vector format

Please make sure to ship any required clothing (uniforms, etc) ECONOMY (FedEx)

Additional Street Character Services:**Costume Creation and Graphic Design:**

1. Exclusive License Agreement (ELA) rights for the lifetime of the costume \$1000 _____
 2. ELA + Original Mascot Sketch in Vector (EPS) Format \$1250* _____
 3. Outright Purchase of ALL rights \$5000 _____
 4. Additional posed character sketches. (Adobe Illustrator: Vector Image)..... \$500 X (qty) _____
- Cost discounted from \$1500 to \$1250 if ordered at same time as mascot

Costume Accessories:

5. One Cooling vest. \$225-25 _____
6. One Cooling vest \$280 _____
7. One Set of Cooling vest replacement Inserts (set of 4) \$155 _____
8. Adjustable Performer Helmet \$130 _____

Prices are in US funds and **do not include shipping**. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required to begin production on your order.

1

1. Prop Accessories:

Items appearing below are additional parts and accessories that are not part of the final approved art, which are already included in the price for costume creation unless otherwise noted. This list is by no means exhaustive and does NOT include cresting/logo costs* where applicable. If you require props that do not appear on list, please contact us and we will be happy to give you a quote on your item of choice.

1. Cooling Vest (includes four inserts)	\$225	_____
2. One Cooling vest with camelback	\$280	_____
3. Cooling Vest Replacement Inserts (set of four)	\$155	_____
4. Additional Reservoir and Straw for camelback	\$ 25	_____
5. Adjustable Performer Helmet	\$130	_____
6. One <i>extra</i> carrying Head bag (Custom)	Call For Quote	
7. One <i>extra</i> carrying Body bag	\$130	_____
8. T-shirt slingshot	\$ 75	_____
9. One plain t-shirt (1 color)*	\$260*	_____
10. One plain sports jersey (1 color)*	\$325*	_____
11. One plain sports jersey (2 colors)*	\$390*	_____
12. One baseball style cap (1 color, standard design)*	\$455*	_____
13. One cowboy style hat (or similar)*	\$650*	_____
14. One construction style hardhat (1 color, standard design)*	\$650*	_____
15. One construction style hardhat (2 colors, standard design)*	\$715*	_____
16. One football style helmet (1 color, standard design)*	\$650*	_____
17. One football style helmet (2 colors, standard design)*	\$715*	_____
18. One hockey style helmet (1 color, standard design)*	\$715*	_____
19. One hockey style helmet (2 colors, standard design)*	\$780*	_____
20. One set "OFFENSE" "DEFENSE" signs	\$190	_____
21. One set "Go team Go" signs	\$190	_____
22. One sword (1-2 colors, standard design)*	\$795*	_____
23. One shield (1-2 colors, standard design)*	\$715*	_____
24. One shield (3-4 colors, custom design)*	\$910*	_____
25. One prop revolver gun with holster, six bullets and gun belt	\$975	_____

Prices are in US funds and **do not include shipping**. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required to begin production on your order. 2

26. One pair of sunglasses*	\$520*	_____
27. One "Superhero" cape and mask (1 color, standard design)*	\$520*	_____
28. One graduation mortar board (cap and gown)*	\$875*	_____
29. One graduation mortar board (CAP ONLY)*	\$520*	_____
30. One Baseball Glove	\$300	_____
31. One Santa Claus outfit (jacket, pants, belt, hat)	\$1300	_____
32. One pick, axe, shovel or similar tool (1-2 colors, standard design)	\$455	_____
33. One <i>extra</i> pair of regular feet bases for sneaker or skate foot covers	\$225	_____
34. One <i>extra</i> pair of 3-toe feet bases for animal paw foot covers	\$260	_____
35. One pair of sneaker/skate foot covers (1-2 colors, standard styles)*	\$585*	_____
36. One vent fan with battery pack (installed in the head)**	\$225	_____
37. Logo* (approximate cost per logo)	\$130	_____

****Please contact a Street Characters Inc. representative before ordering vent fan**

Administration, Training and Repairs:

Performer and Administrator Training

1. "Street Smarts The Guide for Mascot Management" and Training DVD.....	\$299-49	_____
2. Audition Recruitment and Training Package* (items 3-5).....	\$3250	_____
3. Performer talent search.....	\$3000	_____
4. One day performer auditioning and recruitment session.*.....	\$1500	_____
5. One day performer training seminar.*.....	\$1500	_____
6. Half day mascot program administrator course.*.....	\$900	_____

Items marked with * do not include transportation, accommodations and meals, to be reimbursed based on actual receipts. Maximum effort will be made to keep these costs as low as possible.

Custom "Performer Fitting" Package \$1250 _____

Do you have a full time mascot performer entertaining your fans? If you do, then this package is for you. Let us bring in your performer to Street Characters where we will ensure a proper and exact custom fit.

The custom "**Performer Fitting**" package includes round-trip excursion airfare from anywhere in the continental US to our office here in Calgary, Alberta. It also includes accommodations at the Travelodge Hotel (3 nights Maximum) as well as transportation from Calgary International to/and from the hotel. For more detail, contact Aubrey Fishman 888-MASCOTS (888-627-2687).

Prices are in US funds and **do not include shipping**. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required to begin production on your order. 3

Costume Cleaning and Repair

Each time your mascot is in for a visit, a qualified Street Characters mascot technician will inspect your costume, and perform cleaning and minor repairs based on what is deemed necessary after inspection. Costume cleanings typically include the following:

- Spot removal of stains from fur and clothing.
- Complete washing (machine or hand) of clothing, fur body and body liner.
- Brushing of matted fur on body and head.
- Vacuuming of the head.
- Hand shampoo and rinse and fur brushing for head.
- Air hangs dry.
- Repair costs \$100 per hour (20% discount for SCI client's)
- Cleaning \$100 per hour (20% discount for SCI client's)

From time to time, your costume will also require minor repairs from normal wear and tear, which we will perform. These typically include:

- Hand sewing ripped seams, temporary patches.
- Mending of fabric tears.
- Replacement of lost clasps, buttons, snaps, rings and fasteners.
- Spot gluing.
- Minor paint touch ups.

Prices are in US funds and *do not include shipping*. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required to begin production on your order. 4

Mascot Solutions – City of Kenmore

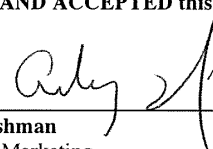
Once you have checked off all of the items you have chosen for your mascot program, please enter the total amount here and sign the bottom of this page. Then, please *fax back this page and each of the 4 previous pages and Itemized List (Page 7)* to us at 403-250-3846.

Total of all items Chosen: \$ _____

Prices are in US funds and *do not include shipping*. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required with your order. The balance is due upon delivery of your costume. All prices are quoted as per approved art and specifications.

Please sign below and fax this back to Street Characters at (403) 250-3846 to give us the go ahead to create your very own genuine Street Character®.

AGREED AND ACCEPTED this _____ day of _____, 2017.



Aubrey Fishman
 Director of Marketing
 Street Characters Inc.

City Manager
City of Kenmore

Please Note: The enclosed material is proprietary to Street Characters Inc. Therefore, it must be treated as confidential and not disclosed in any manner to other than the addressee, and its employees. Reproduction in whole or in part (including artwork) without written consent of an authorized Street Characters Inc. representative is prohibited. All prices and terms quoted within are in effect for thirty (30) days from date of this proposal – April 21, 2017

Payment: Please make checks payable to “*Street Characters Inc.*”

#2, 2828 18 Street NE, Calgary, AB T2E 7B1

LIFETIME LIMITED WARRANTY

Lifetime Limited Warranty: The Costume has a lifetime-limited warranty from the date of purchase as provided herein. The Designer expressly warrants that the Costume covered by this Agreement will be of good material and workmanship and free from defect. However, this warranty excludes normal wear and tear to the Costume or damage to the Costume caused through misuse, accident or neglect.

Should Designer breach this warranty, the Purchaser shall so notify the Designer in writing and Designer shall use reasonable diligence to remedy such breach within a period of twenty one (21) days of receipt of returned Costume. Should designer fail to remedy the breach within that time, customer's sole remedy for designer's breach of all warranties hereunder is the recovery of the purchase price of the costume. Except as provided in this paragraph, all costumes and services are delivered without warranty of any kind, including, without limitation, any warranty of title, merchantability, or fitness for a particular purpose.

Prices are in US funds and *do not include shipping*. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required to begin production on your order.

5

STANDARD COSTUME FEATURES

Your Street Character® comes with a lifetime guarantee on defects in materials and workmanship. Construction is based on the exclusive Street Characters Inc. design that includes the following features:

THE HEAD

Hand crafted in our own “acrobatic style”, the head is made of lightweight, closed cell non-absorbing and extremely durable foam affixed to a hockey helmet. The non-absorbing foam eliminates potential odor problems and water damage.

The helmet, meanwhile, provides a safe, mobile, comfortable fit and good range of vision. Sight will be from the mouth, with a special screening used to conceal the operator. Ventilation holes will be added for greater comfort. Also, since the base of the head does not attach to the fur body, there is additional air circulation for the operators through the neck.

Utilizing this type of head construction, the performer is able to maximize character animation and performance with wild head movements to the slightest character nod.

THE BODY LINER

Made of a lightweight, breathable foam covered with Coolmax™, a durable moisture wicking fabric, the body liner gives the character its overall shape. The open cell foam is non-absorbing which reduces odor and deterioration. The liner is also fitted with convenient pockets for “cool packs” that are included with your costume. The body liner is designed to give the operator maximum mobility and comfort.

THE FUR BODY

The fur body incorporates your choice of the highest quality synthetic furs available, lined with durable moisture wicking Coolmax®. For durability, each seam in your costume will be triple-stitched. The hands and the arms shall be one piece, eliminating the seam at the wrist and the potential loss of individual gloves. This design has a concealed access panel to allow the operator to use his/her hands outside of the costume when dressing.

THE FEET

The feet will be made of heavy-duty soling built up with lightweight non-absorbing foam. Each foot will utilize either a built-in running shoe mounted to the foot base or a 3 strap recessed base to use their own running shoes, providing comfort, safety and proper mobility. There are generally two basic types of coverings for feet.

- The *Fur extension*, simply extends the fur body down to the tips of the toes, and attaches to the foot with Velcro. This gives the character the “bare foot” look.
- The *Running Shoe* is comprised of a removable cover resembling an athletic shoe. It is made from a lightweight, non-absorbing foam and covered with durable nylon, can be modified to fit over hockey skates and rollerblades.

E-Z CARE

Each component of a genuine Street Character® is easily maintained. The fur body and body liner is machine washable (COLD water, hang to dry, usually overnight), eliminating the need for expensive dry cleaning which can actually harm material properties. Each costume comes with 2 custom made carrying bags (one for the head and one for the rest of the body) for easy transportation and proper storage. Care and maintenance instructions are provided with each Street Character®. With regular maintenance and cleaning, a highly active Street Character® will last for many years.

Prices are in US funds and **do not include shipping**. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required to begin production on your order.

THE STREET CHARACTER PROCESS

Development of a successful Street Character® program requires much more than making a costume and sticking some one inside. That is why Street Characters is committed to each Client's entire mascot program, from conceptual design and manufacture to training and auditioning of actors.

There are several steps that we guide each Client through in the process of creating a Street Character®.

1. **Concept Design** - The first step is to determine what type of character is suitable for your organization. We will consult with you to find the best representation for you, whatever that creature may be. Then, we set our artists to work to create a sketch of your Street Character®.
2. **Quotation** - Once a concept has been designed, we will proceed with an outline of the standard features and specifications for your Street Character®. This will help us determine a price.
3. **Production** - After we have agreed on a price, we will then send you a more detailed list of specifications for your approval and review. This will be our "blueprint" for creating your Street Character®. This is where we will discuss certain features like fur types and colors. At this stage we determine six to eight weeks for completion and we will request a deposit for 50% of the price of your Street Character®.
4. **Delivery** - Your Street Character® is ready to go! We will load it into the 2 custom made carrying bags and ship it to a street address (note-NO PO BOX NUMBERS) provided by you. The balance of payment will be due upon the receipt of your Street Character®.
5. **Recruitment and Training** - Now that you have your very own Street Character®, the highest quality and most functional mascot on the market, you will need a qualified operator to run your program. Street Characters Inc. offers guidance for choosing the right operator and we also offer optional programs to train operators how to entertain your fans and represent your organization properly. We also offer training for program managers and administrators.

ITEMIZED LIST*:

BARREL BIRD BODY WITH CUSTOM DYED ANTRON
 BARREL BODYLINER WITH HOOPS
 HEAD WITH VISION THROUGH THE MOUTH
 HERON TAIL
 SLIM BIRD LEGS
 3-TOE BIRD FEET COVERS WITH SNAPS
 3-TOE BIRD BASES WITH SNAPS
 TWO (2) CUSTOM CARRYING BAGS

**Please note-Basic/Cool/Complete Solution pricing does not include any clothing produced by SCI or supplied by client for SCI to alter*

Initial Authorization for Itemized List _____ Dated _____, 2017

Prices are in US funds and *do not include shipping*. Costumes are usually shipped two business day service and SCI cannot be responsible for extended shipping times. A 50% deposit is required to begin production on your order. 7



City Of Kenmore, Washington

Memorandum

To: City Council

From: John Vicente, Acting City Engineer 

Subject: Christmas Lights on the Sammamish River Bridges

Providing Christmas lighting on the Sammamish River Bridge(s) is not a simple matter. There is no existing power source to connect to the lights. To provide power, a service drop would need to be installed, one for each bridge. This would involve two new service drops, two meters, and a contractor to install the infrastructure. It is estimated to cost between \$10,000 and \$20,000 to provide the necessary power to both bridges. It is also not practical to seek an agreement with adjacent property owners to share power as nearby structures would also require new infrastructure to make connections and would not be practical. It may be possible to install solar powered lights but we would need to do some additional research on the availability and practicality of installing solar powered lights on the bridge.

Currently, we are looking at a variety of lighting options as we design the new West Sammamish River Bridge. We are exploring the option of year round lighting where the color can be adjusted to match the occasion. Given that we are about a year away from starting construction, we are recommending that we hold off on installing holiday lighting for either bridge at this time.

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Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov



City of Kenmore, Washington Social Media Administrative Policy

Approved By: _____

Rob Karlinsky
Name: Rob Karlinsky
Title: City Manager

CHAPTER 1: INTRODUCTION

1.1 Purpose and Responsibilities

- 1.1.1 Social media tools allow the City of Kenmore to share information and facilitate greater community engagement in alignment with Council goals. The City of Kenmore social media policies establish guidelines for City representatives who utilize social media tools for business purposes. The City of Kenmore reserves the right to modify these policies as necessary.
- 1.1.2 Social media use shall comply with applicable City policies, the Kenmore Municipal Code and state and federal law.
- 1.1.3 These policies are in place for all City of Kenmore employees, temporary employees, elected officials, volunteers, contractors, and vendors who use City communications or equipment.
- 1.1.4 It is the responsibility of individual users to read and abide by relevant policies, to maintain accurate and current information on social media sites to represent the City appropriately.
- 1.1.5 Any employee authorized to post items on any of the City social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.
- 1.1.6 The City Manager may make future amendments to or modifications of these Social Media Policies, as she/he deems necessary or appropriate.

1.2 Definitions

- 1.2.1 “Social media sites” – content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include, but are not limited to, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, and Flickr.
- 1.2.2 “City social media sites” – social media sites which the City of Kenmore establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site’s owners, vendors, or partners. City social media sites shall supplement, and not replace, the City’s required notices and standard methods of communication.
- 1.2.3 “Posts” or “a posting” – information, articles, pictures, videos or any other form of communication posted on a City social media site.

CHAPTER 2: MANAGEMENT OF SOCIAL MEDIA PLATFORMS

2.1 Site Management

- 2.1.1 The City of Kenmore website, www.kenmorewa.gov (or any domain owned by the City), will remain the City’s primary means of internet communication.
- 2.1.2 All City social media sites shall clearly indicate they are maintained by the City of Kenmore and shall have City of Kenmore information prominently displayed.
- 2.1.3 A Comment Policy Notice must be displayed on City social media sites that allow comments and if the profile settings can accommodate the Notice, indicating the discussion is moderated and inappropriate content will be removed.
- 2.1.4 City social media sites proposed for use must be approved by the City Manager prior to activation.
- 2.1.5 City of Kenmore authorized City social media sites are an extension of the City’s information networks and are governed by applicable City policies regarding employee conduct and technology use.
- 2.1.6 The City Manager or designee shall manage the City social media sites to ensure compliance with the City’s business needs, policies and procedures as well as local, state and federal laws.
- 2.1.7 All authorized users of City social media sites must be approved by the City Manager.

- 2.1.8 The City Manager or designee will maintain a record of all authorized users, their logins and passwords, and for communicating this information to the Information Systems Administrator as necessary.

2.2: Content

- 2.2.1 The City social media sites are administered by the City of Kenmore, but the content on the sites are not entirely controlled by the City. The City does not endorse any link or advertisements on its social media sites placed by the site owners or their vendors or partners. The City reserves the right to remove any content from its social media sites at any time.
- 2.2.2 The official City of Kenmore websites will remain the City's primary and predominant internet presences. City social media sites can augment this presence as a means of disseminating time sensitive information as quickly as possible (i.e. – updates on emergencies) and as a method to market or promote City events or opportunities to an identifiable, appropriate audience.
- 2.2.3 The City Manager or designee is responsible for regularly posting information, monitoring comments, removing any prohibited content as set forth in section 3.3, and saving content required under the Public Records Act as described in Section 3.2.
- 2.2.4 Only those authorized by the City Manager can post information to the City's social media sites. Any employee authorized to post items on any of the City social media sites shall not express his or her own personal views or concerns through such postings. Instead, postings on any of the City social media sites by an authorized City employee shall only reflect the views of the City.
- 2.2.5 Postings must contain information that is freely available to the public and not be confidential as defined by any City policy or state or federal law.
- 2.2.6 The City reserves the right to implement or remove any functionality of its social media sites, when deemed appropriate by the City Manager. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a City social media site.
- 2.2.7 See also Section 3.3, Limited Public Forum, and Section 3.4, Privacy Rights and Security.

2.3: Records Management

- 2.3.1 City social media sites are subject to State of Washington public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. Content related to City business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the Records Officer.
- 2.3.2 Washington state law and records retention schedules apply to City social media formats and City social media content. Unless otherwise addressed in a specific social media standards document, the department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible.
- 2.3.3 When feasible and practical, content on City social media sites should not be unique to its social media site and will also be available on the City's primary website(s). Whenever possible and reasonable, content posted on City social media sites should contain links directing users to the City of Kenmore's official website(s) and wherever possible and reasonable, all information posted on City social media sites should be first provided on the City's official website and/or in another readily available format, such as a public notice or press release posted at City buildings and/or the newspaper. According to Washington State public records retention requirements, the City is not required to maintain secondary copies of records.
- 2.3.4 Original records may be created when unique information related to City businesses is provided via City social media platforms which is not provided via the City's official website or in another format, and are, therefore, subject to the Public Records Act and records retention requirements. Examples of original records that may be created through use of social media tools include, but are not limited to:
 - a. Account information (user names, passwords, etc.);
 - b. Listings of City social media site 'friends,' 'followers,' 'fans,' etc.;
 - c. Information posted to City social media sites that was not first provided via the City's official website, press release, or other format;
 - d. Comments posted by visitors/users of the City social media site; and/or comments removed from the City social media site by City staff.
- 2.3.5 All City social media content with public records value must be maintained for the minimum required retention period in an easily accessible format that

preserves the integrity of the original record to the extent possible. City staff should refer to the most recent versions of the Washington State approved records retention schedules for applicable records retention requirements. In general, the majority of content provided by the City on social media sites must be retained for at least two years. Various methods may be employed to retain public records created on City social media sites. Options include:

- a. Archiving Software/Service: The City may use software or service designed to capture content from City social media sites for retention and retrieval;
- b. Email: Updates, comments and account change notifications are sent to a City email account created for this purpose and retained as described in this section;
- c. Website Capture: Web capture tools may be used to capture snapshots of City websites in their native format, such as the Washington State Digital Archives website capturing program;
- d. PDF Format: Staff may convert social media pages to PDF format, and the PDF files saved for retention purposes. This option retains the content and formatting (look and feel) of the original webpage.

CHAPTER 3: LEGAL ISSUES

3.1: Open Public Meetings Act

Councilmembers and other officials and appointed volunteers (i.e. members of the Planning Commission and ad hoc appointed citizen advisory committees) shall not comment or otherwise communicate on the City's social media sites. Participating in online discussions may constitute a meeting under the Open Public Meetings Act.

3.2: Public Records Act

See Section 2.3, Records Management.

3.3: Limited Public Forum

- 3.3.1 For all City social media sites that allow posts or comments, those sites are limited public forums, moderated by City of Kenmore staff to ensure content posted outside users is appropriate.
- 3.3.2 The City has an overriding interest and expectation in protecting the information posted on its City social media sites and the content that is attributed to the City and its officials.
- 3.3.3 The following is prohibited content on City social media sites:

- a. Comments not topically related to the particular post being commented upon;
 - b. Posts and comments that promote or advertise commercial services, entities or products except as stipulated in the City marketing plans and determined by the City to be essential to economic development;
 - c. Political statements, including comments that endorse or oppose political candidates or ballot propositions, are prohibited under state law (RCW 42.52.180);
 - d. Post and comments that promote, foster or perpetuate discrimination on the basis of creed, color, age religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - e. Posts and comments that include vulgar, offensive, threatening or harassing language, personal attacks, incorrect information or unsupported accusations;
 - f. Obscene or sexual content or links to obscene or sexual content;
 - g. Illegal activity or encouragement of illegal activity;
 - h. Information that may tend to compromise the safety or security of the public or public systems;
 - i. Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a City social media site, users acknowledged that they are at least 13 years old. Those 12 years old or younger may email the City instead;
 - j. Content that violates a legal ownership interest of any other party; or
 - k. Anonymous posts.
- 3.3.4 All information and materials generated by the City of Kenmore and provided on City of Kenmore Social Media sites are the property of the City of Kenmore. The City retains copyright on all text, graphic images and other content that was produced by the City of Kenmore and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted materials you copy. Please include a credit line reading: "credit: City of Kenmore Facebook (or Twitter) Page" or "Courtesy of City of Kenmore."
- 3.3.5 Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City of Kenmore. Use of the City

logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third party copyright must adhere to the terms and conditions of the third party copyright holder. If you are a copyright holder and you feel that the City of Kenmore did not use an appropriate credit line please notify the Public Information Officer at cityhall@kenmorewa.gov with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

3.4: Privacy Rights and Security

3.4.1 Employees may not post any content involving or related to any of the following:

- a. Items that are involved in litigation or that could be involved in potential litigation;
- b. Defamatory, libelous, combative, offensive, disparaging, demeaning, or threatening materials related to any person or group; or
- c. Personal, private, sensitive or confidential information of any kind. Postings may NOT contain any personal information (i.e. Social Security Numbers, personal phone numbers or email addresses, or home addresses) except for the names of employees whose job duties include being available for contact by the public.

3.5: Comment Policy (Where Comment is Allowed)

3.5.1 The City of Kenmore reserves the right to restrict or remove any content that is deemed to be in violation of its Social Media Policies or any applicable law.

3.5.2 Prohibited content must be removed immediately and retained as required under the Public Records Act and described in these Social Media Policies.

3.5.3 Employees are expressly forbidden to misuse any City social media access privileges in any way that may include, but are not limited to:

- a. Using social media accounts for unlawful activities, including violations of copyright laws, or for activities that are malicious or have the effect of harassing other users.
- b. Violating the acceptable use policies of any network to which they connect to the account.
- c. Misrepresenting the City's programs or policies in their communications.



City of Kenmore, Washington

Memorandum

Date: December 22, 2017

To: Mayor and City Council

From: Rob Karlinsey, City Manager *RJK*

Re: Citizen Action Requests

What is a Citizen Action Request?

Staff refer to all requests received by the City as Citizen Action Requests (CARs). Requests can come from residents and nonresidents, city staff, other agencies such as King County or WSDOT, and neighboring cities. The City has received over 1,700 CARs in 2017.

The Citizen Action Request Process

Citizen Action Requests (CARs) are received by the City in multiple ways, but most come in via the website or phone calls. The primary ways that staff receive CARs include:

- Website
- Phone calls
- Email
- Walk-ins at City Hall
- Internal

Most CARs that come into the City are entered and distributed by the Public Works Department. Historically, most of the CARs have been Public Works requests, so Public Works agreed to take on the management of all CARs; however not all requests are resolved by Public Works staff. It is the responsibility of each department to respond to the reporting party directly and close the loop.

When a CAR is received it is typically entered into a software system called Cityworks on the same day or within one business day (depending on what time of day the request is received). Once a CAR is received and entered, the citizen will get a response letting them know that we have received the request and it will be routed to the appropriate department for review. The request will then be forwarded to the responsible department.

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov
www.kenmorewa.gov

When Cityworks was installed and implemented, staff established response guidelines for managing CARs. First, city staff respond to a requesting party within two business days of receiving a CAR to confirm that it has been received and routed to the responsible department. Second, within ten business days, staff try to have a substantial response to the requesting party that either resolves the issue or communicates what is continuing to be done towards resolving the issue.

A substantial response does not necessarily mean that the requesting party's issue can be resolved by the City, but it means that a response of some kind is given that provides information about what the City has done to resolve the issue. Our philosophy is to be as helpful and solution-oriented as possible and to provide a timely, courteous response. However, in some instances, the customer is not always satisfied with the response.

Since incorporation the number of CAR's received has consistently increased. In fact, they have increased over 100% since 2010 without the addition of any administrative staff. See the attached table. This increase can be attributed to many different reasons:

- Increased citizen access to the Internet and social media
- New City assets coming online (new facilities, parks, roads, surface water facilities, etc.)
- Increased expectations of a growing and urbanizing city

We expect citizen action requests will continue to increase. Having access to historical data through our Cityworks system is extremely helpful when trying to resolve problems. Cityworks logins have been created for all city staff, including City Councilmembers. Continued cross-department training and commitment is needed for the ongoing success of the system.

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Citizen Action Requests by Month

	2010			
	TOTAL	%	CUMULATIVE	RANK
January	82	10%	82	3
February	44	5%	126	12
March	66	8%	192	10
April	75	9%	267	7
May	77	9%	344	5
June	80	9%	424	4
July	76	9%	500	6
August	69	8%	569	8
September	85	10%	654	2
October	46	5%	700	11
November	67	8%	767	9
December	86	10%	853	1
	853	100%		

	2011			
	TOTAL	%	CUMULATIVE	RANK
January	74	8%	74	7
February	53	6%	127	12
March	81	9%	208	3
April	80	9%	288	4
May	74	8%	362	6
June	91	10%	453	2
July	78	9%	531	5
August	115	13%	646	1
September	59	7%	705	9
October	67	8%	772	8
November	58	7%	830	10
December	55	6%	885	11
	885	100%		

	2012			
	TOTAL	%	CUMULATIVE	RANK
January	82	8%	82	6
February	65	7%	147	9
March	47	5%	194	12
April	58	6%	252	10
May	92	10%	344	5
June	66	7%	410	8
July	106	11%	516	2
August	124	13%	640	1
September	100	10%	740	3
October	93	10%	833	4
November	57	6%	890	11
December	75	8%	965	7
	965	100%		

	2013			
	TOTAL	%	CUMULATIVE	RANK
January	49	5%	49	11
February	64	6%	113	10
March	80	8%	193	9
April	88	9%	281	7
May	83	8%	364	8
June	94	9%	458	6
July	114	11%	572	1
August	103	10%	675	2
September	96	9%	771	3
October	96	9%	867	4
November	95	9%	962	5
December	49	5%	1011	12
	1011	100%		

Percent Increase from 2010: 4%

Percent Increase from
2011: 9%Percent Increase from
2012: 5%

	2014			
	TOTAL	%	CUMULATIVE	RANK
January	111	9%	111	6
February	85	7%	196	10
March	116	9%	312	5
April	103	8%	415	7
May	125	10%	540	3
June	117	9%	657	4
July	156	12%	813	1
August	94	7%	907	8
September	134	11%	1041	2
October	86	7%	1127	9
November	73	6%	1200	12
December	75	6%	1275	11
	1275	100%		

Percent Increase from 2013:
26%

	2015			
	TOTAL	%	CUMULATIVE	RANK
January	73	6%	73	11
February	86	7%	159	9
March	91	7%	250	8
April	91	7%	341	7
May	96	7%	437	6
June	171	13%	608	1
July	163	13%	771	2
August	115	9%	886	5
September	146	11%	1032	3
October	118	9%	1150	4
November	70	5%	1220	12
December	77	6%	1297	10
	1297	100%		

Percent Increase from 2014: 1%

	2016			
	TOTAL	%	CUMULATIVE	RANK
January	85	6%	85	11
February	93	7%	178	9
March	127	10%	305	4
April	128	10%	433	2
May	108	8%	541	7
June	108	8%	649	8
July	116	9%	765	5
August	116	9%	881	6
September	135	10%	1016	1
October	127	10%	1143	3
November	91	7%	1234	10
December	74	6%	1308	12
	1308	100%		

Percent Increase from
2015: 1%

	2017			
	TOTAL	%	CUMULATIVE	RANK
January	123	7%	123	
February	118	7%	241	
March	213	12%	454	
April	111	6%	565	
May	152	9%	717	
June	194	11%	911	
July	156	9%	1067	
August	161	9%	1228	
September	151	9%	1379	
October	125	7%	1504	
November	133	8%	1637	
December	73	4%	1710	
	1710	100%		

Percentage increase from
2016: 30%

Total as of 12/17

Cumulative Increase Since 2010: 100.7%

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					Tree Lighting Festival
3 Lakepointe Project	RK	Multi-disciplinary 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 Commission Meeting	
5 Saint Edward Ballfield	RK/DB/NO	Negotiate Lease. Status report to WA State Parks Commission	WA State Parks Commission Consideration of Lease									
6 Business Incubator	NKO	Advisory Group Meeting	Council Briefing		Grants	Open House at K&B			Progress Report to Council	Advisory Group Meeting		
7 Business Registration	NKO	Home Based Business Focus Group	K&B 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 Scripts BU work plan	Natural Health Expo			Trade Organization Contacts						
10 Business Recruitment	RK/NKO	Ongoing Outreach and Meetings	Update Commercial Capacity Data and Map	New 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 media 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
20 City Organized Events	SS	Secure Event Sponsorship	Event Planning & Prep	Event Planning & Prep	Slough Race Event	Kenmore Air Seaplane Fly-In	Northeast Fire Open House & Safety Fair; Bazaar Herb & Food Fair	Festivals/Concerns	Concerns/Play Day	Komen's 4 Cancer		Tree Lighting
21 Other Event Support	LH		Slough Race Event Prep									
22 Summer Recreation Programs	LH	Contract development with Skate Like a Cat and Skyhawks	Promote summer programs				Camps	Camps	Evaluate programs			
23 Volunteer Programs	SS	Adopt-A Program; Admin Volunteers all year	Visit Appreciation Event	Earth Day Clean Up		Volunteer programs & projects administration				Back Crawford Day		
24 Human Services	LH	Accounts payable / contract development / monthly mgt.	Monitoring visits		Accounts payable	Contract Admin, etc.			Accounts payable	Contract Admin, etc.		Accounts payable/Contracts
25 Animal Services	LH	Quarterly ICA/Marketing mgt.	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	523/523 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 2017 Agenda			
30 King County Legislative Agenda												
31 Ecology Lake WA Sediment Testing	NKO	TRD with Ecology on Follow up testing	Develop Agenda	Consent action								
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	RK	Port of Everett consult	USACE District, Division Meetings	Check in with King County, USACE					Federal Contacts		King County contact re Local Spawner Authority	
34 SR520 Project Monitoring	NKO	Rest of the West										
35 Franchise Agreement Approval/Enforcement	NKO	PSE Negotiations	Franchise Enforcement		PSE Proposed Agreement to Council		Franchise Enforcement Update		PSE project status report	PSE Briefing to Council	Conduct 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 Background Report			Select Consultant for Strategy Update/Advisory Group appointed		Background Report Complete	
41 Affordable Housing Support Source(s)	LH/NKO		Research Other Cities' Programs			Report 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
2018 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	Monitor operations. Tenant relations										
2 Town Square/Hangar Programming	SK	Ongoing events, programs, etc.				Movies in the Square	Movies in the Square					Tree Lighting Festival
3 Lakepointe Project	RK	See Development Services Work Plan										
4 Lodge at Saint Edward Project	NKO										Parks Commission Meeting	
5 Saint Edward Ballfield	RK/DB	See Community Development Work Plan										
6 Business Incubator	NKO	Advisory Group Meeting	Council Briefing			Open House at KBI		Progress Report to Council	Advisory Group Meeting			
7 Business Registration	NKO	Update Council	KBA monthly meetings	Marketing (ongoing)	Online Directory Updates (ongoing)	Reminder Communication	Home Based Business Check in	Marketing Pub		Business Recognition	Report to Council	
8 Business Events	NKO			Business After Hours		Sector Breakfast		Business After Hours		Sector Breakfast		
9 Natural Health Hub/Basyr Relations	NKO	EDC Scope, BU work plan	Natural Health Expo					Update EDC Scope and Agreement		Branding Plan		
10 Business Recruitment	RK/NKO	Ongoing Outreach and Meetings			ongoing contacts and promotion							
11 Marketing and Media Relations	NKO	Media Relations planning	Launch media strategy on key projects	Continue Media Relations & Marketing								
12 Economic Development Incentives	NKO	Business Series peripheral design	Business Training Series	Business Training Series	submit final report 2017-8		Develop proposal	Proposed incentive to Council				
13 Port of Seattle ED Grant	NKO	Ballot measure oversight and communications						Research			Draft Proposal	
14 Walkways & Waterways	RK/LH	Walk-ins, phone calls, pet licensing, police services support, and more										
15 Front Desk Reception	KH											
16 Target Zero - Education & Outreach	Comm Spec		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	Comm Spec											
18 Digital Communications	Comm Spec	Gov Delivery, Facebook, Twitter, Instagram, Nextdoor, Monitor new trends and tools										
19 Newsletters	Comm Spec	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
20 City Organized Events	SK	Secure Event Sponsorship	Event Planning & Prep				Fireworks/Concerts	Concerts/Play Day/20th Anniversary Celebration 8-25				Tree Lighting
21 Other Event Support	SK		Slough Race Event Prep	Slough Race Event	Kenmore Air Seaplane Fly-In?	Northshore Fire Open House & Safety Fair; Basyr Herb & Food Fair		Kilometers 4 Cancer				
22 Summer Recreation Programs	SK	Contract development with Skate Like a Girl and Skyhawks	Promote summer programs			Camps	Camps	Evaluate programs				
23 Volunteer Program	SK	Adopt-A Program Admin	Vol Appreciation Event	Earth Day Clean Up	Accounts payable	Volunteer program & projects administration				Jack Crawford Day		
24 Human Services	SK	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	SK	Quarterly JCA/Marketing mtgs	PAWS agreement oversight	Policy review	Policy presentation to Council							
26 Sound Transit 3 Project Engagement	RK/NKO	Meet with Sound Transit	Partnership Agreement		Potential Design Alternatives Identified				Preferred Design Alternative Identified			
27 KWAC Agreement	RK	Monitor agreement	KWAC Annual Report Due			Interim Meetings						
28 State Legislative Agenda	NKO	Leg Sendoff	Meet with Legislators/Staff in Olympia	Post Session Event				Develop 2019 Agenda				
29 Federal Legislative Agenda	NKO	Delegation District Staff meetings	DC Meetings			Invite Senators to Kenmore		Develop 2019 Agenda				
30 King County Legislative Agenda	NKO		Priorities Adopted by Council									
31 Ecology Lake WA Sediment Testing	NKO	TBD with Ecology on Follow up testing										
32 Aquatic Weeds Management	NKO	Obtain Bids and Permits	Obtain Bids and Permits		Apply Treatment	Closeout contract						
33 Kenmore Navigation Channel	NKO	USACE Contact	Check in with King County, USACE					Federal Contacts		King County contact re Local Sponsor Authority		
34 Brew Row Promotion	NKO	Banner Fabrication/Install			Brewfest Promotion							
35 Franchise Agreement	NKO	PSR Proposed Franchise Agreement at Council	Frontier status check; potential process		PSR Check in	Contract Check in	Frontier Enforcement Update		PSR Update: Storm Season			
36 Historic Preservation	NKO	Grant Application for nomination	Identify potential nomination(s)									
37 Public Records Requests (PRR)	TM		Staff Training		MidYear Report		OPM/PRA Training for Council					Year end PRR report
38 Inter Gov Organizations	NKO/RK											
39 Arts of Kenmore Gallery	NKO											
40 Economic Development Strategy Update	NKO	stakeholder consultation			Draft Recommendations	Proposed Update to Council		Council Review	RFQ for Background Report			
41 Affordable Housing Support Source	LH/NKO											
42 Kenmore Air Airport Plan	NKO/CD											
43 King County Water Taxi Project	NKO	Meet with County Council, staff										
44 Emergency Management	RK/NKO											
45 Community Involvement and Leadership	RK											
46 Leadership and Direction to the Organization	RK											
47 Council Support	NM											

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

Community Development
2018 Work Plan

Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Comp Plan/Development Regs														
Comprehensive Plan Amendments (planning commission/council)	LA/DB	council approves docket			planning commission review					PC hearing		council adopts ordinance		
Development Regulation Amendments (planning commission or council)	LA/DB	council approves docket			planning commission or council review					council adopts ordinance				
Policy and Strategy														
Identify opportunities and bring forward when identified	LA/DB	bring forward opportunities when identified												
Downtown Development														
Kenmore Village: Town Square/Hangar project	DB	part of internal strategy team												
Lakepointe	LA/DB	part of internal strategy team												
Economic Development Strategy Update	DB	part of internal staff team												
Park Capital Projects														
Rhododendron Park Waterfront (boardwalk/waterwalk)	AS/DB	project closeout												
Rhododendron Park New Dock	AS/DB	project closeout												
Rhododendron Park Boathouse/Pavilion	AS/DB	prelim design/public outreach					final design/permitting							
Squires Landing Dock Replacement	AS/DB	project closeout												
Squires Landing Waterfront	MC/DB	updated 30% drawings/cost estimates				public meeting		permit submittal/review						
Squires Landing RCO Land Conversion	MC/DB	property negotiations/RCO approval process												
Log Boom Park Waterfront	MC/DB	updated 30% drawings/cost estimates				public meeting		permit submittal/review						
Log Boom Park Pier Railing repair	MC/DB	design		permit/contract			construction		project closeout					
Log Boom Park Safety Buoys (identify extent of underwater pilings)	MC/DB	underwater exploration			design/permit									construction
St. Edward Ballfield (assumes lease approved by May)	RK/DB	permit review/permit issuance/lease agreement negotiation							appeals??					
Twin Springs Interim Plan	DB	finalize plan/cost estimate			grant application and/or design, permitting, construction (depends on available resources)									
Grants														
2014 RCO grants for Moorlands Park (\$750k)	AS/DB	grant closeout/report prep												
2017 State Capital Budget Request Moorlands Park (\$250k)	AS/DB				contract prep/approval			contract admin						
2016 RCO grants for St. Edward State Park ballfield (\$750k)	DB				contract prep/approval			contract admin						
2016 King County grant St. Edward State Park Ballfield (\$611k)	DB				contract prep/approval			contract admin						
2017 State Capital Budget Request Rhododendron Park Boatshed (\$250k)	AS/DB				contract prep/approval			contract admin						
2018 RCO grant applications (projects to be determined)	MC/AS/DB	grant applications/presentations to RCO												
King County Conservation Futures Grant (acquisition Swamp Creek area)	MC/DB	grant applications (if property identified)												
Other grant opportunities	?/DB	grant applications												
Working with Outside Agencies														
Other agencies e.g. PSRC, Metro, ARCH, King County	LA/DB	staff support, collaboration, review/comment on plans etc												
Highest peak workload														
Substantial workload														
Less steady workload														
DB: Debbie Bent, Community Development Director														
LA: Lauri Anderson, Senior Planner														
AS: Ann Stanton, Parks Project Manager														
MC: Maureen Colaizzi, Parks Project Manager														
RK: Rob Karlinsey, City Manager														

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:													
Front Counter Inquiries	Team												
Intake/Management	TW	on-going permitting											
Development Review Team Meetings (pre-apps, pre-cons, review, and pre-CofO meetings)	SL	on-going permitting											
Review	SL	on-going permitting											
Inspections	RM	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	DH												
Cooperative Odor Complaints	DH												
Service Requests (CARS)	Team												
Permit Tracking Software	TW	Install New Mobile App											
Code Update	Team												
Update Handouts/ Resource Guide	SL/TW												
Records Mngt/ Files	BB												
MyBuildingPermit.com	RM												
Next LEAN Project	TBD												
City Committees	Team												
Economic Development Strategy Program													
Emergency Mgmt/NEMCo	BH		Exercise						Exercise				
LiDAR		Consultant Assessment	Review								implementation cont.		
Ballfields at State Park													
Kenmore Village Commercial	RM	Commercial Building	Inspections										
Saint Edwards Seminary Bldg	RM												
Lakepointe Project Management	BH												

Legend:

= Highest Peak Workload

= Substantial Workload

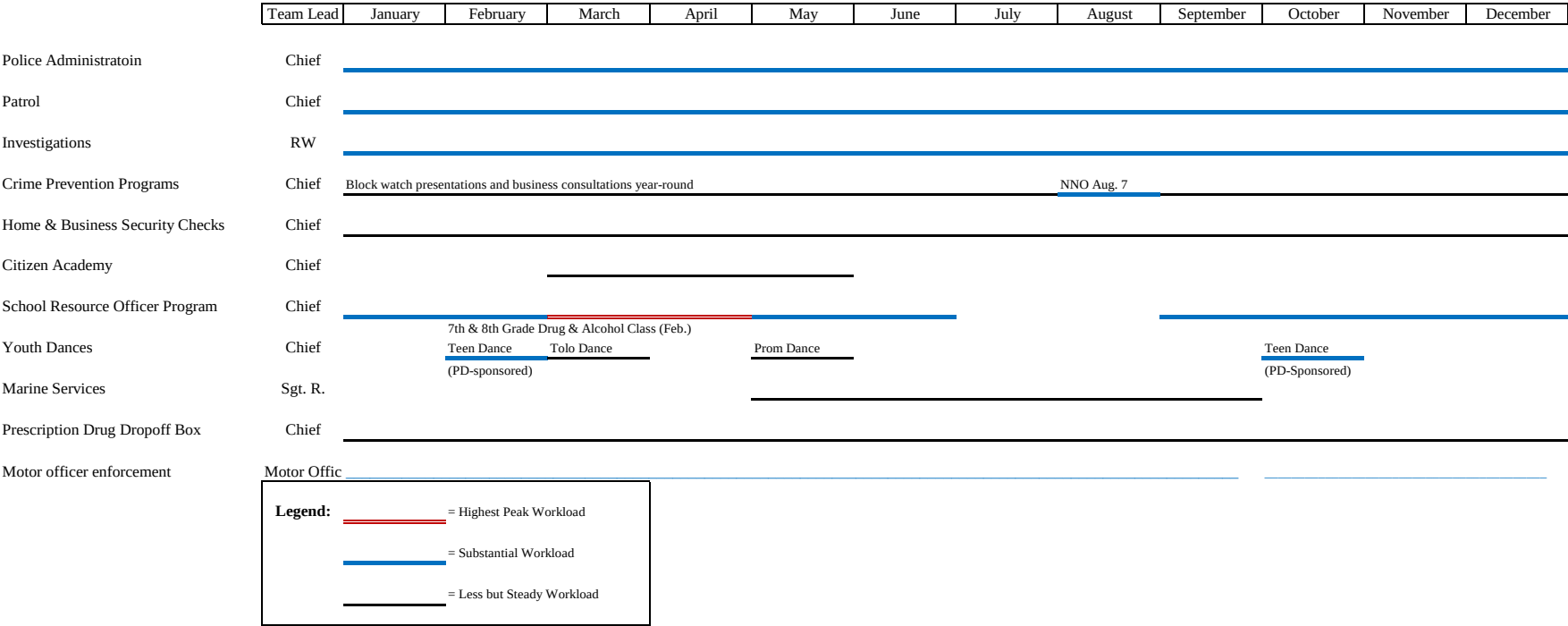
= Less Steady Workload

City of Kenmore
2018 Work Plan

2018			Less Steady Workload										
			Substantial Workload										
Department: Finance & Administration			Highest Peak Workload										
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Close 2017 Fiscal Year and Repost Budget	BR/JMG	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												
Update Personnel, Sick Leave Policies	JMG/BR	ongoing effort											
6 Year Forecast and Plan	JMG	update for 2017 actuals and adjust assumptions			Quarterly Update		Quarterly Update		Quarterly Update				
CIP Management and Update	JMG	ongoing effort			Begin 6 year Update and Amendment								
Ongoing Employee Benefit Review & Research	JMG/BR	ongoing effort most of year											
RFP and Decision RE: 401a, 457 Plan Provider	JMG												
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												
Tyler Incode:Implement Purchasing & Project Acct													
IT Support, Governance Committee	BR/JMG	ongoing effort											
Cash and Investment Management	BR/JMG	ongoing effort											
Agenda Preparation and Agenda Bill Review	KC/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	KC	ongoing effort											
Contract, Ordinance, Resolution Management	KC	ongoing effort											
Records Management	KC	ongoing effort											
Research,Implement new Council recording system	KC/JMG	review and recommend potential solutions											
Update of archiving and destruction schedule	KC	update departmental archives and indentify records for destruction						maintain					
File Clean up and organization	KC	ongoing effort											
eRecords system review	KC	study need and potential solutions											
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										26-Nov		
Salary Plan Update	JMG							Market Research and Recommend for Council approval					
Participate in Surface Water Rate Study	JMG												
Bank RFP and Selection	JMG/BR												
Property Tax Levy Ordinance for 2019	JMG									public hearing, levy ord Nov 26			
Proposition 1 Compliance and Reporting	JMG												

City of Kenmore
2018 Work Plan

Department: **Police**



Surface Water Operations

Less Steady Workload

Substantial Workload

Highest Peak Workload

2018 Workplan				City Council Review/Action															
				+															
Project	Phase	Project #	Lead	2018												2019			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4
Service Requests, Administrative			RS																
Surface Water Database Management (Citiworks)			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		TBD																
	Development Inspection		RS/AS/TBD																
	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 including Potential New Connection Fee			RS																
Grant Match Program/Policy For Private Property Owners - Study			RS																
PW Service Analysis Implementation			JG/RS																
Stream Evaluations																			
0057 Evaluation			RS																
Stream Monitoring/Telemetry																			
	Swamp Creek		RS																
	Trib 0056		RS																
SWM Legal Issues																			
	Public Record Requests		RS																
	Case Review/Coordination		RS																
Small Works Projects			RS																

Traffic Engineering

Less Steady Workload

Substantial Workload

Highest Peak Workload

2018 Workplan				City Council Review/Action																				
				2018													2019							
Project	Phase	Project #	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes				
Roadway Improvements																								
	182nd Curbs		BAS																					
	73rd Avenue rechannelization (proposed)		BAS	+																				
	80th Avenue Bike Lanes (proposed)		BAS	+																				
	84th Avenue rechannelization (proposed)		BAS													+								
	Crosswalk improvements		BAS														+							
	Other roadway improvements		BAS																					
																				Specific projects TBD				
																				Specific projects TBD				
Pavement Management																								
	NE Simonds overlay (see PW Operations Work Plan)		BAS																	Coorindate with JeG				
	Overlay Program (see PW Operations Work Plan)		BAS																	Coorindate with JeG				
	Slurry and Crack Seal Program		BAS																	Coorindate with JeG				
	Pavement Management program		BAS																	Coorindate with JeG				
School Zone speed analysis																								
			BAS																					
Citizen Action Requests																								
	LFP Traffic Engineering Services		BAS																					
	Traffic Counts program		BAS																					
	Collisions database maintenance		BAS																					
	Metro alternative services		BAS																					
	Sound Transit BRT		BAS																					

Public Works
Transportation Capital Project

Date: November 29, 2017

Study

Design

ROW

Construction

Closeout

Permitting

+

City Council Review/Action

2018 Workplan

Project	Phase	Project #	Lead	2018												2019				2020				2021				2022			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
SR 522 West B	Design ROW Const/Closeout	T-8	KV																												
*Juanita Drive Ped & Bike (170th - 143rd) * Schedule assumes construction occurring in phases	Design ROW Const.	T-41	KV																												
*68th Ped & Bike (182nd to 61st) * Schedule assumes construction occurring in phases	Design ROW Const	T-42	KV																												
West Sammamish R Bridge	Design Permitting ROW Const Closeout	T-37	JV																												
NE 181st St Sidewalk (65th-67th)	Design ROW Const Closeout		JV																												
61st Ave Sidewalk Survey	Study	T-44	BS																												
NE 153rd Place SRTS	Design Construct Closeout	T-27 T-27 T-27	KV																												
*SR 522 Crossing - Start date uncertain *Subject to funding	Study	T-43	TBD																												
*190th Culvert @ 61st *Subject to funding	Design Permit Construct Closeout	SW-8 SW-8 SW-8 SW-8	TBD																												
66th/196th drainage & street repair	Study Design Construct Closeout	SW-31 SW-31 SW-31 SW-31	RS																												
Strawberry Hills Tank Retrofit NE 152nd Pl and 72nd Ave NE	design construct Closeout	SW-025 SW-025 SW-025	RS																												

Public Works
Transportation Capital Project

Date: November 29, 2017

Study

Design

ROW

Construction

Closeout

Permitting

+

City Council Review/Action

2018 Workplan

Project	Phase	Project #	Lead	2018												2019				2020				2021				2022			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Kenmore Lane Retrofit NE 196th St off of 58th Ave NE	design	SW-29	RS																												
	permit	SW-29																													
	construct	SW-29																													
	Closeout	SW-29																													
Arrowhead Drainage Project Arrowhead Drive near 59th Pl NE	construct	SW-30	RS																												
	closeout																														
61st Place/152nd drainage (Inclinometer)	Study		RS																												
192nd Culvert (Repair damage)	Design	SW-19	TBD																												
	Construct	SW-19																													
	Closeout	SW-19																													

PROJECTS IN CLOSE OUT

62nd Ave Sidewalks	Design		JV																												
	Const																														
	Closeout																														
NE 202nd SRTS Sidewalk	Design		JV																												
	Const																														
	Closeout																														
NE 192nd St Culvert	Design	SW-19	JV																												
	Construct																														
	Closeout																														

Street Operations, Facilities, Fleet

Less Steady Workload

Substantial Workload

Highest Peak Workload



Workplan

Council Review/Action

		2018												
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Notes
Administrative	JeG													
KC Community Work Program Contract	JeG	New Contract												
Landscape Maintenance Contract	JeG													
ROW Landscape Maintenance Contract	JeG													
King County Roads Services Contract	JeG													
Lake Forest Park Public Works Services Contract	JeG													
Janitorial Services Contract (CH and Hangar)	JeG	New Contract												
Summer Seasonal Positions	JeG			Recruit	Recruit	Hire								
Public Works Services Analysis/Operations Planning	JeG													
CARs/Service Request Management	JeG/NW													
Parks Maintenance	JeG/QP/RB													
City Hall Facility Maintenance	JeG/WG/JaG													
The Hangar and Town Square Facility Maintenance and Reservation Support	JeG/WG/JaG													
City Hall Facility Rentals	JeG/WG/JaG													
Streets Maintneance	JeG													
One Call/811 Surfacewater Locates	NW/JS													
Franchise ROW Permits	NW/JS/JeG													
2018 Overlay Program	JeG													
2019 Simonds Overlay Program (Federal Funding)	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/WG/JaG													
Kenmore Post Office Building Support	JeG													
CIP Transition to Maintenance														
Moorlands Park Improvements	JeG													Shaded green due to unknown Maintenance efforts and startup issues
Rhododendron Park Float & boardwalk	JeG													
181st Sidewalk Project	JeG													
62nd Ave NE Sidewalk Project	JeG													

CIP/Other Project Support														
Log Boom Park Peir Railing Replacement	JeG/MC													
Log Boom Park Buoy Installation	MC													
Walkways and Waterways Parks Projects	MC													
Walkways and Waterways Sidewalk Projects	KV													
202nd Sidewalk Project	JV													
West Samm Bridge	JV													
Pavement Management	BS													

- Jennifer Gordon - JeG
Nicki Walsh - NW
Jarrett Smith - JS
Quinn Proffitt - QP
William (Bill) Garza - WG
Ronald Boyd - RB
James (Jim) Garrity - JaG
Maureen Colaizzi - MC
Kent Vaughan - KV
John Vicente - JV