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THE
KENMORE CITY COUNCIL
ANNUAL RETREAT

January 10th and 11th
2020

Summary Report

Introduction

The Kenmore City Council annual retreat was held on January 10th and 11th, 2020 at the La Conner Country Inn in La Conner, Washington. The retreat is located and structured to provide an uninterrupted forum for in-depth discussion of selected issues. The purpose of this retreat was to discuss, key projects and policy issues identified by the participants during a pre-retreat interview to establish the agenda. In addition, this retreat focused on establishing goals and objectives for 2020 and 2021. The following agenda guided the discussions during this council retreat:

1. 2020 Department Work Plans-Overview
2. St. Edward Ballfield
3. Fiscal Topics
4. West Sammamish Bridge
5. Environment
6. Affordable Housing
7. Lakepointe
8. Transportation and Downtown
9. Aquatic Center
10. City Council Rules and Procedures
11. General City Issues
12. Council Priorities for 2020 and 2021

The following report is a summary of the discussions and outcomes of the retreat (a complete recording of this retreat was made and is retained by City officials):

2020 Department Work Plans

The retreat opened with a review and brief discussion of the 2020 work plans for the various city departments. The City Manager noted that the decision to bring the Public Works Department “in house” has improved the quality of work, responsiveness to emerging events and increased the amount of work accomplished. A full spread sheet of detailed work plans for each department was provided for participants review.

St. Edward Ball Field

The participants next discussed current status of the St. Edward ball field project. The costs associated with the project were briefly reviewed noting that the total cost of an EIS assessment and other costs is expected to reach \$361,000.

Several participants noted the high level of public interest in the project and their appreciation for the interest. The pros and cons of proceeding with the project were discussed including the need for ball fields, the environmental impacts of proceeding with the build of a ball field, the total costs of the project and other key elements. It was noted that this issue will be discussed further at meeting set for February 3rd, 2020.

Fiscal Topics

Updated 6-year forecast. This session opened with a presentation by the City Manager and Finance Director updating the six-year budget forecast. It was noted that expenses will exceed revenues (lines crossing) within in the next couple of years so it will be imperative to adopt a financial sustainability plan soon.

Financial Sustainability Plan. The next session focused upon the results of a survey conducted within the Kenmore community concerning fiscal issues. A representative from Management Partners presented the findings of an independent six-year financial forecast.

West Sammamish Bridge

The participants next discussed West Sammamish Bridge project. The importance of various alternative approaches to construction and the project were noted. It was noted that due to a variety of influences, project costs have gone up significantly and bids came in higher than expected. A memo provided by Public Works Engineering was provided to the participants and reviewed. Included in the memo is a proposed strategy to proceed with the project. The “additive alternate in the bid package was discussed, including whether to award it now or perhaps later in the project. The importance of this project to the community cannot be overstated and the participants are committed to its completion.

Environment

The participants next discussed a number of key issues related to the environment and the importance of environmental protection and stewardship.

Climate Action Plan. Participants first discussed the nature and importance of creating a Kenmore Climate Action Plan. A proposal for the plan was presented and discussed. The proposal drew upon other climate action plans from other jurisdictions. A number of possible elements for the plan were

discussed including building energy use, transportation, trees, salmon habitat, and various programs such as a city "Green Purchasing Policy". The creation of a "Kenmore version" of a climate action plan was endorsed by the participants as a possible Council priority (see below).

Green Initiatives. Participants next discussed the nature and value of a "Green Initiatives Program". Such initiative might include ways to take more cars off the road, seeking funding for habitat restoration and tree planting. It was also noted the existing "plug and play" programs could be utilized to being initiatives to the city. Finally, it was noted that community involvement and stakeholder participation would be essential to implementing green initiatives.

Watershed and Salmon. The participants next discussed the importance of watershed and salmon protection. Staff provided an update on a meeting about Forterra and the need to restart that discussion. It was noted that student involvement at the university level could be a valuable resource for habitat restoration.

Tree Planting. Participants next discussed the importance of tree protection and replanting. Soil erosion, stormwater runoff and planting the correct type of trees were discussed. Staff provided a copy of the tree canopy assessment for review and discussion. The value of tree mitigation areas linked to development was discussed along with the need for a "stewardship program" for trees. The importance of tree maintenance after planting was discussed and it was noted that there is substantial and ongoing care necessary for newly planted trees. It was noted that some communities identify and name old growth trees to create a sense of community ownership and pride in tree preservation.

Storm water runoff. The importance of managing stormwater runoff was discussed by participants. It was noted that a "storm drain marking program" involving the local schools has been successful in other communities.

Adopt a Stream Foundation Tour. It was noted that the Adopt A Stream Foundation has offered to give a tour for City Council Members and City Staff if there is an interest.

Affordable Housing

The participants next discussed the need and nature of affordable housing in Kenmore. It was suggested that ADU's need to address the impacts on the tree canopy. It was noted that more affordable housing is needed for seniors and the

disabled who strive to live independently. The participants discussed the need for city codes and ordinances to not be so limiting on ADU's. It was noted that it is important to define "what is affordable"? It was noted that the Planning Commission has done a lot of work on this issue and that the Planning Commissions's ADU recommendations would be presented at the next City Council meeting.

Lakepointe

The participants next discussed the status of the Lakepointe project. It was suggested it might be time to do something different with the project. It was also suggested that the city might want to work with owners to take ownership of the setbacks to get citizens access to the water. The idea would be to put the setbacks to work now. It was also suggested that it might be time to make the project simple to get rid of all the P-suffixes. One idea was to create a Recreation Center at Lakepointe to include ball fields and a swimming pool. It was noted that there is a project in Tacoma that turned a cement plant into salmon habitat. Finally, it was noted that is important to engage developers of projects to create water access.

Transportation and Downtown

Mixed use front 181st street. The participants discussed the need for improvements and mixed use on 181st street. Participants are interested in knowing what can be done to improve and encourage development that is compatible with the downtown and a walkable city? Participants also wanted to know if there is a plan for this area if the city were to get control of a property? Staff noted that they have been in regular contact with the property owners in this area. It was noted that property owners are not ready to do anything with these areas, and it might be important for the city to put some improvements in this area to "set the table" for development. There was also a question as to how a church can go in this area and whether the city might be able to do something with zoning or incentives to try to ensure more mixed use. Finally it was noted that staff are working on some ideas for this area. After a discussion the participants agreed to the following:

Agreement One. Staff will come to the City Council with answers to the use questions and some ideas on how to promote redevelopment and vibrancy

on 181st and the “bench” (south side of SR522 between 6100 and 6400 blocks), including possible zoning incentives to promote more mixed use.

Hangar Bulletin Board. Participants briefly discussed improvement of the bulletin board in the Hangar building in city center. The City Manager will discuss ways to expand the current bulletin board.

Walkable City. Participants discussed the need for more sidewalks particularly on 61st street, 181st and other areas that do not seem safe for walking. Staff provided an update on sidewalks and sidewalk panel replacements. The review touched on grinding and trip hazard evaluation to inform improvements. It was noted that trees buckle the sidewalks and to remove them conflicts with preserving the trees in Kenmore. Finally one idea was mentioned that it might be time to look at lighted crosswalks on 181st.

Station 54. Participants next discussed the future use of Fire Station 54 in the Finn Hill neighborhood at the intersection of 70th Avenue and 153rd Street. The City does not own this property – it is owned by the Northshore Fire District. It was suggested by one participant that it might be time to think of the vacant station differently and consider a rezone. Should the station be retained for emergency use? The usefulness of having something in the vacant station that would draw walkers was noted. Finally it was noted that it would be nice to place “Way Finding Signs” in the downtown area that would detail direction and mileage to key areas. After a discussion the participants agreed to the following:

Agreement Two: Staff will see if there is a map of trails in the downtown city area.

Agreement Three: Staff will talk to the Fire District about their plans for Station 54 and a possible rezone.

Agreement Four: Staff will research what other cities have done with downtown wayfinding signs.

Up Lake In and Outs. Participants next discussed the possibility and value of changing the dedicated turn lanes on State Highway 522 at 61st street. It was noted that while the state controls 522 the city has a good relationship with WSDOT and might have a say in adjusting turn pockets. It was noted that a signal adjustment at 61st and 181st might also help. After a discussion the participants agreed to the following:

Agreement Five: Staff will talk with WSDOT about 522 and 60th right in and outs and the timing of the two light signals at 61st/522 and 181st/522. Also will discuss a U Turn sign at 61st and 522.

E-Ferry. Participants next discussed placing an "E-Ferry" on Lake Washington in Kenmore. It was noted that the state may have electric ferries and there is an interest in King County government to place ferries on Lake Washington. It was noted that this issue has been studied since 2007, and that City efforts to advocate for a passenger-only ferry for Kenmore has been making progress in recent years, including the County appropriating funding to creating a feasibility and business plan for a ferry route to Kenmore. This County study and business plan is in progress.

Community Upkeep. The participants discussed the importance of neighborhood beautification and upkeep. It was noted that there are some areas where residents have not been keeping weeds and trash in check. It was noted that the city has an ordinance that speaks to this issue. After a discussion the participants agreed to the following:

Agreement Six: Staff will send letters to the Simonds Road property owners about maintaining their road side vegetation.

Aquatic Center

Participants next discussed the need and nature of a swimming pool in Kenmore. An update was provided on activities to date to explore ways to obtain a swimming pool. Contacts have been made with surrounding cities, King County and the school district. Not all participants agreed there is a need for pool in Kenmore siting the existing pools in surrounding areas and cost of maintaining and operating a pool. It was noted that citizens have been expressing a desire for a pool. It was noted that the school board seems "indifferent" to the idea of a pool. It was noted that Kenmore needs a partner to successfully establish and operate a pool. It was noted that land acquisition and funding are important as well as recognizing that providing a pool is an "equity issue" for those that cannot afford to travel to learn to swim. Participants noted that there are environmental impacts to having a pool. Finally, it was noted that a pool is a necessity not a luxury and is important to seniors and low income kids as a means to learn to swim and recreation. After a long discussion the participants agreed to the following:

Agreement Seven: Staff will ask the Aqua club if there is a way for the public to gain use to their pool. Also, each Council member will reach out to a NSD Board member to discuss the need for a pool and possible partnering especially with regard to their upcoming ballot measure – in anticipation the joint City Council/School Board meeting in February.

City Council Rules and Procedures

The participants next discussed the City Council Rules and Procedures. It was noted that a sub committee of the council who authored for approval the current rules and procedures. It was noted that the role of the City Council is policy not administration and operations. It was noted that the Council has only one staff person--the City Manager--and that there is a process to be followed to get work to the staff that flows through the City Manager. It was noted that it requires four Council Members to require action on items. It was noted that it might be time to revisit and/or revise and update the Council Rules and Procedures. Participants agreed to the following:

Agreement Eight: A subcommittee of Milton Curtis, Nigel Herbig, and Joe Marshall will convene and draft suggested revisions to the City Council Rules and Procedures for Council approval.

Two Touch Public Rule. Participants next discussed the nature and pros/cons of a rule that requires two public readings of topics, particularly ordinances that come before the City Council. It was noted that this rule would allow for a time for review and study prior to voting. It was noted that this rule would slow down the working processes of the City Council. It was noted that other cities have such a rule. After a discussion the participants agreed to the following:

Agreement Nine: Staff will get a copy of the City of Gig Harbors policy on 1st and 2nd readings of ordinances.

General City Issues

The participants next discussed an array of general issues.

Website. Staff updated the participants on the new city website. The website is scheduled to launch in Spring of 2020.

Open data portals. Participants discussed the merits of placing as many city documents (i.e. building permits) on line for direct access by citizens. It was noted that the new website will make city documents more accessible such as contracts. It was also noted that some documents require redaction. After a discussion, participants agreed to the following:

Agreement Ten: Staff will report back to the City Council on open portals after the spring launch of the city website.

Rename Squire's Landing Park. Participants discussed the merits of renaming of Squire's Landing Park. It was noted that the park was named after an individual that was associated with discriminatory opinions and speech. It was noted that names matter and that the discriminatory traits associated with the individual is inconsistent with the values of Kenmore. It was noted that a public process was used to originally name the park, and some disagree with the "re-writing of history". It was noted that a new process should be used to rename the park, one that would ensure that indigenous people were a part of the naming process. After a discussion the participants agreed to the following:

Agreement Eleven: Staff will approach the Historical Society to lead a re-naming process that would include Tribal input and participation. This effort should be timed to coincide with the Walkways and Waterways improvement completion.

Memorial Plaque. The participants next discussed the merits of placing a Memorial Plaque for Veterans. After a discussion, participants agreed to the following:

Agreement Twelve: Staff will reach out to former City Council Member Brent Smith to see if he would lead a community effort to create and place a Memorial Plaque for Veterans.

Food Truck. Participants next discussed encouraging food trucks to come to Kenmore. It was noted that food trucks must be within a certain proximity to restrooms. It was noted that food trucks do come to Kenmore and often locate with the Brew District. It was noted that there might be a farmer's market coming to Kenmore in the Town Square. Participants were supportive of a farmer's market and after further discussion agreed to the following:

Agreement Thirteen: Staff will again reach out to a citizen affiliated with the farmers market to research and encourage location in Kenmore.

Human Services and The Arts. The participants next discussed if there is a need for the City of Kenmore to do more in the Human Services and Arts areas. It was noted that the city could become a satellite location for existing county programs. There was little support from participants to provide staff time and/or funds in these areas at this time. It was agreed that some Councilmembers could gather information about health and human services programs available to Kenmore residents and that the city's communications specialist and push out that information via the City's communications channels. It was noted the Evergreen Health organization is located in the community and is a designated public health organization. It was further noted that there are several programs offered from Evergreen that citizens can access. The participants discussed the nature and need for a sharps needle disposal site. It was noted that more information was needed on the Sharps programs.

Participants discussed the role of the city in supporting the arts. It was noted that the city can do more when arts and artists are linked with the Economic Development Strategy. It was noted that the Arts of Kenmore is a great resource in the community.

Grade Separation Study. Participants discussed the need for an update on the Crossing Study. It was pointed out that if the Lakepointe project went forward there would be a need for a pedestrian crossing. It was noted that there is little time at the staff level to complete such a study and participants agreed that the City should return the \$500,000 grant for a grade-separated crossing to the state.

Parks and School Partnership. Participants discussed the value and history of a partnership with the school district on park and ballfields. It was noted that King County has funds to support parks and school projects. Participants discussed various park and field areas, the value of adding lights, and the importance of maintenance of these grounds. It was noted that it might be possible to work with other cities to get cheaper access for Kenmore citizens to their parks and recreation programs. After a discussion the participants agreed to the following:

Agreement Fourteen: Staff will explore a Parks and School Partnership for improving School District Ball Fields that includes the following features:

1. Place the topic on the joint meeting with the School Board set for February 10th, 2020.

- 2. Look into installing lights for Moorlands Park.**
- 3. Talk with Executive Constantine's office and Councilmember Dembowski's office re: parks and schools partnership funding.**
- 4. Learn from other cities about how they partnered with school districts to improve fields.**
- 5. Ask Kirkland if there's a way for Kenmore leagues to get priority use on Kirkland's fields.**

City Council Priorities

Participants discussed changing the Council Goals title to priorities and agreed to the change. The participants next reviewed and discussed the City Council priorities established at last year's retreat. The participants then revised the priorities based upon completion and other factors. Next the participants nominated new priorities for consideration. Finally, the participants used a Paired Comparison Methodology to select their priorities for 2020-21. See the below.

The top five priorities will comprise a portion of the City Manager's annual performance review. Priorities will be addressed to generally reflect their priority; however, opportunity and/or necessity may require an emphasis on selected priorities outside the priority ranking listed in this report.

Council Priorities for 2020-2021

- 1. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel. (62 points)**
 - Implement the Sidewalk Plan**
 - Target Zero**
- 2. Increase and preserve the options for affordable housing stock. (61 points)**
- 3. Develop a Kenmore Climate and Environment Action Plan including water, air, forest, and habitat restoration. (46 points)**
- 4. Implement the Walkways and Waterways projects. (45 points)**

- 5. Create and implement a Financial Stability Plan. (42 points)**
6. Support Bus Rapid Transit on 522. (34 points)
7. Implement the Economic Development Plan, with an emphasis on the following key points: (32 points)
 - Advance Public's Access to Water
 - Create a vibrant walkable downtown
 - Attract new businesses and support existing businesses
 - Promote the Image of Kenmore
8. Foster and create a welcoming, diverse, affirming community celebrating culture and fun. (23 points).
9. Engage and educate the community on growth and development in Kenmore (17 points).
10. Continue to implement a Parks Capital Improvement Plan. (13 points).
11. Continue to seek opportunities to complete a successful Lakepointe Project (9 points).

**Appendix One
Retreat Participants**

Mayor
David Baker

Deputy Mayor
Nigel Herbig

Councilmember
Milton Curtis

Councilmember
Joe Marshall

Councilmember
Melanie O'Cain

Councilmember
Corina Pfeil

Councilmember
Debra Srebnik

City Manager
Rob Karlinsey

Assistant City Manger
Nancy Ousley

Finance and Administration Director
Joanne Gregory

Community Development Director
Debbie Bent

Development Services Director
Bryan Hampson

City Clerk
Kelly Chelin

City Engineer
John Vicente

Public Works Operations Manager
Jennifer Gordon

Environmental Services Manager
Richard Sawyer

Facilitator
Michael Pendleton