



City of Kenmore

Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

City Council Retreat Agenda

OFF-SITE

La Conner Country Inn - Two Forks Event Space

107 S Second St, La Conner, WA 98257

FRIDAY, JUNE 30, 2023 - SATURDAY, JULY 1, 2023

Friday: 10:00 AM to approximately 4:30 PM

Saturday: 9:00 AM to approximately 4:30 PM

Watch via YouTube Livestream:

<https://www.youtube.com/@cityofkenmore4367/streams>

The Livestream will be visible 10 minutes prior to the start of the City Council retreat.

If you are having difficulty accessing the YouTube Livestream, please contact mkang@kenmorewa.gov.

10:00 Friday, June 30, 2023

Note: Times required for each topic are estimates. Once a topic is completed, the next topic will be addressed. Items on the Friday agenda may continue into the Saturday agenda. Conversely, items scheduled for Saturday might get discussed on Friday.

Welcome and Introduction

Ground Rules and Agenda Review

[Retreat Ground Rules](#)

Reference Documents:

[2023 - 2024 City Council Priorities](#)

[Kenmore 20 Year Vision - Comprehensive Plan](#)

[2023 Work Plan - City Manager's Office \(Updated June 2023\)](#)

[2023 Work Plan - Community Development \(Updated June 2023\)](#)

[2023 Work Plan - Development Services \(Updated June 2023\)](#)

[2023 Work Plan - Engineering \(Updated June 2023\)](#)

[2023 Work Plan - Environmental Services \(Updated June 2023\)](#)

[2023 Work Plan - Finance \(Updated June 2023\)](#)

[2023 Work Plan - Operations \(Updated June 2023\)](#)

[2023 Work Plan - Police \(Updated June 2023\)](#)

[2024 Work Plan - City Manager's Office](#)

[2024 Work Plan - Community Development](#)

[2024 Work Plan - Development Services](#)

[2024 Work Plan - Engineering](#)

[2024 Work Plan - Environmental Services](#)

[2024 Work Plan - Finance](#)

[2024 Work Plan - Operations](#)

[2024 Work Plan - Police](#)

10:10 Council Team Building

1. Mindsets
Link: [What is Vertical Development? By Ryan Gottfredson](#)
Link: [Do You Know What Mindsets Drive Success? By Ryan Gottfredson](#)
2. Polarity Thinking
Link: [Polarity Thinking 101: An Introduction to the Power of Polarities by Kyle Kowalski](#)
Link: [Polarity Thinking: A Powerful Tool for Building Leadership Capacity](#)

11:15 Break

11:30 Continuation of Above

12:00 Lunch

1:00 City Manager's Internal Framework for the Organization (Rob)

1. Service Vision: Why do we exist as an organization?
[Kenmore Service Vision, Values, Business](#)
2. Core and Foundational Values: How do we behave?
3. What is it we do? (We are in the business of...)
4. Thematic Goal: What is most important right now?
5. Customer Service: Internal and External
6. Resulting Systems

2:00 Break

2:15 Context

- Current Economic Trends
- Other Trends Impacting Us
 - Locally
 - Regionally
 - Nationally
 - Globally

2:45 City Finances (Rob, Melinda)

[Memorandum: Budget, June 2023 Retreat](#)
[2025-2026 Fiscal Projections, June 2023 Retreat](#)

1. Year to Date Revenues and Expenditures
2. Revenue and Expenditure Outlook for the Current and Next Biennium
3. Recommended Next Steps

3:15 Break

3:30 Progress and Review of Council Priorities and Accomplishments (Rob)

[Progress on 2023-2024 City Council Priorities](#)

4:30 Adjourn until Saturday, July 1

SATURDAY

9:00 Looking Ahead: The Road Map for the Top Priorities and Sustaining the Organization (Rob)

1. Climate Action Plan and Environmental Sustainability, including the work plan ahead, how we are tackling high value actions, and securing funding/resources for the next phases (Richard)
2. Housing and Human Services (Stephanie)
3. Pedestrian and Bicycle Safety (John)
4. Diversity, Equity, Inclusion, and Accessibility (Rob)
5. Walkways and Waterways: Transition from construction to ongoing maintenance (John, Debbie, Jennifer)
6. Sustaining the Organization: Financial Sustainability and Service Delivery (Rob, Melinda)

10:15 Break

10:30 Council Potpourri: Councilmember Requests for Updates/Discussion on Existing Workplan Items

1. Public Works Operations Center: Status on Design & Cost (Councilmember Srebnik)

[Memorandum: Public Works Operations Center Project Status Update](#)

2. Aquatic Center Update - Looking for a timeline on the Siting Study (Councilmembers Marshall, Srebnik)
[Memorandum: Aquatic Center Feasibility Study](#)
3. YMCA Youth Swimming Pilot Program: Plan for the Fall, including Transportation (Councilmember Srebnik)
[Memorandum: YMCA Swim Lessons Program Update June 2023](#)
4. Missing Middle Housing in light of Recent State Legislation: The need for more infrastructure, tree protection, parking regulations/enforcement, and code enforcement to be concurrent with Missing Middle Housing (Councilmember Marshall)
5. Swamp Creek Channel Assessment Update (Deputy Mayor O'Cain)
[Memorandum: Swamp Creek Channel Assessment](#)
6. The Bench and Downtown: What's the Next Step (Councilmember Srebnik)
[Memorandum: Downtown and Bench - June 2023 Council Retreat](#)
[Attachment 1 - Business Street LLC Downtown Strategy](#)
[Attachment 2 - Business Street LLC Bench Strategy](#)
7. Fire District Station 54 Property at the SE Corner of 153rd Street and 70th Avenue. Analysis due to the Fire District Board in July; Board decision on the disposition of property expected in August (Councilmember Srebnik)
8. Small Houses on Small lots and Neighborhood Commercial (Councilmember Srebnik)
[Planning Commission Docket Approved by Council January 2023](#)
9. E-ferry (Councilmember Pfeil)
[Councilmember Pfeil - Issue Proposal E-Ferry](#)

Council Potpourri Continued: New Councilmember Requests that will require 1) additional staff/resources, 2) other workload items or budgeted projects to be removed or delayed, or 3) both

1. Increase Bicycle Parking, especially in the downtown (Councilmember Pfeil)
2. Transit-Oriented Development and Downtown Zoning Regulations: Linking these regulations to a Vision - Imagery of what the TOD and Downtown will look like. The community needs to be able to see the vision, through imagery, of what is possible through our TOD/Downtown regulations (Deputy Mayor O'Cain)
3. Green Jobs Center, including a learning center or institute for green industry. Something Kenmore would be known for, would be an economic draw, and therefore improve the City's tax base (Deputy Mayor O'Cain)

4. Clean Air and Burning: Can the City adopt burning regulations in addition to existing state/county regulations? What more can the City do to enforce under current regulations? (Councilmember Marshall)
5. Phasing Out Gas Powered Landscaping Tools, e.g., Leaf Blowers (Mayor Herbig)
6. Human Rights Campaign Municipal Equality Index (Councilmember Pfeil)
[Memorandum: HRC Municipal Equality Index](#)
[Councilmember Pfeil - Municipal Index](#)
7. Trailways/Off-Street Paths to Connect Areas in the City (Councilmember Pfeil)
[Councilmember Pfeil - Connected Trails for Increased Connectivity](#)
8. Activities for the Youth in the "Tween" Years (too old for elementary school activities but not old enough to drive): Play/recreation is more limited and formal after elementary school. What are their needs and perspectives? Are there natural gathering places for teenagers? Is dependence on cars a limitation? (Councilmember Kugler)

Council Potpourri Continued: Other Discussion Items

1. Improving New Councilmember Onboarding/Orientation Process and Content. Ad Hoc Subcommittee of Councilmembers to work on this? (Councilmember Kugler)
[Memorandum: New Councilmember Onboarding](#)
[Attachment 1 - New Councilmember Checklist](#)
2. Involving On-the-Ground Users/Experts When Making Policy Decisions. Example: Inviting Cyclists who use 170th street during the 170th Bike Lane Discussion (Councilmember Kugler)
3. Goal Setting: Being Clear and Consistent. Not frequently changing goals and "chasing after shiny pennies" (Councilmember Baker)

12:00 Working Lunch

1:00 Continuation of Above

2:00 Priorities for 2024 (Facilitator, Council)

- New Goals and Formal Process or Discussion Goal Setting Process?
- Goal Priority Process
- City Manager Performance Evaluation Goals Clarification
- Other

3:00 Break

3:15 Continuation of Above

4:00 Wrap Up

- Reflections on Retreat
- Next Steps

4:30 Adjourn

Retreat Ground Rules

- **Empower The Facilitator**
- **Be On Time**
- **Respect For Others And Their Views**
- **Speak Only For Yourself And Not Others**
- **Seek Facilitator Acknowledgment Before Speaking**
- **Share Air Time**
- **One conversation at a time**
- **Listening is Sign of Respect**
- **Move On-Avoid Saying the Same Thing Twice**
- **Seek Positive Outcomes and a Positive Experience**



2023 -2024 KENMORE CITY COUNCIL PRIORITIES

- 1. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.**
- 2. Increase and preserve the options for affordable housing stock.**
- 3. Enhance multimodal transportation implementation, including pedestrian and bicycle safety:**
 - Pedestrian Facilities Plan
 - Target Zero
 - Bus Rapid Transit 522
 - passenger ferry
 - Kenmore Automated Photo Enforcement (KAPE) Program
- 4. Develop and implement a Diversity, Equity, and Inclusion policy and program.**
- 5. Complete Walkways and Waterways projects.**
- 6. Enhance public safety.**
- 7. Continue to seek opportunities to complete a successful Lakepointe project.**
- 8. Seek opportunities to promote economic development.**
- 9. Foster community engagement and participation.**
- 10. Foster and create fun.**
- 11. Respond to the pandemic.**

KENMORE 20-YEAR VISION

As we look into the future, we see Kenmore as a place that residents, businesses and visitors find welcoming, with courteous people, offer a high quality of life to live, raise children, shop, work, recreate, and socialize. In 2044, we see Kenmore as a fun, vibrant community centered on the waterfront but including a variety of unique neighborhoods that

- encourages a diversity of well-maintained, complementary housing types to provide living accommodations affordable to all residents
- protects natural and environmentally sensitive areas, significant open space, trees, air and water quality, and healthy wildlife habitat, knowing that a healthy environment is critical to human health
- leads and actively participates in regional efforts to promote environmental stewardship, sustainability, restoration, and conservation while continuing to act boldly and wisely to slow climate change and address its impacts
- is friendly and inclusive, welcoming all types of families, supporting diversity, and fostering a sense of belonging and pride in all residents
- is connected both visually and physically to its waterfront, recognizing it as a significant local and regional asset
- supports recreation and health through well-maintained parks, community centers, trails, and open spaces
- is a walkable and bikeable community that provides a safe, reliable and effective system of streets, sidewalks, bike ways, and trails, linking significant local and regional destinations
- embraces its role as a high-capacity transit community, supporting bus rapid transit and other transit options as part of the regional network
- provides convenient access to goods and services essential to residents' daily needs
- seeks to enhance the quality of life in its residential neighborhoods
- has its own sense of place and pedestrian-friendly downtown offering commercial, civic, cultural and park spaces, integrated with housing
- has an economic base that provides a range of goods and services, offers quality employment opportunities, and supports local businesses
- has clear design standards creating attractive, functional, and enduring buildings and places
- encourages volunteerism and public involvement and works as a good partner with residents and governments throughout the region
- supports the safety, physical and mental health, and welfare of all of its residents
- supports and encourages education and quality schools
- supports local arts, culture and history

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

Department: **City Manager**

	Team Lead	January
Financial Sustainability Plan	RK	
Love Where You Live Community Engagement Project	LC	
Customer Service Handbook Update	RK	
Police Contract Cities Oversight Committee	SL	
Implement Community Court	SL	First meetings of steering committee
Gun Buyback Program	BM/SL	
Art Policy and Mural Art (No time/resources available in 2023)	RK	Finish drafting city-wide art policy
City Hall Pride Steps	RK	
Seattle Pride Parade Administrative Support	NM	
Climate Action Plan	All	
Human Services Needs Assessment	TC	
Climate Action Plan and Housing and Human Services funding package and related positions	RK/SL	present to City Council on 1/23
Back Our Businesses Promotion	SL/LC	winter promotions
Business Registration	SL/TM	Monthly data report; prepare business memo for KBA discussion
Bastyr University Relations	SL	work with Bastyr on clinic proposal
Business Relations/KBA/Chamber	RK/SL	KBA Strategic Planning Mtg; Business Acceleration Training; meet new Chamber director
Internal Staff Committees (website, records management, Kennect, etc.)	All	
Economic Development Approach	SL	vet new approach with key partners;
Port of Seattle ED Grant	TM/SL	Review BAP Program Scope for 2024
Front Desk Reception	NM/SB/CC	
Target Zero - Education & Outreach	LC	
Website Management	LC	Website Management Review subscriptions Launch Bang the
Website Maintenance (routine content updates, etc.)	LC/TM/NM	Annual Updates, Calendar planning
Digital Communications	LC	Gov Delivery listerv emails, press re

Newsletters (Digital and Printed)	LC	January E-News/Winter Quarterly Prep
Sound Transit 3 Project Engagement	RK	
State Legislative Agenda	RK/SL/TM	Legislative Send Off Event; Session Begins
Federal Delegation Relations	RK	draft federal lobbyist RFP
King County Exec/Council Engagement	RK/SL	
Public Records Requests (PRR)	TM	2022 Year End PRR Report;
Arts of Kenmore Gallery	RK	
Policy Projects	RK/SL/JQ/GO	
Lakepointe	SL	Regular check ins with developer
Leadership to the Organization	RK/SL	
Implement Expanded Leadership Team	LC/SL	Present idea to Leadership Team; create charter for this work
Council one on ones, Council agendas, etc.	RK/SL	
Administrative Support to the City Council	NM	
Records Management, Archiving & Destruction	All	Spring cleaning physical records continued
ARPA Business Assistance	JQ/GO	Work with student consultants from UWB; Grant Application opens; KBA collaboration
ARPA Catchup Learning and Childcare Support	JQ/GO	
ARPA Community Engagement and Work Plan Development and Implementation	GO/JQ	TBA dependent on allocation of remaining funds
ARPA Federal Reporting	JQ/SL	COMPLETED
Affordable Housing Development Proposal - Holt Property	TC/SL/GO	Begin work on draft RFP
Affordable Housing Development Proposal - Shell Property - Plymouth Partnership	TC/SL/JO	Work with legislative delegation on a legislative ask, if needed, to fully fund the project
ARPA Homelessness Response Pilot Program	GO/JQ	Contract begins with consultant
ARPA Human Services	GO/JQ	Evaluating the landscape
Liaise with UWB Community Engaged Learning and Research Classes (CELR)	JQ/LC/TM	
Aquatic Center Feasibility Study	GO/DB	Issue RFP to hire feasibility study consultant
Regional Crisis Response Program Launch	SL/GO	Serve on board of new RCR entity; and prepare for RCR Program's Ma

North King County 24/7 Crisis Center	SL/GO	Prepare for press conference
Lead Space Planning Committee	SL/NM	Finalize space plans and present at J
Policies and Procedures Updates	RK	
Support WCMA, NWWLA and service on AWC Board	SL	WCMA Executive Board work
Civics 101 Video Course - <i>if time permitting</i>	LC/GO	content creation/editing, create online course
Council Meeting Setup and Support, Agendas, Minutes	AW/MK	<i>ongoing</i>
Contract, Ordinance, Resolution Management	AW/MK	<i>ongoing</i>
Records Management - Update of archiving and destruction schedule	AW/MK	
Records Management - File Clean up and organization	AW/MK	
Agenda Preparation and Agenda Bill Review	AW/MK	<i>ongoing</i>
Human Services Contract Mgt	AW/MK	Issue Contracts
Human Services Contract Mgt	TC	
Housing and Human Services Funding	TC	
Web page Updates: Council, Finance, Police	AW/MK	<i>ongoing</i>
STORE Committee	AW/MK	
Records Management procedures/policies	AW/MK	
Risk Management - Process Claims	AW/MK	
Project - Work Study Program	AW	
Project - AV Hybrid Pulse System Enhancements	AW	

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

nager's Office

2023 Work Plan - Up

February	March	April
		Develop Plan; Learn Dream, Pla Met
e; committee to conclude its work in March/April		Presentation to the City Council
Obtain public input on the policy;- RFQ for 181st Wall Mural	Art Policy Adoption	181st Wall Mural Artist Selection
Council Adoption of the CAP and HHS Funding Package	Advertise and recruit for the position	Interview applicants and select candidates
		Farmers Market promo
ss registration program expansion	Monthly data report; if recommended by the KBA, proceed with Chamb	
funding options, strategic plan, and master plan update		
Monthly meetings; Business Acceleration Training; present strategic planning options for KBA consideration	Quarterly communications outreach highlight KBA businesses; Monthly planning work	
unveil at Feb KBA meeting	continue to meet with key business partners as we fully implement our n	
23	Report Expenses BOB Winter Q1	
	Trail Safety Messaging CH Vest Giveaway	
Website Management Bang the Table	Website Management Accessibility Review	Website Management Team training
/updates	On-going content updates & revisions, external product review	
eleases, social media accounts; Facebook, Twitter, Instagram		

February E-news/ Winter Quarterly released	March E-News	April E-News Spring Quarterly Prep
	Online & In-person open houses	
		Session Ends
Federal lobbyist RFP	Federal lobbyist selection	Advocate for CAP grants, HHS grant
Revise charter and present idea at All-Staff meeting	Recruit members	
	Spring NLC Conference	
Relocate staff & physical records		
Work with student consultants from UWB; Grant Application closes	Work with student consultants from UWB; Potentially Awarding Grants	Begin enacting plan created in collaboration with UWB students.
Conversations with providers	Conversations with providers	Craft RFP
TBA dependent on allocation of remaining funds	TBA dependent on allocation of remaining funds	TBA dependent on allocation of remaining funds
	Evaluate for requirement	COMPLETED
Work on draft RFP		
Continue working with legislative delegation	Continue working with legislative delegation	Work with Plymouth to apply for service funding and also manage the LIHTC credit program
Contract oversight	Contract oversight	Contract oversight
Evaluating the landscape	Evaluating the landscape	Issue RFP
Define project outline	Meet with students on business directory	Meet with students on business directory
RFP open	RFP open	RFP closes; review and select consultant
executive board and regional committee work to hire executive director for launch		

Hold press conference and implement next steps		
an all-staff meeting; work with committee to oversee moves and winter/spring cleaning to happen through th		
		Personnel Policies Adoption
February WCMA retreat	Spring conference in Fairbanks	Open NWWLA application process
content creation/editing, create online course	content creation/editing, create online course	content creation/editing, create online course
		Reimbursements Q1
Diversified On-Site		

Updated for June City Council Retreat

May	June	July
City, Build Hands-On Engagement Method	Live Hands-On Pop Up Events at Farmers Markets, Hangar	
Design Values Graphic (LC)	Update Content with Customer Service Committee	
Assist King County Sheriff's Office with Gun Buyback Program event in Kenmore (event date TBD)		
	181st Wall Mural Installation	181st Wall Mural Installation
	Issue RFP	Interview and Select Contractor; Bring Recommendation to City Council (if over \$50K); Issue Contract;
Onboarding		
Farmers Market Promo	Farmers Market/Small Biz	Farmers Market/Small Biz/Photography
Partner and City Council presentations and implement expansion of business registration program		
Meetings; Business Acceleration Training; implement KBA strategic		
Review Economic Development Approach throughout the rest of 2023		
Summer Bike Safety CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway
Website Management Bang the Table Renewal	Website Management 3 year review since launch - goal setting	Website Management
	Accessibility review of department pages	

May E-News/ Spring Quarterly released	June E-News	July E-news/ Summer Quarterly Prep
		ST Board Baseline Decision
	Recognize State Legislators	
nts, sidewalks, Kenmore Air, and co	Strategies360 Visits Kenmore	
Prepare data for JLARC reporting	File PRA Data Report to JLARC	
		Strategy Development
	Finalize ELT roster and charter	Convene group and meet
Business outreach	Interview applicants and grant decisions	
RFP review	Contract	Contract on Council agenda
TBA dependent on allocation of remaining funds	TBA dependent on allocation of remaining funds	TBA dependent on allocation of remaining funds
	Finalize RFP, discuss financial package and possible sources	RFP open; hold applicant briefing s
Work with legislators, partners and others to finalize funding package and options including AHAH if needed/requested	Finalize funding package and identify all funding sources	Plym
Contract oversight	Contract oversight	Contract oversight
Select Contractor	Contract development	Contract implementation
Meet with students on business directory; final presentation		
Consultant launches work		
	First Principals Assembly meeting to be held on June 28	

e spring		
Other policies (Vehicle Use, Code of Ethics, etc.		
Respond to applicant questions	Convene NWWLA Selection Committee and select cohort; join AWC Board at June 23 meeting	
content creation/editing, create online course	content creation/editing, create online course	content creation/editing, create online course
	Transition work to HHS Manager	
	Transition contracts from Clerk to HHS ↑ Reimbursements Q2	
	Work with legislators, lobbyi	
		New Employee Orientation series
		Introduction to LT
Community Room Change Order	Diversified: Final Installation	Diversified: Final Installation

August	September	October
Update Financial Forecast (MM Lead)	Bring Back Task Force - Update Task Force Charter	FSP Task Force Meetings
t, Neighborhoods, etc.	Continue the engagement project, including pop up eve	
Obtain Staff Input	Finalize Changes	
	Gun Buyback Event	
181st Wall Mural Installation		
Build Community Profile and Community Engagement Plan	Initial Report to Council / Finish Community Profile; Start Scan of Current HS Providers;	Complete HS Provider Scan and Values / Guiding Principles Document
Farmers Market/Small Biz/photography		Grant paperwork completed
	Monthly data report	Annual Update for KBA
	Extend Ballfiled Lease	
Quarterly communications outreach highlight KBA businesses; Monthly meetings; implement KBA strategic pl		
Report Expense BOB Q2&Q3	Report Expenses FM Promo Q2-Q3	Report Expns Bob, Photogr 2023
National Night Out/ Back to school safety CH Vest Giveaway	Street Running Safety/ Booth at 5k CH Vest Giveaway	Walk to School Day/Halloween Safety CH Vest Giveaway
Website Management	Website Management	Website Management
	On-going content updates & rev	

August E-news/Summer Quarterly released	September E-News	October E-News Fall Quarterly Prep
	prepare prelim draft Leg Agenda	Council Adopts 2024 Legislative Agenda
	Required PRA Staff Training	
	First full Expanded Leadership Team Meeting	
		Fall NLC Conference
Solicit vendors; define program parameters	Organize Winter Market at Hangar	Organize Winter Market at Hangar
Contract implementation and oversight	Contract oversight	Contract oversight
TBA dependent on allocation of remaining funds	TBA dependent on allocation of remaining funds	TBA dependent on allocation of remaining funds
essions and tours of the site	RFP closes by late Sept/early Oct; begin to review partnership and design proposals	Select proposal and develop proposal package
outh works with Development Services to finalize all needed permits, Development Agreement and construction		
Contract oversight	Contract oversight	Contract oversight
Contract oversight	Contract oversight	Contract oversight
Define new project parameters		Meet with students

Attend WCMA Summer conference where will begin term as WCMA President	AWC Board meeting	
content creation/editing, create online course	101 course rollout	content creation/editing, create online course
Grant Administration TBD		
Monitoring Visits for Pooled Contracts		
ist, partners, and others to identify available human services and affordable housing funding and apply when ir		
	Launch project plan	
Diversified: Part A Project Complete	Pulse system testing	Pulse system testing

November	December
FSP Task Force Meetings	FSP Task Force Meetings
nts, town halls, online interactive methods, surveys, etc.	
Present to Council re: guiding principles	Draft Report by January 15
Monthly data report	Monthly data report
anning work	
Prepare & Submit final report	
Daylight Savings Time CH Vest Giveaway	
Website Management 2024 contract review	Website Management 2024 contract renewal
visions, external product review	

November E-News Fall Quarterly released	December E-News			
Brief Leg Delegation	Begin plans for Send Off Event			
	Evaluate first year of the Expanded Leadership Team			
Organize Winter Market at Hangar	Winter Market			
Contract oversight	Contract oversight			
TBA dependent on allocation of remaining funds	TBA dependent on allocation of remaining funds			
Prepare to bring full affordable housing partnership and proposal package to Council for approval plans	Seek Council approval on partner and proposal; submit proposal and package to any applicable funds in	b e gi	b e gi	b e gi
	Work with ARCH and City Finance Team to prepare for interfund transfers to fund construction in 2024			
Contract oversight	Contract oversight and evaluation			
	Contract oversight			
Meet with students	Meet with students			
Consultant concludes work	Present consultant report to Council			

	24/7 crisis clinic to open its doors by the end of the year
Host WCMA Board Retreat at Kenmore City Hall	
content creation/editing, create online course	content creation/editing, create online course
Reimbursements Q3	
indicated and approved.	
draft records management policy	
Diversified: Projector Installation	Internal: Full system testing

Community Development 2023 Work Plan													
Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp Plan/Development Regs (docket)													
continue work on "missing middle" housing regs, focus on public participation (2021 docket item, 2022 and 2023)	TH /DB	council approves docket	review policy/codes	public engagement	6/12 Council presentation	develop strategy and options for next steps							
TOD regulations and interim regs for the Swamp Creek carve out (2021 docket item, continued 2202 and 2023)	TH/DB	council ordinance	adoption TOD regs 3/23/23							extend interim regs for Swamp Creek "carve out" for six months			
Regs for small houses on small lots, (2023 proposed docket if time allows)	TH/DB	council approves docket	defer to 2024 docket								prepare background info		
Misc regs to support more housing (2023 proposed docket if time allows)	TH/DB	council approves docket	defer to 2024 docket										
Update the Transportation Element of the Comp Plan (2022 docket item, continued in 2023)	TH/DB	council approves docket	PC review. PC public hearing 3/7/23	SEPA, Dept of Commerce and PSRC review							council review and Ordinance adoption		
Update the Economic Development Element of the Comp Plan (2023 docket item)	TH/DB	council approves docket							PC review start fall 2023 complete 2024				
Update the Public Service and Facilities Element of the Comp Plan (2023 docket item)	TH/DB	council approves docket	PC review			PC public hearing				council review and Ordinance adoption			
Update the Utilities Element of the Comp Plan (2023 docket item proposed)	TH/DB	council approves docket	PC review			PC public hearing				review ordinance adoption			
Add a Climate Change Element to the Comp Plan (2023 docket item)	TH/DB	council approves docket	PC review			6/6 PC public Hearing				council review and Ordinance adoption			
Policy and Strategy													
Housing Affordability Internal Staff Team	TH/DB	team meetings, providing data, review draft documents etc.											
Lakepointe Internal Staff Team	TH/DB	team meetings, providing data, review draft documents etc.											
ST3 Stride BRT Internal Staff Team	TH/DB	team meetings, providing data, review draft documents etc.											
Aquatic Center Feasibility Study Internal Staff Team	GO/DB	RFP issuance and consultant selection				consultant completes feasibility study							
Bench Property - Cozy Inn demolition (coordinated with house demolition for the new public works facility)	DB					coordinate bid for demo with Public Works Dept.							
Bench Conceptual Plan Development	DB	Memo Council Jan retreat		Rod Stevens 3/20 presentation to council									
Downtown Development	DB/SL	Memo Council Jan retreat		Rod Stevens 3/20 presentation to council		Schemata developing concepts							
Conceptual Plan Development for MMH (NUD and Fire District property)	DB	concepts prepared to illustrate duplex/triplex options for the "draft"MMH code that was not adopted by Council in 2022											
Public Art Policy	GO/DB	oversight and review documents etc. Defer council review and adoption to 2024											
Park Capital Projects													
P-1 Twin Springs Park: Phase 1 Project (park opening)	MC	permit review and issuance pending King County approval								bid/contract award/construction (may be delayed to 2024)			
P-18 Rhododendron Park Park Sign Replacement	MC						design/bid specs			bid/contract/sign installation			
P 30: Rhododendron Park: Boathouse	MC	contract and building sign install		plant mitigation/monitoring									
P 28 W&W Log Boom Park: Waterfront Improvement Project	MC	construction and grant closeout		plant mitigation/monitoring									
P31 Squires Landing Park: Park Land Acquisition Park Opening (192nd property)	MC	fence install											
P 27 W&W Squires Landing Park, TI' awh-ah-dees (λ' a Xw a d i s) : Waterfront Improvement Project	MC	construction			park opening	project closeout					plant mitigation/monitoring		
Other Projects													
KWAC Contract (Squires Landing Park, TI' awh-ah-dees (λ' a Xw a d i s))	JG/DB	Develop final contract for council authorization	Public Works dept manages the contract										
NSD Lease Agreement for Rhododendron Boatshed Use & NSD Agreement with Pocock for Rowing Programming	JG/DB	Address funding issue/manage contract. Transferred to Public Works dept in May											
Squires Landing Park TI' awh-ah-dees (λ' a Xw a d i s) Interpretative signage coordination with the Heritage Society	MC	MOU approval	design and installation										
Squires Landing Park TI' awh-ah-dees (λ' a Xw a d i s) native plant markers coordination with the Heritage Society	MC	MOU approval	design and sign installation										
Native American Art (Squires Landing Park TI' awh-ah-dees (λ' a Xw a d i s)) coordination with artist and Heritage Society	DB/MC	MOU approval	design and art installation										
Veterans Memorial (City Hall) coordination with the Heritage Society	DB/JG	MOU approval				coordinate installation							
Hiring and training new staff (principal planner, part-time admin specialist)	DB	hiring and training											
Emergency Management	DB	CEMP approval						NEMco meetings, coordinate training etc					
Grants													
2019 RCO Grant Award for Log Boom Park Waterfornt Improvement Project (\$470,575)	MC	admin	prepare and submit report										
2019 RCO Grant Award for Squires Landing TI' awh-ah-dees (λ' a Xw a d i s) Waterfront Improvement Project (\$700k)	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin				
2020 King County Conservation District Grant (\$198k): Squires Landing TI' awh-ah-dees (λ' a Xw a d i s) Waterfront Project	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin	prepare and submit report	admin		
2019 State Appropriation Award (\$151,900) for Twin Springs Phase 1 Project	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin	prepare and submit report	admin		
2020 King County Waterworks Grant (\$50k) for Squires Landing TI' awh-ah-dees (λ' a Xw a d i s) Waterfront Project	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin	prepare and submit report	admin		
2020 State Appropriation Request (\$908,460) Squires Landing TI' awh-ah-dees (λ' a Xw a d i s) Waterfront Project	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin	prepare and submit report	admin		
2021 King County Waterworks Grant (\$50k) Squires Landing TI' awh-ah-dees (λ' a Xw a d i s) Waterfront Project	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin	prepare and submit report	admin		
2022 thru 2027+ Rowing Foundation Fundraising for Rhody Boathouse Budget Shortfall	JG/DB	ongoing meetings with committee & quarterly reports to council. Transferred to Public Works Dept May											
2021 King County Conservation District Squires Landing TI' awh-ah-dees (λ' a Xw a d i s) Waterfront Project (\$15k)	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin	prepare and submit report	admin		
2022 King County Conservation District Squires Landing TI' awh-ah-dees (λ' a Xw a d i s) Waterfront Project (\$15k)	MC	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report	admin	prepare and submit report	admin		
2022 Port Grant (\$48,100) for Business Assistance and Tourism Promotion	DB	admin	prepare and submit report	transferred to City Manager Dept. March									
2022 State Dept of Commerce Grant for missing middle housing (\$170,000)	DB	admin	prepare and submit report	admin	prepare and submit report								
2022 State Dept of Commerce Grant for comp plan update (\$62,500)	DB	admin	prepare and submit report	admin	prepare and submit report		admin	prepare and submit report		prepare and submit report	admin		
2023 State Dept of Commerce Grant for missing middle housiing implementation (??)	DB									submit grant application			
Working with Other Agencies													
ARCH: Staff committees. Attending ARCH Board Meetings as needed.	TH/DB	meetings, provide input/review as needed											
PSRC: Review/Comment on Regional Plan Updates	TH/DB	provide input/review as needed											
State Legislature: Review/Comment on Proposed Legislation	TH/DB	provide input/review as needed on proposed legislation				assess what actions needed by city to respond to legislation							
Highest peak workload													
Substantial workload													

Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Less steady workload													
DB: Debbie Bent, Community Development Director													
TH:Todd Hall, Principal Planner													
MC: Maureen Colaizzi, Parks Project Manager													
PC: Planning Commission													
GO: Garrett Oppenheim, Assistant to the City Manager													
JG: Jennifer Gordon, Public Works Operations Director													
SL: Stephanie Lucash, Deputy City Manager													

Development Services Department
2023 Work Plan

Less Steady Workload

Substantial Workload

Highest Peak Workload

BB

KHX

LL

MK

Bridgit Baker

Kendra Hixenbaugh

Lukasz Lisowski

Miguel Kelly

MQ

RR

SL

TJ

Maura Query

Reilly Rosbotham

Samantha Loyuk

Thomas Joachimides

PTBO

PTPC

PT Building Official: Vacant

PT Permit Coordinator: Vacant

Updated: 6/1/2023

City Council

+

			2023											
	Lead	Support	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Daily Work Load:														
General Permitting Inquiries	All													
Service Requests	BB	All												
Permit Intake and Management	KHX	PTPC												
Regulatory Business Licenses	MQ	KHX												
Pet Licenses (RASKC & PAWS)	Reception	MQ												
Permit/Project Plan Review: Building	PTBO	LL												
Permit/Project Plan Review: Planning	RR	SL												
Permit/Project Plan Review: Engineering	TJ	MK												
Inspections: Building	LL	PTBO												
Inspections: Engineering	MK	TJ												
Inspections: Code Enforcement	BB	All												
Development Review Meetings (e.g., pre-application and pre-construction meetings)	RR	All												
Code Enforcement (e.g., Correction Notices, Notice of Violations, etc.)	BB	All												
Financial Guarantee Monitoring	TJ	All												
Land Use Notices	RR	MQ												
Cooperative Nuisance Odor Complaints	BB	SL												
Public Records Requests	MQ	All												
Budget	SL	All												
General Administrative support	MQ	All												
Website	MQ	All												
Franchise Utility Permit Process	SL	TJ												
Permit Application Forms Update	SL	All												
Development Services Procedures	SL	All												
Permit Tracking Software (TRAKIT) Management	SL	All												
Online Permit Portal Management (MyBuildingPermit.com or "MBP")	SL	All												
Contracts	SL	MQ												
Processing Expired Permits	MQ & LL	All												
Development Projects (Private Property)														
Kenmore Urban Townhomes	SL	All												
Lakepointe	SL	All												
Beechwood II Apartments	SL	All												
25 Degrees Condominiums	SL	All												
First Romanian Pentecostal Church	SL	All												
Bank of America	SL	All												
Jackson Critical Area Variances (2)	RR	All												
Hiatt Springs Townhomes	PTBO	All												
Development Projects (Public)														
Inglemoor High School Master Plan	SL	All												
Kenmore Elementary Modernization	SL	All												
Plymouth Affordable Housing Project	SL	All												
Holt Affordable Housing Project	SL	All												
Public Works Operations Center	SL	All												
ST3 Park and Ride / TOD	SL	All												
Code Updates														
Fee Resolution: Annual Update	SL	KHX											+	
Fee Resolution: Waiving ADU Permit Fees	SL									+				
Construction Codes (building, energy, etc.)	LL	SL							+					
Property Maintenance Code	BB	SL							+					
Public noticing for outdoor encampments	RR	SL								+				
Parking (near transit)	RR	SL										+		
Adjust "family" definition (zoning code)	RR	SL											+	
Replace "marijunana" with "cannabis" (DEIA)	RR	SL												+
Nonconformance code clean up (1 year)	RR	SL												+
Signs - temporary displays	RR	SL										+		
Tree Regulations ("List 2")	SL	All											+	
Special Projects														
Tree Canopy Assessment (2022 data from PlantGeo & King Conservation District)	SL	RR												
Permit Tracking Software (TRAKIT) OTC Permits Automation and Enhancements	MQ	KHX												
MBP Software Procurement Study														
Echeck electronic payments (MBP & TRAKIT)	SL	MQ												
Hiring & Training: PT Permit Coordinator	SL	KHX												
Hiring & Training: PT Building Official	SL	LL												
Hiring & Training: Senior Permit Coordinator	SL													
Hiring & Training: Planner	SL													
Records Management Plan	MQ	SL												
City Committees	All													
Climate Action Plan	SL	All												
Diversity Equity and Inclusion	All													
Public Works Yard Temporary Use	SL	KHX												
NFD Station 54 Temporary Use	SL	KHX												

Engineering Department
2023 Work Plan
Non-Capital

Less Steady Workload
Substantial Workload
Highest Peak Workload

AC Amber Clifton TBG Tobin Benett-Gold
JV John Vicente TB Terri Bielenberg
KV Kent Vaughan JS Jarrett Smith

November 9, 2022 Council +

				2023											
Project		Lead	Support	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Pavement Management Update		TBG	TB												
Service Requests - Traffic		TBG	Intern												
Traffic Calming Program		TBG	Intern				+			+					
Annual Counts program		TBG	Intern												
Crash Data Maintenance & Analysis		TBG	Intern												
Local Road Safety Plan		TBG	Intern												
Photo Enforcement Program		TBG	JV												
Arterial Speed Limit Changes		TBG	JV				+								
Alternate Modes of Transportation Analysis (Bike share and the like)		TBG	JV												
Capital Projects Management		TB, KV	JV, AC												
Pedestrian Facilities Plan		JV													
Project Management toolkits		JV	AC												
Municipal Code Update - Title 12 Roads and Bridges		JV	JS		+	+									
Municipal Code Update - Title 13 Utilities and Public Works		JV							+						
Municipal Code Update - Title 10 Vehicles and Traffic		JV	TBG										+	+	
Transportation Improvement Plan		JV							+						
Oversight of Capital Projects		JV													
Budget		JV													
Road Standards Management		JV	AC												
Transportation Comp Plan		JV	TBG		+										
ADA Transition Plan Management		JV	AC												
Capital Improvement Plan Update		JV	KV/TLB												
Grants		JV	KV												
Interagency Coordination (Sound Transit 3, committees, WSDOT)		JV	TBG/KV												
Lakepointe Development		JV	TBG												
Franchise Right of Way Permit Review		JS	JV												
Franchise Right of Way Permit Inspection		JS													
Right of Way Code Compliance		JS	AC												
Permitting Process and Procedures		AC/JS	JV												
Franchise Right of Way Permit Coordination		AC	JS												
Contracting/Invoicing		AC													
General Administrative support		AC													
Website		AC	Everyone												
Records Management		AC	Everyone												
City Committees		All													
Diversity, Equity, and Inclusion		ALL													
Climate Action Plan		JV	All												

10:00	Less Steady Workload
	Substantial Workload
	Highest Peak Workload

		2023 WORKPLAN - FINANCE/ADMINISTRATION											
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Recruit New Finance Director	RK	Open	Interviews/offer	New Finance Director on Board; orientation, etc.									
ANNUAL REPORT/AUDIT/FINANCIAL STATEMENTS													
Update Cost Allocation/Overhead Plan	MM/BR	update	data gathering ongoing ***** update										
Close 2022 Fiscal Year	BR	close out Dec	budget and year end entries										
2022 Annual Report preparation (file with State) / notes/ schedules	BR/MM		year end entries		report prep		review	due 5/30					
2022 Financial Audit	MM/BR					audit prep, account analysis, federal grant review, financial review							
2023 Parks Levy Annual Report	MM/BR					due 5/30							
2023 Annual Report on EMMA (Electronic Municipal Market Access)	MM/BR												
FINANCIAL SUSTAINABILITY PLAN - 2023-2024													
Financial Sustainability Plan review/update/council presentation	MM					Begin the FSP process. Appoint a task force to get started in late 2023							
BUDGET - 2023-2024													
6 Year Forecast and Plan Update/review/update/	MM					revise per FSP, update for 2022 actuals, run projections, scenarios etc.							
Service Level Budgeting	MM								Update/revise as time allows				
Mid Biennium Budget Update	MM								Update Revenue/Expenditure Projections		Council Consideration		
Monitor 2023-2024 Budget	MM	*****ongoing effort*****											
CIP													
CIP Management	MM	*****ongoing effort*****											
CIP review revisions, update, presentation, ordinance	MM					June begin current cip update & presentation in July							
CIP review, presentation, ordinance	MM								Begin 6 year Update and Amendment 2023-2027				
PROPERTY TAX LEVY 2024													
Property Tax Levy 2024 - Regular & Excess-PH/ord.	MM										public hearing, ordinance for levy		
HUMAN RESOURCES													
Recruit New Finance/Admin Manager	MM												
Recruit new Payroll/Accounting Coordinator	MM												
IT													
Restart IT advisory committee	MM												
Review current IT strategy with Committee	MM												
Review IT controls, risk, exposure (software/electronic record preservation)	MM	*****ongoing effort*****											
RISK MANAGEMENT													
Risk Management - processes/claims/misc.	MM												
Annual Risk Management Audit	MM								WCIA				
Board Meeting - required 1x/year													
WCIA - Required 3 trainings/year													
FINANCING PUBLIC WORKS SHOP LAND ACQUISITION/CONSTRUCTION													
Additional Councilmanic Bond Issue	MM												
CAP & Human Services Funding													
Three ordinances: Gas utility tax, solid waste, and car fee increase													
ONGOING													
Quarterly financial reports presented to Council	MM		4th quarter 2022		1st quarter		2nd quarter		3rd quarter				
Agenda Preparation and Agenda Bill Review	MM	*****ongoing effort*****											
Payroll related reporting (fed/state)	CS/BR												
Payroll W-2s/1099s	CS	w-2s and reconciliations		*****ongoing effort									
Ongoing Payroll & Benefit Admin	All	*****ongoing effort											
Invoices /Accts Rec /Grant Reimbursements	CS/BR	*****ongoing effort											
Cash and Investment Management	BR/MM	*****ongoing effort											
Review internal controls financial processes	ALL	*****ongoing effort											
IT Advisory Committee	BR/MM	*****ongoing effort											
Investment Advisory Committee	MM												
Oyster Committee Meeting - Police Contract	MM												
DEI Participation	All												
Continuing Disclosure - Prop 1 Walkways&Waterways Compliance,Reportii	MM									Reporting			

OPERTATIONS - PW OPS, Events, Volunteer Programs & Recreation Programs

Less Steady Workload

Substantial Workload

Highest Peak Workload

PW OPS PARKS

PW OPS STS/SW

PW OPS FACILITIES

PW OPS GENERAL

EVENTS & VOLUNTEERS

RECREATION

ALL DEPT/NON DEPT

2023 Workplan		2023											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
COVID-19 Reponse	JeG												
CIP - Public Works Operations Center	JeG	Public Works Facility Site: Rezone, Boundary Line Adjustment, Conditional Use Permit, Demo & Design											
Position Recruitments - Maintenance Workers (2), Facility and Fleet Supervisor & (6) Seasonal Postions	JeG/QP/JE	Open Position Recruitment			FFS Position Hired	(2) MW Positions Hired/ (6) Seasonal Positions Hired							
Recreation Program Supervisor Backfill Position	JeG				Open Position Recruitment								
Interim Events & Volunteer Supervisor	SBr/Nsu	Position Recruitment, Hiring & Training											
Division Administration and Support/Leadership Team	JeG												
Customer Service Committee	JeG/NS												
Safety Committee	JeG/QP/CW												
CAP - Climate Action Plan	JeG/AF												
DEI - Diversity, Equity & Inclusion	JeG												
Employee Evaluations	JeG/JE/QP/AF/SB												
Standard Operating Procedures	JeG												
Annual Workplan Management	JeG												
Department Budget Management	JeG												
City Hall Space Planning Project	JeG												
Citywide Committee Participation	ALL												
Emergency Operations - Operations Section/NEMCO Board/NIMS Training Coordinator	JeG												
CIP Operation and Maintenance input and project support for Walkways & Waterways and other capital projects	JeG/JE/QP/AF												
Asset Management - Parks, Streets, Facilities & Fleet	JeG/JE/QP/AF												
Parks Lanndscape Maintenance Contract Management	QP												
ROW Landscape Maintenance Contract Management	QP												
King County Roads Services Contract (street sign installation and maintenance of sign inventory, signal operations and maintneance, banner installation/removal, thermoplastic markings & striping, and coordination with traffic engineering)	JeG												
Customer Service Portal Administration	NS	SR Portal - Implementation & Testing			Roll out new portal on City website								
Service Request & Work Order Management	NS												
Staff Administrative Support	NS												
PW OPS Website Management	NS												
PW OPS Division PRR Management/STORE Representative	NS												
City property damage claims reimbursements	NS												
Moorlands Park Athletic Reservations/Scheduling	RPS					Summer Resrvations							Spring Reservations
Senior Center Programs	RPS												
Picnic Shelter Reservations Program	RPS			Research for Policy Development			Develo[Picnic Reservation Policy			Fee Schedule Adoption			
Facilities Reservations - CH & Hangar	RPS												
Park and Facility Reservation Software	RPS	Research Software						Choose Reservation Software,Implementation Process, Testing and Roll out					

		2023											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Parks Concession Agreements (WhatsSup,, etc.)	RPS												
Recreation Programs/Contracts/Agreements	RPS												
Skyhawks Camps	RPS												
Skate Like a Girl Camps	RPS												
Step It Up	RPS												
Boathouse Operations/Contract/Agreements	RPS					Take over from Community Development/Rob Sayre-McCord							
KWAC Contract Management	RPS												
YMCA Swim Lesson Program (Not Funded)	RPS												
Recreation Program/Facility Rentals - Website Content Management	RPS												
CH & Hangar Monitor Management	RPS/AF												
Recreation Programs Coordination with Operations Staff	RPS												
Love Notes Program	RPS												
Parks Maintenance (Park opening, restroom cleaning, playground inspections & audits, contract management, landscape maintenance, managing landscape maintenance contract, small project management done internally or by small works contracts, intergrated pest management, irrigation, parks signs, parks amenities, trail maintennace, hardscape maintenance, Senior Center building maintenance, parks/facilities snow & ice control, management & oversight to part time Maintenance Worker, special events support, volunteer parks project support, coordination with Moorlands Athletic Field users, and safety officer)	QP												
Holiday Lighting (adding 68th from Bothell Way to 182nd)	QP/AF												
City Hall Operations & Maintenance	AF												
City Hall Maintenance Contracts	AF												
HVAC Controls	AF												
Access Controls Software	AF												
Senior Center HVAC Maintenance Contract	JeG/AF												
PW Office Operations & Maintenance	AF												
The Hangar and Town Square Facility Maintenance	AF												
Facilities Janitorial Services Contract	AF												
Facilities Landscape Maintenance Contract	AF												
Property Management: Post Office & Diva Espresso	AF												
Facility Reservations Support	AF												
Fleet/Equipment Acquisition and Maintenance	AF												
Streets Maintenance (Contract management, ROW Vegetation, integrated pest management, roads maintenance and repair, temporary traffic control, snow and ice control, bridge cleaning and repair, bullseye maintenance, street sweeping, SW facility repairs, sidewalk repair, small project management done internally or by small works contracts, management and oversight to Maintenance Workers, plans/schedules/implements weekly & monthly workplans, and safety officer)	JE												
Community Recycling Events	JeG	Grant Submissions/Contracts					Spring Event	Grant Submissions		Fall Event	Grant Submissions		Contracts

		2023											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Community Events and Volunteer Program Support	QP/JE/AF												
City Events & Volunteer Programs Website Content Management	SBr												
Special Events & Volunteer Summer Intern	SBr/Nsu			Position Recruitment, Hiring & Training									
City Organized Events	SBr	Finalize special event schedule & sponsorship for 2022		Develop event marketing plan and update the website	Final event preparations for the summer, send out sponsorship contracts.	Final event preparations for the summer, send out sponsorship contracts.	Pride Flag Raising - Pride Month Kick- off, Farmers Market begins & final preparations. Juneteenth Celebration	Farmers Market, 4th of July, Concert Series, Outdoor Movie	Farmers Market, Concert Series, Outdoor Movie, 25th Anniversary Celebration		Jack Crawford Day, planning for December events	Finalize plans for December events	Run December events
CIP Project Ribbon Cutting Events	SBr/NSu				68th W&W Project	TI' Park, Juanita W&W Project							
Other Event Support	SBr				Hydroplane Cup					5K Fly Away with the Chamber			
Farmers Market	NSu/SBr	Planning, WSFMA meetings. Market manager recruitment	WSFMA Boot Camp- 3 days, vendor recruitment: vendor application live	Vendor application review & selection. Vendor contracts/Form Volunteer Committee	Order all supplies; business relations; sponsorship recruitment	Final planning & coordinating	4 market days - vendor communications /scheduling; site maps; social media; community relations	4 market days - vendor communications/scheduling; site maps; social media; community relations	5 market days - vendor communications /scheduling; site maps; social media; community relations	Market recaps;	Webpage review and management		
Farmers Market - Day of Manager/SNAP Cashier							MC/Nsu	Position Recruitment, Hiring & Training					
Volunteer Program	SBr		Program planning, process & agreement review		Adopt A Park, Adopt A Street, recuitment for Summer events	Adopt A Park, Adopt A Street, recuitment for Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events		
Events & Volunteer Programs Coordination with Operations Staff	SBr/Nsu												
Committees													
Wellness Committee	AA												
Customer Service Committee	JeG/NS												
Safety Committee	JeG/QP/CW												
GIS Committee	JG												
Website Committee	NS/RPS												
STORE Committee	NS												
CIP Project Support													
Walkways and Waterways Parks Project - 1 st a Xw a d i s	MC	CIP Operations Support			Transition from Costruction to Operations								
Walkways and Waterways Sidewalk Project: 68th Ave NE	KV	Transition from Construction to Operations											
Walkways and Waterways Sidewalk Project: Juanita Drive	KV	Transition from Construction to Operations											
West Samm Bridge	JV/TB	Transition from Construction to Operations											
2023 Overlay Project	TB	Project Support											
NE 190th St Culvert Replacement	TB												

		2023											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Jennifer Gordon - JeG	Public Services Director												
Nicki Sawyer - NS	Administrative Specialist												
Justin Ell - JE	Streets & Surface Water Maintenance Supervisor												
Chase Walker - CW	Maintenance Worker												
Anna Arnott - AA	Maintenance Worker												
Paul Halalilo - PH	Maintenance Worker												
Reggie Bautista - RB	Maintenance Worker												
Quinn Proffitt - QP	Parks & Streetscapes Supervisor												
Seth Thompson - ST	Maintenance Worker												
Nathan Allenstein - NA	Maintenance Worker												
Part Time Maintenance Worker	Maintenance Worker												
Aleks Firsov - AF	Facilities & Fleet Supervisor												
Bill Garza - BG	Senior Facility Maintenance Technician												
James (Jim) Garrity - JaG	Facility Maintenance Technician												
Recreation Program Supervisor -RPS	Recreation Program Supervisor												
Stephanie Brown - SBr	Events & Volunteer Supervisor												
Nicole Suarez - Nsu	Events Specialist												

Department: **Police**

2023 Work Plan

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
Police Administration	Chief	2022 Crime Stats Review Police Services Report Motorcycle Safety Grant WASPC Data Review Evaluations (ongoing) WTSC Distracted Driving and DUI Emphasis												
Patrol	Chief													
Investigations	Detective													
Crime Prevention Programs	Chief	Block watch presentations and business consultations year-round					4th of July	NNO Prep.	NNO Event	Gun Buyback Program				
Home & Business Security Checks	Chief													
Automated Photo Enforcement Program	Chief/Patrol													
School Outreach Efforts	Chief	Reading Program									Lunch with a Cop	MS Drug Presentations		
Marine Services	Marine Sgt						Life Jacket Ordinance							
Community Giveaways/Prescription Drop-Bc	Chief													
Interdepartment Training	Chief								Care Under Fire	NEMCO Exercise	Body Worn Camera Program			
RADAR/RCR Program	Chief													
DEI Process Involvement	Chief													
Community Court Support	Chief													
Community Outreach	Chief	Social Media management throughout the year					Social Media management throughout the year							

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

WTSC = Washington Traffic Safety Commission
NNO = National Night Out
RADAR = Response Awareness, De-escalation and Referral
RCR = Regional Crisis Response

Department: **City Manager**

	Team Lead	January
Diversity, Equity, Inclusion and Accessibility	RK	Continue implementation of the DEI M
Financial Sustainability Plan	RK	Continue work with the FSP t
Love Where You Live Community Engagement Project, continued	LC	Continue inclusive engagement methods
Customer Service Handbook Update	RK	
Police Contract Cities Oversight Committee	SL	
Community Court	SL	Year two
Gun Buyback Program	BM/SL	No event planned in 2024
Art Policy and Mural Art (if time/resources available in 2024)	RK	Finish drafting city-wide art policy
City Hall Pride Steps	RK	
Seattle Pride Parade Administrative Support	NM	
Climate Action Plan	All	
Climate Action Plan and Housing and Human Services funding package and related	RK/SL	
Human Services Needs Assessment	TC	Draft report to Council
Back Our Businesses Promotion	SL/LC	winter promotions
Business Registration	SL/TM	Monthly data report
Bastyr University Relations	SL	work with Bastyr on clinic proposal
Business Relations/KBA/Chamber	RK/SL	KBA Strategic Planning Mtg; Business Acceleration Training; meet new Chamber director
Internal Staff Committees (website, records management, Kennect, etc.)	All	
Economic Development Approach	SL	vet new approach with key partners;
Port of Seattle ED Grant	TM/SL	Review BAP Program Scope for 20
Front Desk Reception	NM/SB/CC	
Target Zero - Education & Outreach	LC	
Website Management	LC	Website Management Review subscriptions Bang the Table
Website Maintenance (routine content updates, etc.)	LC/TM/NM	Annual Updates, Calendar planning
Digital Communications	LC	Gov Delivery listerv emails, press re

Newsletters (Digital and Printed)	LC	January E-News/Winter Quarterly Prep
Sound Transit 3 Project Engagement	RK	
State Legislative Agenda	RK/SL/TM	Legislative Send Off Event; Session Begins
Federal Delegation Relations	RK	draft federal lobbyist RFP
King County Exec/Council Engagement	RK/SL	
Public Records Requests (PRR)	TM	2023 Year End PRR Report;
Arts of Kenmore Gallery	RK	
Policy Projects	RK/SL/JQ/GO	
Lakepointe	SL	Regular check ins with developer
Leadership to the Organization	RK/SL	
Implement Expanded Leadership Team	LC/SL	Review ELT goals for 2024
Council one on ones, Council agendas, etc.	RK/SL	
Administrative Support to the City Council	NM	
Records Management, Archiving & Destruction	All	Spring cleaning physical records continued
ARPA Business Assistance	JQ/GO	Consider Market at Hangar at other times during year; plan
ARPA Catchup Learning and Childcare Support	JQ/GO	Contract oversight & evaluation
ARPA Community Engagement and Work Plan Development and Implementation	GO/JQ	Identify and implement plan for balance of ARPA funds
ARPA Federal Reporting	JQ/SL	
Affordable Housing Development Proposal - Holt Property	TC/SL/GO	Construction timeline finalized; see
Affordable Housing Development Proposal - Shell Property - Plymouth Partnership	TC/SL/JQ	Work with Council to transfer ownership of property to Plymouth
ARPA Homelessness Response Pilot Program	GO/JQ	Contract oversight & evaluation
ARPA Human Services	GO/JQ	Contract oversight
Liaise with UWB Community Engaged Learning and Research Classes	JQ	Meet with students
Economic Development	SL/JQ/TM/LC	FindKenmore.org implem.; engage with businesses
Aquatic Center Feasibility Study	GO/DB	Evaluate consultant report
Regional Crisis Response Program Launch	SL/GO	Serve on board of new RCR entity; and prepare for RCR Program's Ma

North King County 24/7 Triage Center	SL/GO	Prepare for press conference
Lead Space Planning Committee	SL/NM	Finalize space plans and present at J
Policies and Procedures Updates	RK	
Support WCMA and NWWLA	SL	WCMA Executive Board work
Civics 101 Video Course - <i>if time permitting</i>	LC/GO	Outline finalized
Council Meeting Setup and Support, Agendas, Minutes	AW/MK	<i>ongoing</i>
Contract, Ordinance, Resolution Management	AW/MK	<i>ongoing</i>
Records Management - Update of archiving and destruction schedule	AW/MK	Grant Administration
Records Management - File Clean up and organization	AW/MK	<i>ongoing</i>
Agenda Preparation and Agenda Bill Review	AW/MK	<i>ongoing</i>
Human Services Contract Mgt	TC	Q4 reimbursements
Web page Updates: Council, Finance, Police	AW/MK	<i>ongoing</i>
STORE Committee	AW/MK	<i>ongoing</i>
Records Management procedures/policies	AW/MK	
Risk Management - Process Claims	AW/MK	<i>ongoing</i>
Project - Work Study Program	AW	Internal/External Framework
Project - AV Hybrid Pulse System Enhancements	AW	Pulse system testing
Project - Kenmore Administrative Code	AW	Phase 2 Policy Migration

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

nager's Office

2024 Work Plan - Up

February	March	April
IA Strategic Plan and 5-Year Roadmap	Develop Key Performance Measures	Continue to meet
task force and the community	Recommendations to the City Council	City Council Adoption of New FSP
Compile and present all of the gathered feedback	Recommend next steps to the City Council	Council direction on next steps
		Annual Report to the City Council
Obtain public input on the policy; RFQ for 181st Wall Mural	Art Policy Adoption	181st Wall Mural Artist Selection
Final Report Adoption	Present Community Needs Assessment to Key Partners	
		Farmers Market promo
funding options, strategic plan, and master plan update		
Monthly meetings; Business Acceleration Training; present strategic planning options for KBA consideration	Quarterly communications outreach highlight KBA businesses; Monthly planning work	
unveil at Feb KBA meeting	continue to meet with key business partners as we fully implement our n	
23	Report Expenses BOB Winter Q1	
	Trail Safety Messaging CH Vest Giveaway	
Website Management Bang the Table	Website Management Accessibility Review	Website Management Team training
/updates	On-going content updates & revisions, external product review	
releases, social media accounts; Facebook, Twitter, Instagram		

February E-news/ Winter Quarterly released	March E-News	April E-News Spring Quarterly Prep
	Online & In-person open houses	
		Session Ends
Federal lobbyist RFP	Federal lobbyist selection	Advocate for CAP grants, HHS grants
	Spring NLC Conference	
Relocate staff & physical records		
Consider Market at Hangar at other times during year; plan	Consider Market at Hangar at other times during year; plan	Consider Market at Hangar at other times during year; plan
Contract oversight & evaluation	Contract oversight & evaluation; contract renewal or new RFP?	Contract oversight & evaluation
Identify and implement plan for balance of ARPA funds	Identify and implement plan for balance of ARPA funds	Identify and implement plan for balance of ARPA funds
	Evaluate for requirements	Evaluate for requirements; file report
Seek funding through engagement with local, state and federal funding sources		
Ceremony to break ground on the project	Construction begins	
Contract oversight & evaluation; contract renewal?	Contract oversight (if renewed)	Contract oversight (if renewed)
Contract oversight	Contract oversight	Contract oversight
Meet with students; identify project proposal	Meet with students	Meet with students
FindKenmore.org implem.; engage with businesses	KBA, continue business engagement	KBA, continue business engagement
Develop scope further; seek grants for further development	Develop scope further; seek grants for further development	TBA; dependent on whether contract is renewed
Executive board and regional committee work to hire executive director for launch		

Hold press conference and implement next steps		
an all-staff meeting; work with committee to oversee moves and winter/spring cleaning to happen through th		
		Personnel Policies Adoption
February WCMA retreat		Open NWWLA application process
content creation/editing, create online course	content creation/editing	content creation/editing
Grant Administration	Grant Administration	Grant Administration
		Q1 Reimbursements
		Trial Launch Q1
Pulse system testing		
Ongoing codification	Ongoing codification	Ongoing codification

Updated for June City Council Retreat

May	June	July
with the DEIA advisory committee quarterly or as needed		Report to the City Council on Progress
Implementation		
Move forward with next steps as directed		
Design Values Graphic (LC)	Update Content with Customer Service Committee	
	181st Wall Mural Installation	181st Wall Mural Installation
	Ongoing	
Farmers Market Promo	Farmers Market/Small Biz	Farmers Market/Small Biz/Photography
meetings; Business Acceleration Training; implement KBA strategic		
new Economic Development Approach throughout the rest of 2023		
Summer Bike Safety CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway
Website Management Bang the Table Renewal	Website Management 3 year review since launch - goal setting	Website Management
	Accessibility review of department pages	

May E-News/ Spring Quarterly released	June E-News	July E-news/ Summer Quarterly Prep
		ST Board Baseline Decision
	Recognize State Legislators	
nts, sidewalks, Kenmore Air, and co	Strategies360 Visits Kenmore	
Prepare data for JLARC reporting	File PRA Data Report to JLARC	
		Strategy Development
Consider Market at Hangar at other times during year; plan	Winter Market Planning	Identify vendors
Contract oversight & evaluation	Contract oversight & evaluation; prepare for Summer Academy	Contract oversight
Identify and implement plan for balance of ARPA funds	Identify and implement plan for balance of ARPA funds	Identify and implement plan for balance of ARPA funds
construction		
Contract oversight (if renewed)	Contract oversight (if renewed)	Contract oversight (if renewed)
Contract oversight	Contract oversight	Contract oversight
Meet with students	Meet with students	Identify project proposal
KBA, continue business engagement	KBA, continue business engagement	KBA, continue business engagement

e spring		
Other policies (Vehicle Use, Code of Ethics, etc.		
Respond to applicant questions	Convene Committee and select cohort	
content creation/editing	content creation/editing	content creation/editing
Final grant reimbursement		
Open 2025-2026 Application	Create HHS 2025-2026 Funding Recommendation	
		New Employee Orientation series
Ongoing codification	Ongoing codification	Ongoing codification

August	September	October
Update Financial Forecast (MM Lead)	Bring Back Task Force - Update Task Force Charter	FSP Task Force Meetings
Follow up with the community--communicate next steps		
Obtain Staff Input	Finalize Changes	
181st Wall Mural Installation		
		bring recommendations to City Council
ing utilization of community needs assessment		
Farmers Market/Small Biz/photography		Grant paperwork completed
		Annual Update to KBA
	Extend Ballfiled Lease	
Quarterly communications outreach highlight KBA businesses; Monthly meetings; implement KBA strategic plan		
Report Expense BOB Q2&Q3	Report Expenses FM Promo Q2-Q3	Report Expns Bob, Photogr 2023
National Night Out/ Back to school safety CH Vest Giveaway	Street Running Safety/ Booth at 5k CH Vest Giveaway	Walk to School Day/Halloween Safety CH Vest Giveaway
Website Management	Website Management	Website Management
	On-going content updates & rev	

August E-news/Summer Quarterly released	September E-News	October E-News Fall Quarterly Prep
	prepare prelim draft Leg Agenda	Council Adopts 2024 Legislative Agenda
		Required PRA Staff Training
		Fall NLC Conference
Identify vendors	Organize Winter Market at Hangar	Organize Winter Market at Hangar
Contract oversight	Contract wrap-up	Contract wrap-up
Identify and implement plan for balance of ARPA funds	Identify and implement plan for balance of ARPA funds	Identify and implement plan for balance of ARPA funds
on continues		
Contract oversight (if renewed)	Contract oversight (if renewed)	Contract oversight (if renewed)
Contract oversight	Contract oversight	Contract oversight
Identify project proposal	Meet with students	Meet with students
KBA, continue business engagement	KBA, continue business engagement	KBA, continue business engagement

Attend WCMA Summer conference where will begin term as WCMA President		
content creation/editing	content creation/editing; release to IHS for fall semester	content creation/editing
Q3 Reimbursements	HHS Funding Recommendation to Council	HHS Funding Recommendation Adoption as part of 2025-2026 budget
Evaluate Launch		
Ongoing codification	Ongoing codification	Ongoing codification

[illegible]

10:00 Reference Documents:

November E-News Fall Quarterly released	December E-News		
Brief Leg Delegation	Begin plans for Send Off Event		
	Evaluate second year of the Expanded Leadership Team		
Organize Winter Market at Hangar	Winter Market		
Identify and implement plan for balance of ARPA funds	Identify and implement plan for balance of ARPA funds		
	Planned Opening of Building		
Contract oversight (if renewed)	Contract oversight and evaluation (if renewed)		
Contract oversight	Contract oversight		
Meet with students	Meet with students		
KBA, continue business engagement	KBA, continue business engagement		

	24/7 crisis clinic to open its doors by the end of the year
Host WCMA Board Retreat at Kenmore City Hall	
content creation/editing	content creation/editing
	Q4 Reimbursements and Draft contracts to agencies
Ongoing codification	Ongoing codification

Community Development 2024 Work Plan													
Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp Plan/Development Regs (docket)													
"Missing middle" housing policies and regulations to be consistent with 2023 state legislation (2024 docket item proposed)	TH/DB	council approves docket	PC review assuming comp plan amendments required								council review and ordinance adoption		
ADU regulations to be consistent with 2023 state legislation (2024 docket item proposed)	TH/DB	council approves docket	council review and ordinance adoption, assuming consistent with the comprehensive plan policies										
Regs for small houses on small lots (2024 docket item proposed)	TH/DB	council approves docket	council review and ordinance adoption, assuming consistent with the comprehensive plan policies										
Misc regs to support more housing (2024 proposed docket item)	TH/DB	council approves docket	council review and ordinance adoption, assuming consistent with the comprehensive plan policies										
Neighborhood commercial reglations e.g. corner lots (2024 potential docket item)	TH/DB	council approves docket	council review and ordinance adoption, assuming consistent with the comprehensive plan policies										
Downtown Floor Area Ratio (2024 potential docket item)	TH/DB	council approves docket	council review and ordinance adoption, assuming consistent with the comprehensive plan policies										
Update the Surface Water Element of the Comp Plan (2024 docket item proposed)	TH/DB	council approves docket	PC review								council review and Ordinance adoption		
Update the Economic Development Element of the Comp Plan (2024 docket item proposed)	TH/DB	council approves docket	PC review								council review and Ordinance adoption		
Update the Community Design Sub-Element of the Comp Plan (2024 docket item proposed)	TH/DB	council approves docket	PC review								council review and Ordinance adoption		
Update the Downtown Sub-Element of the Comp Plan (2024 docket item proposed)	TH/DB	council approves docket	PC review								council review and Ordinance adoption		
Amend the Housing Element to reflect new regional directives as needed (2024 docket item proposed)	TH/DB	council approves docket	PC review								council review and Ordinance adoption		
Policy and Strategy													
Housing Affordability Internal Staff Team	TH/DB	team meetings, providing data, review draft documents etc.											
Lakepointe Internal Staff Team	TH/DB	team meetings, providing data, review draft documents etc.											
ST3 Stride BRT Internal Staff Team	TH/DB	team meetings, providing data, review draft documents etc.											
Aquatic Center Feasibility Study next steps	GO/DB	next steps depends on outcome of feasibility study in 2023 and direction for moving forward											
Public Art Policy continue from 2023	GO/DB	council review and policy adoption											
Park Capital Projects													
P 28 W&W Log Boom Park: Waterfront Improvement Project	MC					plant mitigation/monitoring							
P 27 W&W Squires Landing Park, TI' awh-ah-dees (ʌ' a Xw a d i s) : Waterfront Improvement Project	MC					plant mitigation/monitoring							
P1 Twin Springs Phase 1 minimal construction for park opening (potentially continued from 2023)	MC	bid/contract award/construction/project closeout											
Park Recreation and Open Space Plan (needs to be updated and adopted by 2/24/26)	MC	develop strategy and identify any resource needs for inclusion in the 2025-2026 budget											
Other Projects													
Emergency Management	DB				NEMco meetings, coordinate training etc								
Potential indigenous mural (time permitting)	GO/DB	develop scope for proposal; proposal solicitation; project coordination											
Grants													
2023-2024 State Dept of Commerce Grant for comp plan update (\$125k total: 50% warded 2023 and 50% in 2024)	TH/DB	admin	prepare and submit report		report		admin	prepare and submit report			admin	prepare and submit report	
2023 Dept Commerce missing middle housing grant (assuming apply in 2023 to assist with implentation)	TH/DB	admin	prepare and submit report		report		admin	prepare and submit report			admin	prepare and submit report	
2019 State Appropriation Award (\$151,900) for Twin Springs Phase 1 Project (if construction deferred to 2024)	MC	admin	prepare and submit report		report		admin	prepare and submit report			admin	prepare and submit report	
Working with Other Agencies													
ARCH: Staff committees. Attending ARCH Board Meetings.	TH/DB	meetings, provide input/review as needed											
PSRC: Review/Comment on Regional Plan Updates	TH/DB	provide input/review as needed											
State Legislature: Review/Comment on Proposed Legislation	TH/DB	provide input/review as needed on proposed legislation					assess what actions needed by city to respond to legislation						
** Staff recommended docket items, Council approves Jan/Feb 2022													
Highest peak workload													
Substantial workload													
Less steady workload													
DB: Debbie Bent, Community Development Director													
TH: Todd Hall Principal Planner													
MC: Maureen Colaizzi, Parks Project Manager													
PC: Planning Commission													
GO: Garrett Oppenheim, Assistant to the City Manager													

Development Services Department
2023-2024 Work Plan

Less Steady Workload
Substantial Workload
Highest Peak Workload

BB Bridgit Baker
BH Bryan Hampson
KHK Kendra Hixenbaugh
LL Lukasz Lisowski

MK Miguel Kelly
MQ Maura Query
RR Reilly Rosbotham
SL Samantha Loyuk

TJ Thomas Joachimides
PTC PT Permit Coordinator: Vacant

Updated 6/12/2023

City Council

+

			2023								2024											
	Lead	Support	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Daily Work Load:																						
General Permitting Inquiries	All																					
Service Requests	BB	All																				
Permit Intake and Management	KHX	PTPC																				
Regulatory Business Licenses	MQ	KHX																				
Pet Licenses (RASKC & PAWS)	Reception	MQ																				
Permit/Project Plan Review: Building	BH	LL																				
Permit/Project Plan Review: Planning	RR	SL																				
Permit/Project Plan Review: Engineering	TJ	MK																				
Inspections: Building	LL	BH																				
Inspections: Engineering	MK	TJ																				
Inspections: Code Enforcement	BB	All																				
Development Review Meetings (e.g., pre-application and pre-construction meetings)	RR	All																				
Code Enforcement (e.g., Correction Notices, Notice of Violations, etc.)	BB	All																				
Financial Guarantee Monitoring	TJ	All																				
Land Use Notices	RR	MQ																				
Cooperative Nuisance Odor Complaints	BB	SL																				
Public Records Requests	MQ	All																				
Budget	SL	All																				
General Administrative support	MQ	All																				
Website	MQ	All																				
Franchise Utility Permit Process	SL	TJ																				
Permit Application Forms Update	SL	All																				
Development Services Procedures	SL	All																				
Permit Tracking Software (TRAKIT) Management	SL	All																				
Online Permit Portal Management (MyBuildingPermit.com or "MBP")	SL	All																				
Contracts	SL	MQ																				
Processing Expired Permits	MQ & LL	All																				
Development Projects (Private Property)																						
Kenmore Urban Townhomes	SL	All																				
Lakepointe	SL	All																				
Beechwood II Apartments	SL	All																				
25 Degrees Condominiums	SL	All																				
First Romanian Pentecostal Church	SL	All																				
Bank of America	SL	All																				
Jackson Critical Area Variances (2)	RR	All																				
Hiatt Springs Townhomes	BH	All																				
Development Projects (Public)																						
Inglemoor High School Master Plan	SL	All								Pre-application												
Kenmore Elementary Modernization	SL	All	Pre-application																			
Plymouth Affordable Housing Project	SL	All					Building Permit Application Review			+												
Holt Affordable Housing Project	SL	All																				
Public Works Operations Center	SL	All																				
ST3 Park and Ride / TOD	SL	All																				
Code Updates																						
Fee Resolution: Annual Update	SL	KHX						+											+			
Fee Resolution: Waiving ADU Permit Fees	SL		+																			
Construction Codes (building, energy, etc.)	LL	SL					+															
Property Maintenance Code	BB	SL					+															
Public noticing for outdoor encampments	RR	SL		+																		
Parking (near transit)	RR	SL					+															
Adjust "family" definition (zoning code)	RR	SL						+														
Replace "marijunana" with "cannabis" (DEIA)	RR	SL						+														
Nonconformance code clean up (1 year)	RR	SL						+														
Signs - temporary displays	RR	SL				+																
Tree Regulations ("List 2")	SL	All						+														
Special Projects																						
Tree Canopy Assessment (2022 data from PlantGeo & King Conservation District)	SL	RR		Estimated delivery of tree canopy data from King Conservation District						+												
Permit Tracking Software (TRAKIT) OTC Permits Automation and Enhancements	MQ	KHX																				
MBP Backend Software Procurement Study	SL	MQ																				
Echeck electronic payments (MBP & TRAKIT)	SL	MQ																				
Hiring & Training: PT Permit Coordinator	SL	KHX																				
Hiring & Training: PT Building Official	SL	LL																				
Records Management Plan	MQ	SL																				
City Committees	All																					
Climate Action Plan	SL	All																				
Diversity, Equity, Inclusion and Accessibility	All																					
Public Works Yard Temporary Use	SL	KHX																				
NFD Station 54 Temporary Use	SL	KHX																				

Engineering Department
2024 Work Plan
Non-Capital

Less Steady Workload
Substantial Workload
Highest Peak Workload

AC Amber Clifton
JV John Vicente
KV Kent Vaughan
TBG Tobin Benett-Gold
TB Terri Bielenberg
JS Jarrett Smith

April 20, 2023 Council +

				2023								2024											
Project		Lead	Support	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Pavement Management Update		JV	TBG																				
Service Requests - Traffic		TBG	Intern																				
Traffic Calming Program		TBG	Intern										+										
Annual Counts program		TBG	Intern																				
Crash Data Maintenance & Analysis		TBG	Intern																				
Local Road Safety Plan		TBG	Intern																				
Photo Enforcement Program		TBG	JV																				
Alternate Modes of Transportation Analysis (Bike share and the like)		TBG	JV								+												
Capital Projects Management		TB, KV	JV, AC																				
Project Management toolkits		JV	AC																				
Municipal Code Update - Title 13 Utilities and Public Works		JV					+																
Municipal Code Update - Title 10 Vehicles and Traffic		JV	TBG					+	+														
Transportation Improvement Plan		JV														+							
Oversight of Capital Projects		JV																					
Budget		JV	KV/TB																				
Road Standards Management		JV	AC																				
Transportation Comp Plan		JV	TBG																				
ADA Transition Plan Management		JV	KV																				
Capital Improvement Plan Update		JV	KV/TLB																				
Grants		JV	KV																				
Interagency Coordination (Sound Transit 3, committees, WSDOT)		JV	TBG/KV																				
Lakepointe Development		JV	TBG																				
Franchise Right of Way Permit Review		JS	JV																				
Franchise Right of Way Permit Inspection		JS																					
Right of Way Code Compliance		JS	AC																				
Permitting Process and Procedures		AC/JS	JV																				
Franchise Right of Way Permit Coordination		AC	JS																				
Contracting/Invoicing		AC																					
General Administrative support		AC																					
Website		AC	Everyone																				
Records Management		AC	Everyone																				
City Committees		All																					
Diversity, Equity, and Inclusion		ALL																					
Climate Action Plan		JV	All																				

Public Works Engineering 2024 Workplan Capital Projects Date: April 20, 2023		Design thru Award	KV	Kent Vaughan
		Construction	JV	John Vicente
		Closeout/Establishment Period	TB	Terri Bielenberg
		Grant apps/study/STIP/Contracting	NEW	New Resource
		Design/construction on-call needs		

Project	Current			2023							2024												
	Status	Project #	Lead	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Manita Drive Ped & Bike (170th - 143rd)	Completed	T-41	KV																				
68th Ped & Bike (182nd to 61st)	Completed	T-42	KV																				
61st Sidewalk Replacement Phase 1	Pre-design	T-44	KV																				
NE 175th Wayfinding	Construction	T-244	KV																				
SR 522 West B	Grant Apps	T-8	KV																				
80th Ave Sidewalks	Not Started	T-260	KV																				
NE 192nd Sidewalks	Not Started	T-261	TB																				
Future Culvert Replacement	Pending funds		TB																				
2023 Overlay and Sidewalk Repair Project	Construction	T-35	TB																				
190th Culvert @ 61st	Construction	SW-8	TB																				
West Sammamish R Bridge	Complete	T-37	TB																				
NE 181st Sidewalks (61st-east of 63rd)	Board Approval Pending		TB																				

Environmental Services - Annual Workplan	
Project	Lead
Surface Water Service Requests	
Routing	SR
Investigation, response, follow-up, close	CP, AS,RS
Cityworks Work Order Management	
Administration	RS
Work Order System Update for Public Works	AS
Locate Services Module Upgrade	SR/RS
Updated GIS Integration	RS
Utility Locates	
Intake & Routing	SR
Field Marking	CP, AS, ET
Aquatic Weed Program	
Survey	RS
Treatment - Advertise	RS
Treatment - Implement and Monitor	RS
Post-Survey	RS
NPDES Permit Administration/Management	
Permit Annual Reporting	RS
Stormwater Planning (NPDES S5.C.1)	
Coordination with Long Range Plan Updates	CD, RS
Low Impact Development Barriers Analysis (Annual)	RS
Planning (Other Non-NPDES)	
Surface Water Element (Comp Plan Update)	CD,RS
Preliminary Element Work	RS
Council Approves Docket	CD,RS
Planning Commission Review	CD,RS
Council Review and Ordinance	CD,RS
Surface Water Master Plan Update	RS
Council and Final Approval	RS
Education and Outreach (NPDES S5.C.2 & Climate Action)	
Puget Sound Starts Here	NR
Summer Activities	NR
Summer Concert Series	NR
Movie Night Out	NR
Farmer's Market	NR
Behavior Change Program (Regional Dumpster Program)	NR
Implementation of Program (Began April 2021)	NR
Evaluate and Report	NR
Stewardship Programs	RS,NR
Organized Events with Local Groups	RS,NR
Media Outlet Updates	NR,SR
Social Media Updates	NR,SR
Monthly E-News	NR,SR
Friday Letter	NR,SR
Quarterly Printed Newsletter	NR,SR
Web Updates	NR,SR
Annual ESD Report	RS,NR
Public Involvement and Participation (NPDES S5.C.3)	
Public Opportunities for Public Involvement with SMAP and SWMP	RS
Post SWMP Plan and Annual Report on Website	RS
Mapping/GIS Updates (NPDES S5.C.4)	
Update New SWM Features	AL
Map All Known Connections From Private Systems	AL
Illicit Discharge Edtection & Elimination (IDDE) (NPDES S5.C.5)	
Field Screening	AA
Investigation/Response	ESD
Development & Construction (NPDES S5.C.6)	
Adopt Updated Codes/Standards (Manual)	RS
Project Tracking/Reporting (Bi-Monthly Trakit Update)	SR
Training	RS, AS
Plan Review	DRE, AS
New Const Inspection	DRE, AS, CP, KC
Performance Bond Inspections	DRE, AS, CP, KC
M/D Bond Inspections	DRE, AS, CP, KC
Ongoing Inspections (i.e. ESC)	DRE, AS, CP, KC
Completed Private Facility Inspections	AS, CP, KC
Completed Private Faciltiy Enforcement	AS
Operations and Maintenance (NPDES S5.C.7)	

Less Steady Workload
Substantial Workload
Highest Peak Workload

2024 WORKPLAN - FINANCE/ADMINISTRATION														
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
ANNUAL REPORT/AUDIT/FINANCIAL STATEMENTS														
Update Cost Allocation/Overhead Plan	MM/BR	update	data gathering ongoing ***** update											
Close 2023 Fiscal Year	BR	close out Dec	budget and year end entries											
2023 Annual Report preparation (file with State) / notes/ schedules	BR/MM		year end entries	report prep	review	due 5/30								
2023 Financial Audit	MM/BR						audit prep, account analysis, federal grant review, financial review							
File Parks Levy Annual Report	MM/BR						due 5/30							
File Annual Report on EMMA (Electronic Municipal Market Access)	MM/BR													
FINANCIAL SUSTAINABILITY PLAN TASK FORCE - 2023-24														
Financial Sustainability Plan	MM	FSP process/update. Complete by Spring					Bring forward recommendations. Council Adoption & Implementation.							
BUDGET - 2025-2026														
6 Year Forecast and Plan Update/review/update/	MM				revise per FSP, update for 2023 actuals, run projections, scenarios etc.									
Service Level Budgeting	MM													
Budget Kickoff	MM							Start budget process - projections, estimates / budget packets						
Budget Training in Incode??	MM													
Dept Program Budget Prep	MM/ALL								Depts write budget narratives, input financial data					
City Manager Review of Dept Budgets	MM/RK													
City Council Budget Study and Presentations	MM/ALL										finalize & compile prelim 2025-2026 budget document			
BUDGET - 2023-2024														
Mid Biennium Budget Update	MM								Update Rev/Exp Projections			Council Consideration		
Monitor 2023-2024 Budget	MM	*****ongoing effort*****												
CIP														
CIP Management	MM	*****ongoing effort*****												
CIP review revisions, update, presentation, ordinance	MM							June begin current cip update & presentation in July						
CIP review, presentation, ordinance	MM									Begin 6 year Update and Amendment 2023-2027				
PROPERTY TAX LEVY 2025														
Property Tax Levy 2025 - Regular & Excess-PH/ord.	MM										public hearing, ordinance for levy			
IT														
IT Advisory Committee, bimonthly meetings	MM	*****ongoing effort*****												
Review current IT strategy with Committee	MM				Bring forward recommendations to Leadership			Determine next steps based on leadership guidance						
IT-Review controls, risk, exposure (software/electronic record preservation)	MM	*****ongoing effort*****												
RISK MANAGEMENT														
Risk Management - processes/claims/misc.	MM													
Annual Risk Management Audit	MM								WCIA					
Board Meeting - required 1x/year	MM													
WCIA - Required 3 trainings/year														
FINANCING PUBLIC WORKS SHOP LAND ACQUISITION/CONSTRUCTION														
Additional Councilmanic Bond Issue	MM													
CAP & Human Services Funding														
Three ordinances: Gas utility tax, solid waste, and car fee increase		Monitor revenues vs expenses												
ONGOING														
Quarterly financial reports presented to Council	MM	4th quarter 2022			1st quarter			2nd quarter			3rd quarter			
Agenda Preparation and Agenda Bill Review	MM	*****ongoing effort*****												
Payroll related reporting (fed/state)	CS/BR													
Payroll W-2s/1099s	CS	w-2s and reconciliations												
Ongoing Payroll & Benefit Admin	MM/CS/NewEE	*****ongoing effort												
Invoices /Accts Rec /Grant Reimbursements	CS/BR	*****ongoing effort												
Cash and Investment Management	BR/MM	*****ongoing effort*****												
Review internal controls financial processes	ALL	*****ongoing effort*****												
IT Advisory Committee	BR/MM	*****ongoing effort*****												
Investment Advisory Committee	MM													
Oyster Committee Meeting - Police Contract	MM													
DEI Participation	All													
Continuing Disclosure - Prop 1 Walkways&Waterways Compliance,Reporti	MM									Reporting				

OPERTATIONS - PW OPS, Events, Volunteer Programs & Recreation Programs

Less Steady Workload
Substantial Workload
Highest Peak Workload



PW OPS PARKS
PW OPS STS/SW
PW OPS FACILITIES
PW OPS GENERAL

EVENTS & VOLUNTEERS
RECREATION
ALL DEPT/NON DEPT

0

2024 Workplan

		2024											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
CIP - Public Works Operations Center Development	JeG	Public Works Facility Site Design								Advertise/Bid/Construction			
Division Administration and Support/Leadership Team	JeG												
Customer Service Committee	JeG/NS												
Safety Committee	JeG/QP/CW												
CAP - Climate Action Plan	JeG/AF												
DEIA - Diversity, Equity, Inclusion, & Accessibility	JeG												
Employee Evaluations	JeG/JE/QP/AF/SB												
Standard Operating Procedures Development	JeG												
Annual Workplan Management	JeG												
Department Budget Management	JeG												
Emergency Operations - Operations Section/NEMCO Board/NIMS Training Coordinator	JeG												
Asset Management - Parks, Streets, Facilities & Fleet	JeG/JE/QP/AF												
Parks Lanndscape Maintenance Contract Management	QP												
ROW Landscape Maintenance Contract Management	QP												
King County Roads Services Contract (street sign installation and maintenance of sign inventory, signal operations and maintneance, banner installation/removal, thermoplastic markings & striping, and coordination with traffic engineering)	JeG												
Summer Seasonal Positions (advertising, hiring and managing)	JE/QP												
Customer Service Portal Administration	NS												
Service Request & Work Order Management	NS												
Staff Administrative Support	NS												
PW OPS Website Management	NS												
PW OPS Division PRR Management/STORE Representative	NS												
City property damage claims reimbursements	NS												
Moorlands Park Athletic Field Reservations/Scheduling	RPS					Summer Resrvations							Spring Reservations
Senior Center Programs	RPS												
Reservations - Facilities & Parks (picnic shelters & ballfield)	RPS												
Parks Concession Agreements (WhatsSup, etc.)	RPS												
Recreation Programs/Contracts/Agreements	RPS												
Skyhawks Camps	RPS												
Skate Like a Girl Camps	RPS												
Step It Up	RPS												
Boathouse Operations/Contract/Agreements	RPS												
KWAC Contract Management	RPS												
YMCA Swim Lesson Program (Not Funded)	RPS												
Recreation Program/Facility Rentals - Website Content Management	RPS												

		2024											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
CH & Hangar Monitor Management	RPS												
Recreation Programs Coordination with Operations Staff	RPS												
Love Notes Program	RPS												
Parks Maintenance (Park opening, restroom cleaning, playground inspections & audits, contract management, landscape maintenance, managing landscape maintenance contract, small project management done internally or by small works contracts, intergrated pest management, irrigation, parks signs, parks amenities, trail maintenance, hardscape maintenance, Senior Center building maintenance, parks/facilities snow & ice control, management & oversight to part time Maintenance Worker, special events support, volunteer parks project support, coordination with Moorlands Athletic Field users, and safety officer)	QP												
Holiday Lighting (adding 68th from Bothell Way to 182nd)	QP/AF												
The Hangar and Town Square Facility Maintenance	AF												
Property Management: Post Office & Diva Espresso	AF												
Facility Reservations Support	AF												
City Hall Operations & Maintenance	AF												
City Hall Maintenance Contracts	AF												
PW Office Operations & Maintenance	AF												
Facilities Janitorial Services Contract	AF												
Facilities Landscape Maintenance Contract	AF												
Property Management: Post Office & Diva Espresso	AF												
Facility Reservations Support	AF												
Fleet/Equipment Acquisition and Maintenance	AF												
Equipment Surplus & Electronics Recycling	JeG/AF												
Streets Maintenance (Contract management, ROW Vegetation, integrated pest management, roads maintenance and repair, temporary traffic control, snow and ice control, bridge cleaning and repair, bullseye maintenance, street sweeping, SW facility repairs, sidewalk repair, small project management done internally or by small works contracts, management and oversight to Maintenance Workers, plans/schedules/implements weekly & monthly workplans, and safety officer)	JE												
Community Recycling Events	JeG/SBr	Grant Submissions/Contracts					Spring Event	Grant Submissions		Fall Event	Grant Submissions		Contracts
Community Events and Volunteer Program Support	QP/JE/AF												
City Events & Volunteer Programs Website Content Management	SBr												
City Organized Events	SBr	Finalize special event schedule & sponsorship for 2022		Develop event marketing plan and update the website	Final event preparations for the summer, send out sponsorship contracts.	Final event preparations for the summer, send out sponsorship contracts.	Farmers Market begins & final preparations; Juneteenth; Pride Flag Raising	Farmers Market, 4th of July, Concert Series, Outdoor Movie	Farmers Market, Concert Series, Outdoor Movie		Jack Crawford Day, planning for December events	Finalize plans for December events	Run December events
Special Events & Volunteer Summer Intern	SBr/NSu					Position Recruitment, Hiring & Training							
Other Event Support	SBr				Hydroplane Cup					5K Fly Away with the Chamber			

		2024											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Farmers Market	NSu/SBr	Planning, WSFMA meetings. Market manager recruitment	WSFMA Boot Camp- 3 days, vendor recruitment: vendor application live	Vendor application review & selection. Vendor contracts/Form Volunteer Committee	Order all supplies; business relations; sponsorship recruitment	Final planning & coordinating	4 market days - vendor communications/sc heduling; site maps; social media; community relations	4 market days - vendor communications /scheduling; site maps; social media; community relations	5 market days - vendor communications /scheduling; site maps; social media; community relations	Market recaps;	Webpage review and management		
Farmers Market - Day of Manager/SNAP Cashier	SBr/Nsu	Position Recruitment, Hiring & Training											
Volunteer Program	SBr		Program planning, process & agreement review		Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events		
Events & Volunteer Programs Coordination with Operations Staff	SBr/Nsu												
Committees													
Wellness Committee	AA												
Customer Service Committee	JG/NS												
Safety Committee	JG/QP/CW												
GIS Committee	JG												
Website Committee	NS/RPS												
STORE Committee	NS												
CIP Project Support													
Walkways and Waterways Parks Project - λ' a Xw a d i s	MC	Transition from Costruction to Operations (Warranty Period Ending)											
Walkways and Waterways Sidewalk Project: 68th Ave NE	KV	Transition from Construction to Operations (Warranty Period Ending)											
Walkways and Waterways Sidewalk Project: Juanita Drive	KV	Transition from Construction to Operations (Warranty Period Ending)											
West Samm Bridge	JV/TB	Transition from Construction to Operations (Warranty Period Ending)											
NE 190th St Culvert Replacement	TB												

Jennifer Gordon - JeG	Public Services Director
Nicki Sawyer - NS	Administrative Specialist
Justin Ell - JE	Streets & Surface Water Maintenance Supervisor
Chase Walker - CW	Maintenance Worker
Anna Arnott - AA	Maintenance Worker
Paul Halalilo - PH	Maintenance Worker
Reggie Bautista - RB	Maintenance Worker
Quinn Proffitt - QP	Parks & Streetscapes Supervisor
Seth Thompson - ST	Maintenance Worker
Case Rogers - CR	Maintenance Worker
Part Time Maintenance Worker	Maintenance Worker
Aleks Firsov - AF	Facilities & Fleet Supervisor
Bill Garza - BG	Senior Facility Maintenance Technician
James (Jim) Garrity - JaG	Facility Maintenance Technician
Recreation Program Supervisor -RPS	Recreation Program Supervisor
Stephanie Brown - SBr	Events & Volunteer Supervisor
Nicole Suarez - Nsu	Events Specialist

Department: **Police**

2024 Work Plan

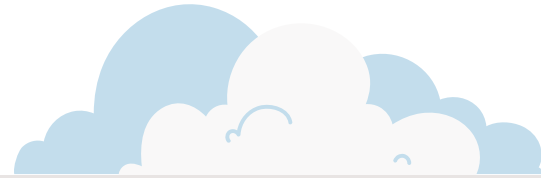
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Police Administration	Chief	2023 Crime Stats Review Police Services Report Motorcycle Safety Grant WASPC Data Review Evaluations (ongoing) WTSC Distracted Driving and DUI Emphasis											
Patrol	Chief												
Investigations	Detective												
Crime Prevention Programs	Chief	Block watch presentations and business consultations year-round					4th of July	NNO Prep.	NNO Event				
Home & Business Security Checks	Chief												
Automated Photo Enforcement Program	Patrol												
School Outreach Efforts	Chief	Reading Program									Lunch with a Cop	MS Drug Presentations	
Marine Services	Marine Sgt												
Community Giveaways/Prescription Drop-Bc	Chief												
Interdepartment Training	Chief	Body Worn Camera Implementation											
RCR Program	Chief												
DEIA Strategy Implementation	Chief	Prep for listening sessions											
Community Court Support	Chief												
Community Outreach	Chief	Social Media management throughout the year								Prep for Nurturing Trust Workshops			

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

WTSC = Washington Traffic Safety Commission
NNO = National Night Out
RCR = Regional Crisis Response



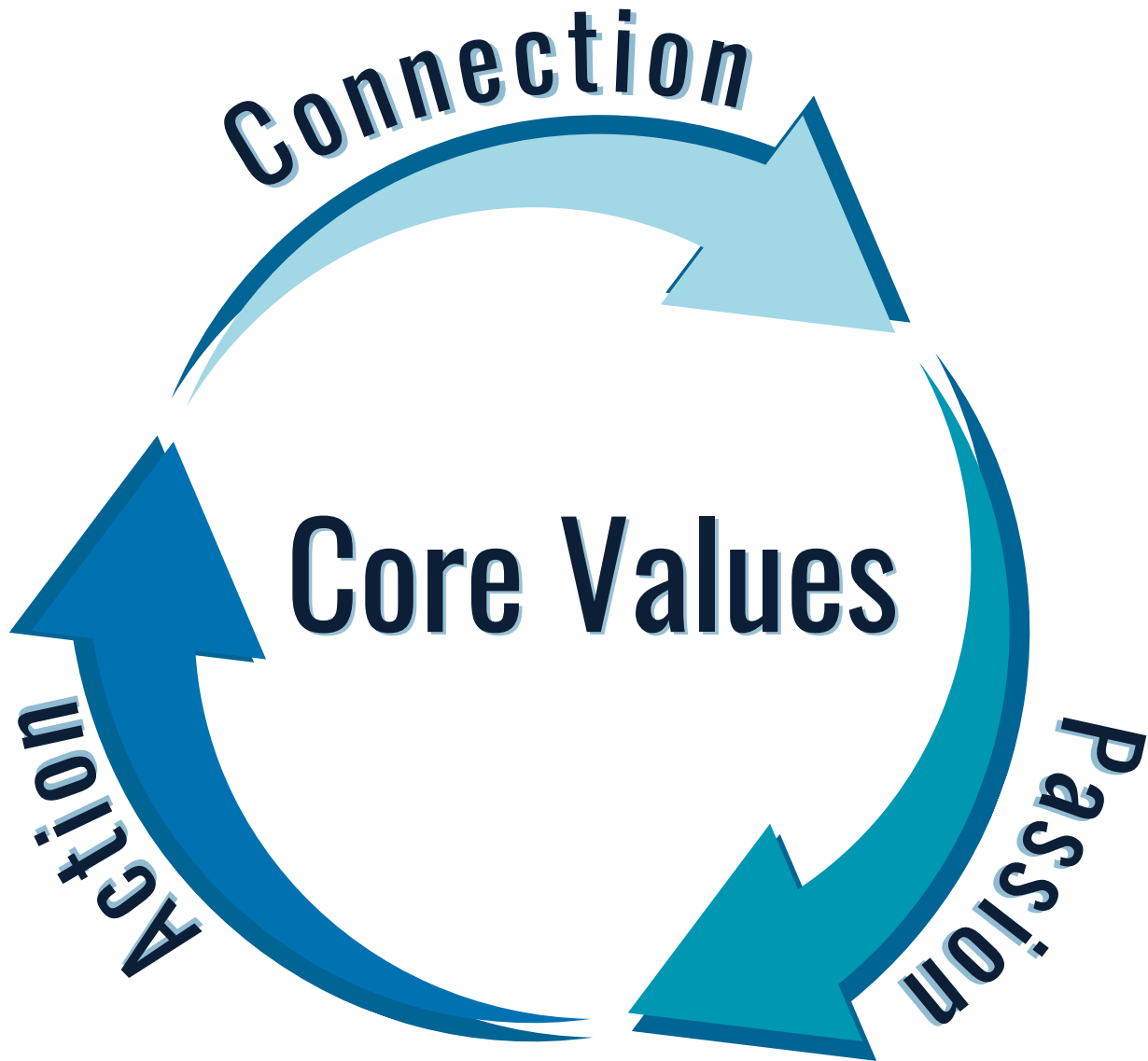
Service Vision



Propelling Kenmore Upward:

**We create a
thriving community
where all people
love where they live.**





Connection



- To each other
- To the environment
- Creating "Love Notes"

Passion



- For public service
- For making an impact
- "Hearing the music"

Action



- Relentless & incremental
- Scrappy & resourceful
- We take matters into our own hands



Foundational Values



Safety

- Emphasize safety
- Seek out safety opportunities
- Proactively identify, report, and follow up on safety concerns
- Protect the natural and physical assets of our community
- Speak up to ensure the safety of others

Integrity

- Walk the talk
- Care about the quality and accuracy of your work
- Strive to be fair and honest
- Assume good intent in my interactions with others

Courtesy

- Be friendly and cordial
- Exercise patience
- Treat others the way they want to be treated
- Go out of your way to help

Proactivity

- Seek to know, understand, and anticipate needs
- Exceed expectations others have of me
- Model an aspirational, "can do" attitude
- Find ways to make it easier for people to do business with us
- Seek continuous improvement and innovation

Collaboration

- Invest the time to build relationships of trust
- Build on the strengths and diversity of our community
- Share the information other need
- Pitch in to support others
- Pull down silos and bring people together



We are in the business of:

- ✓ Building a Sense of Community and a Sense of Place
- ✓ Saving Lives
- ✓ Reducing Human Suffering
- ✓ Being Stewards of the Public's Resources
- ✓ Facilitating Democracy
- ✓ Protecting the Environment
- ✓ Beautifying Our City
- ✓ Planning for a Better Future
- ✓ Helping Local Businesses Succeed
- ✓ Asking, "Where's the Fun?"





City of Kenmore, Washington

Memorandum

Date: June 30, 2023
To: City Councilmembers
City Manager, Rob Karlinsey
From: Melinda Merrell, Finance and Administration Director
Regarding: City Council Retreat – Financial Review and Forecast

Purpose: Financial update on year-to-date activities and forecast for the current and next biennium.

May 2023 Financial Update for the General Fund and Street Fund:

In context of the biennial budget, May is the fifth month (21%) of the 2023-24 biennial budget period. For the month of May, revenues were \$1.4M and expenses were \$838K. Biennium to date, revenues were \$7.1M and expenses were \$4.2M; an excess of revenues over expenditures by \$2.9M. Revenues are running high due to property tax payments in April and May, higher than anticipated utility tax revenues along with development fees and permits. Additionally, investment interest is running very high (\$63K) at 95% of the biennial budget. Overall, revenues are at 22.7% of the budget while expenses are at 13.6% of the biennial budget.

Expenses are running low due to no payment made on the \$4M Police contract as of the end of May. We are waiting to be invoiced as they complete their prior year reconciliation. Further, budgeted interfund transfers from the General Fund have not yet occurred, which also skews expenditures lower at this point in the biennium. Due to the cyclical nature of key revenues and expenses, it is too early to anticipate how we may end the first year of the biennium.

GENERAL FUND	CURRENT PERIOD 2023-2024			
		BIENNIUM		BIENNIUM
	MONTH	TO DATE	% of	BUDGET
	<u>May 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
REVENUES				
Beginning Fund Balance		4,634,521		4,634,521
Property Taxes	560,656	2,965,248	26.0%	11,403,392
Sales and Use Taxes	290,536	1,458,944	19.3%	7,543,271
Utility Taxes	143,172	757,546	25.6%	2,956,579
Other Taxes	14,264	64,330	19.2%	335,010
Development Fees & Permits	205,904	704,968	30.9%	2,283,416
Franchise Fees	2,007	444,721	26.1%	1,707,003
Intergovernmental and Grants	95,146	593,467	19.1%	3,099,112
Investment Interest	20,350	63,519	94.9%	66,903
Fines and Forfeitures	2	17,435	0.0%	0
Transfers and Other Revenues	22,032	38,014	2.0%	1,910,445
Total Revenues	1,354,070	7,108,192	22.7%	31,305,131

GENERAL FUND	CURRENT PERIOD 2023-2024			
		BIENNIUM		BIENNIUM
	MONTH	TO DATE	% of	BUDGET
	<u>May 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
EXPENDITURES				
Cost Center				
City Council	9,469	100,969	24.9%	405,013
City Manager	185,167	842,864	23.1%	3,640,924
City Clerk	81,780	303,756	31.0%	978,750
Finance	47,566	722,544	28.6%	2,527,861
Human Resources	30,156	91,918	0.0%	510,304
Legal	60,882	122,786	17.5%	700,000
Interfund Trnsfers/Non Dept	0	0	0.0%	1,950,513
Public Safety	52,476	108,072	1.1%	9,666,950
Engineering & Environ Svcs	86,871	339,021	19.4%	1,745,035
Community Development	49,349	392,589	19.3%	2,038,723
Developmental Services	108,210	609,994	18.1%	3,371,076
Parks & Facility Maintenance	126,185	609,443	16.4%	3,717,276
Total Expenditures	838,112	4,243,954	13.6%	31,252,425
Revenues over Expenditures	515,958	2,864,238		52,706
Ending Fund Balance		7,498,759		4,687,227

The Street Fund receives a substantial portion of its resources from the General Fund and can therefore be considered part of the General Fund. Biennium-to-date, the Street Fund's revenues and expenditures are coming in as follows:

STREET FUND	2023 - 2024			
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>May 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
REVENUES				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	36,414	161,655	17.6%	917,905
Investment Interest	5,855	22,375	111.9%	20,000
Miscellaneous	0	8,279	17.8%	46,602
ROW Permit Fees/Inspection	0	62,685	25.7%	243,612
Multimodal Transportation	0	7,819	12.2%	63,948
MVA Transpo City	0	6,842	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	42,269	269,655	7.0%	3,850,380

STREET FUND	2023 - 2024			
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>May 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
EXPENDITURES				
Salary and Benefits	60,269	298,104	18.9%	1,575,300
Maintenance & Operations	46,038	284,828	14.2%	2,001,300
Capital	2,555	18,881	36.0%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	108,862	601,813	15.8%	3,804,980
Revenues over Expenditures	(66,594)	(332,159)		45,400
Ending Fund Balance		1,938,403		2,315,962

Street Fund revenues are low for the first 5 months of the biennium as there are over \$2.5M in transfers from the General Fund and TBD which have not yet been recorded. For the 5-month period, approximately \$520K worth of transfers has accrued which would bump revenues over expenses had they been recorded.

General Fund Revenue and Expense Outlook for 2023-24 and 2025-26:

This General Fund forecast is for the period that extends through the year 2026 which represents a look to the future 2025-26 biennial budget period. This forecast includes actual balances for calendar year 2022 and our current 2023-24 budget amounts.

The basic assumptions underlying the future forecast in the General Fund for the most significant categories of revenue and expenditure include the following:

Revenues assumptions in 2025 and 2026:

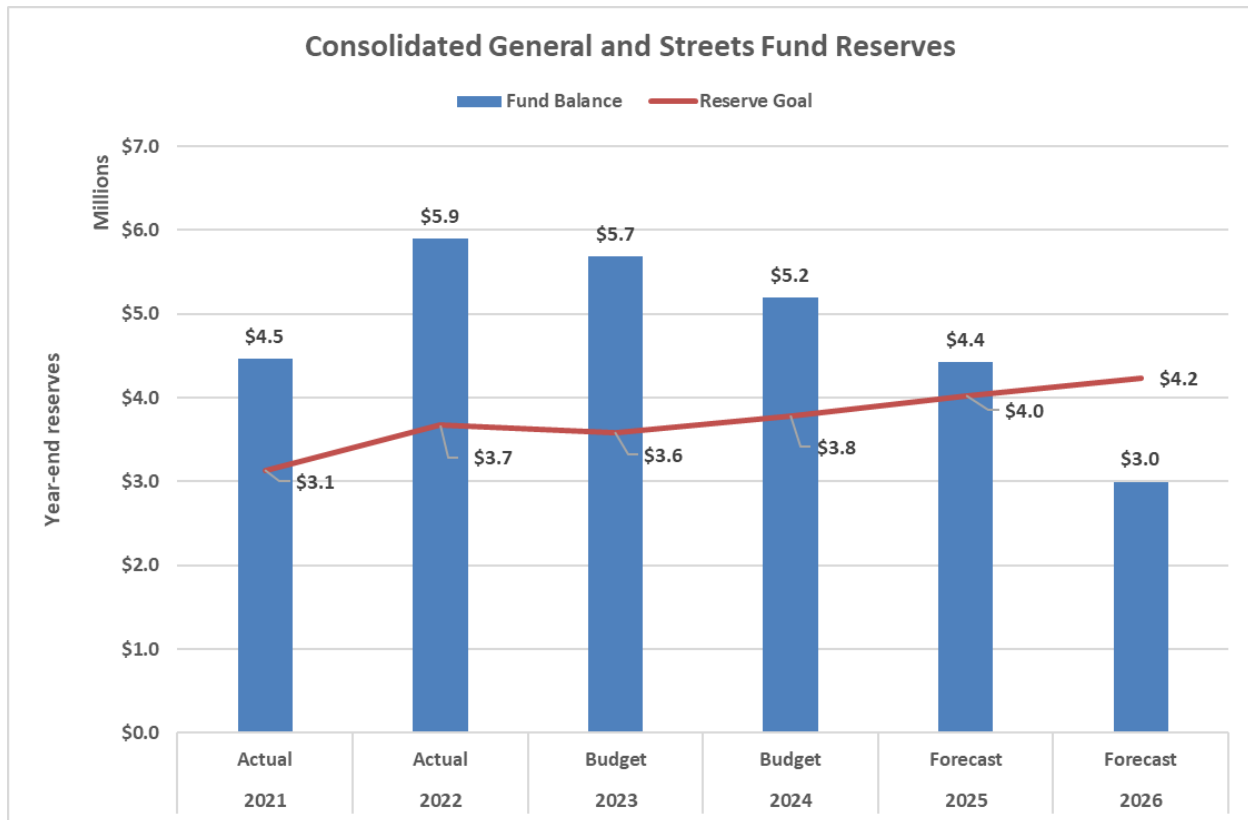
- The property tax levy rises by 1.9% annually with the addition of banked capacity in 2025 and 2026 as a separate line item.
- Sales tax increases annually by 3%.
- Gas, electric, telephone, cellphone and surface water utility tax revenues increase annually 1%; cable does not increase or decrease.
- Franchise fee revenues for water and sewer increase annually at 3%; cable franchise fees are held flat.
- Admissions tax revenues are estimated to increase annually by 3%; while the gambling tax revenues are set to increase 5% annually based on 2022 actuals.
- Development revenues (building permits, land use fees) are estimated to increase 3% annually.
- Liquor taxes increase 3% annually, however, liquor profits only grow by 1%.
- Rents and leases and reimbursements are held flat each year.
- Based on May 2023 actuals, investment earnings were increased to \$120,000 in 2025 and \$125,000 in 2026.
- The new vehicle fee revenue along with the new gas and solid waste utility taxes were increased just 1% annually.

Expenditure assumptions in 2025 and 2026:

- All expenditure line items anticipated to increase 5% annually.
- The new CAP and Housing and Human Services expenses beginning in 2023 are included in the forecast and also grow 5% annually.
- Certain costs budgeted in the Strategic Opportunities Fund in 2023-2024 are shifted to the General Fund starting in 2025-2026. These costs include Farmer's Market, RCR Program and Asphalt Plant legal/consulting services.

Summary/Fund Balance:

- The pressure of our expenses growing faster than our revenues is putting the City on the trajectory of dropping below our Reserve goal.
- The Reserve goal states the City should, at a minimum, hold at least 20% of operating expenditures in reserves.
- Within the General Fund, we anticipate dropping below 20% in 2024. When combined with the Street Fund, we drop below 20% in 2026.



The budget picture depicted above was anticipated and discussed in the 2023-2024 Biennium Budget message (see pages 19, 20, 49, and 50 of the adopted budget). While the Financial Sustainability Plan (FSP) adopted in 2020 projected steady ending fund balances through 2028, that picture has changed for the following reasons:

- The high inflation we have been experiencing (9.5% last year and trending at 7% this year) was not anticipated in the FSP.
- The increase in the police contract with the King County Sheriff was even higher than inflation, jumping up 14% from 2022 to 2023. As was discussed in the adopted budget, this increase is due to much higher insurance and risk management costs, labor costs, and the implementation of the new body-worn camera program. The public safety budget is our largest General Fund department by far and consumes 31% of the General Fund budget; therefore, a 14% increase in the police contract has a big impact on the entire General Fund.
- In 2023, we brought on several new positions that impact the General Fund to better align staff resources with increasing workload demands.
- Added resources for the Regional Crisis Response (RCR) program, Farmers Market, and Asphalt Plan legal services are provided one-time funding from the Strategic Opportunities Fund. This fund will be depleted by the end of the 2023-2024 biennium. As a result, if the City Council wishes to continue providing these programs beyond 2024, they will need to be funded out of the General Fund beginning in 2025.

Recommended Next Steps:

Given the budget forecast described above, we will need to revise the 2020 Financial Sustainability Plan. Doing so will consist of the following next steps:

- Convene a new Financial Sustainability Task Force later this year to examine the City's priorities, services, costs and revenues. The Task Force will be asked to develop recommendations to produce balanced Street and General Fund operating budgets for the next 6 years (three biennia). We will use a task force charter and selection process similar to what was used in 2020.
- Bring back a consultant to provide similar services that were provided as part of the FSP process in 2020, including independently assessing the budget situation, producing a multi-year forecast, and providing recommendations.
- Fully utilize the Service Level Budgeting Tool that we created in 2022. We will review the definitions of Core, Basic, and Enhanced programs, determine which programs are Core, Basic, and Enhanced, and cost those programs. Once programs are categorized and costed, we will work together with the task force and the community to use this information to make budget recommendations.

Throughout the process of revising the Financial Sustainability Plan, we will engage the community and solicit feedback creatively and in ways that will attempt to reach a diverse spectrum of residents and perspectives. Engagement tools will likely include the Balancing Act tool we used during the FSP process in 2020, the Bang the Table community engagement web application, surveys, gatherings, and the Dream Play Build hands-on engagement method.

We anticipate that the FSP Task Force will wrap up their work in early spring 2024 and will provide a recommended path forward for City Council consideration.

	2021-2022 Amended Budget	2021 Actual	2022 Actuals	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget	2025 Forecast	2026 Forecast	2025-2026 Forecasted Budget
GENERAL FUND REVENUES										
Beginning Fund Balance	\$2,286,068	\$2,286,068	\$4,710,148	\$2,286,068	\$3,625,563	\$3,403,136	\$3,625,563	\$3,302,173	\$2,552,398	\$3,302,173
Real Property Tax	10,865,654	5,347,981	5,433,595	10,781,576	5,609,623	5,793,769	11,403,392	5,903,851	6,016,024	11,919,874
Sales Tax	5,954,280	3,577,105	3,868,146	7,445,251	3,715,897	3,827,374	7,543,271	3,942,195	4,060,461	8,002,656
Criminal Justice 1/10 Sales Tax	1,309,000	766,121	859,787	1,625,908	803,600	827,708	1,631,308	852,539	878,115	1,730,655
B&O & Affordable Housing Tax	74,108	52,405	51,680	104,085	53,459	53,993	107,452	55,613	57,281	112,894
Electric Utility Tax	1,108,677	525,457	654,007	1,179,464	546,633	552,099	1,098,732	557,620	563,196	1,120,816
Gas Utility Tax	563,159	224,053	298,512	522,565	247,450	249,925	497,375	252,424	254,948	507,373
Telephone Utility Tax	207,940	84,263	78,117	162,380	79,249	78,457	157,706	79,242	80,034	159,276
Cellphone Utility Tax	328,000	99,889	98,758	198,647	91,968	91,048	183,016	91,958	92,878	184,837
Cable Utility Tax	191,514	0	81,224	81,224	383,000	383,000	766,000	383,000	383,000	766,000
Surface Water Utility Tax	0	0	0	0	125,000	128,750	253,750	130,038	131,338	261,375
Admissions Tax	0	0	0	0	0	200,000	200,000	206,000	212,180	418,180
Gambling Tax	146,800	59,909	84,546	144,455	65,397	66,695	132,092	70,030	73,531	143,561
Other Tax	6,400	1,423	2,856	4,279	1,452	1,466	2,918	1,510	1,555	3,065
Total Taxes	20,755,532	10,738,606	11,511,228	22,249,834	11,722,728	12,254,284	23,977,012	12,526,019	12,804,543	25,330,562
Business Licenses	6,700	8,033	7,918	15,951	5,903	5,957	11,860	6,136	6,320	12,455
Cable Franchise	622,600	297,181	287,369	584,550	294,209	294,209	588,418	294,209	294,209	588,418
Water/Sewer Franchise	1,123,969	550,937	579,899	1,130,836	556,510	562,075	1,118,585	578,937	596,305	1,175,243
Business Registration	14,570	8,080	8,064	16,144	8,080	8,080	16,160	8,322	8,572	16,894
Building Permits	708,675	584,579	655,437	1,240,016	524,631	529,878	1,054,509	545,774	562,148	1,107,922
Special Event Permits	2,207	796	1,120	1,916	955	965	1,920	994	1,024	2,018
Total Licenses & Permits	2,478,721	1,449,606	1,539,807	2,989,413	1,390,288	1,401,164	2,791,452	1,434,373	1,468,578	2,902,950
Local, State and Federal Grants	149,100	146,062	307,573	453,635	198,700	204,130	402,830	204,130	204,130	408,260
Marijuana Excise Tax	68,300	38,599	49,603	88,202	39,000	39,000	78,000	40,170	41,375	81,545
DUI/Other State Assistance	6,200	3,848	2,754	6,602	3,700	3,737	7,437	3,849	3,965	7,814
Liquor Board Excise Tax	266,784	164,553	170,039	334,592	164,537	166,182	330,719	171,167	176,302	347,470
Liquor Board Profits	372,367	185,274	186,525	371,799	185,255	187,108	372,363	188,979	190,869	379,848
Criminal Justice Distributions	160,137	82,425	86,937	169,362	84,081	84,922	169,003	87,470	90,094	177,563
Total Intergovernmental	1,022,888	620,761	803,431	1,424,192	675,273	685,079	1,360,352	695,765	706,735	1,402,500
Inspection & Investigation	6,714	82,778	35,393	118,171	15,107	15,258	30,365	15,716	16,187	31,903
Land Use	271,546	185,214	200,847	386,061	176,833	178,601	355,434	183,959	189,478	373,437
Plan Review and Other Fees	719,861	422,652	470,345	892,997	415,557	419,712	835,269	432,303	445,272	877,576
Event Fees	12,500	3,898	17,793	21,691	17,000	24,000	41,000	24,720	25,462	50,182
Credit Card Processing Fees	11,000	17,575	18,317	35,892	16,521	16,686	33,207	17,187	17,702	34,889
Total Charges for Services	1,021,621	712,117	742,695	1,454,812	641,018	654,257	1,295,275	673,885	694,101	1,367,986
Fines & Forfeitures	0	2,341		2,341	0	0	0	0	0	0
Code Enforcement	0	3,707	2,755	6,462	3,900	3,939	7,839	4,057	4,179	8,236
Total Fines and Penalties	0	6,048	2,755	8,803	3,900	3,939	7,839	4,057	4,179	8,236
Investment Earnings	66,000	29,779	43,844	73,623	33,300	33,603	66,903	120,000	125,000	245,000
Rent and Leases	141,000	44,373	23,265	67,638	73,185	73,317	146,502	73,317	73,317	146,634
Sponsorships	33,000	6,400	28,250	34,650	21,000	21,210	42,210	21,846	22,502	44,348
Overhead Reimbursements	1,942,210	768,957	804,227	1,573,184	755,000	735,000	1,490,000	735,000	735,000	1,470,000
Northshore School District Reimb	75,598	36,377	35,148	71,525	37,000	37,370	74,370	37,370	37,370	74,740
Interfund Transfers	750,000	0	0	0	25,000	25,000	50,000	25,750	26,523	52,273
Miscellaneous Revenue	3,200	14,461	4,190	18,651	1,600	1,616	3,216	1,664	1,714	3,379
Total Miscellaneous	3,011,008	900,347	938,924	1,839,271	946,085	927,116	1,873,201	1,014,948	1,021,426	2,036,373
Subtotal General Fund Revenues	28,289,770	14,427,485	15,538,840	29,966,325	15,379,292	15,925,839	31,305,131	16,349,047	16,699,561	33,048,608
New taxes and fees for CAP and HHS										
Gas Utility Tax, from 4% to 6%					73,200	122,000	195,200	123,220	124,452	247,672
Solid Waste Utility Tax					291,000	485,000	776,000	489,850	494,749	984,599
Vehicle Fee					120,000	360,000	480,000	363,600	367,236	730,836
Subtotal new taxes, fees					484,200	967,000	1,451,200	976,670	986,437	1,963,107
Total General Revenues and Beginning Fund Balance	\$30,575,838	\$16,713,553	\$20,248,988	\$32,252,393	\$19,489,055	\$20,295,975	\$36,381,894	\$20,627,890	\$20,238,395	\$38,313,887

	2021-2022 Amended Budget	2021 Actual	2022 Actual	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget	2025 Forecast	2026 Forecast	2025-2026 Forecast Budget
GENERAL FUND EXPENDITURES										
<u>Cost Center</u>										
City Council	\$332,711	\$141,201	\$208,372	\$349,573	\$198,729	\$206,284	\$405,013	\$216,598	\$227,428	\$444,026
City Clerk	937,052	456,645	567,606	1,024,251	486,650	492,100	978,750	516,705	542,540	1,059,245
City Manager	3,121,846	1,406,269	2,205,151	3,611,420	1,803,578	1,837,346	3,640,924	1,929,213	2,025,674	3,954,887
Finance and Administration	2,490,439	1,009,281	1,104,676	2,113,957	1,219,414	1,308,447	2,527,861	1,373,869	1,442,563	2,816,432
Legal	565,000	437,313	621,348	1,058,661	350,000	350,000	700,000	367,500	385,875	753,375
Human Resources	198,134	121,298	208,101	329,399	270,752	239,552	510,304	251,530	264,106	515,636
Non Dept: Transfers to Other Funds	3,125,617	2,753,405	827,212	3,580,617	909,967	1,040,546	1,950,513	1,092,573	1,147,202	2,239,775
Non Dept: Land Purchase Holt	2,200,000	0	2,155,685	2,155,685	0	0	0	0	0	0
Public Safety	9,152,373	3,716,797	4,105,815	7,822,612	4,800,600	5,056,350	9,856,950	5,309,168	5,574,626	10,883,793
Public Works Engineering	1,689,575	701,751	947,539	1,649,290	872,335	872,700	1,745,035	916,335	962,152	1,878,487
Community Development	1,695,824	869,569	832,189	1,701,758	999,378	1,039,345	2,038,723	1,091,312	1,145,878	2,237,190
Development Services	2,845,428	1,297,448	1,419,136	2,716,584	1,655,748	1,715,328	3,371,076	1,801,094	1,891,149	3,692,244
Public Works Maintenance	2,676,905	1,392,428	1,420,595	2,813,023	1,873,638	1,843,638	3,717,276	1,935,820	2,032,611	3,968,431
Subtotal Expenditures	31,030,904	14,303,405	16,623,425	30,926,830	15,440,789	16,001,636	31,442,425	16,801,718	17,641,804	34,443,521
<u>New CAP and HHS Expenditures</u>										
Climate Action Plan					247,740	325,080	572,820	341,334	358,401	699,735
Housing and Human Services					214,120	336,580	550,700	353,409	371,079	724,488
Finance and Administration					183,270	270,506	453,776	284,031	298,233	582,264
Subtotal new expenditures					645,130	932,166	1,577,296	978,774	1,027,713	2,006,487
<u>Strat Opps Fund Expenditures to be Moved to General Fund</u>										
Asphalt Plant legal/consulting svcs						60,000	60,000	60,000	60,000	120,000
RACR Program						0	0	200,000	250,000	450,000
Farmer's Market						0	0	35,000	40,000	75,000
Subtotal Strat Ops Expenditures to be moved to GF						60,000	60,000	295,000	350,000	645,000
Ending Fund Balance	1,844,934	4,710,148	3,625,563	3,625,563	3,403,136	3,302,173	3,302,173	2,552,398	1,218,879	1,218,879
Total General Expenditures and Ending Fund Balance	\$32,875,838	\$19,013,553	\$20,248,988	\$34,552,393	\$18,843,925	\$19,303,809	\$34,744,598	\$19,354,116	\$18,860,682	\$35,662,400
Fund Balance as percentage of operating expenditures (min is 20%)		33%	22%		21%	19%		14%	6%	

Summary General & Street Fund

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast
<u>General Fund</u>						
Beginning Fund Balance	2,286,068	4,710,148	3,625,563	3,403,136	3,302,173	2,552,398
Revenue	14,427,485	15,538,840	15,863,492	16,892,839	17,325,717	17,685,997
Expense	14,303,405	16,623,425	16,085,919	16,993,802	18,075,492	19,019,517
Ending Fund Balance	2,410,148	3,625,563	3,403,136	3,302,173	2,552,398	1,218,879
<u>Street Fund</u>						
Beginning Fund Balance	1,605,323	2,054,457	2,269,098	1,864,237	1,895,247	1,868,383
Revenue	1,818,349	1,959,101	1,869,572	1,980,808	2,020,424	2,060,833
Expense	1,369,215	1,744,460	1,855,182	1,949,798	2,047,288	2,149,652
Ending Fund Balance	2,054,457	2,269,098	2,283,488	1,895,247	1,868,383	1,779,564
Combined Ending Fund Balance	\$4,464,605	\$5,894,661	\$5,686,624	\$5,197,420	\$4,420,781	\$2,998,442
Fund Balance as % of operating expenditures (Threshold is 20%)	28%	32%	32%	27%	22%	14%
Add banked capacity (additional revenue)					200,000	203,800
Adjusted Combined Ending Fund Balance					\$4,620,781	\$3,202,242
Fund Balance as % of operating expenditures (Threshold is 20%)					23%	15%

Progress on City Council Priorities

As of June 2023

1. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

Climate Action Plan Progress

The Climate Action Plan was adopted in May 2022. Key goals in the CAP are a 50% reduction in GHG by 2030, a 75% reduction in GHG by 2040, and carbon neutrality by 2050. The public engagement process leading up to the CAP adoption included:

- Three community surveys yielding over 2,200 responses
- Two virtual forums
- Two opportunities for City staff to provide input
- Seven City Council meetings
- One pop-up event at the Hangar
- One online open house with community members and community organizations
- Our surveys and fact sheets were offered in English, Spanish, & Mandarin

Phase I CAP Funding Package Approved in February 2023.

Climate Action Plan Program Manager hired. First day of work: May 8, 2023.

CAP Manager's assessment of potential partnerships and funding opportunities is underway. Status report in July. Recommendations will be presented in the fall.

Climate Element of the Comprehensive Plan:

The City Council approved adding a new Climate Action Element to the Comprehensive Plan as a 2023 docket item. A Planning Commission Public Hearing on the Climate Element was held on June 6, 2023. The final Planning Commission recommendation is expected June 20, 2023. The Planning Commission recommendation will be presented to the City Council later this fall (2023) for consideration and ordinance adoption.

Environmental Stewardship Progress

We once again obtained NPDES Permit approval from Department of Ecology. (no small chore)

Culvert Assessment is complete. Will be incorporated into capital improvement plan and surface water utility rate study. Swamp Creek Tributary is one of 15 projects on Representative DelBene's community projects list.

The Swamp Creek channel assessment will get underway later this fall.

Sammamish River Project: We are very much plugged into this effort led by King County. We are advocating for habitat restoration as a key focus of this project. Status report to the City Council is scheduled for July.

The next critical areas regulations update and shoreline master program update is due June 30, 2027. The last update was completed June 2019.

The City continues to monitor issues pertaining to the Asphalt Plant and is dedicating resources to intervene in the appeal of the PCCA's permit.

The City will continue to facilitate and support habitat restoration projects initiated by the community.

2. Increase and preserve the options for affordable housing stock.

- Residential Tenant Protection Regulations. In March of 2022, the City Council passed Ordinance 22-0545 (effective April 7, 2022) that included the following renter protections: increasing notice for rent increases; capping late fees; capping move-in fees and deposits; authorizing tenant payment plans; prohibiting the requirement for a Social Security number in screening materials; and authorizing alteration of rent due date due to a tenant's fixed income.

In July of 2022, the City Council passed a follow up ordinance which includes the following renter protection measures: Just cause eviction protections that supplement state protections by removing exceptions and requiring landlords to give just cause for all evictions, refusals to continue or renew rental agreements, and other terminations of the tenancy of tenants within Kenmore. This ordinance also included a ban on abusive, deceptive, and unfair practices in rental housing.

- Comprehensive Plan Policies: Last November the Council adopted amendments to the land use element and housing element of the comprehensive plan. Comprehensive plan policies support adding more housing choices for medium density housing within one-quarter mile of the City's two transit corridors. The Council did not adopt implementing regulations for allowing duplexes and triplexes within the R-6 zone within one-quarter mile of the transit corridors and deferred further discussion on housing choices to 2023.
- State Legislation on Housing Choice: The City must adopt regulation changes by June 30, 2025, to comply with recent state legislation passed in May on missing middle housing (HB1110) and accessory dwelling units (HB 1337). The City must ensure that regulations (zoning regulations) are consistent with the Comprehensive Plan which may also require amendment.
- Middle Housing. At the 6/12/23 Council meeting, representatives from PRR and their team provided a presentation summarizing the findings of their missing middle housing work: policy and regulation analysis; public engagement; and racial equity analysis. The majority of work completed by PRR was funded by a Department of Commerce grant. Part of the grant also funded shared costs with other ARCH cities to complete outreach to community-based organizations. A strategy and options for implementation will be brought forward for Council consideration for inclusion in the 2024 work program.
- Middle Housing: Memorandum of Agreement for Community Based Organization Engagement: On 11/28/22 the City Council authorized the City Manager to execute the Memorandum of Agreement Contract 22-C2869 between the Cities of Bellevue, Redmond, Bothell, Kenmore and Newcastle Concerning the Sharing of Costs Related to Middle Housing Community-Based Organization Engagement. \$20,000 of the Department of Commerce Grant funding is intended for this work. ARCH contracted with Eastside for All to conduct the engagement process. Input is being gathered by surveys and at group events hosted by local organizations in April and May, ending on May 25th. A final report will be available by the end of June.

Efforts for the Homeless. We have also entered into partnerships in support of affordable housing and homelessness response.

- Partnership with King County Regional Homelessness Authority. The King County Regional Homelessness Authority (KCRHA) has convened a group of North King County cities (Shoreline, Lake Forest Park, Kenmore, Bothell, and Woodinville) to

better coordinate homelessness response efforts in our geographic area. This fall, the KCRHA proposed an interlocal agreement, to be implemented for the next biennium, that would transfer management of all city contracts for homelessness services to the KCRHA. In addition, the agreement proposes a per capita funding commitment of \$1.10 for homelessness response, to be paid to the KCRHA, starting in 2025. We are proud to share that Kenmore already commits more than this minimum level of funding to homelessness services. Kenmore is deeply committed to these efforts and has been a major player in this work.

- Memorandum of Agreement (MOA) for North King County Coalition on Homelessness. A loose coalition of government and private agencies have been working on issues of homelessness in North King County. The City of Shoreline has taken the lead on organizing and staffing the group. In October of 2021, the City Council authorized the City Manager to sign a Memorandum of Agreement for this work.

Taking Matters into Our Own Hands: Building New Affordable Housing in Kenmore:

In addition to adopting housing policies and supporting regional efforts, we have been taking matters into our own hands to get new affordable housing units built on the ground in Kenmore, including funding and partnership with Plymouth Housing on the Shell Property as well as a soon-to-be issue RFP for the Holt property.

3. Enhance multimodal transportation implementation, including pedestrian and bicycle safety

Walkways & Waterways projects completed this year: Juanita Drive and 68th Avenue

The city was awarded \$5.9M in grant funds to support the construction of new sidewalks, bike lanes, pedestrian accessibility, and pedestrian/bicycle safety. The following projects were awarded funding:

- \$1,997,455 – Arrowhead Sidewalks
- \$760,900 – NE 192nd St Sidewalks
- \$2,222,636 – 80th Ave NE Ped/Bike Project
- \$920,000 – 73rd Ave NE Overlay and Sidewalk Repair Project

The City started the automated enforcement program (KAPE) in April of 2023 with cameras beginning to send warnings on 73rd Ave NE near Kenmore Elementary. In May

2023, the cameras were activated on Juanita Dr near Arrowhead Elementary and sending warnings to speeding vehicles. Both enforcement zones will begin issuing tickets in September after school starts. The red-light enforcement camera installation at SR522 and 61st Ave NE is pending approval from WSDOT.

Staff have been working closely with Sound Transit on their Bus Rapid Transit project on SR522. Design is at approximately 90% complete with right of way acquisition being the controlling factor in starting construction. Construction is expected to start in 2025.

4. Develop and implement a Diversity, Equity, Inclusion, and Accessibility (DEIA) policy and program.



- DEIA Policy adopted by the City Council in the fall of 2023.
- DEIA equity toolkit presented to the City Council in the first quarter of 2023.
- DEIA advisory committee created. Currently meeting monthly.
- DEIA Strategic Plan is nearing completion. City Council first review is expected in July; adoption is expected in December.
- Human Services funding package adopted by the City Council in February of 2023.
- Housing & Human Services Manager hired. First day of work was May 22, 2023
- Human Services assessment will be underway soon.
- Human services recommendations will come forward this fall.

5. Complete the Walkways and Waterways projects.

The fifth of the five Walkways & Waterways ribbons was cut last month. A full Walkways & Waterways report will be presented to the City Council and the Community in the fall of this year.

- Log Boom Park: The park opened to the public 7/1/22 with a ribbon cutting ceremony held 8/9/22 to celebrate expanded water access (including a new

beach) and environmental enhancements. Monitoring and maintenance to ensure compliance with permit requirements for plant establishment in the shoreline and wetland areas is required for five years. The monitoring and maintenance budget is accounted for in the park capital improvement program.

- Łaŋwadis (Tl' awh-ah-dees) Park. The Park opened to the public 4/7/23 with a ribbon cutting ceremony held 5/6/23 to celebrate expanded water access and environmental protection improvements. Completing project close-out is ongoing for the next several months. Monitoring and maintenance to ensure compliance with permit requirements for plant establishment adjoining the river and in the wetlands and buffers is required for ten years. The monitoring and maintenance budget is accounted for in the park capital improvement program.
- Juanita Drive. The Juanita Ped/Bike project is nearly complete with some minor signage, street markings, and punch list items remaining to be completed. PSE will be installing LED street lights in July with final electrical services installed for the art work anticipated in July as well. The contractor will be responsible for plant establishment for the next year.
- 68th Avenue. The 68th Ped/Bike project is complete. The ribbon cutting for this project took place earlier this spring. The contractor is responsible for plant establishment for the next year.
- Rhododendron Park Boardwalk. This project was completed in 2019.



City of Kenmore, Washington

Memorandum

Date: June 16, 2023

To: Rob Karlinsey, City Manager

From: Jennifer Gordon, Public Works Operations Director
Richard Sawyer, Environmental Services Director

Regarding: Public Works Operations Center Project Status Update

Summary: This memo provides an update on the status of the Public Works Operations Center (PWOC) Project.

Since the last update in February, staff continues to work simultaneously on different components of the project including:

Demolition of Existing Structures – The Invitation to Bid for the demolition of the existing structures located on Public Works Operations Center property was released earlier this month with bids due to the City on June 21, 2023. Staff have also been working closely with the Shoreline Fire District to use the structures for training exercises prior to the demolition. We hope to have this part of the project completed in July.

Conditional Use Permit and Boundary Line Adjustment – Ongoing work to obtain all the requirements for the permit applications including but not limited to a professional survey, new legal description, drainage analysis, tree management & protection plan, and a traffic impact analysis.

Updated Design Cost Estimates – Staff are currently working with the architect to refine cost estimates to be included in the upcoming presentation to Council, to assist in determining the scope and options to be included in the first phase of the project.

Staff will present updated cost estimates to the Council in July and will be asking for the Council's direction to move forward with completing the design.

Background:

February 2023 Update (Joint Northshore School District Board/City Council Meeting)

18120 68th Ave NE, Kenmore, WA 98028

Office: (425) 398-8900

cityhall@kenmorewa.gov

www.kenmorewa.gov

After a long property search and selection process, in 2021 the City purchased 134 residential parcels along NE 202nd Street, adjacent to the Kenmore Middle School property.

Since purchasing these properties, City staff has been working on rezoning them from residential to Public/Semi-Public as part of a Comprehensive Plan Amendment.

While going through the rezoning process, staff worked with the architect to develop conceptual site plans on how we might lay out our operations.

We hope to build the new facility with climate friendly features such as solar panels, using recycled and sustainable building materials, and designing the site to preserve as many trees as possible.

The adopted Capital Improvement Plan and 2023-2024 Biennium Budget allocates \$20 million for the Public Works Operations Center, including land acquisition costs. With additional design recently completed and an increased understanding of the project scope and details, the total cost may be closer to \$23 million. A proposal to fund this higher amount in the context of the overall Capital Improvement Plan will be presented and discussed with the City Council later in July.

Even at the estimated project cost of \$23 million, we will need to develop the site using a phased approach. The \$23 million cost estimate assumes funding for an administration building for office and crew spaces, shop space for equipment storage, covered parking, and covered materials storage bins.

The current cost estimate also assumes that the facility will be “solar ready,” and that solar panels and other climate-friendly components will be funded with grants and other external sources. Later phases could include additional shop space, office expansion, and a decant facility to properly filter and dispose of debris from street sweeping, vector waste, and other activities.

We continue to refine our operational program to determine what development is possible within the budget we have. Work items we will be tackling over the next year include:

- Site and Building Design;
- Demolition of existing structures on the properties;
- A Boundary Line Adjustment (going from three separate parcels to one);
- Obtaining a Conditional Use Permit – Required for the development of a Public Works Maintenance Facility in a Public/Semi-Public Zone; and
- Permitting and Plan Review

In earlier conversations with the school district and the community, we continue to be committed to being a good neighbor by:

- Designing a 30-foot vegetated buffer between our facility and the residential properties to the east;
- Working with the school district to improve pedestrian access to school property to eliminate conflicts between students and our operations;

- Providing a presence to help increase security to the school district access property; and
- Designing a facility that fits in with the character of the residential surroundings.

Anticipated Timeline:

- Complete Design & Permitting in 2023;
- Complete Construction in 2024;
- Start onsite operations at the beginning of 2025.



City of Kenmore, Washington

Memorandum

Date: June 17, 2023

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director

Subject: Status of Aquatic Center Siting Feasibility Study

Summary: On 5/23/23 Council authorized the City Manager to sign Contract #23-C2898 in the amount of \$200,000 with NAC, Inc to conduct a feasibility that includes identifying potential sites for an aquatic center within the area of Kenmore, Lake Forest Park, Kirkland, and Shoreline. The study is funded by \$200,000 in King County grants and will be completed by the end of November.

The project scope includes the following: a market analysis report; gap analysis report; site identification, comparison and assessment; a conceptual plan and program for a facility; cost analysis and funding strategy; findings and final report.

Background: In 2022, the City of Kenmore in partnership with Lake Forest Park received a grant award of \$100,000 from the King County Parks Aquatic Facilities Grants Program to complete a feasibility study for a public aquatic facility. In addition, the City of Kenmore in partnership with the City of Lake Forest Park and the City of Shoreline also received a \$100,000 from the King County Parks Aquatic Facilities Grants Program to complete a feasibility study for a public aquatic facility.

In February of 2023 a Request for Qualifications (RFQ) was issued. Four responses were received and NAC, Inc were selected as the qualified consultant to complete the feasibility study. In May 2023 a contract agreement was authorized with NAC, Inc. The City of Kenmore acts as an agent for the other three cities, meaning the City will pay contract invoices and obtain grant reimbursement from the County.



City of Kenmore, Washington

Memorandum

Date: June 15, 2023

To: Rob Karlinsey, City Manager

From: Jennifer Gordon, Public Works Operations Director
Debbie Bent, Community Development Director

Regarding: YMCA Swim Lesson Program Pilot Program Update and Final Report

Summary: This memo provides a final report of the pilot YMCA youth swim program. The pilot program cost \$10,000 and provided swim lessons for 47 youth participants. There is no budget allocation for continuing the swim program in the 2023-2024 biennial budget. If Council direction is to continue the program with the YMCA, additional budget must be allocated. Resources in the 2023-2024 Biennium Budget are fully allocated, so funding would need to be taken from fund balance reserves.

The benefits of partnering with the YMCA are that the YMCA provides the following: responsibility for setting up a registration program and participant registration; setting the program discount; providing an indoor facility; providing multiple dates/times for youth swim lessons; and providing the staff to teach classes who have the necessary safety qualifications.

The downside of using the YMCA is that the registration program cannot be tailored to provide a unique set of program discounts for Kenmore registrants or provide additional subsidies for transportation or equipment (e.g. goggles, swimsuits).

Providing transportation, if needed, is challenging especially balanced with registrants having the freedom to register for classes at different times rather than one specific class at one time. Restricting registration to a specific class and time may be an option for paying for transportation using the YMCA minivan but the parameters, cost and logistics would need to be established with the YMCA. An Uber costs an average of \$40-\$50 roundtrip between Kenmore to the YMCA. The City would have to set up the parameters and program for allocation of Uber vouchers which would require additional budget and staff resources to manage the program. The City would also have to set up the parameters and program for additional subsidies for equipment which would require additional budget and staff resources to manage the program.

July 2023 Program Update and Final Report

The 2022 fall pilot swim program was launched with an arsenal of public outreach using social media, website, emails, and printed flyers delivered to multi-family apartments, and mobile home parks; registration opened in mid-October 2022. Staff could not secure use of the YMCA minivans for transportation as lessons were open for registration to any program that met the individual's schedule rather than one specific class and time. Council also suggested the use of vouchers for Uber or Lyft, but this was not something that could be accommodated in the YMCA registration system. The main goal of the pilot program was to serve 50 youth. The YMCA were responsible for registration, and it was not possible to refine the program fund discount system. \$10,000 provided swim lessons for 47 Kenmore youth participants as described below.

Statistics for the Fall Pilot Swim Program (October 2022 thru January 2023):

- 47 Kenmore Youth Participants
- 75 group Session Registrations (some participants registered for multiple sessions)
 - o (3) Adult with Child Swim (ages 6 months to 3 years)
 - o (16) Swim Basics Preschool (ages 3 to 5)
 - o (42) Swim Basics Youth (ages 5 to 12)
 - o (12) Swim Strokes (beyond basics ages 5 to 12)
 - o (2) Teen/Adult (ages 12 and up)

Unfortunately, the YMCA has been unable to provide household income information for the 47 Kenmore youth that participated in the program:

Tier	Income Tier	Program Fund Discount	Discounted Program Cost	# of Youth Served
Full Fee	>\$80,000	0%		
Tier 1/1A	\$65,000-\$79,999	15%		
Tier 2/2A	\$50,000-\$64,999	15%		
Tier 3/3A	\$35,000-\$49,999	30%		
Tier 4/4A	\$25,000-\$34,999	30%		
Tier 5/5A	\$12,000-\$24,999	45%		
Tier 6/6A	<\$12,000	45%		
Total				47

Background:

January – June 2022

The January 2022 Final Council Retreat Report included a topic of "Fun, youth activities and family" and Council discussed the importance of creating recreational opportunities for families and various age groups within the city.

Councilmember Srebnik provided staff contact information for the Aqua Club and McDonald Swim School. At the 2/28/22 Council meeting, staff gave an oral report on progress, noting that this was being proposed as a pilot eight-week youth swim lesson program (starting 4/2/22), provided at no-cost to youth, including low-income youth. Staff noted that working with Mary's Place will be explored, like a free skate camp week (offered by Skate Like a Girl). There was general Council support of this concept and direction to move forward. Councilmember comments included: ensure provision of safety certification and insurance; provide lessons to at least fifty youth; in the future exploring partnerships and/or scholarships with the YMCA or other swim providers for swim lessons; explore future potential grant opportunities if the program is continued; swim proficiency requires ongoing programming more than 8 weeks.

At the 3/21/22 Council meeting, Council passed a motion (consent agenda) to approve an 8-week pilot spring youth swim program at the Aqua Club with lessons provided by the McDonald Swim School. A second motion authorizing allocation of \$2,320 General Fund revenue to pay for scholarships for twenty-four youth was also approved. Due to staffing issues, unavailable pool times for two weeks in May due to swim meets and short time to sign up kids, all parties agreed that the spring pilot program should be delayed.

Staff has been unable to secure commitment for a fall swim program from the Aqua Club or McDonald Swim School. In addition, for a fall program an indoor pool is also preferable. Pursuit of a spring program is an option if Council directs but this would require allocation of funding in the 2023-2024 budget.

July 2022

Staff presented to Council on July 11, 2022, proposing a partnership between the City and Northshore YMCA to provide free swim lessons to lower income households based on income tier thresholds during the fall season as a pilot program. With all registration, income verification, staffing and instruction to be provided by the Northshore YMCA, located in Bothell.

The proposal was for the City to fund a scholarship program for swim lessons by providing \$5,000 for a four-week program or \$10,000 for an eight-week program. However, the Council authorized a total budget allocation of \$10,000 with the desire to use \$5,000 for swim lessons and \$5,000 to provide transportation for the swim lessons, with the goal of reaching 50 individual youths in Kenmore. Ultimately, all of the \$10,000 was allocated toward paying the registration fees for the swim lessons.



City of Kenmore, Washington

Memorandum

Date: June 16, 2023
 To: Rob Karlinsey, City Manager
 From: Richard Sawyer, Environmental Services Director
 Regarding: Swamp Creek Channel Assessment

Purpose: Provide an update on the development and implementation of an assessment that characterizes and prioritizes restoration potential of properties adjacent to Swamp Creek and Little Swamp Creek in Kenmore, WA.

Background:

Environmental Services was directed to develop a project to assess the Swamp Creek channel within the City of Kenmore and identify high priority sites for potential restoration. Working with the City's on-call environmental engineering consultant, Osborn Consulting, staff have developed a project to implement in fall 2023. This project is modeled after the recently implemented culvert assessment project and will include the following components:

1. Collect and summarize existing data from a variety of resources such as Assessor's data, critical areas data (e.g. streams, wetlands, floodplain, etc...), LiDAR, WDFW priority habitat and species maps, soils, and tree canopy.
2. Collect new data via drone deployment, which will include aerial photographs and video of the entire length of Swamp Creek, infrared data for vegetation analysis and updated photogrammetry for modeling. The Consultant will utilize the data to evaluate wetland conditions and habitat value.
3. Create evaluation criteria and weight them accordingly. Users of the tool will have flexibility to adjust criteria weights depending on what conditions are most important. For instance, the tool can weight improvement of habitat value highest (regardless of cost) to identify a list of properties providing the highest ecological gain without financial constraints, or it can weight property value highest to identify a list of properties that would be least expensive to work on.
4. Run the tool using the desired weighted values assigned to the criteria described above and produce a resulting prioritized list of Swamp Creek properties ideal for restoration.

The project is scheduled for fall 2023 after seasonal vegetation clears up to allow for better stream visibility. An update will be provided to Council late 2023 or early 2024.



Memorandum

Date: June 14, 2023

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director
Stephanie Lucash, Deputy City Manager

Regarding: Next Steps for Downtown Development and Bench Property

The purpose of the memo is to provide: 1. An update on work underway and next steps for downtown development, with a focus on the post-office property and adjacency to NE 181st Street. 2. An update on next steps for the bench properties on SR522.

Work Underway and Next Steps for Downtown Development:

The City is moving forward with development of the city-owned former Shell site for affordable housing in partnership with Plymouth Housing. The partnership also includes Bastyr University, who will locate a community wellness clinic in the ground floor space of the building. In addition, the City is developing options for a Request for Proposal (RFP) for the city-owned former Holt property on 181st Street with plans to release the RFP later this summer. The City's expectation for the Holt property is high density housing units with varying levels of affordability and a commercial or nonprofit use on the ground floors.

The City contracted with Business Street LLC (Rod Stevens) to explore options for development of the downtown core along NE 181st Street. Summary of Business Street LLC findings below and final strategy report attached (Attachment #1). The City contracted with Schemata Workshop, an architectural firm, to provide renderings and perspectives of what future long-term re-development adjoining NE 181st street could look like. The work by Schemata is anticipated to be complete by summer and may be used to give neighboring property owners and potential developers a vision for redevelopment. The work can also inform potential changes to the Downtown Plan or the implementation of development regulations.

Work Underway and Next Steps for the Bench Properties:

Staff is developing bid documents for the demolition of the Cozy Inn building with demolition anticipated in the next few months. Staff does not recommend pursuing either of the two options recommended by Business Street LLC (selling the Cozy Inn site now or replanning for townhome development in 3-5 years). Given council priorities and ongoing budgetary and resource concerns, staff recommends a long-term 10-20-year strategy of holding the bench property and waiting for the next opportunity to partner with neighboring properties.

Summary of a Downtown Strategy and a Bench Strategy Prepared by Rod Stevens (consultant Business Street LLC)

At the 3/20/23 Council Study Session, Rod Stevens (consultant Business Street LLC) presented options and strategies for next steps for downtown development and development of the Bench properties.

The following are key features of Rod Stevens strategy for downtown development (see Attachment #1):

1. A narrowed, more pedestrian-friendly 181st becomes "Main Street" retail with small, high-service stores and restaurants. In exchange for the reclaimed right-of-way, developers reconstruct their side of the street and sidewalk.
2. 67th Ave becomes the primary gateway entering from SR522, providing better access and exposure to the area as whole.
3. The east half of the post office site provides permanent access to Stoup, Kenmore Camera, and the Hangar. The west side becomes a publicly managed garden and park that is a major amenity for nearby residents.
4. Almost the entire block south of 181st and west of 65th becomes housing or housing over retail. The BRT stop is minimized in area.
5. Vacant land immediately north and south of City Hall becomes gardens or pea patches linking Kenmore Village to current redevelopment of the auto auction site and future redevelopment of the Rite Aid site.

The following are key features of Rod Stevens strategy for the bench properties and options the City has to realize its investment in the Cozy Inn property (city owned) and advancing redevelopment of the Bench properties. Both options assume the Cozy Inn building will be demolished (see Attachment #2):

1. Sell the Cozy Inn Site Now: The City would probably realize about \$400,000 to \$500,000 of net sales proceeds, cash that it could use for other projects or to pay down its debt. A sale would probably take six to nine months. Selling the property would reduce the distractions of managing the property, freeing up personnel for other matters. This would also result in a loss of \$150,000 to \$200,000 and would signal to neighboring property owners that the City was now less interested in the future of the area. The City would also lose control of the future use of the property, it is unlikely that developers would acquire this property now for townhouse development unless there was a City promise to expedite such use.
2. Hold the Cozy Inn Site for 3-5 years and re-plan the Bench and neighboring areas of SR522 to support new townhome development: The City would tear down the buildings or secure them against vandalism and create a vision and plan to include the Bench, the northern commercial strip on SR522 and the uphill area that runs to 181st. The current "Urban Corridor" zoning for the northern strip requires at least 25 percent retail use in mixed-use development, a percentage

too high to be financially feasible. The Community Business zoning along 181st also requires mixed use, which discourages extension of the residential neighborhood down the hill and across the highway. If the City does make these planning changes, it could probably recoup its full investment in the Cozy Inn property, if not more.

Background:

- At the 1/8/22 Council retreat, downtown connectivity and economic vitality was a discussion topic. The 10-acre Kenmore Village development represents significant progress in the creation of a vibrant, walkable downtown with over \$120 million in public and private investment. Council was interested in addressing the question of what more the City could do to further spur and encourage downtown revitalization and redevelopment, especially in the downtown strategic investment area (northwest quadrant of the 68th Ave NE/SR522 intersection), close to the Kenmore Village development.
- At the 5/23/22 Council meeting, consultant Rod Stevens of Business Street LLC presented his "SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats)" of attracting more development for downtown. Mr. Stevens identified potential tactical actions: 1. Downtown plan; 2. Develop city-owned sites; and 3. Air rights. He also identified potential game changing actions: 1. Head-of-the-Lake branding; 2. Cutting-edge industry; and 3 Regional waterfront park. Following is a link to the 5/23/22 council agenda [Kenmore - Document Center \(civicweb.net\)](#)
- At the 7/25/22 Council meeting, Council authorized Contract 22-C2841 with Business Street LLC (Rod Stevens) for a development strategy for downtown properties for a contract amount not to exceed \$22,000 (\$20,000 contract amount plus 10% contingency). Following is a link to the 7/25/22 Council agenda [Kenmore - Document Center \(civicweb.net\)](#)
- At the 7/25/22 Council meeting, Council authorized Contract 22-C2839 with Business Street LLC (Rod Stevens) for a development strategy for the Bench properties for a contract amount not to exceed \$22,000 (\$20,000 contract amount plus 10% contingency). Following is a link to the 7/25/22 Council agenda [Kenmore - Document Center \(civicweb.net\)](#)
- At the 3/20/23 Council Study Session, Business Street LLC (Rod Stevens) presented options for downtown development and Bench development next steps. Following is a link to the presentation [Kenmore - Document Center \(civicweb.net\)](#). Final strategy reports attached to this memo.
- On 4/25/23 the City Manager executed Contract 23-C2395 with Schemata Workshop Inc to develop visualizations and preliminary conceptual renderings for the post-office property and surrounding area on NE 181st Street.

Attachments:

1. Business Street LLC Downtown Strategy
2. Business Street LLC Bench Strategy

The Question

How can the City use the post office site to stimulate more private investment in Kenmore Village?

Why This Matters

There are three major reasons why this investment is important.

The first is pride. The original redevelopment of Kenmore Village was a statement of city-hood and that newly incorporated Kenmore was now a municipality with its own government and city center. Residents wanted, and continue to want, a city center that is not only a place to gather and meet one another but that identifies them regionally.

Second is affordable housing. With the cost of parking the same as the land cost for an apartment, the most efficient way to stretch the public dollar is by building in walkable places. Aside from Lakepointe, Kenmore Village and the larger downtown around it provide the city's largest reserves of developable land.

The third reason is management time. City efforts are divided between affordable housing, mixed-use development, bike trails, residential zoning and other issues of planning and development. A holistic approach to downtown development will produce results in all of these areas.

The Challenge

City redevelopment of the post office site will not be enough to stimulate surrounding development. The site is .77 acres, marginally large enough for a mid-size residential project if all of the land were usable, but part of the site is encumbered by easements, and much of the rest is necessary for access to the rest of Kenmore Village¹. If the City wants to see all of Kenmore Village redevelop well, development on the post office site should be traded for better development around it. More on that later in this strategy.

The bigger issue is that even if the City were prepared to make that trade, surrounding owners might not make that deal for many years. If the City can boost values both in and around those properties, their owners will be more eager to develop. The strategy looks at how to expand the physical boundaries of Kenmore Village so that the City is not dependent on the actions of just a few owners.

The "Customer"

While it is tempting to focus on the future users of these sites, the real "customers" for their redevelopment are developers, investors and bankers. They are the ones who will finance and build it. The developers must believe that investors will buy their completed projects. Investors must believe that the projects will appreciate in value. And bankers must believe that the projects will lease or sell quickly. Right now, these real estate people are going elsewhere. Kenmore must convince them that there are good business opportunities here.

¹ Kenmore Village did not develop with the conditions, covenants and restrictions ("CC&R's") on the title of individual properties that normally provide for shared access, parking and maintenance of common areas.

A Competitive Analysis Of Downtown Kenmore

The bullets below summarize downtown Kenmore's strengths, weaknesses, threats and opportunities ("SWOT") as a place to develop and invest. As used here, "strengths" and "weaknesses" are endemic to the property, while "threats" and "opportunities" are market-wide.

Strengths

Anchors: These include Kenmore Camera and its expertise and events, the library, the Hangar, and Stoup Brewing.

Grocery: Safeway is walking distance.

Nearby neighborhoods: There are solid single-family neighborhoods nearby.

Schools: including some of the best in the region.

Nature: including both the lake and the swamp.

Youth: if they get the right kinds of places.

Underused land: not only in Kenmore Village but east and west of it as well.

Weaknesses

No main street: This is where you would normally find small, high-service businesses.

Few parks: The skate park mostly attracts boys.

SR-522: This is both visual blight and a barrier to the waterfront.

Zoning challenges: These stop redevelopment both along 181st and Bothell Way.

Passive landowners: Owners with low carry costs hope that others' actions will create value in their property.

Dilapidated streets: Broken curbs on 182nd are less than 400 feet from Kenmore Village.

Few tech employers: Developers have swarmed downtown Redmond because of Microsoft.

Youth: if there are not good places to go.

Threats

Rising interest rates: Few new projects "pencil".
Apartment over-building: Major builders are now squirreling capital to acquire distress projects.

The tech downturn: Young professionals are learning to live on less.

Retail decline: The internet now captures about 1/4 of non-grocery and non-automotive spending.

Seattle problems: Kenmore's proximity will be less of an asset.

Two steps ahead: Competitors like Bothell, Woodinville, Totem Lake and even Shoreline have plans in place and the first generation of new housing completed.

BRT construction: This can be highly disruptive and waste good land.

Declining incomes: Many younger people are still living at home with their parents.

Opportunities

Telecommuting: People want to get out and see others.

Premium for place: Many Millennials would trade a backyard for walking to a nearby park.

I-405 traffic: More jobs in BV and Redmond means demand for housing in Kenmore.

Approvals: The #2 issue behind affordable land. Cities that get this right will win.

E-bikes: These will make everything closer, including Kirkland and Logboom Park.

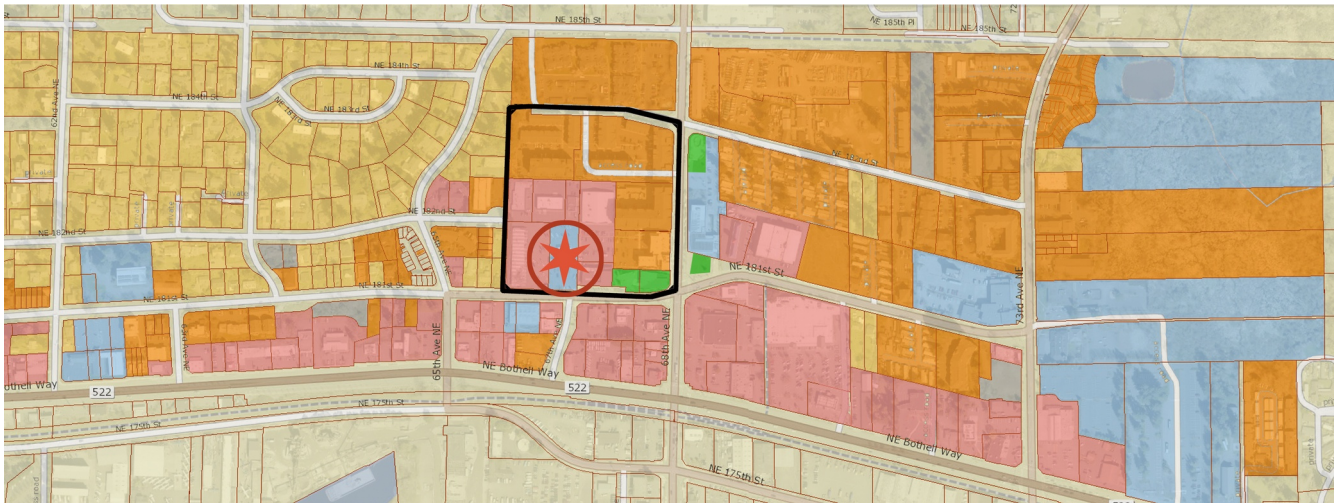
Boomer time: Retirees not only want walkable, bikable places, but volunteer opportunities.

For-sale housing: All those new renters in Redmond and Bellevue will someday want to buy.

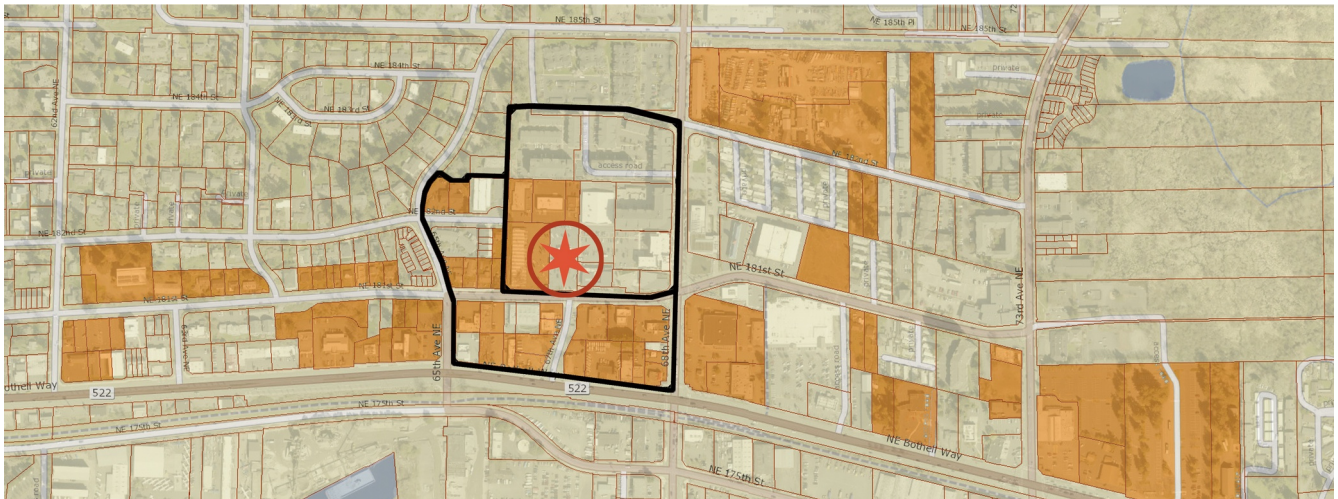
Redefining Kenmore Village

If the problem is that some landowners will not develop, the solution is finding others who will. That means redefining Kenmore Village to include more land. That also means improving conditions nearby to make it more profitable to redevelop at the center.

The star and circle on the map below shows the post office site and area land uses west to 62nd Ave. and east to the swamp. Yellow stands for single-family, orange for multi-family or mobile home parks, red for office or retail, blue for institutional or church use, and green for parks. Note that almost all of the land along 181st west of Kenmore Village and above Bothell Way is residential, even though that area is zoned for "community business". Also note that almost everything east of Kenmore Village and north of 181st is multi-family or mobile home parks.



The map below shows property in this area with high potential for redevelopment in the next five to ten years. That property includes the Shell Station, the Holt property and auto auction land now under development, as well as the Goodwill store and the park-and-ride lots. This map shows an expanded Kenmore Village that includes the two blocks between 181st and Bothwell way as well as contiguous land to the west. Note that the redevelopment properties in expansion area have a total acreage greater than the properties immediately west and north of the post office.



Development Strategy

But how to draw developers to even those lots in the expanded Kenmore Village? The existing offerings in Kenmore Village will probably not be enough, and investors will not want to become "orphans" if the area around them does not improve. Here is a vision for the area that might draw them if this was coupled with the right incentives. Orange shows multi-family housing (either apartments or condos), while red shows either pure retail or mixed-use development with ground-floor retail.



There are several key features to this plan:

1. A narrowed, more pedestrian-friendly 181st becomes "Main Street" retail with small, high-service stores and restaurants. In exchange for the reclaimed right-of-way, developers reconstruct their side of the street and sidewalk.
2. 67th Ave. becomes the primary gateway, providing better access and exposure to the area as whole.
3. The east half of the post office site provides permanent access to Stoup, Kenmore Camera, and the Hangar. The west side becomes a publicly-managed garden and park that is a major amenity for nearby residents.
4. Almost the entire block south of 181st and west of 65th becomes housing or housing over retail. The BRT stop is minimized in area.
5. Vacant land immediately north and south of City Hall becomes gardens or pea patches linking Kenmore Village to current redevelopment of the auto auction site and future redevelopment of the Rite Aid site.

Next Steps

1. A Vision Document. Bothell used a tentative development program and renderings to attract more than one public grant. Kenmore can also use this to attract developers. This needs to be a business-like document that spells out how this area will engage people.
2. Rezoning: Values need to be higher to make new development work, both in Kenmore Village and on the Bench. Rezoning areas of 181st to the west to encourage townhouse development and multi-family development along SR-522 will increase those values.
3. Expedited Approvals: Developers complain about lengthy processes. Kenmore can draw them if it promises review in six months. It can do so without increasing headcount by contracting for this. It already contracts for policing.
4. Target specific developers. We did this to get the first phase of Kenmore Village built, and in the process identified others who put in bids.
5. Create a larger downtown plan. Creating a strong downtown- a walkable downtown for people of all kinds- will require public amenities and programs. Putting those in place will require a prioritized action plan with target dates, budgets and management responsibilities.

Background

In 2022 the City of Kenmore acquired the .29-acre "Cozy Inn" property located at 6215 N.E. Bothell Way (Highway 522) on the "Bench" between Highway 522 and the Burke Gilman Trail and the waterfront below. The City paid \$650,000 for the property. The report describes how the City can make the Cozy Inn and nearby properties a better gateway.

Area and Site Characteristics

The three photos below show aerial views of the Bench looking east, west, and north. The Bench is the area with trees, while the brown area is the grass between the Burke Gilman Trail and N.E. 175th St. Several notable features characterize the challenges of redeveloping this area: 1) the highway; 2) slopes, and; 3) industrial surroundings.



The Highway. Highway 522, "Bothell Way," made the Bench what it is today: a strip of auto-related uses. The highway provided good access and exposure for The Cozy Inn and other former restaurant properties which were part of a larger collection of roadhouses. This was an easy area to access when drivers could turn into it from both directions. Today that two-way access is gone, but the area still appeals to businesses that depend on drop-in traffic, like the gas station, pho restaurant, and cannabis store there now.

The highway, with strip commercial on both sides, also separates the bench from the neighborhoods to the north. In fact, much of the first blocks of that neighborhood above the highway is church land and parking lots. There is a substantial distance, both actual and psychological, between the Bench and the solely residential neighborhoods.

Slopes. The steep slopes also separate the Bench from the waterfront. A future user might build steps down to the Burke Gilman Trail, but that those steps will be expensive and steep. There is also little flat land at the top- only about 30 to 40 feet on the Cozy Inn site. With setbacks and a driveway, a new building would only have about 20 feet to build on, requiring extensive cantilevering beyond.

Those slopes do create exceptional views, which provide a treehouse view of the lake. The highway is a noisy nuisance, but the right resident might put their back to it for those views.

Industrial Surroundings. Like the area behind Gas Works Park in Seattle, Kenmore's waterfront is interesting gritty and industrial. Some people will be turned away by the seaplane noise and overflights, but others will be drawn to it. The cement plant is a nuisance because of its unsightliness and potential for noise and dust. There is uncertainty about the future of the plant and the surrounding industrial land because there have now been three separate for its redevelopment over the last 25 years and the current proposal may not be any more feasible than the last.

Highest and Best Uses

in economic terms, the highest and best use of the Bench is drive-through-only restaurants like Dutch Brothers Coffee ("drive-thrus"). There is not enough land or parking here for a sit-down restaurant. The pandemic accelerated the trends of drive-thrus, which now include not only fast food but fast-casual chains like Panera, Appleby's, and Chipotle¹. The first of the new drive-thrus will go to major intersections and anchored shopping centers, but they could come to the Bench in three to five years.

From the City's perspective, the "highest and best use" is for-sale townhouses. They will require more capital and risk to develop than drive-thrus, but they would likely be more visually appealing.

The likely townhouse buyers are high-income singles and couples aged 40 to 65 who work for themselves or can telecommute most of the time. The most feasible development program is probably five townhouses of 1600 square feet each, with two live-work floors built above a ground floor garage and bonus room. These units could sell for \$450 to \$500 per square foot or about \$720,000 to \$800,000 per unit².

New office development is probably not feasible. Demand for Class B and Class C space was falling before the pandemic, and demand will likely fall even more over the next three to five years as users trade up into Class A space. Even if there were demand, the cost of providing sufficient parking would be prohibitive.

¹According to a 9/2/22 article in Slate, "Take Your Fries and Leave: Why Fast Food Is Racing To Ditch The Dining Room", Chipotle's in-store sales are now only 30 percent of the total, and Panera's are 20 percent.

²Table 1 substantiates these estimates, based on nearby comparables.

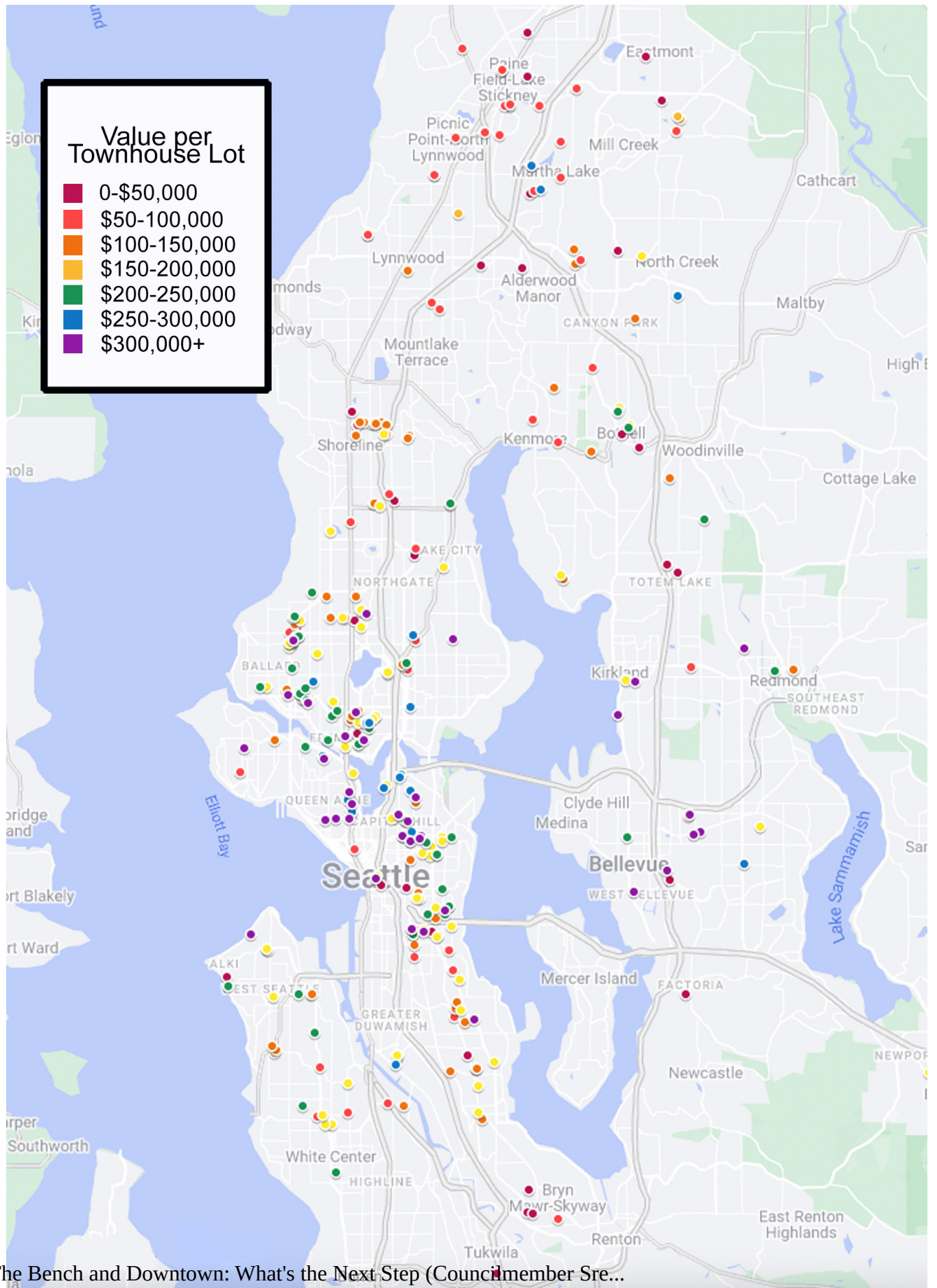
Land Values

The map on the following page shows the location and value of new townhouse lots and is based on title company data for land transactions closed between January 2019 and January 2022. Note that most of these projects are located along I-5 and relatively few along I-405. Notably, 41 percent of the townhouse lots created during this period were in Seattle and Shoreline, while only 11 percent were in the central Eastside cities of Bellevue, Redmond, and Kirkland. Many of the projects along I-5 were in infill locations such as the Rainier Valley and 185th St. where price and short commute times were primary selling features. Relatively few were in desirable, walkable neighborhoods.

The relatively small volume of development on the Eastside creates opportunities for Kenmore, for not only are Bellevue and Redmond major job centers, but they are building six to ten apartments for every new for-sale unit. When those renters go to buy, there will be little for them to look at nearby, and good townhouse development in Kenmore could attract them. More townhouse development throughout Kenmore, especially on the hillside north of Bothell Way, would stimulate residential development both on the Bench and in and around Kenmore Village.

With that "hinterland" development and an established neighborhood to benchmark from, lots on the Bench might sell for \$150,000 to \$200,000. That price assumes a reasonably buildable site. Allowing a discount of \$50,000 to \$75,000 for the extra building costs, the "net value" per lot could be \$100,000 to \$125,000³. For five lots, this means that the Cozy Inn property could sell for \$500,000 to \$625,000. In practice, a builder today might offer \$400,000 to \$500,000 to allow for the orphan location.

³These costs need more study. Those allowances are a rough estimate.



Possible City Actions

The City has different options for realizing its investment in the Cozy Inn site and advancing redevelopment of both that site and the Bench as a whole. Both assume the City will demolish the building.

1. Sell the Cozy Inn site now. The City would probably realize about \$400,000 to \$500,000 of net sales proceeds, cash that it could use for other projects or to pay down its debt. A sale would probably take six to nine months. Selling the property would reduce the distractions of managing the property, freeing up personnel for other matters. This would also result in a loss of \$150,000 to \$200,000 and would signal neighboring property owners that the City was now less interested in the future of the area. The City would also lose control of the future use of the property. It is unlikely that developers would acquire this property now for townhouse development unless there was a City promise to expedite such use.

2. Hold The Cozy Inn site for 3-5 years and re-plan the Bench and neighboring areas of SR255 to support new townhome development. .

The City would tear down the buildings or secure them against vandalism and create a vision and plan to include the Bench, the northern commercial strip on SR522 and the uphill area that runs to 181st. The current "Urban Corridor" zoning for the northern strip requires at least 25 percent retail use in mixed-use development, a percentage too high to be financially feasible. The Community Business zoning along 181st also requires mixed use, which discourages extension of the residential neighborhood down the hill and across the highway. If the City does make these planning changes, it could probably recoup its full investment in the Cozy Inn property, if not more.

Table 1:
Value Per Square Foot
Current Townhouse Sales
Northshore Market

<u>Status</u>	<u>Address</u>	<u>City</u>	<u>Mix</u>	<u>Size</u>	<u>Price</u>	<u>\$/sf</u>
sold	3141 N.E. 174th St.	Shoreline	2/3	1817	775,000	427
for sale	835 N.E. 175th Cr	Kenmore	2/3	1752	774,990	442
sold	18875 67th Dr.	Kenmore	4/4	1804	829,000	460
	10942 N.E. 189th					
for sale	Place	Bothell	3/3	1352	624,900	462
pending	18875 67th Dr.	Kenmore	4/4	1804	839,000	465
sold	18875 67th Dr.	Kenmore	4/4	1804	842,920	467
pending	826 238th Pl SE	Bothell	3/3	1570	739,995	471
sold	18875 67th Dr.	Kenmore	4/4	1804	857,000	475
sold	18875 67th Dr.	Kenmore	2/3	1288	619,900	481
pending	18875 67th Dr.	Kenmore	2/3	1288	624,900	485
pending	826 238th Pl SE	Bothell	3/3	1570	764,995	487
	10942 N.E. 189th					
sold	Place	Bothell	3/4	1451	721,990	498
for sale	6440 N.E. 181st	Kenmore	3/3	1826	929,000	509
for sale	6440 N.E. 181st	Kenmore	3/3	1826	929,000	509
sold	4214 213rd Pl, #32	Issaquah	3/2.25	1832	950,000	519
sold	7731 N.E. 175th St.,	Kenmore	3/4	1857	975,000	525
for sale	7731 N.E. 175th St.,	Kenmore	3/3	1632	899,900	551
pending	18875 67th Dr.	Kenmore	2/3	1294	714,900	552
sold	18875 67th Dr.	Kenmore	2/3	1294	714,900	552
sold	824 238th Pl	Bothell	3/3	1801	1,004,000	557
sold	4204 213th Pl. SE	Issaquah	3/2.25	1832	1,093,000	597
sold	4206 213th Pl SE	Issaquah	2/1.75	1727	1,045,000	605
sold	238 St. SE	Bothell	3/3	1801	1,137,500	632
pending	7807 N.E. 123rd Ct.	Kirkland	4/3	2304	1,526,900	663
sold	5044 Sand Point Place	Seattle	2/3	1149	829,950	722
for sale	1313 Market St.	Kirkland	3/3.5	3000	2,588,000	863
pending	503 2nd Ave S.	Kirkland	3/3.25	2438	2,199,000	902

Table 2:
Seattle Metro Area Multifamily Building Volume
By Year, Tenure and Location

Multi-Family Construction, King & Snohomish County

<u>Year</u>	<u>Rental</u> ¹	<u>For-Sale</u> ²	<u>Total</u>
2019	11,724	3,052	14,776
2020	9,561	3,124	12,685
<u>2021</u>	<u>12,800</u>	<u>4,560</u>	<u>17,360</u>
Total	34,085	10,736	44,821
Share	76%	24%	100%

Geographic Distribution of For-Sale Townhouses

	<u>No.</u>	<u>Share</u>
Central and North Snohomish County (Mukilteo and above)	1,188	11%
North King and South Snohomish (Shoreline to Mill Creek)	1,862	17%
Seattle	3,179	30%
South King (Tukwila, Renton, Covington)	1,700	16%
Northshore (Kenmore, Bothell, Woodinville)	1,142	11%
Central Eastside (Bellevue, Redmond, Kirkland)	1,429	13%
<u>East I-90 (Issaquah, Duvall, North Bend)</u>	<u>236</u>	<u>2%</u>
Total	10,736	100%

Notes On Information Sources:

1. Published reports by Rentcafe covering complexes of ten units or more.
2. Chicago Title report on townhouse and condominium plats.

Table 3:
Seattle Metro Area
Townhouse Land Transactions
January 2019-2022

<u>Address</u>	<u>City</u>	<u>Zip</u> <u>Code</u>	<u>Buyer</u>	<u>Trans</u> <u>Date</u>	<u>Lots</u>	<u>Price Per</u> <u>Lot</u>
604 E Gilman Ave,	Arlington	98223	Country Charm Development	9/30/2020	115	\$15,652
604 E Gilman Ave,	Arlington	98223	LGI Homes - Washington	10/6/2020	115	\$40,000
18405 35th Ave NE,	Arlington	98223	Goldstream Venture Partners	12/18/2020	10	\$55,000
12326 Alexander Rd,	Everett	98204	CLK Investments	3/28/2019	11	\$31,818
12525 Admiralty Way,	Everett	98204	Pacific Heights Homes, LLC	5/30/2019	12	\$15,000
13710 Ash Way,	Everett	98204	Landsverk Quality Homes Inc	6/1/2020	22	\$53,195
2527 Gibson Rd,	Everett	98204	Landsverk Quality Homes Inc	7/30/2020	15	\$63,333
12326 Alexander Rd,	Everett	98204	Landsverk Quality Homes Inc	7/30/2020	11	\$54,545
11724 29th Ave SE,	Everett	98208	Mustach Land Development	8/24/2020	20	\$38,000
13024 3rd Ave SE,	Everett	98208	Cornerstone Homes NW LLC	6/14/2021	8	\$68,750
3128 Lombard Ave,	Everett	98201	Project S24 LLC	9/22/2021	8	\$281,250
3215 Rucker Ave,	Everett	98201	Groundhog Land Company	9/27/2021	48	\$21,875
3618 W Mukilteo Blvd,	Everett	98203	Sage Homes Northwest LLC	12/16/2021	25	\$60,000
1510 Hollow Dale Pl	Everett	98204	EBM RE	12/29/2021	37	\$38,514
10117 20th ST SE,	Lk Stevens	98258	Westcott Homes	9/23/2019	112	\$33,929
152nd Ave NE	Marysville	98271	CHCT Washington LLC	8/7/2019	180	\$224,346
6900 87th Ave NE,	Marysville	98270	Keystone Land, LLC	8/31/2020	115	\$17,391
3516 87th Ave NE,	Marysville	98270	LGI Homes - Washington	12/15/2020	52	\$29,731
4921 100th ST NE,	Marysville	98270	West Coast Building, Inc	9/10/2021	20	\$37,500
11923-12017 Smokey Pt.	Marysville	98271	Marysville 136th St LLC	11/19/2021	80	\$6,073
8512 Mukilteo SP	Mukilteo	98275	Pacific Ridge - DRH, LLC	2/4/2020	16	\$59,414
141st ST SE,	Snohomish	98296	Pacific Ridge - DRH LLC	5/9/2019	8	\$103,125
14115 Seattle Hill Rd,	Snohomish	98296	Spruce Court LLC	6/16/2021	8	\$125,000
1705 - 1711 Terrace Ave,	Snohomish	98290	D R Horton	8/13/2021	113	\$53,982
<u>14619 Seattle Hill Rd,</u>	<u>Snohomish</u>	<u>98296</u>	<u>H & S Group of Companies</u>	<u>1/4/2022</u>	<u>27</u>	<u>\$79,630</u>
Central & N. Snohomish					1,188	
5106 164th ST SW,	Edmonds	98026	JM1 Holdings LLC	8/31/2020	29	\$51,724
5106 164th St SW,	Edmonds	98026	Sage Homes Northwest LLC	9/18/2020	29	\$90,000
41st Pl W	Lynnwood	98036	Pacific Ridge - DRH	1/3/2019	15	\$126,667
18717 76th Ave W,	Lynnwood	98037	Blue Fern Development LLC	3/26/2019	42	\$66,667
17020 13th Ave W,	Lynnwood	98037	Fern Grove Estates, LLC	5/31/2019	18	\$47,222
13704 Manor Way,	Lynnwood	98087	Westbrook LLC	7/18/2019	46	\$77,500
17011 13th Ave W,	Lynnwood	98037	Quilceda Estates LLC	8/1/2019	26	\$69,231
18717 76th Ave W,	Lynnwood	98037	Quadrant Corporation	8/2/2019	42	\$95,238
13709 Admiralty Way,	Lynnwood	98037	Keystone Land LLC	3/2/2020	68	\$56,853

312 164th St SW,	Lynnwood	98037	MSR Bliss Homes	3/20/2020	27	\$98,445
16030 Meadow RD,	Lynnwood	98087	Juniper Heights LLC	6/1/2020	11	\$56,793
14824 Manor Way,	Lynnwood	98087	Lynnwood Manor LLC	7/13/2020	8	\$98,625
3201 148th St SW,	Lynnwood	98037	Sage - Arrow Crest LLC	7/21/2020	15	\$83,333
15102 2nd Ave W,	Lynnwood	98087	Meadow Run, LLC	1/14/2021	10	\$75,000
19909 Cypress Way,	Lynnwood	98036	Dotes LLC	5/3/2021	78	\$12,821
14911-14907 44th Ave	Lynnwood	98037	Pacific Ridge - DRH, LLC	5/19/2021	28	\$56,071
13628 Manor Way,	Lynnwood	98087	Sage Homes Northwest LLC	6/15/2021	14	\$55,000
16030 Meadow Rd,	Lynnwood	98087	Juniper Heights II, LLC	6/16/2021	11	\$227,273
20102 61st Pl W,	Lynnwood	98036	PNWB2, LLC	7/21/2021	13	\$130,769
16910 Larch Way,	Lynnwood	98037	JM1 Holdings LLC	10/31/2021	35	\$228,571
13407 35th Ave SE,	Mill Creek	98296	Village Life (Creskide West)	5/24/2019	10	\$26,000
21216 52nd Ave W,	Mtlk Ter	98043	RMH, LLC	3/25/2021	18	\$72,222
4907 216th Pl SW,	Mtlk Ter	98043	Landsverk Quality Homes Inc	5/17/2021	12	\$80,903
225 NE 185th St,	Shoreline	98155	Solo 51, LLC	1/4/2019	6	\$133,333
225 NE 185th ST,	Shoreline	98155	Solo 51, LLC	1/4/2019	6	\$133,333
18512 Meridian CT N,	Shoreline	98133	Blue Fern Development LLC	1/25/2019	11	\$97,891
18032 2nd Ave NE,	Shoreline	98155	Ground Evolution	2/28/2019	5	\$82,000
18322 1st Ave NE,	Shoreline	98155	Blue Fern Development LLC	3/7/2019	7	\$101,796
1321 N 185th ST,	Shoreline	98133	PSW - Shoreline, LLC	4/2/2019	16	\$91,563
18526 Densmore Ave N,	Shoreline	98133	Wick Homes LLC	4/26/2019	7	\$128,571
17917 Stone Ave N,	Shoreline	98133	Coastal Projects LLC	6/3/2019	5	\$112,000
2128 N 185th ST,	Shoreline	98133	Blue Fern Development LLC	10/15/2019	7	\$109,286
18527 1st Ave NE,	Shoreline	98155	SouthEnd Holdings LLC	12/11/2019	11	\$62,273
18529 Ashworth Ave N,	Shoreline	98133	Solo 51, LLC	1/6/2020	7	\$146,429
17737 12th Ave NE,	Shoreline	98155	Bulldawg Holdings LLC	9/2/2020	6	\$125,000
14551 32nd Ave NE,	Shoreline	98155	The 6 @ Shoreline LLC	12/30/2020	6	\$166,667
18002-16 12th Ave NE	Shoreline	98155	Blue Fern Development LLC	1/6/2021	19	\$104,211
212 NE 180th ST,	Shoreline	98155	EBM RE	2/9/2021	8	\$147,353
14709 32nd Ave NE,	Shoreline	98155	Calibre Signature Homes	3/8/2021	5	\$220,000
112 NE 180th ST,	Shoreline	98155	Mid City Builders LLC	4/19/2021	6	\$166,667
14604 Corliss Ave N,	Shoreline	98177	MP SERVICES INC	4/19/2021	6	\$191,667
14704 Meridian Ave N,	Shoreline	98133	Pulte Homes of Washington	10/12/2021	70	\$33,857
2122 N 147th St,	Shoreline	98133	Pulte Homes of Washington	11/15/2021	70	\$131,857
304 NE 152nd St,	Shoreline	98155	WZL Enterprises LLC	11/15/2021	28	\$70,136
14802 5th Ave NE,	Shoreline	98155	Shoreline 145th TOD Partners	12/15/2021	164	\$24,967
<u>19022 Aurora Ave N,</u>	<u>Shoreline</u>	<u>98133</u>	<u>Shoreline TWG LLLP</u>	<u>12/17/2021</u>	<u>241</u>	<u>\$28,008</u>

1322

19714 Filbert Dr,	Bothell	98012	Opensat Group, LLC, NY	4/22/2019	5	\$112,700
23706 Bothell-Ev Hwy	Bothell	98021	Pulte Homes of Washington	6/3/2019	114	\$98,625
20902 42nd Ave SE,	Bothell	98021	Pacific Ridge - DRH LLC	7/16/2019	18	\$202,772
NE 195th ST,	Bothell	98011	Brookfield Holdings	10/1/2019	94	\$167,553
19225 100th Ave NE,	Bothell	98011	J&W Residential	11/12/2019	6	\$210,000
17309 91st Ave NE,	Bothell	98011	Element Residential LLC	12/3/2019	59	\$54,237
18507 104th Ave NE,	Bothell	98011	18507 104th Ave NE LLC	12/16/2019	11	\$159,091

128 Winesap Rd,	Bothell	98012	Landsverk Quality Homes Inc	12/16/2019	8	\$116,875
19527 3rd Dr SE,	Bothell	98012	Rosefield 22, LLC	3/18/2020	22	\$65,884
120th Ave NE,	Bothell	98011	Polygon WLH	9/8/2020	94	\$124,451
18605 104th Ave NE,	Bothell	98011	Lumina Townhomes LLC	1/25/2021	5	\$186,000
17309 91st Ave NE,	Bothell	98011	MSR 59 Ridge Homes LLC	4/13/2021	59	\$111,000
10320 NE 185TH ST,	Bothell	98011	185th Bothell LLC	5/28/2021	5	\$202,000
19202 Bothell Ev Hwy,	Bothell	98012	N. C Assisted Living Comm	9/30/2021	169	\$14,793
10722 E RIVERSIDE Dr	Bothell	98011	Bothell Trailside LLC	10/8/2021	11	\$31,818
19318 29th Ave SE	Bothell	98012	D R Horton	10/8/2021	26	\$153,846
10027 Main St,	Bothell	98011	Old West 10031 LLC	12/21/2021	91	\$7,143
2525 220th St SE,	Bothell	98021	Toll Bros., Inc.	6/10/2019	118	\$118,644
7620 NE Bothell Way,	Kenmore	98028	Kenmore Urban LLC	7/18/2019	39	\$94,846
	Kenmore	98028	Brass Monkey Investments	3/16/2021	7	\$164,286
18805 68th Ave NE,	Kenmore	98028	Westcott Homes	5/4/2021	80	\$92,813
20325 75TH AVE NE,	Kenmore	98028	US Land Development	6/30/2021	7	\$140,000
<u>14312 132nd Ave NE,</u>	<u>Woodinville</u>	<u>98072</u>	<u>D R Horton</u>	<u>4/1/2021</u>	<u>94</u>	<u>\$202,128</u>
N. King & S. Snohomish					1142	
12855 Coal Creek PKWY SE,	Bellevue	98006	Imperial Group Holdings	1/18/2019	65	\$35,077
1085 103rd Ave NE,	Bellevue	98004	1085 103rd Ave, LLC	2/27/2019	325	\$208,308
1457 156th Ave NE,	Bellevue	98007	Toll Bros., Inc.	12/18/2019	22	\$190,909
1020-6 Bellevue Way SE	Bellevue	98004	Milestone Northwest, LLC	3/30/2020	5	\$480,000
13133 NE Bel Red Road,	Bellevue	98005	Pulte Homes of Washington	9/16/2020	31	\$354,839
110 148th Ave NE,	Bellevue	98007	Milestone Northwest, LLC	12/29/2020	11	\$281,818
1723 127th Ave NE,	Bellevue	98005	Umbrella Development LLC	6/29/2021	80	\$175,922
11835 SE 5th St,	Bellevue	98005	AMERILAND INC	7/15/2021	15	\$42,400
160 118th Ave SE,	Bellevue	98005	W Townhomes LLC	7/23/2021	7	\$357,143
12729 Northup Way,	Bellevue	98005	Springview Investments LLC	11/30/2021	96	\$343,750
12835 NE Bel-Red Rd,	Bellevue	98005	E-P Development LLC	12/22/2021	31	\$387,097
11903 NE 128th ST,	Kirkland	98034	Terrene Ventures	1/10/2019	135	\$43,148
207 1st Ave S,	Kirkland	98033	Mirra 118, LLC	1/28/2019	16	\$115,625
7831 NE 122nd PL,	Kirkland	98034	Toll Bros., Inc.	3/22/2019	18	\$111,111
200 2nd Ave S,	Kirkland	98033	Mirra 118, LLC	12/2/2019	18	\$159,722
503 2nd Ave S,	Kirkland	98033	503 2nd LLC	12/18/2019	10	\$399,940
6211 Lk WA Blvd NE,	Kirkland	98008	BDR Kirkland 15 LLC	3/12/2020	9	\$1,315,333
12246 Juanita Dr NE,	Kirkland	98034	Quadrant Corporation	6/17/2020	32	\$156,250
12233 NE Totem Lake	Kirkland	98034	Totem Lake Apartment LLC	12/28/2021	197	\$43,147
12631 NE 85TH ST,	Kirkland	98033	Rosehill-Kirkland, LLC	12/30/2021	275	\$74,603
8420 167th Ave NE,	Redmond	98052	Adamo Homes	2/4/2021	11	\$119,173
8440 160th Ave NE,	Redmond	98052	Main Street Property Group	7/1/2021	16	\$231,250
<u>9150 Willows Rd NE,</u>	<u>Redmond</u>	<u>98052</u>	<u>Lift II WillowsRoad LLC</u>	<u>12/9/2021</u>	<u>4</u>	<u>\$1,575,000</u>
Central Eastside					1429	
26474 NE 143rd PL,	Duvall	98019	Pulte Homes of Washington	4/1/2021	67	\$35,821
710 NW Holly ST,	Issaquah	98027	BDR Issaquah 15, LLC	7/10/2019	15	\$168,867

309 Croston Lane,	Issaquah	98027	Hughes Homes	9/26/2019	6	\$169,167
152 Countryman DR,	Monroe	98272	Getchell Homes	3/3/2021	18	\$23,343
<u>43600 SE 136th St.</u>	<u>North Bend</u>	<u>98045</u>	<u>River Run Ventures, LLC</u>	<u>12/21/2021</u>	<u>130</u>	<u>\$25,000</u>
East King Co.					236	
19601 Frontage Rd,	Covington	98038	Oakpointe Builders LLC	11/5/2020	1,500	\$18,667
4827 Talbot RD S,	Renton	98055	Sapphire Homes	6/26/2020	20	\$55,000
14207 Maple Vly Hwy,	Renton	98058	Quadrant Homes	10/9/2020	45	\$91,667
12901 76th Ave S,	Renton	98178	LGI Homes - Washington	2/5/2021	70	\$71,429
<u>52550 s 151st ST.</u>	<u>Tukwila</u>	<u>98188</u>	<u>Schneider Homes, Inc.</u>	<u>3/17/2020</u>	<u>65</u>	<u>\$21,538</u>
S. King County					1,700	
736 N 92nd ST,	Seattle	98103	Greenwood Townhomes	1/2/2019	9	\$133,333
5200 Renton Ave S,	Seattle	98118	GB Investments LLC	1/3/2019	7	\$137,143
1634 S King Street,	Seattle	98144	King Street Flats, LLC	1/8/2019	5	\$170,000
130 26th Ave E,	Seattle	98112	HBD 26th Ave E, LLC	1/11/2019	5	\$190,794
216 10th Ave E,	Seattle	98102	Glasshouse Five, LLC	1/15/2019	6	\$308,333
11803 65th Ave S,	Seattle	98168	Great Market, LLC	1/17/2019	12	\$37,500
5808 17th Ave NW,	Seattle	98107	Chesledon Homes LLC	1/23/2019	5	\$145,500
124 17th Ave E,	Seattle	98112	Sage Homes Northwest LLC	1/23/2019	6	\$351,667
4516 Greenwood Ave N,	Seattle	98103	Blackwood Holdings XIII	1/31/2019	5	\$217,000
S 127th PL	Seattle	98178	Earlington 60, INC	1/31/2019	49	\$34,592
2156 N 185th ST,	Seattle	98133	Blue Fern Development LLC	2/1/2019	6	\$141,667
10426 8th Ave NW,	Seattle	98177	Skala Homes	3/20/2019	5	\$208,000
516-528 Valley Street,	Seattle	98109	Roland Development LLC	3/20/2019	7	\$407,143
1716 19th Ave S,	Seattle	98144	19th and State, LLC	3/21/2019	7	\$157,143
962 N Allen PL,	Seattle	98103	MRN Homes, LLC	3/26/2019	7	\$137,143
1300 N 48th ST,	Seattle	98103	MRN Homes, LLC	3/26/2019	7	\$137,143
8823 9TH AVE SW,	Seattle	98106	Ecobuilders LLC	3/29/2019	7	\$71,286
1405 6th Ave N,	Seattle	98109	B & T Consulting LLC	4/1/2019	5	\$300,000
5052 Renton Ave S,	Seattle	98118	Halvorson Design Build	4/10/2019	6	\$85,833
4729 32nd Ave S,	Seattle	98118	Isola Real Estate VII	4/15/2019	8	\$103,125
802 29th Ave S,	Seattle	98144	DEP Real Estate VI LLC	4/16/2019	8	\$103,125
9203 14th Ave NW,	Seattle	98117	Isola Real Estate VII	4/17/2019	22	\$55,000
9202 Mary Ave NW,	Seattle	98117	Isola Real Estate VII	4/17/2019	22	\$59,545
1601 S State ST,	Seattle	98144	Alpine Homes Inc.	4/18/2019	8	\$68,750
8034 Mary Ave NW,	Seattle	98117	Modern Homes LLC	4/18/2019	6	\$161,667
3645 22nd Ave W,	Seattle	98199	Build Sound LLC	4/22/2019	7	\$128,571
925 10th Ave E,	Seattle	98102	921 10th Ave E LLC	4/26/2019	5	\$487,000
422 16th Ave S,	Seattle	98116	WA Bulldog Investments	4/30/2019	5	\$183,000
2437 NW 60th ST,	Seattle	98107	Coombes Development, LLC	5/1/2019	6	\$166,667
2646 NW 59th ST,	Seattle	98107	KaneBuilt LLC	5/10/2019	5	\$200,000
9245 16th Ave SW,	Seattle	98106	Washington NW Homes, LLC	5/15/2019	6	\$150,000
2302 4th Ave,	Seattle	98121	Toll Bros., Inc.	5/16/2019	285	\$87,065
214 17th Ave E,	Seattle	98112	Sage Homes Northwest	5/20/2019	6	\$350,000

422 N 48th ST,	Seattle	98103	Isola Real Estate VII	5/21/2019	7	\$228,571
321 Malden Ave E,	Seattle	98112	Isola Real Estate VII	5/21/2019	6	\$283,333
2265 14th Ave W,	Seattle	98119	GCH 2265 14th LLC	6/5/2019	7	\$0
9125 Yukon Ave S,	Seattle	98118	Piegaro LLC	6/11/2019	20	\$137,500
1142 NW 57th ST,	Seattle	98102	Modern Homes LLC	6/11/2019	5	\$200,000
2723 S Norman ST,	Seattle	98144	EBM RE VI, LLC	6/12/2019	5	\$244,000
9014 24th Ave SW,	Seattle	98106	Nissi Developments, Inc	6/14/2019	9	\$70,000
7118 Beacon Ave S,	Seattle	98108	BMCH Washington LLC	6/17/2019	42	\$115,000
2337 10th Ave E,	Seattle	98102	Apex, LLC	6/28/2019	6	\$270,833
6039 42nd Ave SW,	Seattle	98136	Columbia Builders INC	6/28/2019	6	\$133,333
6600 Carleton Ave S,	Seattle	98108	PSW-Georgetown	7/1/2019	14	\$178,571
635 13th Ave E,	Seattle	98102	Project 635, LLC	7/1/2019	5	\$332,000
2025 S Norman ST,	Seattle	98144	Norman 7, LLC	7/16/2019	7	\$100,000
819 NE 71st ST,	Seattle	98115	Isola Real Estate VII	7/31/2019	8	\$120,625
4417 Meridian Ave N,	Seattle	98103	Collz Inc	7/31/2019	6	\$175,000
1133 NW 57th ST,	Seattle	98107	Modern Homes LLC	8/5/2019	5	\$203,000
128 W Florentia ST,	Seattle	98119	DC Granger Homes, LLC	8/9/2019	8	\$300,000
2318 15th Ave S,	Seattle	98144	Ya Ya Development LLC	8/15/2019	6	\$141,667
7035 Delridge Way SW,	Seattle	98106	Delridge 9 LLC	8/16/2019	9	\$76,667
1424 24th Ave,	Seattle	98122	Blackhawk Investments, LLC	8/20/2019	6	\$241,667
1428/ 24th Ave,	Seattle	98122	Blackhawk Investments, LLC	8/20/2019	5	\$198,200
1905 15th Ave S,	Seattle	98144	Norkirk LLC	8/23/2019	8	\$100,000
1544 15th Ave E,	Seattle	98112	Isola Real Estate VII	8/26/2019	7	\$348,214
2606 E Yesler Way,	Seattle	98122	Mokan Homes, LLC	8/30/2019	5	\$200,000
2543 35th Ave W,	Seattle	98199	2543, LLC	9/6/2019	8	\$87,750
1028 NE 709th ST,	Seattle	98115	Isola Real Estate VII	9/9/2019	5	\$180,000
3104 SW Avalon Way,	Seattle	98126	Private Party	9/10/2019	8	\$212,500
1420 112th Ave,	Seattle	98122	Blackhawk Investments, LLC	9/11/2019	5	\$230,000
10170 Holman RD NW,	Seattle	98177	Sensa Homes, LP	9/16/2019	8	\$140,000
58 W Etruria St,	Seattle	98119	Noble Homes LLC	9/25/2019	6	\$280,833
4068 S Myrtle ST,	Seattle	98118	Sage Homes NW LLC	9/30/2019	9	\$94,444
4411 42nd Ave SW,	Seattle	98116	DL BUILDERS LLC	9/30/2019	8	\$181,250
6915 Carleton Ave S,	Seattle	98108	Sage Homes NW LLC	10/2/2019	6	\$263,333
1317 N 44th ST,	Seattle	98103	LOF Holdings	10/2/2019	8	\$153,125
1641 22nd Ave,	Seattle	98122	Isola Real Estate VII	10/7/2019	6	\$183,333
80023rd Ave S,	Seattle	98144	Dacoda Development LLC	10/11/2019	7	\$182,857
3920 Linden Ave N,	Seattle	98103	Norkirk LLC	10/15/2019	8	\$1,730,500
4736 35th Ave S,	Seattle	98118	GCH Puget Sound Inc	10/21/2019	6	\$186,667
1021 6th Ave N,	Seattle	98109	Mirra 121 LLC	10/30/2019	12	\$262,500
1021 6th Ave N,	Seattle	98109	Fleury Family LLC	10/30/2019	12	\$262,500
8021 Mary Ave NW,	Seattle	98117	Modern Homes LLC	10/31/2019	8	\$150,000
848 NW 53rd St,	Seattle	98107	Gilman Park Townhomes	11/1/2019	5	\$224,000
848 NW 53rd St,	Seattle	98107	Nordic Development Group	11/1/2019	5	\$224,000
9232 17th Ave SW,	Seattle	98106	Sage Homes Northwest	11/1/2019	6	\$93,333
2412 10th Ave E,	Seattle	98102	BU 2412 10th LLC	11/7/2019	6	\$250,000
1917 25th Ave S,	Seattle	98144	R Thoreson Homes, LLC	11/14/2019	7	\$107,143

6621 Carleton Ave S,	Seattle	98108	Flanigan Group Development	11/15/2019	5	\$120,000
1831 14th Ave,	Seattle	98122	Isola Real Estate VII	11/22/2019	7	\$346,429
2814 15th Ave S,	Seattle	98144	Live Urban 2 LLC	11/26/2019	8	\$87,500
6357 41st Ave SW,	Seattle	98136	DN Homes	11/27/2019	5	\$100,000
1913 15th Ave S,	Seattle	98144	Acrohomes LLC	11/27/2019	7	\$220,000
1803 20th Ave,	Seattle	98122	Top Floor Homes, LLC	12/6/2019	8	\$231,250
4515 Bagley Ave N,	Seattle	98103	LOF Holdings	12/6/2019	7	\$153,571
135 30th Ave E,	Seattle	98112	Top Floor Homes, LLC	12/6/2019	8	\$231,250
4515 Bagley Ave N,	Seattle	98103	LOF Holdings	12/6/2019	7	\$153,571
1831 14th Ave,	Seattle	98122	Isola Real Estate VII	12/11/2019	7	\$346,429
2622 Genesee ST,	Seattle	98126	All DayBuilt	12/13/2019	6	\$58,333
3665 Interlake Ave N,	Seattle	98103	Pivotal Homes, LLC	12/17/2019	5	\$240,000
601 4th Ave,	Seattle	98104	Bosa Development Projects,	12/18/2019	454	\$35,242
216 10th Ave E,	Seattle	98102	216 10th LLC	12/19/2019	6	\$191,230
537 S Sullivan ST,	Seattle	98108	Greenstream Investments	12/24/2019	8	\$56,250
2001 S Norman ST,	Seattle	98144	Umtanum Build JP, LLC	12/30/2019	8	\$200,000
4202 S Myrtle ST,	Seattle	98118	Sage Homes Northwest LLC	1/7/2020	7	\$100,929
4202 S Myrtle St,	Seattle	98118	Sage Homes Northwest LLC	1/7/2020	7	\$100,929
12510 15th Ave NE,	Seattle	98125	Pinehurst Land LP (PSW)	1/20/2020	43	\$53,488
3940 S Pearl St,	Seattle	98118	3940 Pearl LLC	1/27/2020	5	\$432,000
712 11th Ave E,	Seattle	98102	712 11th, LLC	1/27/2020	8	\$195,000
714 11th Ave E,	Seattle	98102	712 11th, LLC	1/27/2020	7	\$222,857
2521 29th Ave S,	Seattle	98144	Blueprint 2521 LLC	1/28/2020	21	\$67,262
1408 21st Ave,	Seattle	98122	Dacoda Development LLC	1/31/2020	8	\$193,750
6544 Latona Ave NE,	Seattle	98115	MRN Homes, LLC	1/31/2020	8	\$150,000
9540 Interlake Ave N,	Seattle	98103	Inca Builders, LLC	2/6/2020	6	\$168,000
2315 14th Ave NE,	Seattle	98125	Instyle Homes	2/7/2020	5	\$276,000
4125 Wallingford Ave N,	Seattle	98103	Ruffhouse Development, LLC	2/14/2020	5	\$205,000
903 NW 56th St,	Seattle	98107	MRN Homes, LLC	2/27/2020	8	\$118,750
1780 Alki Ave SW,	Seattle	98116	1778 Alki LLC	3/2/2020	6	\$397,917
6653 Carleton Ave S,	Seattle	98108	6653 LLC	3/13/2020	5	\$141,000
8549 13TH AVE NW,	Seattle	98117	ID Construction Group, InC	3/24/2020	8	\$73,125
1125 NW 57th ST,	Seattle	98107	Blackwood Holdings	3/27/2020	6	\$173,333
7732 16th Ave NW,	Seattle	98117	Coombes Development, LLC	4/1/2020	5	\$155,000
1513 30th Ave S,	Seattle	98144	MT Baker View	4/10/2020	6	\$171,667
1826 26th Ave,	Seattle	98122	Blackhawk Investments, LLC	4/14/2020	5	\$195,000
2602 E Denny Way,	Seattle	98122	Gerry Homes, LLC	4/21/2020	5	\$175,000
926 Broadway E,	Seattle	98102	930 Broadway LLC	4/24/2020	7	\$628,571
1518 5th Ave N,	Seattle	98109	Shelter Urban Properties	4/29/2020	5	\$255,000
8813 Interlake Ave N,	Seattle	98103	Ashworth Homes	4/30/2020	6	\$158,333
6718 Mary Ave NW,	Seattle	98117	Westcost Homes LLC	4/30/2020	5	\$200,000
1472 NW 80th ST,	Seattle	98117	Everose, LLC	4/30/2020	7	\$142,857
6538 Latona Ave NE,	Seattle	98115	MRN Homes, LLC	5/1/2020	8	\$137,438
6721 Carleton Ave S S,	Seattle	98108	6721 Carleton LLC	5/28/2020	7	\$121,429
849 NW 54th ST,	Seattle	98107	Gilman Park Townhomes	5/29/2020	5	\$217,000
6003 SW Orleans,	Seattle	98116	63003 SW Orleans LLC	6/1/2020	6	\$34,648

1037 S Cloverdale St,	Seattle	98108	1037 Cloverdale LLC	6/10/2020	8	\$121,875
4215 S Trenton ST,	Seattle	98118	4215 MBH	6/26/2020	34	\$161,765
4322 Wallingford Ave N,	Seattle	98103	Ecoworks Homes, Inc.	6/29/2020	5	\$220,000
908 NW 56th ST,	Seattle	98107	Blackwood Holdings	7/1/2020	6	\$177,500
937 NW 56th ST,	Seattle	98107	LOF Holdings	8/20/2020	6	\$162,500
4306 Woodlawn Ave N,	Seattle	98103	Ecobuilders LLC	8/31/2020	5	\$188,000
2012 24th Ave S,	Seattle	98144	Lighthouse 62 Development	8/31/2020	60	\$170,833
8012 16th Ave NW,	Seattle	98117	Greenbuild Development	8/31/2020	5	\$183,000
8008 16th Ave NW,	Seattle	98117	Greenbuild Development	8/31/2020	5	\$183,000
1510 18th Ave,	Seattle	98122	Blackwood Holdings	9/15/2020	8	\$193,750
8322 13th Ave NW,	Seattle	98117	8318 13th Ave LLC	9/21/2020	8	\$110,000
2606 45th Ave SW,	Seattle	98116	Best Practice Construction	9/21/2020	8	\$181,250
8332 13th Ave NW,	Seattle	98117	8318 13th LLC	9/21/2020	5	\$220,000
8340 13th Ave NW,	Seattle	98107	8318 13th LLC	9/22/2020	6	\$183,333
802 29th Ave S,	Seattle	98144	Supreme Green Estate VI	9/25/2020	8	\$225,000
3629 1st Ave NW,	Seattle	98107	Sage Homes Northwest LLC	9/30/2020	7	\$208,571
7700 MLK Way S,	Seattle	98118	Emerald View Townhomes	9/30/2020	5	\$155,000
6326 41st Ave SW,	Seattle	98136	Domain Homes LLC	9/30/2020	9	\$100,000
215 17th Ave S,	Seattle	98144	Blackwood Holdings	10/2/2020	5	\$128,000
4516 33rd Ave S,	Seattle	98118	LOF Holdings	10/15/2020	5	\$108,000
8027 Mary Ave NW,	Seattle	98117	Modern Homes LLC	10/26/2020	8	\$156,250
1242 15th Ave E,	Seattle	98112	12424 15th LLC	10/27/2020	14	\$127,143
1124 NW 57th ST,	Seattle	98107	Build 57th NW LLC	10/30/2020	6	\$170,000
4132 Densmore Ave N,	Seattle	98103	Insignia Development LLC	11/2/2020	7	\$178,571
901 SW Holden ST,	Seattle	98106	BT Property Investments,	11/13/2020	5	\$163,000
722 N 36th ST,	Seattle	98103	Green is Good, LLC	11/13/2020	6	\$150,000
3849 Woodlawn Ave N,	Seattle	98103	MRN Homes, LLC	11/30/2020	9	\$191,667
8039 Mary Ave NW,	Seattle	98117	8035 Mary LLC	12/1/2020	8	\$162,563
12303 15th Ave NE,	Seattle	98125	Dima Construction, LLC	12/1/2020	31	\$28,065
8035 Mary Ave NW,	Seattle	98117	Shelter Urban Partners LLC	12/2/2020	8	\$162,563
4511 Woodland Park Ave	Seattle	98103	Brikat Holdings 3 LLC	12/11/2020	5	\$145,000
5217 Phinney Ave N,	Seattle	98103	Claremont Partners LLC	12/14/2020	5	\$195,600
920 NW 54th ST,	Seattle	98107	Blackwood Holdings	12/21/2020	8	\$133,125
717 Belmont PL E,	Seattle	98102	Tahquitz Development LLC	12/29/2020	5	\$168,000
1118 13th Ave,	Seattle	98122	EBM RE	12/30/2020	12	\$120,833
2029 Yale Ave E,	Seattle	98102	ACH Homes LLC	12/30/2020	8	\$179,375
S 128th St & 66th Ave S,	Seattle	98178	LGI Homes - Washington	1/4/2021	49	\$40,816
1717 15th Ave S,	Seattle	98144	Supreme Green Homes	1/20/2021	6	\$316,667
1709 15th Ave S,	Seattle	98144	Supreme Green Homes	1/20/2021	7	\$271,429
13333 Greenwood Ave	Seattle	98133	Pulte Homes of Washington	2/1/2021	33	\$187,879
901 NW 58th,	Seattle	98107	City Homes, LLC	2/10/2021	6	\$141,667
18521 1st Ave NE,	Seattle	98155	Adair Enterprises LLC	2/14/2021	7	\$114,286

3102 S Walden ST,	Seattle	98144	Mokan Homes, LLC	2/23/2021	7	\$85,714
522 & 515 Howe St,	Seattle	98109	Green Canopy Homes LLC	3/1/2021	9	\$360,000
9238 20th Ave SW,	Seattle	98106	Rogan Homes LLC	3/2/2021	5	\$150,000
1122 Taylor Ave N,	Seattle	98109	Flowering Development LLC	3/15/2021	6	\$166,667
6621 Carleton Ave S,	Seattle	98108	Fountain Investment, LLC	3/19/2021	5	\$190,000
2009 Minor Ave E,	Seattle	98102	DEP Holdings LLC	3/22/2021	21	\$266,667
911 28th Ave S,	Seattle	98144	ID Holdings	3/26/2021	7	\$171,429
8315 14th Ave NW,	Seattle	98117	Blackwood Holdings	3/31/2021	9	\$94,444
8751 14th Ave NW,	Seattle	98117	8751 14th Ave NW, LLC	4/1/2021	8	\$128,750
3626 1st Ave NW,	Seattle	98107	Build Sound LLC	4/2/2021	6	\$233,333
9221 14th Ave NW,	Seattle	98117	Shelter Urban Partners LLC	5/5/2021	12	\$223,333
5600 25th Ave SW,	Seattle	98106	TCB Homes LLC	5/14/2021	5	\$212,000
9202 Mary Ave NW,	Seattle	98117	Shelter Homes	6/1/2021	20	\$180,000
5400 9th Ave NW,	Seattle	98107	Gilman Park Townhomes	6/2/2021	6	\$185,733
6730 Rainier Ave S,	Seattle	98118	Jabooda Homes, Inc.	6/2/2021	9	\$185,000
3669 Interlake Ave N,	Seattle	98103	KaneBuilt LLC	6/4/2021	5	\$210,000
165 Valley St,	Seattle	98109	Sage Homes Northwest LLC	6/15/2021	6	\$443,750
911 NE 70th ST,	Seattle	98115	Seattle Built Green LLC	6/15/2021	7	\$114,286
847 NW 57TH ST,	Seattle	98107	847 NW 57th ST	6/17/2021	8	\$148,125
3406 34th Ave W,	Seattle	98199	Terramax GC	6/17/2021	5	\$570,000
940 NW 54th ST,	Seattle	98107	928 54th LLC	6/24/2021	21	\$114,286
2609 SW- Nevada St,	Seattle	98126	Greenbuild Development	6/25/2021	9	\$111,111
2612 45th Ave SW,	Seattle	98116	Best Practice Construction	6/30/2021	7	\$121,429
9205 Greenwood Ave N,	Seattle	98103	9205 Greenwood LLC	7/1/2021	5	\$140,000
3638 34th Ave S,	Seattle	98144	Blueprint Living	7/2/2021	6	\$165,833
909 NW 56th St,	Seattle	98107	Modern Homes LLC	7/16/2021	6	\$158,333
1022 NE 68th St,	Seattle	98115	1022 68TH LLC	7/22/2021	36	\$55,728
901 28th Ave S,	Seattle	98144	Supreme Green Homes	7/27/2021	7	\$392,857
2201 S Grand St,	Seattle	98144	Grand Street Commons LLC	10/8/2021	202	\$27,133
2803 NE 117TH ST,	Seattle	98125	2S Investments LLC	10/8/2021	2	\$172,500
8608 30th Ave SW,	Seattle	98126	Thomas James Homes	10/18/2021	3	\$206,333
824 NW 52nd St,	Seattle	98107	Greenbuild Development	10/20/2021	6	\$367,917
911 4th Av,	Seattle	98122	Confluence Development	10/22/2021	2	\$533,591
9520 Interlake Ave N,	Seattle	98103	EBM RE	10/29/2021	7	\$134,286
1827 14th Ave E,	Seattle	98122	Lof Holding Company LLC	10/29/2021	8	\$250,000
5817 9TH AVE NW,	Seattle	98107	Noble Homes LLC	10/29/2021	3	\$235,000
4009 STONE WAY N,	Seattle	98103	Blueprint	11/1/2021	128	\$41,842
9251 Densmore Ave N,	Seattle	98103	EBM RE	11/3/2021	4	\$387,500
1772 19th Ave S,	Seattle	98144	Supreme Green Homes	11/3/2021	4	\$625,000
912 NW 56th St,	Seattle	98107	EBM RE	11/8/2021	6	\$200,000
916 NW 56th St,	Seattle	98107	EBM RE	11/8/2021	6	\$200,000
922 NW 56th St,	Seattle	98107	EBM RE	11/8/2021	6	\$200,000

3149 NE 83rd St,	Seattle	98115	Thomas James Homes	11/10/2021	2	\$437,500
8053 Lake City Way NE,	Seattle	98115	University House LLC	11/12/2021	12	\$91,667
6515 38th Ave S,	Seattle	98118	Isola Real Estate VII	11/22/2021	114	\$12,719
9025 12th Ave NW,	Seattle	98117	9025 12th Ave NW LLC	11/30/2021	6	\$170,833
2617 44th Ave SW,	Seattle	98116	2617 44TH Ave SW LLC	11/30/2021	6	\$149,992
8511 15TH AVE NW,	Seattle	98117	LMCPNW Crown Hill	12/1/2021	194	\$55,412
928 NW 56th St,	Seattle	98107	928 NW 56th ST LLC	12/3/2021	6	\$200,000
1301 24th Ave S,	Seattle	98144	1301 Seattle LLC	12/7/2021	6	\$130,833
5002 12TH AVE NE,	Seattle	98105	FH Palm Center LLC	12/8/2021	49	\$265,306
10306 Midvale Ave N,	Seattle	98133	Midvale Homes LLC	12/9/2021	5	\$100,000
119 12th Ave,	Seattle	98122	12 East Fir Property	12/15/2021	183	\$35,523
8050 Mary Ave NW,	Seattle	98117	Lof Holding Company LLC	12/17/2021	4	\$322,500
4305 Densmore Ave N,	Seattle	98103	Mokan Homes, LLC	12/20/2021	5	\$250,000
1020 E John St,	Seattle	98102	Blackwood Builders Group	12/21/2021	7	\$235,714
359 NW 76th St,	Seattle	98117	Alkistevenson, LLC	12/23/2021	6	\$193,333
3429 9th Ave W,	Seattle	98119	Green is Good, LLC	12/28/2021	4	\$212,500
4022 Beach Dr SW,	Seattle	98116	Key Development LLC	12/28/2021	4	\$231,250
1537 NW 56th ST,	Seattle	98107	Keelson Partners LLC	12/29/2021	102	\$524,931
1016 NE 71st St,	Seattle	98115	City Homes 1016	12/30/2021	4	\$243,750
701 NW 62nd St,	Seattle	98107	Green Way Homes, LLC	12/30/2021	4	\$287,500
1206 N 47th St,	Seattle	98103	Blackwood Holdings	12/30/2021	4	\$300,000
9201 Fremont Ave N,	Seattle	98103	9201 Fremont Investment	12/30/2021	12	\$182,750
702 2nd Ave W,	Seattle	98119	CRE HH Partners	1/3/2022	3	\$4,454,733
8854 Delridge Way SW,	Seattle	98106	Delridge Project LLC	1/3/2022	32	\$171,875
1109 N 92ND ST,	Seattle	98103	Aurora Apartments LLC	1/6/2022	23	\$16,607
13711 Aurora Ave N,	Seattle	98133	Project S42 LLC	1/14/2022	50	\$90,000
3102 S Hudson,	Seattle	98118	Bridgewater Partners LLC	1/14/2022	8	\$81,250
4306 Wallingford Ave N,	Seattle	98103	Ecoworks Homes, Inc.	1/14/2022	5	\$250,000
2490 Dexter Ave N,	Seattle	98109	Jianyu Properties LLC	1/18/2022	8	\$150,000
<u>3835 Woodlawn Ave.</u>	<u>Seattle</u>	<u>98103</u>	<u>Private Party</u>	<u>1/18/2022</u>	<u>8</u>	<u>\$335,000</u>
Seattle					3,719	

2023 DOCKET/WORK PROGRAM PRIORITIZATION

Docket Approved by Council 1/23/23

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 two 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 work program items 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.

The 2023 Planning Commission docket as recommended by CD staff continues work on the required December 2024 update to the Comprehensive Plan, including the Transportation Element, Climate Change Element, and the Economic Development, Utilities, and Public Services Elements. Adoption of these updates is anticipated in 2023. Initial work on the Downtown Sub-Element, Community Design Sub-Element, and Surface Water Element also is recommended, with a 2024 adoption anticipated.

Along with assigning the docket to the Planning Commission, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2023 are identified on the following page.

2023 Planning Commission Docket

The recommended 2023 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

3. December 2024 Comprehensive Plan Update:
 - A. Continue work on the Transportation Element (Engineering)
 - B. Economic Development Element (Community Development)
 - C. Continue work on the Public Services Element (Community Development)
 - D. Utilities Element (Community Development)
 - E. Climate Change Element (Environmental Services)
 - F. Begin work on the Downtown Sub-Element (Community Development), including:
 1. Consider Downtown uses;
 6. Apply minimum FAR Downtown and near 61st Avenue NE; and
 - 23.C. Incentives for ground floor nonresidential uses
 - G. Begin work on the Community Design Sub-Element (Community Development)
 - H. Begin work on the Surface Water Element (Environmental Services)
 - I. Amend the Housing Element to reflect new regional directives as necessary (Community Development)

2023 Amendments to go directly to City Council

- | | |
|-------------------------------|---|
| <u>Community Development:</u> | <ol style="list-style-type: none"> 15. Continue work on middle housing regulations, with a focus on public participation 16. Consider small houses on small lots (if time allows) 19. Consider miscellaneous amendments to support more housing (if time allows) |
| <u>Development Services:</u> | <ol style="list-style-type: none"> 7. Parking ordinance for parking near transit corridors 22. Tree protection/preservation (mid-year or later) 27. Development code cleanup amendments, including <ol style="list-style-type: none"> 31. Nonconformance rule adjustments, and 32. Adjust temporary display rules 30. Code enforcement tools |

Engineering:

- 33. Building Code adoption
- 10. Transportation impact fee study
- 11. Title 12, Streets and Bridges, code revisions
- 26. Title 13 Division 1, Utilities and Public Works, code cleanup amendments

Environmental Services:

- 21. Assess Swamp Creek restoration opportunities—New, TBD—will need to delay other workload items to make room for budget and staff time. (2023+)
- 26. Title 13 Division 2, Utilities and Public Works, code cleanup amendments

Public Works:

- 20. Park rules update

Prioritization Chart

TBD = still to be determined
 EN = Engineering
 ESD = Environmental Services

CD = Community Development
 DS = Development Services
 CM = City Manager's Office

PW = Public Works

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
LAND USE							
1. Downtown uses	EDS*	Yes, if policy needed	Yes	Medium	Yes	CD	2023+ (combine with 3.F)
2. Heavy manufacturing amortization	Staff	No	No	Medium	No	CM/CAO	2024+
3. Comprehensive Plan Update (due 12/31/2024): A. Transportation Element B. Economic Development Element C. Public Services Element D. Utilities Element E. Climate Change Element F. Downtown Sub-Element G. Community Design Sub-Element H. Surface Water Element I. Revise Housing Element, if necessary NEW	State	Yes	Yes	Large	No	EN CD CD CD ESD CD CD ESD CD	2022/2023 2023 2023 2023 2023 2023+ 2023+ 2023+ 2023+

Item	Source	Need PC Review?	Recommend PC Review ?	Amendment scope	Could it be grouped ?	Lead Department	Year?
4. Lakepointe Subarea Plan	Staff	Yes	Yes	Large	Yes	TBD	2024+
5. Review of the TOD “carve-out” regulations NEW	Council	No	No	Medium	No	CD	2024+
6. Apply minimum FAR Downtown and near 61 st Avenue NE NEW	Comp Plan & Staff	No	No	Medium	Yes	CD	2023+ (combine with 3.F)
TRANSPORTATION/TRANSIT							
7. Transit corridor parking standards	State	Maybe	Yes	Large	No	DS	2023
8. CTR ordinance	State	No	Yes	Medium	Yes	CD	2024+
9. Airport Plan	State	Yes	Yes	Large	No	CD	2024+
10. Transportation impact fee study	State	No	No	Medium	Yes	EN/CD	2023
11. Title 12, Streets and Bridges, code revisions	Staff	No	No	Medium	No	EN	2023
12. Title 10, Vehicles and Traffic, code revisions NEW	Staff	No	No	Medium	No	EN	2024+
AFFORDABLE HOUSING							
13. Housing Strategy Plan update NEW	Comp Plan	No	Yes	Medium	Yes	CD	2024+
14. Finish mobile home park regulations	Council	Yes	Yes	Large	No	CD	2024+
15. Middle housing regulations, including public engagement NEW	Comp Plan & Council	No	No	Large	No	CD	2023
16. Small houses on small lots NEW	Comp Plan	No	Yes	Medium	Yes	CD	2023+

Item	Source	Need PC Review?	Recommend PC Review ?	Amendment scope	Could it be grouped ?	Lead Department	Year?
17. Increase SEPA review housing thresholds	Staff	No	No	Medium	No	TBD	2024+
18. Adjust “family” definition NEW	State	No	No	Small	Yes	DS???	2023/2024 (combine with 27.)
19. Misc. amendments to support more housing: rounding standards, ADU ownership, requirement for other housing types in plats NEW	Staff	No	Yes	Medium	Yes	CD	2023+
SIGNS							
SUSTAINABILITY							
PARKS							
20. Update Park rules NEW	Staff	No	No	Medium	No	PW	2023
CRITICAL AREAS							
21. Assess Swamp Creek restoration opportunities NEW - subject to budget and workload. Will need to delay other workload item(s) to make room for this for both staff time and budget.	Council	No	No	Large	No	ESD	2023+
TREES							
22. Tree protection/preservation	Council	No	Yes	Large	Yes	DS	2023
ECONOMIC DEVELOPMENT							

Item	Source	Need PC Review?	Recommend PC Review ?	Amendment scope	Could it be grouped ?	Lead Department	Year?
23. Economic Development Strategy: A. Incentives for office development B. Address additional priorities C. Incentives for ground-floor nonresidential uses	EDS	No	Yes	Medium	Yes	CD/CM	2024+ 2024+ 2023+ (combine with 3.F)
MISCELLANEOUS							
24. Review general change-of-use standards	Staff	No	No	Small	Yes	TBD	2024+
25. Expand Multifamily Tax Exemption (MFTE) in downtown area(s)	Staff	No	No	Medium	No	TBD	2024+
26. Title 13 code cleanup amendments	Staff	No	No	Small	Yes	EN/ESD	2023
27. Development code cleanup amendments	Staff	No	No	Small	Yes	DS	2023
28. Replace “marijuana” with “cannabis” NEW	Staff	No	No	Small	Yes	DS	2023/2024 (combine with 27.)
29. Address vesting NEW	City Attorney	No	No	Small	No	TBD	2024+
30. Code enforcement tools NEW	Staff	No	No	Medium	No	DS	2023

Item	Source	Need PC Review?	Recommend PC Review ?	Amendment scope	Could it be grouped ?	Lead Department	Year?
31. Nonconformance rule adjustments NEW	Staff	No	No	Small	Yes	DS	2023 (combine with 27.)
32. Reassess temporary display rules NEW	Staff	No	No	Small	Yes	DS	2023 (combine with 27.)
33. Building Code adoption NEW	State	No	No	Medium	No	DS	2023

*Economic Development Strategy

Explanation of Prioritization Chart Items

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

LAND USE

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing, prohibiting drive-throughs and gun sales, and addressing educational services. This item could be grouped with the Comprehensive Plan Update – Downtown Sub-Element (3.F).

2. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses, potentially through property-owner agreements.

3. Comprehensive Plan Update. The State-required update of the City’s Comprehensive Plan is due in December 2024. The Transportation Element (item 3.A) and the Public Services Element (item 3.C) currently are under review by the Planning Commission. The Economic Development Sub-Element (3.B), the Utilities Element (3.D), and the Climate Change Element (item 3.E) also would be reviewed in 2023. Remaining Elements would be started in 2023 but adopted as part of the 2024 docket. The Downtown Sub-Element review (3.F) could include items 1., 6., and 23.C.

New State requirements related to housing growth targets at different income bands may require adjustment of the recently adopted Housing Element. This work would begin, if necessary, once revised Countywide Planning Policies are approved later in 2023. The revised Housing Element would then be added to the docket for adoption in 2024.

4. Lakepointe Subarea Plan. The planned future of the Lakepointe site could be considered if talks with a private developer are stalled.

5. Review of the Transit-Oriented Development (TOD) “carve-out” regulations. A “carve-out” of the City’s updated TOD regulations was made in 2022 pending a Swamp Creek corridor assessment (21.). In the “carve-out” the pre-existing interim zoning rules were retained. Once the corridor assessment is complete, the “carve-out” regulations should be revisited.

6. Minimum FAR Downtown and in the area near 61st Avenue NE. Currently, single-story buildings can be constructed in the Downtown and surrounding areas. A Comprehensive Plan policy supports a minimum floor area ratio (FAR) to mandate a minimum building height of two stories. This item could be combined with 3.F as an implementing regulation.

TRANSPORTATION/TRANSIT

7. Transit corridor parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced, consistent with State law. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.) This project began in 2021 but was deferred to allow for a DEI 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 that would be addressed through SEPA review for new development proposals, however, a formal airport plan has not been developed.

10. Transportation impact fee study. Transportation impact fees would be reviewed in conjunction with the Transportation Element update.

11. Title 12, Streets and Bridges, amendments. A list of possible amendments to the City's street standards is maintained by EN. This project also would include review of potential new regulations related to transit stops and stations, and other amendments to update Title 12. A former item--"to address franchise process and requirements"--would be incorporated.

12. Title 10, Vehicles and Traffic, amendments. The City's traffic safety and traffic management policies are maintained by EN. This project would include review of potential amendments related to on-street parking and new regulations related to alternative modes of travel (e-bikes, scooters, bike share, etc.), along with other potential amendments to update Title 10.

HOUSING

13. Housing Strategy Plan update. This project includes review and re-prioritizing of the projects within the Housing Strategy Plan adopted in 2017.

14. Phase 2 of the manufactured housing communities project (future upzoning of properties on the north side of SR-522) was put on hold pending appeal of the Phase 1 ordinance. That appeal is ongoing and likely will not be resolved until 2023. For this reason, staff is recommending that the project be removed from the docket until 2024+.

15. Middle housing code amendments. Comprehensive Plan amendments to support middle housing within ¼-mile of the City's two main transit corridors were adopted in 2022. Implementing zoning regulations have not been adopted. This project will focus on renewed public engagement in the first half of 2023. Additional items for consideration include regulations for middle housing types (including duplexes, triplexes, and cottage housing) and a methodology to address standards and locational requirements for small-scale commercial enterprises and services closer to home to increase neighborhood walkability.

16. Smaller houses on smaller lots. An implementing measure of the Comprehensive Plan is to look at minimum lot sizes in conjunction with regulations for maximum house size.

17. Increase SEPA review thresholds for housing. State law allows the SEPA exemption level to be raised from 20 multifamily units to 60 multifamily units and 20 single-family units to 30 single-family units. To increase these thresholds, the City must demonstrate that existing regulations adequately provide for environmental analysis, protection and mitigation of impacts to the environment.

18. Revise definition of "family." State law now prohibits zoning rules from specifying a maximum number of unrelated individuals that may live together in a single dwelling unit. Standards from the Building Code still would apply. This item could be grouped with 27., Development code cleanup amendments.

19. Miscellaneous amendments to increase housing stock. Changes to the City's nonconformance rules, reconsideration of conditional use permits for townhouses, revised rounding calculations, requirement of other housing types in subdivisions, and ADU ownership could be considered.

SIGNS

No items are on the list at this time.

SUSTAINABILITY

No items are on the list at this time. The Climate Change Element of the Comprehensive Plan is identified under 3.E.

PARKS

20. Park rules update. Titles 8 and 9 address a number of park-related issues, including how to handle park use and reservations. Amendments to these rules are needed in advance of the summer 2023 season.

CRITICAL AREAS

21. Critical area and shoreline rules were updated in 2019/2020. As part of the recent TOD amendments, Council authorized a “carve-out” of the area near Swamp Creek to consider whether restoration in the area is a priority and whether property easements should be purchased to facilitate restoration. The Swamp Creek corridor assessment will study the entire length of Swamp Creek in Kenmore and determine restoration needs and priorities. Results will determine the actions to be taken in the TOD “carve-out” area near the Creek (5.).

TREES

22. Tree protection/preservation. This project includes several actions which could include:

- A. Increase the tree density requirement for new development;
- B. Decrease yearly allowances for single-family tree removal;
- C. Always require tree replacement;
- D. Create a tree fund for instances where replacement is infeasible (“fee in lieu”); could include tree rebate program for planting on single-family lots.
- E. Establish an exceptional tree program

ECONOMIC DEVELOPMENT

23. Economic Development Strategy follow-up. This project includes review of priority items from the Economic Development Strategy that was adopted in 2018. As part of the 2020 docket, a review of incentives for office development (23.A) was scheduled. This work was dependent on recommendations from a consultant being managed through the City Manager's office. For a variety of reasons (docket delay due to Covid, limited opportunities for land use incentives according to the consultant, and the importance of starting the Comprehensive Plan update in 2021), staff recommends a delay until at least 2024. Main floor plate heights (an incentive to ground floor non-residential uses, item 23.C) could be grouped with the Downtown Sub-Element review (3.F).

MISCELLANEOUS

24. Review general 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.

25. Expand the Multifamily Tax Exemption (MFTE). The MFTE can be used in some parts of the downtown and in the TOD District but is not available in other areas of the City. The City may wish to expand the MFTE to remaining parts of the City's downtown, including Lakepointe. MFTE is an important incentive to affordable housing development.

26. Title 13 code cleanup amendments. Staff has identified several minor code provisions in Title 13, Utilities and Public Works, needing revision. Division 1 would be addressed by EN; Division 2 by ESD.

27. Development code cleanup amendments. Staff has identified several minor code provisions in the Subdivision and Zoning Codes needing revision. Items could include unit lot subdivisions; public noticing for outdoor encampments; item 18. Family definition; item 28, Replace "marijuana" with "cannabis;" item 31, Nonconformance rule adjustments; and item 32, Temporary display code amendments. A former item-- "commercial change-of-use standards related to impact fees"—also could be incorporated into these amendments. For 2023, the proposal is to tackle a limited number of these amendments, including at a minimum, item 31, Nonconformance rule adjustments and item 32, Temporary display code amendments.

28. Replace "marijuana" with "cannabis." The new terminology reflects changes at the State level. This item could be combined with item 27, Development Code cleanup amendments.

29. Vesting rules. Case law holds that vesting applies only to building permits, plats, and development agreements unless a city's code provides more liberal allowances. Kenmore has extended vesting to certain types of zoning permits. In the future, as major code amendments are made (particularly related to critical areas), reconsideration of these rules may be warranted.

30. Code enforcement tools. Revisions to the code enforcement standards (for example, use of the International Property Maintenance Code and revised standards for vegetation maintenance and residential outdoor storage) could strengthen the City's code enforcement program.

31. Nonconformance rule adjustments. Current nonconformance rules allow, in some cases, continuation of a nonconforming use beyond the typical one-year period if certain types of paperwork are submitted. A code revision would require that the nonconformance be physically operating to continue nonconformance protections. This item could be combined with item 27, Development Code cleanup amendments.

32. Temporary display amendments. Amendments adopted last year need additional revision. This item could be combined with item 27, Development Code cleanup amendments.

33. Building Code adoption. Per RCW 19.27, the City is required to enforce the State Building Code which effectively requires the City to adopt the Building, Plumbing, and Mechanical codes as adopted and amended by the State. This is typically done on a three-year cycle. It is also an opportunity to review the City's construction and maintenance codes for any needed local updates.

E-Ferry Carbon Neutral Transportation

2023, Mid-Year Council Retreat

Issue Proposal by: Corina Pfeil, Kenmore Councilmember

E-Ferry – Walk on, Bike-on, ADA Accessible

Size: Small or Mid-size

Type: Public or Private/or Combined Public/Private Partnership

What is a E-Ferry: simply put, an e-ferry is an energy powered/or hybrid water transportation system, that offer urban mobility without any air or noise pollution

- Flexible Number of seats /and standing room, space for wheelchairs, bicycles and prams, an LED light system, air conditioning, skylights and an entertainment system. For longer routes or tour boats, lavatories, kiosks and snack machines can be integrated in the design

Benefits:

- Meets Climate Change Goals
- Reduces Roadway Traffic on Streets and is Great for Public Tourism
- Strengthens Public Transportation, Regional Goals, Business, Tourism and Trade
- Operates Emissions-Free
- Economically and Ecologically Beneficial.

Requires: Reliant on Micro-Grid Technology/Public Power Charging

Placement: Open for Staff Analysis and Research; Flexible & Possible Locations

Routs: E-Ferries Usually Run on a Rotating 2-point or 3-Point Schedule

- Preference for non-sewage dumping to Lake WA, and Puget Sound

Connectivity: Proposing Possible Connections of: Downtown, UW, East-side and Kenmore

King County's Reserved Budget for a Kenmore Ferry: Original funds were set aside and preserved for a diesel ferry.

- The County's Plan for reduced warfront parking –
- Prior Plans Included a rotating van schedule from the park-n-ride to the ferry.
- E-Ferries are cleaner, energy efficient, and more welcomed by community than diesel, and provide a pathway to encourage tourism, trade and business.

Examples of Types of Small/Mid-Size E-Ferries



Image citation: Torqeedo CIT-E Ferry



City of Kenmore, Washington

Memorandum

Date: June 13, 2023

To: Rob Karlinsey, City Manager

From: Garrett Oppenheim, Assistant to the City Manager (ARPA)

Regarding: Human Rights Campaign Municipal Equity Index

Purpose: The Municipal Equity Index (MEI) is an effort of the Human Rights Campaign (HRC) Foundation to demonstrate in what ways cities can support LGBTQ+ people. Cities receive a score up to 100 points that is meant to be an evaluation of the city's law and policies and an examination of how inclusive city services are of LGBTQ+ people.

Background:

HRC Foundation maintains a database of the scorecards for the 506 cities across the United States that it has rated. The MEI rates the 200 largest cities in the country, the five largest cities in every state, the two cities in each state home to the two largest public universities, all 50 state capitols, and 75 cities with high proportions of same sex couples.

In addition to the cities HRC Foundation has chosen to rate, other cities are also able to self-submit documentation in order for HRC Foundation to rate them. The process involves city leadership emailing the required information to HRC Foundation to mei@hrc.org.

The subject line of the email for the City of Kenmore would be "Self Submit: Kenmore, Washington."

The information to include is as follows and must include attached documentation of proof for each claimed item:

City:

State:

Contact Name:

Contact Email:

Section I: Non-Discrimination Laws

A. City prohibits discrimination on the basis of sexual orientation in:

- Employment

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Office: (425) 398-8900

cityhall@kenmorewa.gov

www.kenmorewa.gov

Date

Page 2

- Housing
- Public accommodations
- B. City prohibits discrimination on the basis of gender identity in:
 - Employment
 - Housing
 - Public accommodations
- C. Flex*: All-Gender Occupancy Facilities
 - Yes
 - No
- D. Flex: Protects Youth from Conversion Therapy
 - Yes
 - No

Section II: Municipality as Employer

- A. City has a policy of non-discrimination for its employees on the basis of:
 - Sexual orientation
 - Gender identity
- B. City has transgender-inclusive healthcare benefits for its employees:
 - Yes
 - No
- C. City requires all contractors to have a non-discrimination ordinance or policy on the basis of:
 - Sexual orientation
 - Gender identity
- D. City provides an inclusive workplace for LGBTQ+ employees in:
 - LGBTQ-inclusive recruitment
 - LGBTQ-inclusive diversity training
 - LGBTQ+ employee resource group
- E. Flex: Domestic Partner Benefits for Same- and Different-Sex Couples for City Employees:
 - Yes
 - No

Section III: Municipal Services

- A. Human Relations Commission (County or City)
 - Yes
 - No
- B. Enforcement Mechanism of NDO by the Human Relations Commission (County or City)
 - Yes
 - No
- C. LGBTQ+ Liaison to the City Executive's Office
 - Yes

- No
- D. Flex: Youth Prevention Policy for Youth-Facing City Services
 - Sexual orientation
 - Gender identity
- E. Flex: City Provides/Supports Services for Vulnerable Populations
 - LGBTQ+ Youth
 - LGBTQ+ People Experiencing Homelessness
 - LGBTQ+ Older Adults
 - People Who Are Living with HIV or AIDS
 - Transgender Community

Section IV: Law Enforcement

- Police LGBTQ+ Task Force or Liaison
- Police Reported 2019 Hate Crimes Data to the FBI

Section V: Leadership on LGBTQ+ Equality

- A. Leadership's public position on LGBTQ+ equality:
 - Please describe statements that the city leadership has made regarding LGBTQ+ equality (for and/or against) and detail any recent local legislative efforts that have been made regarding LGBTQ+ issues.
 - Participation in pride
 - Partnership with LGBTQ+ advocacy groups
 - Other engagement with LGBTQ+ issues
- B. Leadership's pro-equality legislative or policy efforts:
 - Please describe how actively the city has been pursuing pro-equality legislation or policies. This includes ordinances introduced, whether passed or not, city policies, as well as pro-equality city council resolutions or proclamations.
- C. Flex: Openly LGBTQ+ elected or appointed municipal leaders:
 - Please list their names and titles
- D. Flex: City Tests Limits of Restrictive State Law:
 - If a city resides in a state with a preemption law, please describe an example of the city pushing back against the restrictive state law

*The items listed as "Flex" are those that do not apply to all cities but for which points are available.

Conclusion: The City of Kenmore does not fall into any of the categories of city that the HRC Foundation rates on its own so in order to be rated, the city must self-submit. This will require a process that will require staff time to collect the materials needed to answer the questions HRC will score.

Municipal Index

2023, Mid-Year Council Retreat

Issue Proposal by: Corina Pfeil, Kenmore Councilmember

Issue: Municipal Index, Human Rights Campaign

Fitting with Adopted City and Council Positions, and DEI Work

What is the Municipal Index: simply put, it is a municipal score card, combining local/and state diversity equity coring of our municipal policies, practices, programs and supports

- The MEI examines how inclusive municipal laws, policies, and services are of people who live and work in our municipality.
- Cities are rated based on non-discrimination laws, the municipality as an employer, municipal services, law enforcement and leadership on LGBTQ+ equality.
- Simple and easy to do
- Time; 2-4 hours/ Flexible if more research is needed

Municipal Index: <https://www.hrc.org/resources/municipal-equality-index-2>

Municipal Database: Recourses, <https://www.hrc.org/resources/municipalities>

Municipal Index Look Up Tool: <https://www.hrc.org/resources/mei-2022-see-your-cities-scores>

Regional Examples of Municipalities Participation and Score: (Example Cases), 2022

- **Bellevue: Score: 100.** <https://hrc-prod-requests.s3-us-west-2.amazonaws.com/MEI-2022-Bellevue-Washington.pdf>
- **Bellingham: Score: 62.** <https://hrc-prod-requests.s3-us-west-2.amazonaws.com/MEI-2022-Bellingham-Washington.pdf>
- **Port Townsend: Score: 79.** https://hrc-prod-requests.s3-us-west-2.amazonaws.com/MEI-2022-Port-Townsend-Washington_2022-12-14-200627_cbdu.pdf
- **Tacoma: Score: 88.** <https://hrc-prod-requests.s3-us-west-2.amazonaws.com/MEI-2022-Tacoma-Washington.pdf>
- **Vancouver: Score 74. :** <https://hrc-prod-requests.s3-us-west-2.amazonaws.com/MEI-2022-Vancouver-Washington.pdf>

- **Vashon Island: Score 92.** <https://hrc-prod-requests.s3-us-west-2.amazonaws.com/MEI-2022-Vashon-Washington.pdf>

Benefits:

- Continues our work and commitment to being a welcoming affirming city
- Fits with State, Regional, and Local Goals
- Commitment to the work builds community and
- Helps our municipality identify areas of growth potential
- Togetherness Work – Builds on Collaboration with Partners and Stakeholders
- Meets with City and Council Goals and Growth Development, and Community Goals
- Builds on the inclusive work our educational partners, and surrounding Universities, Colleges, Technical Schools and Public Schools.

City of Bellevue:



BELLEVUE, WASHINGTON 1/2 2022 MUNICIPAL EQUALITY INDEX SCORECARD

I. Non-Discrimination Laws**

This category evaluates whether discrimination on the basis of sexual orientation and gender identity is prohibited by the city, county, or state in areas of employment, housing, and public accommodations.

	STATE	COUNTY	MUNICIPAL	AVAILABLE
Employment	5	5	0	5
Housing	5	5	5	5
Public Accommodations	5	5	0	5
SCORE			30	out of 30
FLEX Single-Occupancy All-Gender Facilities	+0	+0	+0	+2
FLEX Protects Youth from Conversion Therapy	+2	+0	+0	+2

II. Municipality as Employer

By offering equivalent benefits and protections to LGBTQ+ employees, awarding contracts to fair-minded businesses, and taking steps to ensure an inclusive workplace, municipalities commit themselves to treating LGBTQ+ employees equally.

	COUNTY	MUNICIPAL	AVAILABLE
Non-Discrimination in City Employment	7	7	7
Transgender-Inclusive Healthcare Benefits	6	6	6
City Contractor Non-Discrimination Ordinance	5	5	5
Inclusive Workplace	2	2	2
SCORE		28	out of 28
FLEX City Employee Domestic Partner Benefits	+1	+1	+1

III. Municipal Services

This section assesses the efforts of the city to ensure LGBTQ+ residents are included in city services and programs.

	COUNTY	MUNICIPAL	AVAILABLE
Human Rights Commission	5	0	5
NDO Enforcement by Human Rights Commission	2	0	2
LGBTQ+ Liaison in City Executive's Office		5	5
SCORE		12	out of 12
FLEX Youth Bullying Prevention Policy for City Services	+0	+1	+1
FLEX City Provides Services to LGBTQ+ Youth	+2	+2	+2
FLEX City Provides Services to LGBTQ+ People Experiencing Homelessness	+0	+2	+2
FLEX City Provides Services to LGBTQ+ Older Adults	+0	+2	+2
FLEX City Provides Services to People Living with HIV or AIDS	+0	+2	+2
FLEX City Provides Services to the Transgender Community	+0	+2	+2

City of Bellingham:



BELLINGHAM, WASHINGTON 1/2 2022 MUNICIPAL EQUALITY INDEX SCORECARD

I. Non-Discrimination Laws**

This category evaluates whether discrimination on the basis of sexual orientation and gender identity is prohibited by the city, county, or state in areas of employment, housing, and public accommodations.

	STATE	COUNTY	MUNICIPAL	AVAILABLE
Employment	5	0	0	5
Housing	5	0	0	5
Public Accommodations	5	0	0	5
SCORE			30	out of 30
FLEX Single-Occupancy All-Gender Facilities	+0	+0	+0	+2
FLEX Protects Youth from Conversion Therapy	+2	+0	+0	+2

II. Municipality as Employer

By offering equivalent benefits and protections to LGBTQ+ employees, awarding contracts to fair-minded businesses, and taking steps to ensure an inclusive workplace, municipalities commit themselves to treating LGBTQ+ employees equally.

	COUNTY	MUNICIPAL	AVAILABLE
Non-Discrimination in City Employment	7	7	7
Transgender-Inclusive Healthcare Benefits	0	6	6
City Contractor Non-Discrimination Ordinance	0	3	3
Inclusive Workplace	0	2	2
SCORE		14	out of 28
FLEX City Employee Domestic Partner Benefits	+1	+1	+1

III. Municipal Services

This section assesses the efforts of the city to ensure LGBTQ+ residents are included in city services and programs.

	COUNTY	MUNICIPAL	AVAILABLE
Human Rights Commission	0	0	5
NDO Enforcement by Human Rights Commission	0	0	2
LGBTQ+ Liaison in City Executive's Office		0	5
SCORE		0	out of 12
FLEX Youth Bullying Prevention Policy for City Services	+0	+1	+1
FLEX City Provides Services to LGBTQ+ Youth	+0	+2	+2
FLEX City Provides Services to LGBTQ+ People Experiencing Homelessness	+0	+2	+2
FLEX City Provides Services to LGBTQ+ Older Adults	+0	+2	+2
FLEX City Provides Services to People Living with HIV or AIDS	+0	+2	+2
FLEX City Provides Services to the Transgender Community	+0	+2	+2

BELLEVUE, WASHINGTON 2/2 2022 MUNICIPAL EQUALITY INDEX SCORECARD



IV. Law Enforcement

Fair enforcement of the law includes responsible reporting of hate crimes and engaging with the LGBTQ+ community in a thoughtful and respectful way.

	MUNICIPAL	AVAILABLE
LGBTQ+ Liaison/Task Force in Police Department	10	10
Reported 2020 Hate Crimes Statistics to the FBI	12	12
SCORE	22	out of 22

V. Leadership on LGBTQ+ Equality

This category measures the city leadership's commitment to fully include the LGBTQ+ community and to advocate for full equality.

	MUNICIPAL	AVAILABLE
Leadership's Public Position on LGBTQ+ Equality	4	5
Leadership's Pro-Equality Legislative or Policy Efforts	1	3
SCORE	5	out of 8
FLEX Openly LGBTQ+ Elected or Appointed Leaders	+0	+2
FLEX City Tests Limits of Restrictive State Law	+0	+3

TOTAL SCORE 97 + TOTAL FLEX SCORE 5 = Final Score 100

CANNOT EXCEED 100

** On June 15, 2020, the U.S. Supreme Court ruled in *Bostock v. Clayton County, Georgia* that sexual orientation and gender identity discrimination are prohibited under federal sex-based employment protections. Nevertheless, it is imperative that localities continue enacting explicitly LGBTQ+ inclusive comprehensive non-discrimination laws since it will likely take additional litigation for Bostock to be fully applied to all sex-based protections under existing federal civil rights law. Moreover, federal law currently lacks sex-based protections in numerous key areas of life, including public spaces and services. Lastly, there are many invaluable benefits to localizing inclusive protections even when they exist on higher levels of government. **For these reasons, the MEI will continue to only award credit in Part I for state, county, or municipal non-discrimination laws that expressly include sexual orientation and gender identity.**

PTS FOR SEXUAL ORIENTATION — PTS FOR GENDER IDENTITY — FLEX PTS for criteria not accessible to all cities at this time.
FOR MORE INFORMATION ABOUT CITY SELECTION, CRITERIA OR THE MEI SCORING SYSTEM, PLEASE VISIT [HRC.ORG/MEI](https://hrc.org/mei). All cities rated were provided their scorecard in advance of publication and given the opportunity to submit revisions. For feedback regarding a particular city's scorecard, please email mei@hrc.org.

BELLINGHAM, WASHINGTON 2/2 2022 MUNICIPAL EQUALITY INDEX SCORECARD



IV. Law Enforcement

Fair enforcement of the law includes responsible reporting of hate crimes and engaging with the LGBTQ+ community in a thoughtful and respectful way.

	MUNICIPAL	AVAILABLE
LGBTQ+ Liaison/Task Force in Police Department	0	10
Reported 2020 Hate Crimes Statistics to the FBI	12	12
SCORE	12	out of 22

V. Leadership on LGBTQ+ Equality

This category measures the city leadership's commitment to fully include the LGBTQ+ community and to advocate for full equality.

	MUNICIPAL	AVAILABLE
Leadership's Public Position on LGBTQ+ Equality	2	5
Leadership's Pro-Equality Legislative or Policy Efforts	1	3
SCORE	3	out of 8
FLEX Openly LGBTQ+ Elected or Appointed Leaders	+0	+2
FLEX City Tests Limits of Restrictive State Law	+0	+3

TOTAL SCORE 59 + TOTAL FLEX SCORE 3 = Final Score 62

CANNOT EXCEED 100

** On June 15, 2020, the U.S. Supreme Court ruled in *Bostock v. Clayton County, Georgia* that sexual orientation and gender identity discrimination are prohibited under federal sex-based employment protections. Nevertheless, it is imperative that localities continue enacting explicitly LGBTQ+ inclusive comprehensive non-discrimination laws since it will likely take additional litigation for Bostock to be fully applied to all sex-based protections under existing federal civil rights law. Moreover, federal law currently lacks sex-based protections in numerous key areas of life, including public spaces and services. Lastly, there are many invaluable benefits to localizing inclusive protections even when they exist on higher levels of government. **For these reasons, the MEI will continue to only award credit in Part I for state, county, or municipal non-discrimination laws that expressly include sexual orientation and gender identity.**

PTS FOR SEXUAL ORIENTATION — PTS FOR GENDER IDENTITY — FLEX PTS for criteria not accessible to all cities at this time.
FOR MORE INFORMATION ABOUT CITY SELECTION, CRITERIA OR THE MEI SCORING SYSTEM, PLEASE VISIT [HRC.ORG/MEI](https://hrc.org/mei). All cities rated were provided their scorecard in advance of publication and given the opportunity to submit revisions. For feedback regarding a particular city's scorecard, please email mei@hrc.org.

Connected Trails for Increased Connectivity & Direct Routes

2023, Mid-Year Council Retreat

Issue Proposal by: Corina Pfeil, Kenmore Councilmember

Issue: Connected Trails for More Direct Routes

Fit: Safe Connected Multi-Mobil Routes, Pedestrian Bike Safety, ADA

Increase Direct Pathways and Connected Routes

- Increased Physical Activity through Municipal Design
- Increasing Community Safe Routes: To Walk, Bike, or Roll to where they need to go.
- Helps Reduce Traffic Congestion On Roadways
- Direct Connected Trail Routes – Have Increased Health Outcomes, vs Commute by Roadways
- Meets Net Zero Carbon Goals

Resources & Examples:

- **PBIC Info Brief [Advancing Trails to Support Multimodal Networks, Pedestrian Bicycle Information Center, 2022](#)**
- **CDC, [Priority Strategy: Increasing Physical Activity Through Community Design](#)**
-

Municipal & Regional Examples:

- Bellevue, Kirkland, Redmond,

Benefits:

- Continues our work and commitment to being a welcoming affirming city
- Fits with State, Regional, and Local Goals
- Commitment to the work build community partnering in meeting: Climate Action & Sustainability Goals; Environmental Sustainability
- Advancing Trails Supports Multimodal Networks
- Advancing our Role in Connecting Direct Routes Supports Regional Shared Goals
- Partnering on trails and direct routes for safe routes to schools
- Helps our municipality identify areas of growth potential

- Builds on Collaboration with Partners and Stakeholders
- Meets with City and Council Goals and Growth Development, and Community Goals
- Increased Benefits of Healthy Outcomes for a Healthy Community
- Builds our work with area educational partners, Northshore School District, Universities, Colleges, Technical Schools and Public Schools.

Options: Paved, ADA Trails , Natural Trails with Compressed Natural Resources

Some Considerations:

- Day Night Trails.
- Lit Pathways – Possible Solar Light for Safer Early AM/PM Commute

Examples

Connected Trails for More Direct Routs

References



City of Kenmore, Washington

Memorandum

Date: June 17, 2023
 To: City Council
 From: Rob Karlinsey, City Manager
 Regarding: New City Councilmember Onboarding Process

Purpose: Discuss the process for onboarding and orienting new City Councilmembers and ways the process can be improved.

Background:

Potentially every two years, we can have some turnover on the City Council. Each new City Councilmember should have a thorough orientation of the City, and items such as name plates and business cards should be ordered and ready to go when each new Councilmember is sworn in.

City staff use a checklist to track assigned tasks in the new Councilmember onboarding process. This checklist is attached to this memo.

The checklist can be improved by better organizing it into categories. In addition, the list of training and orientation topics needs to be more thorough and further expanded to include topics such as:

1. Kenmore History, Population, Demographics, Schools, Industries/Employers
2. Contract City
3. Special purpose districts (NUD, fire, library, etc.)
4. Council Manager Form of Government; roles and responsibilities of Councilmembers vs. staff
5. Mayor and City Council; Selection of Mayor and Deputy Mayor
6. Rhythm and Schedules of Meetings: City Council meetings, joint meetings with boards/Councils of neighboring jurisdictions; Coffee with Council, weekly one on one meetings, etc.
7. City Council Priorities; Process for setting priorities; City Council retreats
8. Important Issues/Projects: DEIA, Climate Action Plan, Affordable Housing & Human Services, Walkways & Waterways, Pedestrian/Bicycle Safety, Sammamish River & Swamp Creek, Lakepointe, Asphalt Plant, Photo Enforcement, and Bus Rapid Transit
9. Other topics/issues of interest
10. City Council Rules & Procedures

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Office: (425) 398-8900

cityhall@kenmorewa.gov

www.kenmorewa.gov

11. Open Public Meetings Act
12. Public Records Act; Process for public records requests
13. Council Meetings: How they work; agenda forecast, setting and publishing Council meeting agendas, consent agenda, public comment, special meetings, council comments/reports, executive sessions
14. Annual Calendar of Events
15. Proclamations calendar
16. Roberts Rules of Order & Jurassic Parliament
17. Kenmore Municipal Code
18. Administrative Policies & Procedures
19. Association of Washington Cities and the National League of Cities: Conferences, resources, training, etc.
20. Sound Cities Association: Purpose, meetings, committees
21. Resources for learning and research: MRSC, WCIA, AWC, NLC, etc.
22. Regional Boards and Committee Assignments
23. State and Federal Legislative Agendas; State Legislative Session; State and Federal Lobbying Firms
24. Organizational Chart; Names and titles of City staff
25. City Budget: Fund-Level Budgeting; Overview of Each Fund; Revenues, Expenditures, Restrictions on revenues/expenditures, budget policies, budget process, Capital Improvement Plans; Financial Sustainability Plan, Service Level Budgeting, etc.
26. Risk Management and Legal Services
27. Comprehensive Plan Overview
28. Council role in Comprehensive Planning; Regional Planning, including PSRC; Land use regulations and land use decisions; Quasi-judicial role; development agreements; land use decisions and appeals
29. Planning Commission: Role and responsibilities, work plan (docket), length of service, appointment process, and how Planning Commission recommendations are brought forward to the City Council.
30. Customer Service Requests; Online Portal; No vicarious requests, etc.
31. Department Overviews: Separate list for each department
32. Personnel: Employee Compensation & Benefits; Overview of Personnel Policies
33. City Manager employment agreement and annual performance evaluation
34. Communications: Website; Press releases, contacts with the media, newsletters, social media; weekly Top 4
35. Community Engagement: Tools and philosophy
36. Organizational Service Vision and Values
37. Customer Service Culture, Philosophy, and SOPs
38. For the Love of Kenmore: Cocreators, love notes, City-supported projects, biannual event, etc.
39. Partnerships: Heritage Society, Arts of Kenmore, KWAC, Rowing Club, Whatssup
40. City events and contract model for recreation services
41. Economic Development: Approach, Chamber, KBA, business registration, etc.

NEW CITY COUNCILMEMBER CHECKLIST		
TASK	STAFF RESPONSIBLE	DATE TO COMPLETE BY
Business cards	City Clerk	
Name badge	City Clerk	
Name Plate for Dais	City Clerk	
Name badge	City Clerk	
Change name on Council mailbox in Executive Room	Exec. Assistant	
Oath of Office*		
*Last <u>regular</u> meeting of December OR no more than 10 days before January 1 AND ceremonially at first meeting in January.	City Clerk	
Make sure they are on ListServ	City Clerk	
Add to City e-mail and give access to network	Accountant	
Issue new City cell phone	Accountant	
AWC Elected Officials Workshop	Exec. Assistant	
Open Government Training Act	Admin. Specialist - CM Office	
Tour of City Hall	City Manager	
One-on-one meetings with City Manager and department heads	Exec. Assistant	
ID badge, key card, and garage access card	City Clerk	
Reconfigure Surface or other tablet & train to access agendas	Accountant	
Set up permissions for FilePro/Civic Web (formerly iCompass) & provide training for access & use	City Clerk	
Provide payroll paperwork packet	Admin. & Finance	
Logo wear (shirt/jacket with City logo)	Admin. Specialist - CM Office	
Provide info finding the Kenmore Municipal Code online	City Clerk	
WCIA will come and meet with newly elected if requested or print something out regarding risk management and insurance-related procedures	Finance Dir.	
Copy of the current Budget, Comprehensive Plan, MRSC Code City	Finance Dir.	
Council Rules & Procedures, Council Goals, Mission & Vision Statements, travel expense policy, and other basic documents	City Clerk & Exec. Asst. to collect	
Get information – address, phone numbers, etc.	Exec. Assistant	

Ask Mayor to talk with new Councilmember regarding possible committee representative appointments if they're interested	City Manager	
Set up a Councilmember photo shoot to get any new individual photos that are needed/wanted and to get a new group photo	City Clerk	
Change current Council photos in first floor display case to include changes	City Clerk	
Replace any outdated Council photos on the website with new ones	City Clerk	
Add name plaque in hallway for outgoing Councilmember	City Clerk	
Jurassic Parliament	City Clerk	
Orientation on City happenings, w/City Manager	City Manager	