



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028
Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

**City of Kenmore
Council Meeting Agenda
Special Start Time: 7:30 p.m., Monday, January 27, 2020
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028**

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

I. 6:15 p.m. to 7:30 p.m. PROFESSIONAL PHOTOGRAPHS OF THE COUNCILMEMBERS BEFORE THE MEETING

II. 7:30 p.m. CALL MEETING TO ORDER

III. ROLL CALL

IV. FLAG SALUTE

V. AGENDA APPROVAL

VI. PRESENTATION

- A. Inglemoor High School Crew Team - Lance Gatter, Athletic Director, Inglemoor High School

VII. CITIZEN COMMENTS

- A. This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes.

VIII. RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- A. Discussion of Potential Litigation per RCW 42.30.110 (1) (i) and Property Acquisition per RCW 42.30.110 (1) (b)

IX. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

X. RECONVENE BACK TO REGULAR SESSION

XI. CONSENT AGENDA

- A. Authorize the City Manager to Increase the Contract Authority with Jacobs Engineering for Providing Engineering Services During Construction of the West Sammamish River Bridge Project
[Agenda Item](#)
- B. Authorize the City Manager to Execute a Contract with Construction Management Services with KBA, Inc. for the West Sammamish River Bridge Project
[Agenda Item](#)
- C. Approve the Ad-Hoc Public Art Committee's Recommendation that Jennifer Dixon be Selected as the Artist to Design and Install Artwork at the Three Walkways and Waterways Projects at Log Boom, Squires Landing and Rhododendron Parks
[Agenda Item](#)
- D. Authorize the City Manager to Enter into a Design Contract (20-C2135) with the Artist (Jennifer Dixon)
[Agenda Item](#)
- E. Total Check #s 44091 through 44182 in the Amount of \$524,259.90.
Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated: 1/3/20 in the Amount of \$104,561.92.
[Checks](#)
- F. Authorize the City Manager to Execute Contract No. 19-C2121 with Olympic Environment Resources for Recycling Event Project Management for 2020 and 2021
[Agenda Item](#)
- G. Receive and File the November, 2019 Financial Report for the City of Kenmore
[Financial Report](#)
- H. Authorize the Acquisition of Permanent and Temporary Easements on the Lakepointe, Inc. and Pioneer Towing Properties
[Bridge ROW Acquisition](#)
- I. City Council Meeting Minutes of November 25, 2019 and December 9, 2019
[12-9-19 Minutes](#)
[11-25-19 Minutes](#)
- J. Authorize the City Manager to Execute Contract 20-C2133 the Northshore School District Lease Agreement for Rhododendron Park Boathouse
[Agenda Item](#)
- K. Authorize the City Manager to Execute Contract 19-C2061 Amendment No. 2 with Washington State Parks and Recreation Commission Regarding Reimbursement for Costs for an Environmental Impact Statement (EIS) for the St. Edward Ballfield Improvement Project

[Agenda Item](#)

XII. BUSINESS AGENDA

- A. Review Proposed Changes to the Parks, Recreation and Open Space (PROS) Plan - Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner
[Agenda Item](#)
- B. 2020 Annual Docket for the Planning Commission - Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner
[Agenda Item](#)

XIII. STAFF REPORT

XIV. COUNCILMEMBER REPORTS, COMMENTS & INITIATIVES

XV. ADJOURNMENT

Upcoming Meetings:

- A. Monday, February 3, 2020 - Special Council Meeting at 7:00 p.m.
Monday, February 10, 2020 - Regular and Special Council Meeting at 6:00 p.m.
Tuesday, February 18, 2020 - Tentative



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: West Sammamish River Bridge engineering services during construction Contract Amendment Proposed Council Action/Motion: Authorize the City Manager to increase the contract authority with Jacobs Engineering to \$3,181,149 for providing engineering services during construction of the West Sammamish River Bridge Project.	For Council Meeting Agenda of: 1/27/2020 Department: <u>PW Engineering</u> Prepared by: <u>John Vicente, P.E.</u> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: right;"><u>NA</u></td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;"><u>NA</u></td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right;"><u>NA</u></td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;"><u>[Signature]</u></td> </tr> </table> Exhibits/Attachments: NA		<u>Initial & Date</u>	Approved by Department Head:	<u>NA</u>	Approved by City Attorney:	<u>NA</u>	Approved by Finance Director:	<u>NA</u>	Approved by City Manager:	<u>[Signature]</u>
	<u>Initial & Date</u>										
Approved by Department Head:	<u>NA</u>										
Approved by City Attorney:	<u>NA</u>										
Approved by Finance Director:	<u>NA</u>										
Approved by City Manager:	<u>[Signature]</u>										
<u>INFORMATION/BACKGROUND:</u> Background: In the week of January 21, 2020, City Council is scheduled to award the West Sammamish River Bridge Project construction contract. To facilitate construction of the project, services with the engineer of record, Jacobs Engineering (Jacobs), is needed to ensure a smooth construction. The following services are proposed to be added to Jacobs' scope: • Attendance at weekly construction meets with site visit • Special visits: ○ Structural verifications ○ Environmental permitting compliance ○ On-site design conflict resolution ○ Approval of architectural elements ○ Landscaping review/approval ○ As constructed survey • Response to requests for information or clarification on the design • Review of structural engineering, landscaping, electrical, architectural, and other specialty submittals • Preparation of as constructed drawings On October 14, 2019, Council approved a contract increase to \$2,876,149 to complete design of the W Sammamish River Bridge. The requested increase is for \$305,000 bringing the total contract amount from \$2,876,149 to \$3,181,149. Project Status: After construction has been awarded, notice of award will be submitted to the Contractor and contracting for the work will be underway.											

S:\Public Works Projects\0184 West Sammamish River Bridge\100 Project Administration\130 Council\January 27th Bridge Contracts\Jacobs Engineering in construction_W Sammamish Bridge_20200127.docx

RECOMMENDATION:

Staff recommends Council Authorize the City Manager to increase the contract authority with Jacobs Engineering to \$3,181,149 for engineering services during construction for the West Sammamish River Bridge Project.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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



**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic: West Sammamish River Bridge Construction Management Award Authorization Proposed Council Action/Motion: Authorize the City Manager to execute a contract for Construction Management Services with KBA, Inc. for the amount of \$4,269,000 plus a 10% contingency. for the West Sammamish River Bridge Project.	For Council Meeting Agenda of: 1/27/2020 Department: <u>PW Engineering</u> Prepared by: <u>John Vicente, P.E.</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;"></td> <td style="text-align: right; border-bottom: 1px solid black;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: right; border-bottom: 1px solid black;">NA</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right; border-bottom: 1px solid black;">NA</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right; border-bottom: 1px solid black;">NA</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right; border-bottom: 1px solid black;">JVK</td> </tr> </table> Exhibits/Attachments: NA		<u>Initial & Date</u>	Approved by Department Head:	NA	Approved by City Attorney:	NA	Approved by Finance Director:	NA	Approved by City Manager:	JVK
	<u>Initial & Date</u>										
Approved by Department Head:	NA										
Approved by City Attorney:	NA										
Approved by Finance Director:	NA										
Approved by City Manager:	JVK										
<u>INFORMATION/BACKGROUND:</u> <u>Background:</u> In the week of January 21, 2020, City Council is scheduled to award the West Sammamish River Bridge Project construction contract. Full time inspection services are necessary and KBA was selected through a competitive process to provide this service. KBA will provide construction oversight of the project providing the following tasks: - Review of materials - Respond to contractor questions - Address questions and issue address by the public - Assist with resolving construction/plan conflicts - Work directly with the Contractor to complete construction - Document project progress, payments, and work performed - Ensure the project complies with federal guidelines and permitting - Inspect all work performed and materials placed - Maintain all project documents - Coordinate activities with City Staff, utilities, and the Juanita Dr. Ped/Bike Project <u>Status:</u> After construction has been awarded, work under this contract will begin immediately upon execution of the contract.											
<u>RECOMMENDATION:</u> Staff recommends authorizing the City Manager to execute a contract for Construction Management Services with KBA, Inc. for the amount of \$4,269,000 plus a 10% contingency for the West Sammamish River Bridge Project											

S:\Public Works Projects\0184 West Sammamish River Bridge\100 Project Administration\130 Council\January 27th Bridge Contracts\KBA CM Authorization_W Sammamish Bridge_20200127.docx

FISCAL CONSIDERATION:

There is sufficient project funds available for this service. The project Connecting Washington funds, Transportation Improvement Board funds, and utility companies will cover the cost of this contract.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Artist selection and design contract for artwork at the three Walkways and Waterways projects: Log Boom, Squire's Landing and Rhododendron parks. Proposed Council Action/Motion: Motion approving the Ad-Hoc Public Art Committee's recommendation that Jennifer Dixon be selected as the artist to design and install artwork at the three Walkways and Waterways project at Log Boom, Squires Landing and Rhododendron Parks. Motion giving authorization to the City Manager to enter into a design contract (Contract 20-C2135) with the artist (Jennifer Dixon) in an amount not to exceed \$21,567.	For Council Meeting Agenda of: January 27, 2020 Department: Community Development Prepared by: Debbie Bent, Community Development Director and Maureen Colaizzi, Parks Project Manager <u>Initial & Date</u> Approved by Department Head: <u>DA 1/16/20</u> Approved by City Attorney: _____ Approved by Finance Director: <u>✓ [Signature] 1/16/20</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: 1. Final Ad-Hoc Public Art Committee Charter 2. RFQ 19-C2099 3. Recommended Artist (Jennifer Dixon) Letter of Interest and Resume
<u>INFORMATION/BACKGROUND</u> Staff is seeking Council approval of the artist(Jennifer Dixon) recommended by the Ad-Hoc Public Art Committee to design and install artwork at three Walkways and Waterways projects: Log Boom, Squire's Landing and Rhododendron parks. Staff is recommending that Council pass a motion authorizing the City Manager to enter into a design contract with the selected artist, Jennifer Dixon. Staff will return this spring to share the artist's design with Council, and request approval and authorization to enter into a fabrication contract with the artist. <u>Background:</u> KMC Chapter 3.50 sets out the procedures for using the One Percent for the Arts funds on public projects. These funds may be used for selection, acquisition, and installation or display of visual art. City Council reviewed and approved the art selection criteria and process, and the draft Ad-Hoc Public Art Committee (Committee) charter on November 18, 2019. <u>Ad-Hoc Public Art Committee:</u> The Final Ad-Hoc Public Art Committee Charter (Attachment 1) was updated from the draft presented to Council on November 18 to include the identity of the committee members. The Committee members include: 1. <u>David Francis-</u> a regional artist/curator with experience curating public art, design and fabrication who understands the public art process and coordination with public agencies. 2. <u>Sara Solum Hayashi-</u> an arts community representative with an art background and knowledge of the local and regional artist communities, art in the City and is familiar with the park sites. 3. <u>Staci Adman-</u> a park user/community representative who understands the passive and active recreation uses of the three park sites and has worked with public agencies in the past.	

4. Nancy Ousley- a City staff representative who understands staff and City Council goals and has experience with art committees.
5. Drew Coombs- a park project design team member with experience in park site design and construction and experience working with public artists.

Artist Selection Process: RFQ 19-C2099 (Attachment 2) was advertised in the Seattle Times and with numerous other art organizations on Friday, November 29, 2019. Sixteen submittals were received on Friday, December 20, 2019. On Tuesday, January 7, 2020, the Committee reviewed the sixteen submittals using the Evaluation Criteria listed on page 11 of the RFQ. The Committee selected two artists and one artist team to interview.

On Monday, January 13, the Committee conducted the interviews. Four interview questions were asked to understand: the artists' ability to address the Art Project Goals listed in the RFQ on page 3; the Opportunities for Artwork at the three parks listed on page 5 of the RFQ and to learn the artists' ability to work collaboratively with the design team and engage with Kenmore residents. Using these as criteria for selecting the recommended artist, the Committee recommends Jennifer Dixon as the artist to design and fabricate artworks at each of the three Walkway and Waterways park projects. See Attachment 3 for Jennifer Dixon's Letter of Interest, Resume and References. Staff has contacted Jennifer Dixon's references. References gave an overwhelmingly positive response to Jennifer Dixon's ability to create unique artworks meeting the art selection criteria for the three projects.

Draft Schedule: The design team for the Log Boom Park and Squires Landing projects are currently working on 60% design plans, and ideally need the artist's preliminary design by March/April to incorporate into 90% plans. The following draft schedule assumes Council approves the Committee's recommended artist and authorizes the City Manager to enter into a design contract with the selected artist:

- February-March: Artist completes preliminary designs and shares it with the Committee.
- March-Early April: Staff provides an update to City Council on the artist's preliminary design.
- April/May: Artist presents final design to the Committee. Committee recommends final design to Council and requests authorization for the City Manager to enter into a fabrication contract.

Artist Design Contract: The artist contract will be in a form approved by the City Attorney and will address the following project needs:

- Meeting the project schedule as described above.
- Ensuring the design and fabrication is within the allotted budget.
- Ensuring the design for the artworks considers the site-specific opportunities in the RFQ
- Ensuring the design meets the Art Project Goals listed in the RFQ.

FISCAL CONSIDERATION: The total estimated 1% for public art (design/fabrication/installation) available for all three park Walkways & Waterways projects is \$143,474.30. The design contract's not to exceed amount of \$21,567 is limited to 15% of the total budget. This ensures there is sufficient funding to fabricate and install artworks at all three park projects including funding the artist's services during that phase of the work. As presented to Council on November 18, 2019, the budget is comprised of funding from these sources:

- 1% for Art estimated for the Rhododendron Park Boardwalk and Float Project: \$17,214.30
- 1% for Art estimated for the Squires Landing Park Waterfront Improvement Project: \$39,260.00
- 1% for Art estimated for the Log Boom Park Waterfront Improvement Project: \$13,000
- Funds allocated from Public Art Fund: \$9,000 (Council direction 9/23/19)
- 1% for Art estimated for the 68th Ave Pedestrian "Walkways" Improvement Project: \$65,000 (Council direction 9/23/19 to allocate these funds to the park Walkways & Waterways projects)

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal 2. Implement the Walkways and Waterways Projects.

ATTACHMENT 1



**Waterfront Parks Public Art
Ad Hoc Committee Charter
2019/2020**

Purpose: Pursuant to Kenmore Municipal Code Chapter 3.50, Public Art Fund, the City Council has established the special Ad Hoc Public Art Committee to provide a recommendation on artist selection and artwork design for the Walkways and Waterways park improvement projects located at Log Boom Park, Rhododendron Park and Squire's Landing Park. The City Council reviewed and approved procedures to select an artist/artist team and the artwork design goals for the three park projects on November 18, 2019.

Authority: The Committee will work collaboratively to develop recommendations for the City Council on the artist/artist team selection and artwork design for the three park sites. The Committee's recommendations shall be advisory to the City Council.

Tasks include:

- Reviewing artists' initial submittals and statements of work submitted in response to the Request for Qualification (RFQ 19C2099) process;
- Selecting artists for an interview;
- Interviewing artists;
- Making a recommendation to the City Council for selection of an artist/artist team to prepare design proposals for the public art.
- Reviewing the design proposals for public art for the three park sites.
- Making a recommendation to the City Council on the final three proposed designs for public art.

Composition: The Committee is comprised of five members with the following qualifications/backgrounds:

1. **David Francis-** a regional artist/curator with experience curating public art, design and fabrication who understands the public art process and coordination with public agencies.
2. **Sara Solum Hayashi-** an arts community representative with an art background and knowledge of the local and regional artist communities, art in the City and is familiar with the park sites.
3. **Staci Adman-** a park user/community representative who understands the passive and active recreation uses of the three park sites and has worked with public agencies in the past.
4. **Nancy Ousley-** a City staff representative who understands staff and City Council goals and has experience with art committees.
5. **Drew Coombs-** a park project design team member with experience in park site design and construction and experience working with public artists.

Nancy Ousley, the City representative, shall serve as the Committee chair. A vice-chair shall be selected by a majority vote of the Committee members.



Waterfront Parks Public Art Ad Hoc Committee Charter 2019/2020

Committee Support: The Committee will be supported by City Staff and a Public Art Consultant as follows to facilitate, provide guidance and assistance during meetings:

- **Carolyn Law, Committee Facilitator-** a consulting public artist with regional experience assisting public agencies. Carolyn developed the public art approach and identified site specific public art opportunities for each park in consultation with the City's project design team. She will orient the artist to the projects and the design team and act as the liaison between the artist and design team through the final design process.
- **Maureen Colaizzi, Committee Support –** the City's Park Capital Project Manager assigned to manage the Squires Landing and Log Boom park waterfront improvement projects. Maureen is also responsible for oversight of the design and fabrication contracts for the artworks for the three Walkways and Waterways projects. She will support the Committee with scheduling meetings, preparing agendas, meeting notes, and coordination with the park project design team.
- **Other City Staff, Consultants and Resources:** The Committee bears no oversight authority over any City department, personnel, consultant, budget, or other committee. Any requests for staff support shall be coordinated with the City Manager or his/her designee.

Term: The Committee members are expected to serve until final recommendations on the recommended public art design concept proposals are presented to the City Council. It is anticipated that the Committee will meet between January-April 2020. A draft schedule is listed below:

Activities, duties and responsibilities:

1. The Committee shall meet at least monthly, and as needed to carry out its purpose, and shall have a specified agenda for each meeting. A quorum necessary to conduct business shall be three of the five members. All meetings shall be open to the public. A summary of the meetings will include any actions taken by the committee related to the meeting agenda or any follow-up/next steps needed to prepare for the next meeting.
2. Committee members are volunteers and shall serve without compensation or reimbursement for personal expenses.
3. Any member of the Committee who has an actual or apparent conflict of interest with respect to any matter before the Committee shall disclose this conflict to the Committee and shall disqualify him or herself from participation in consideration of the matter, if appropriate.



**Waterfront Parks Public Art
Ad Hoc Committee Charter
2019/2020**

4. The Committee in its work shall conform to the City's nondiscrimination policy, which generally prohibits discriminatory practices on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance.
5. The Committee will use the art project selection and proposal evaluation criteria published in RFQ 19-C2099 to recommend an artist/artist team and final art design. RFQ 19-C2099 is attached.

Schedule/Review Process

Milestone	Scheduled Date
RFQ Issued	November 29, 2019
Materials submittal deadline.	December 20 4PM, 2019
Committee meets to review submittals and select artists for interview	January 2-7
Notify artists selected for interview	January 7, 2020
Committee interviews artists	January 13, 14, or 15, 2020
Committee gives recommendation on artist selection to City Council	January 27, 2020
Council authorization to proceed and execute a design contract	January 27, 2020
Execute design contract with artist	February 2020
Artist presents preliminary design to Committee	March 2020
Artist presents final design to Committee	April 2020
Committee reviews the final design and provides a recommendation to City Council	April 2020
City Council reviews and accepts the final design and authorizes a fabrication contract.	May 2020

ATTACHMENT 2



CITY OF KENMORE, WASHINGTON

**A CALL FOR ARTISTS
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ 19-C2099**

**ARTIST FOR THREE WATERFRONT PARKS:
Log Boom, Rhododendron and Squire's Landing**

Date Issued: November 29, 2019
Proposals Due: December 20, 2019 4:00 PM Pacific Time

Budget: \$143,473 (Design/Fabricate/Install)

The City of Kenmore is seeking an artist or artist team to develop artworks for three Kenmore waterfront parks:

- Log Boom Park: 17415 61st Avenue NE
- Squire's Landing Park: 7353 NE 175th Street
- Rhododendron Park: 6910 NE 170th Street



Description

Waterfront access improvements are planned at all three parks as part of the Walkways and Waterways bond levy that passed in 2016. Construction is expected between 2020-2023.

The three Kenmore parks, bordering on the intertwined natural waterways ecosystem of river, stream and lake that define the City, will be grouped together for this public art opportunity. This approach gives an artist the prospect of creating stimulating, responsive artworks that showcase the interconnected waterway systems at work in Kenmore's natural environment. This enhances the community's understanding and appreciation of a wonderful part of their City's environment. It is important to take full advantage of the uniqueness of Kenmore's water tied to open spaces to give the community places of respite that contrast with the surrounding built and infrastructure environment.

The process for these linked public art projects is to select an artist in a timely manner so that they are able to work in a limited collaboration with the park design team (Mott McDonald, JA Brennan Landscape Architecture and Confluence) to develop artworks underlying and complementing the design of each park and impacting the experiences people will have within the parks. Beyond its familiarity with the sites as designers, the

team has extensive experience working with artists on previous projects, making this a good opportunity to implement some exciting integrated artwork components.

Art Project Goals

The primary goal is to have an artist create a set of linked public artworks that are genuinely integrated into the natural environment and physical conditions of the three parks. All artworks in each of the parks will uniquely highlight the special relationship Kenmore land has to water and the varied shoreline edge.

Other goals:

- Encourage a range of artwork types to address and weave into the specific environment and designs of each park.
 - Artworks could have diverse conceptual underpinnings and cultural references, and could be of a variety of scales, materials, and how they engage the natural elements.
- Artworks are woven into the parks in ways that creatively expand and deepen the range of momentary experiences all park users will have each time they visit.
- Developed artworks are integral to the community's understanding and sense of each park, as well as how people experience it - whether regular or one-time visitors.
- Artworks impact each park in a special, iconic way emphasizing the specialness of Kenmore's relationship to its varied, rich shoreline.
- Artworks interact with and reveal the notable qualities of the land and water, daily shifting natural elements, park design and uses.
 - Artworks would explore and potentially respond to natural elements such as rainwater, water conditions of the river, stream or lake, light and shadows, wind, seasonal and time of day changes, etc. -- revealing these fundamental natural elements and forces to people in imaginative ways. This approach becomes a signature of the artworks in these parks.
- Artworks are engaging and meaningful for all by paying deliberate attention to diversity of ages of those who will be visiting and using these parks.
- Artworks may also provide elements of playfulness and fun, continuing the "love of Kenmore" theme where artwork projects have been implemented by community members to foster beauty and art and connect people together.

Background

The City of Kenmore is unique in the abundance of natural systems that weave in and around the city, connecting the different neighborhoods through stream corridors, sensitive areas, and ravines to the Sammamish River and Lake Washington. These natural elements have defined and continue to affect Kenmore's community setting. The natural environment provides habitat for fish and wildlife, enhances water, air and soil quality, and provides areas for passive recreation. Many of the city's existing parks are located beside or contain a creek, river, or freshwater shoreline, wetlands or significant forested areas.

Kenmore is approximately 6.15 square miles in area, with roughly 39,000 lineal feet of shoreline on Lake Washington (21,000 lineal feet) and along the Sammamish River (18,000 lineal feet). Improving public access to Kenmore's waterfront is a priority. The City has over seven miles of shoreline on Lake Washington and the Sammamish River but limited opportunities for public access.

Urban Parks

Urban parks are an essential component of a healthy, meaningfully balanced life when we live within the built environment of a city. Parks provide a place for people to shift from their daily responsibilities to a more relaxed, open experience of time and place. Parks provide a spectrum of experiences that contribute to personal and family wellbeing, while at the same time strengthening community through shared, interactive use.

Parks are very much about a range of experiences framed by what is happening. There are active and passive activities, differences based on time of day, weather and natural cycles, whether alone or with others, and more. Parks are places that provide the full experiential spectrum - from quiet solace to energetic activities. As such, they offer a fantastic, ever-shifting array of various conditions and unexpected circumstances. These conditions in turn offer park visitors on-going experiences that are unique from visit to visit, even if for example, the same trail is walked again and again.

Cultural Expression and Parks

Each park is wonderfully unique – the setting, the activities, the land, the vistas, the design. Yet the addition of art in a park can energize, enliven and enrich a particular park even further. Using art to further expand on a park's particular uniqueness elevates that park to a place with the potential to provide even more memorable connections to place and people.

Adding a cultural, artful voice unfurling in unexpected ways expands the experiences of the environment of the park. Artworks encourage a spirit of creativity among visitors as they engage with imaginative, unexpected additions to a park's environment. This engagement enhances the potential for remembering each visit by changing how

people are engaged physically, mentally, and emotionally from moment-to-moment while in the park.

Therefore, an art intervention in a park should generate unexpected experiences paired with the more typical park experiences of the weather, light, time of day, planned and unplanned activities, time spent alone or with friends and family, unexpected conditions or friendly meetings that shift one's planned uses of the park.

Opportunities for Artwork at the Three Parks

The park design for Log Boom Park and Squires Landing Park are both reaching 60%. The selected artist can work with the design team during the last part of the design process to propose artworks that integrate deeply into the parks. The following framework of integrated artwork opportunities for each park gives the chosen artist ample opportunities to select from the range of highlighted locations listed within each park. That said, they will have to be strategic in determining the most effective way to use the art budget over the three parks.

1. Log Boom Park

The public will have access to Lake Washington at the park's westside through an existing beach expansion, new trails and viewpoints, picnic areas, waterfront pavilion, environmental enhancements, and access for hand-powered watercraft. This park is bounded to the north by the Burke Gilman Trail.

The primary new construction in this park begins west of the existing restroom and continues westward past a new hand-carry watercraft rental building, the new beach with gathering plaza, into a more natural area with a connection to the shoreline that is more secluded. It ends with a connection to the Burke Gilman Trail. There are select locations in the park an artist can integrate art into that have the potential to overlap with the design construction documents and construction budget.

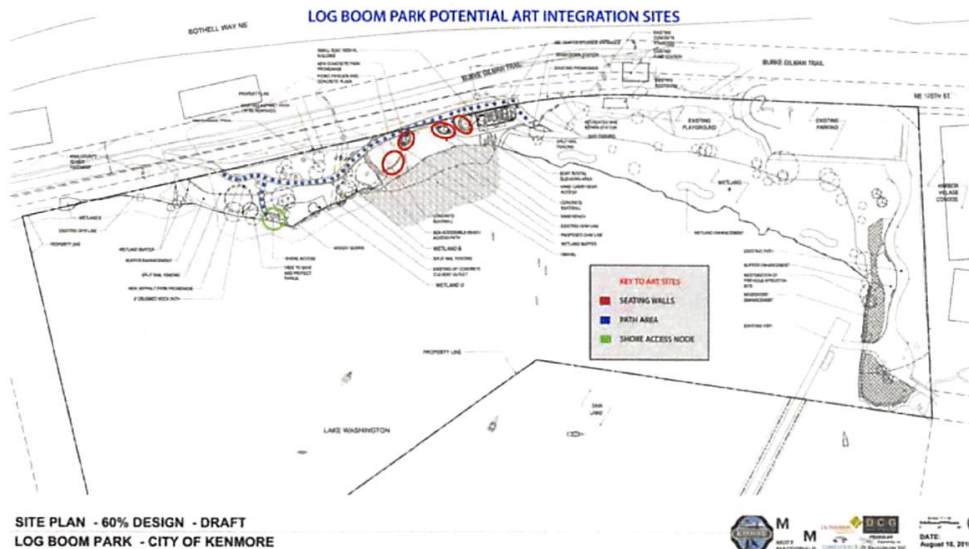
There are numerous components and areas of the park that an artist can work to integrate art into, and potential to overlap with the design construction documents and construction budget:

- Consider a sequential, selectively placed set of artworks relating to the new section of the park's linear western half of the park's pathway system
- Place art at particular points of interest along the path, carrying people along
- Place art in the more natural, wooded area to create an evocative, special environment within the larger park environment

Functionally, also available to consider are:

- Several seating walls in the gathering plaza

- Surfaces of the concrete portions of the new pathway



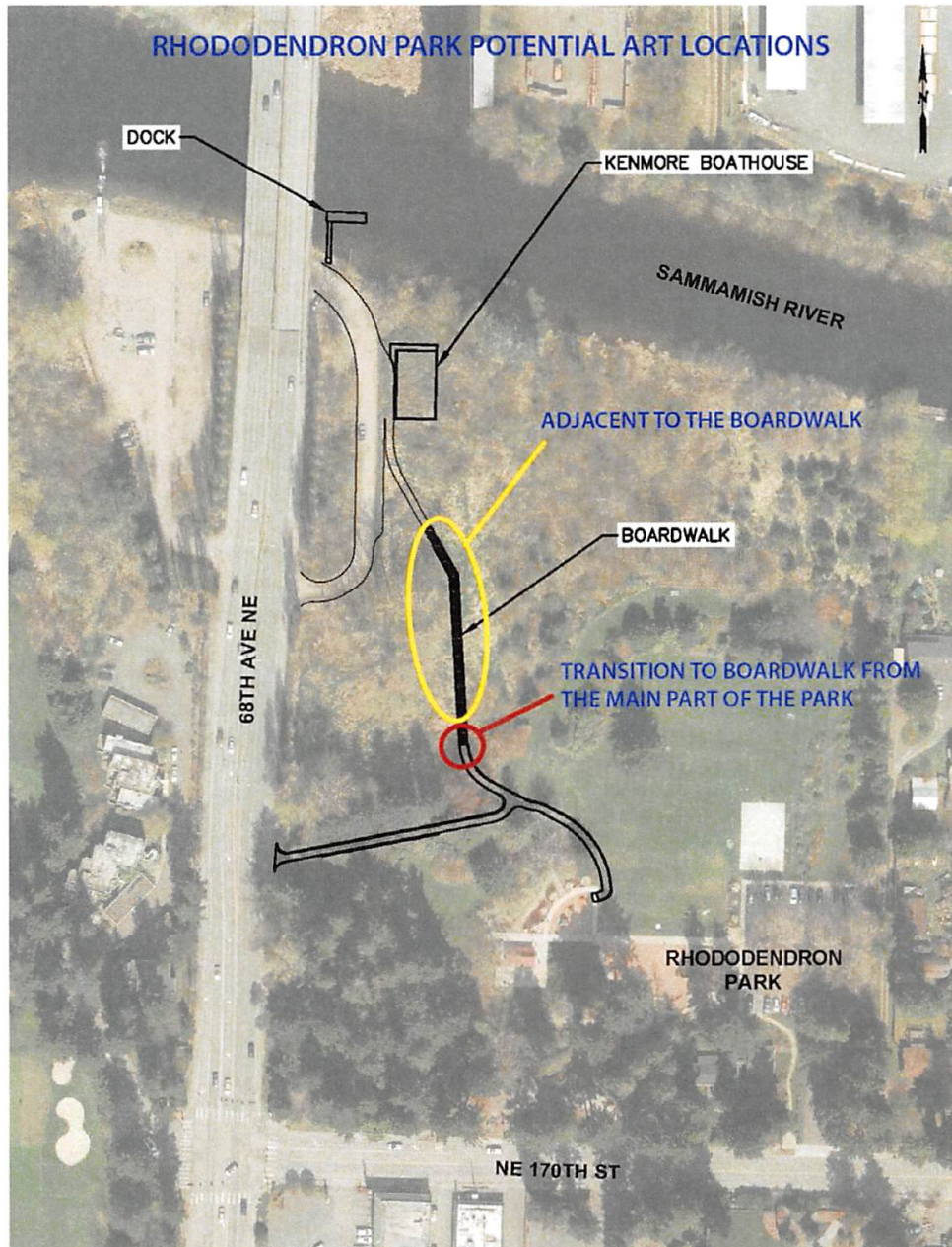
2. Rhododendron Park

This is an established park with new access to the Sammamish River created by a boardwalk and trail through an enhanced natural open space leading to the riverfront, completed in 2018. The trail ultimately provides access to the river shoreline and a float for hand-carry watercraft access. There are also environmental enhancements to the shoreline and wetlands. The boardwalk is an important addition to the park as it gives people water access – either directly for boats or for the pure enjoyment of being at the river. Within the main part of the park there are no views of the river.

The boardwalk leaves the main part of the park at the northwest corner of the large open area of the park. The entrance to the boardwalk is not particularly visible, so not readily apparent. For some, the river access remains a hidden gem in the park.

There is an opportunity to:

- Highlight the boardwalk where it connects with the main part of the park
- Gesture towards the river and the float



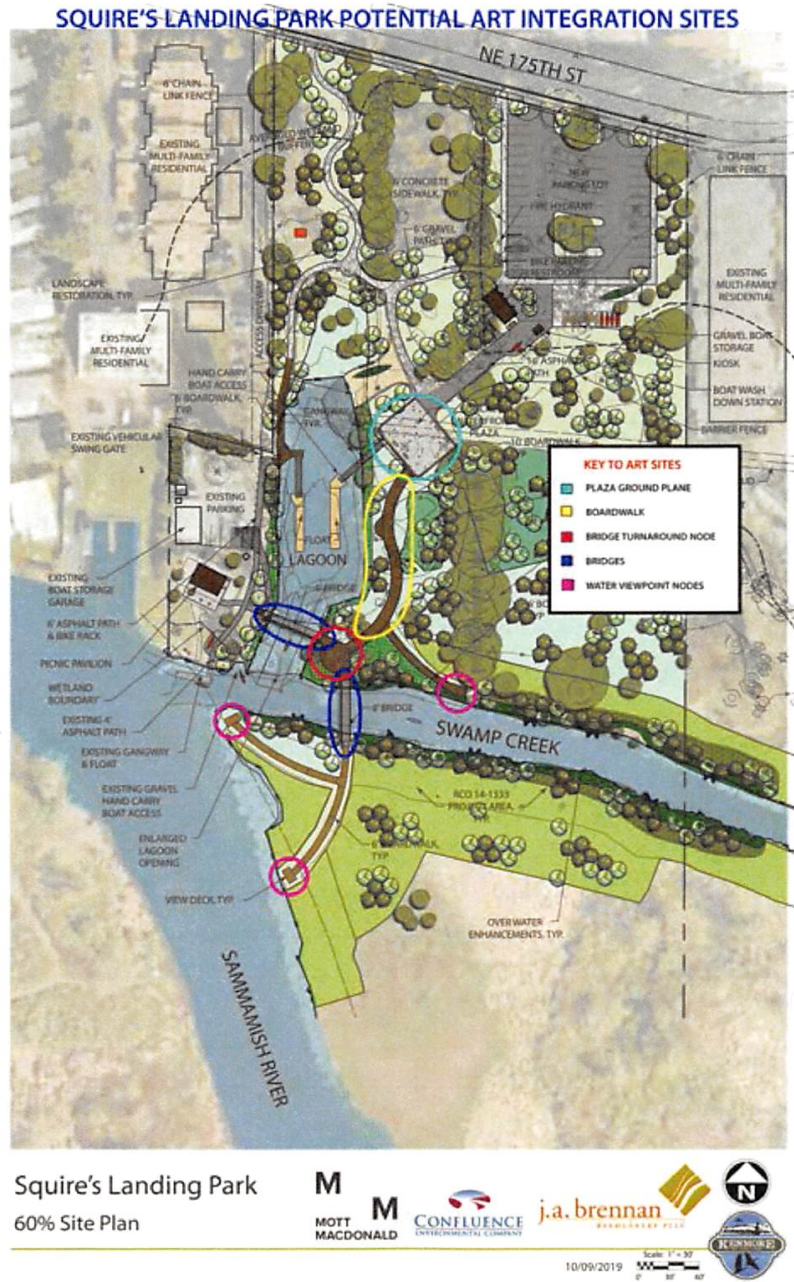
3. Squire's Landing Park

This is a new 6.5-acre park improvement project that enhances public access to the Sammamish River and Swamp Creek. Major natural open space restoration, trails, boardwalks, and water viewing points will connect the park to the river and creek and will allow visitors to gain a better understanding of the connection to Lake Washington. The project will also add functional elements - new floating docks, parking, picnic shelter, and a restroom.

The natural and functional environments of this larger park will be highly varied. People can enter the park from the street on foot on a forested pathway or through the parking area similar to those who arrive by car. Park users will be there for many reasons -- passive time in the forested area on paths and near the water at the shoreline edges, bringing many types of watercraft to launch, picnicking and more.

There are numerous components and areas of the park that an artist can work to integrate art into, and potential to overlap with the design construction documents and construction budget:

- A central plaza area with links to paths and watercraft launching access. A key path/boardwalk continues from the plaza towards the water - passing through wetlands and adjacent to a stunning row of old, second growth cedar trees.
- At the end of the boardwalk is a turnaround node at the water's edge.
- Two pre-fab pedestrian bridges cross over water: one across the lagoon to a picnic area; the other over Swamp Creek to paths leading to the Sammamish River.
- Three water view nodes on boardwalks ending at both waterways.



Submittal Requirements and Format

- Two PDF documents:
 - First PDF is a Letter of Interest (1000 words or less) describing what about this project is of particular interest, general approach to concepts and designs for public artwork placed in parks and connecting with the environment, and any other relevant skills and experience in a PDF format. This document should include resumes (3-page maximum) of artist (or artists) and contact information for three references in a PDF format.
 - Second PDF is a copy of 15 Digital work samples that clearly show past work experience assembled into a PDF format. Label each image with number_last name_ title. Include an annotated list of images with size, materials, location, and a short description/explanation of each artwork in a PDF format.

Materials Due Date, Time, email address

Materials are due in the office of the City Clerk no later than **Friday, December 20, 2019 at 4:00 PM** Pacific Daylight Time. Proposals are to be marked and referenced on email subject line as ***City of Kenmore Artist for Three Waterfront Parks***. Proposals submitted after the deadline date and time will not be accepted.

Please email submittals and request confirmation from the City Clerk that your materials have been received.

Submittal email address:

Kelly Chelin, City Clerk
kchelin@kenmorewa.gov

Schedule/Review Process

Milestone	Scheduled Date
RFQ Issued	November 29, 2019
Materials submittal deadline	December 20 4PM, 2019
Notify artists selected for interview	January 7, 2020
Panel interviews artists	January 13, 14, or 15, 2020
Panel gives recommendation on artist selection to City Council	January 27, 2020
Council authorization to proceed and execute a design contract	January 27, 2020
Contract scope development for design	January 28 to February 11, 2020
Execute design contract (a fabrication contract authorized by Council after acceptance of final design).	February 2020

Note: The City reserves the right to modify the schedule as circumstances may warrant.

Communications with the City of Kenmore

Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to Maureen Colaizzi, Parks Project Manager at mcolaizzi@kenmorewa.gov. Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all artists.

The RFQ and supporting documents are available for review on the City's website <http://www.kenmorewa.gov/requestsforproposals> or at Kenmore City Hall during regular business hours.

Evaluation Criteria

Proposals will be evaluated based upon the merits of the written proposal and the qualifications and experience of the artist/artist team.

Proposals will be evaluated on:

- Demonstrated expertise and experience in designing and fabricating artworks in public spaces.
- Conceptual understanding about developing artworks for parks.
- Experience in working with a design team to develop concepts for integrated artworks as desirable and putting aspects into construction documents.
- Expressed understanding and interest in the three park sites based on Kenmore's art integration opportunities articulated in the RFQ.
- Capability to meet schedule and budget constraints.
- Past performance and references.
- Experience working with public sector clients, including working with contractors during construction.

The City reaffirms its right to make any selection it deems prudent and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful artist or artist team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

Resources:

Background information on three Walkways & Waterways parks projects is available from the following link:

<http://www.kenmorewa.gov/WalkwaysandWaterways>

City of Kenmore 1% for Art Background Information

One percent (1%) for Art is appropriated on qualifying capital improvement projects (CIP) that are undertaken by the City of Kenmore. The 1% for Art funds are used for the selection, acquisition, and installation or display of original works of visual art for CIP. For the three Walkways & Waterways park CIP projects, the City Council has authorized an ad hoc committee "the art selection panel" that will make recommendations for use of the 1% art funds for the three park projects only. The City Council reviews the procedures and art selection criteria established by that committee, and the City Council shall approve all expenditures for 1% for the Art projects.

Terms and Conditions

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the RFQ.

8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
13. The City of Kenmore encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.

ATTACHMENT 3

JENNIFER DIXON
Letter of Interest
Kenmore Waterfront Parks

I am extremely excited by the prospect of working with the design team on integrated artworks for the City of Kenmore waterfront parks. I appreciate their commitment to both the natural and cultural resources of communities and environments and I believe that my skills, interests, and experience are well suited to the proposed project.

I am passionate about creating memorable public works that provide a sense of discovery and a distinct visual identity for the site. I approach each project as a new beginning responding to the characteristics of a site and synthesizing my research into a unique and layered piece specific to its location and accessible to all.

Many of my works are informed by the manner in which individuals travel through spaces and how the artwork can enhance or heighten their experience. I carefully consider matters of range, scale, and materials while planning an artwork and am committed to creating work that is human scale and provides an ever-changing sense of discovery while allowing a piece to gradually reveal itself over time for the frequent user. I contemplate how the work changes based on time of day, season, weather conditions, and how thoughtful use of materials can reflect and enhance those changes.

Urban parks are essential to the vibrant life of a city. In addition to providing spaces for recreation, they are an essential connection to natural resources and can serve as sanctuaries for reflection and contemplation. These three unique parks – Squire Park Landing, Rhododendron Park and Log Boom Park – are exciting examples of the potential vitality that urban parks can contribute to a city.

Upon receiving a commission, I visit the site multiple times, examine the site's usage, and listen intently to community and stakeholder needs. I delve into the area's cultural, geographic, and natural history, contemplate its unique characteristics, and ask myself what existing conditions might be highlighted or emphasized and what could be added to create an experience unlike any other.

After visiting all three parks and pondering their current and future uses, it became clear that it will be important that the commissioned artist be able to exercise an economy of skills and be adept at visualizing an overall conceptual theme that unites the three sites in a meaningful and memorable way. Water is the connective tissue that runs through the parks, but each connection to the water is wildly varied in character. Finding an overarching metaphor will help create continuity and connectivity through the entire system while allowing for a variety of art experiences within each park. This could be achieved by expressing the concept throughout in different materials or methods depending on each location's characteristics and needs. All of my past work relies on a strong visual and conceptual framework that ties together all the elements on a site (including three sites along a 1.5 miles long cycle track) and I believe I have the skills to actualize a strong concept expressed through a thoughtful use of materials.

Squire Park Landing's proposed plan has the potential to create a gem within the city. I am inspired by the new design that promises to open up the park and encourage community connections to one another and to the natural resources specific to that site.

Considering Squire Park Landing is undergoing the largest transformation of the three parks, the central and integrated works placed throughout its location, could serve as an anchor for the metaphorical concept that is thematically carried through and links all three parks. In addition to the convergence of waterways, I was especially taken with the impressive stand of old second growth cedar trees and think about their significance to our natural and cultural history in the Pacific Northwest and ways these ideas could be highlighted.

At Rhododendron Park there is a compelling combination of communal activities that take place on the expanse of lawn and playground in contrast to the quieter more intimate trail that leads to the pastoral boardwalk. I am particularly drawn to how the boardwalk heightens the anticipation of one's journey to the water. A beacon marking the entrance to the trail and boardwalk along with a series of gestures along the trail could signal users to focus away from traffic noise and observe the abundance of wildlife, flora, and fauna of the natural environment leading to the water's edge.

With the addition of the proposed enhancement at Log Boom Park, many present day amenities – places for multi-use recreation, playground, Burke Gilman Trail, natural paths and historical connections provided by the History Path – will be perfectly complemented by providing a place of respite and visual and physical access to Lake Washington's shoreline. This is another great park to ponder what could be discovered through the artwork to inspire a deeper connection to our region's great body of water.

I welcome this opportunity and look forward to the challenge of bringing alive to the public the transformative experience of connecting the urban environment to the natural settings of these three unique parks in Kenmore.

JENNIFER DIXON | 325 30th Ave, Seattle, WA 98122 | jenleedixo@gmail.com | (206) 909-5978
www.JenniferDixon.net

EDUCATION

Master of Fine Art, Sculpture, University of Washington, Seattle 1997
Bachelor of Fine Art, Painting/Drawing, Minneapolis College of Art and Design, Minneapolis 1991
Painting and Drawing, Marchutz School of Painting, Aix-en-Provence, France 1987

PUBLIC ART INSTALLATIONS AND PERFORMANCES

Found&Lost, Temporary public installation collaboration, Seattle Waterfront, upcoming 2020
JewelBoats, Westlake Cycle Track, Lake Union, Seattle, Washington 2017
PlayLand, Bitter Lake, Seattle, Washington 2013
Mapping Stories, Roots Young Adult Shelter, Seattle, Washington 2012
Action Nurse, site-specific performances with Elizabeth Jameson, Seattle, Washington 2009-2010
FlipBooks, Interurban Trail, Seattle, Washington 2008
Poetry in a Tree, Temporary Site-Specific Art Installation, City Hall Park, Seattle, Washington 2008
OctoTree, Seattle, Washington 2007
Giddens Mosaic, Seattle, Washington 2007
Witness Trees, Bergen Place Park Ballard Seattle, Washington 2004
The Collectors, Temporary Site-Specific Public Art Installation, Central District, Seattle, 2000

SELECTED EXHIBITIONS AND INSTALLATIONS

Imagine That: Surprising Stories and Amazing Objects, Burke Museum, Seattle, Washington 2014
Emerging Public Artist Celebrate 10 Years, Seattle, Washington 2013
Roots & Branches, Site-specific temporary installation in collaboration with Path with Art & Recovery Cafe, Seattle, Washington 2008
Interpretations, Pacini Lubel Gallery, Invitational Group Exhibition, Seattle, Washington 2008
Art in the Built Environment, GGLO Gallery, Invitational Group Exhibition, Seattle, Washington 2007
Seattle Urban Parks/Art, City Space Gallery, Seattle, Washington 2006
Transition & Transformation: Seattle's Emerging Public Arts Roster, Seattle, Washington 2004
Stemming, Souvenir, Two Person Exhibition, Seattle, Washington 2004
First War of the New Millenium, Soil Gallery, Invitational Exhibition, Seattle, Washington 2002
Seattle Collects, Key Tower Gallery, Seattle, Washington 2001
Material Matters, Commencement Art Gallery, Solo Exhibition, Tacoma, Washington 2001
Spellbound, Archer Gallery, Two Person Exhibition, Vancouver, Washington 2001
Material, Process and Object: Northwest Artists Expanding the Practice of Fiber Art, Sun Valley Center for the Arts, Invitational Group Exhibition, Ketchum, Idaho 2000
Here and There, Center on Contemporary Art, Artist curated Group Exhibition, Seattle, Washington
PONCHO Artists-in-Residence Exhibit, Center on Contemporary Art, Seattle, Washington 1999
The View from Here: 100 Artists Celebrate the Centennial of Mt. Rainier National Park, Seafirst Gallery, Invitational Group Exhibition, Seattle, Washington 1998
amanuensis, three site-specific installations at Seattle University, Solo Exhibition, Seattle, 1998

JENNIFER DIXON | 325 30th Ave, Seattle, WA 98122 | jenleedixo@gmail.com | (206) 909-5978
www.JenniferDixon.net

AWARDS

Established Public Artist Roster, Office of Arts and Culture, Seattle, Washington 2014-2017
Emerging Public Artist Roster, Office of Arts and Culture, Seattle, Washington 2003-2005
Seattle City Light Percentage for Art Purchase, Portable Works, Seattle Arts Commission, Seattle
2001 Betty Bowen Memorial Special Recognition Award, Seattle, Washington 1999
PONCHO Artist-in-Resident, Pratt Fine Arts Center, Seattle, Washington 1998-1999

ARTICLES, PUBLICATION, MEDIA

Art in Seattle's Public Places, University of Washington Press 2018, by Jim Rupp
ArtBeat, 2013, "PlayLand 2.0," Documentary Film
Art in America, 2008 Public Art Review Highlights, 2009
Seattle's Public Art, "Jennifer Dixon, Artist," Fidget TV, Documentary 2008
Seattle Post Intelligencer, October 5, 2005, "Park in Search of Identity," by Kery Murakami
Q13 Fox News, July 19, 2004, "Witness Trees," by John Yeager
Seattle Post Intelligencer, July 20, 2004, "Bergen Park Blooms with Levy's Help," by Lindsey Rowe
Tacoma Reporter, June 7, 2001, "Ordinary Turned Extraordinary," by Sara Kelly
American Libraries, March 2000, "From Archives to Art," by Beverly Goldberg
The Seattle Times, January 17, 2000, "These Walls Do Talk," by Ferdinand M. DeLeon
Seattle Post Intelligencer, Oct 23, 1999, "Seattle Photographer Wins Bowen Award," by Regina Hackett
The Seattle Times, Oct 29, 1999, "Ford Gilbreath is Winner of Bowen Award," by Robin Updike
Artweek, September 1999, "Here and There at CoCA," by Frances DeVuono
The Seattle Times, July 1, 1999, "Here, There and Everywhere," by Robin Updike
Seattle Post Intelligencer, July 16, 1999, "Hearty Shows Step into the Light," by Regina Hackett
The Seattle Times, November 12, 1998, "100 Views of the Mountain," by David Berger
Seattle Post Intelligencer, November 28, 1998, "100 Views of the Mountain," by Regina Hackett
The Spectator, April 9, 1998, "The Art of Jesuit Spirituality," by Meghan Sweet
Art New England, April/May Issue, "Small and Sorry," by Doris Birmingham
Arts on 2, KTCA Channel 2, "The Clothesline Project," by Emily Goldberg, St. Paul, Minnesota

PROFESSIONAL EXPERIENCE

Board Member, Path with Art, Seattle, Washington 2013-2017
Teaching Artist, Path with Art, Seattle, Washington 2008-present
Poetry Mentor, Friends of the Children, Seattle, Washington 2010-2013
Public Art Advisory Committee Vice Chair, 4 Culture Public Art Program, Seattle, Washington 2009-10
Public Art Advisory Committee, Advisory Member, 4 Culture Public Art Program, Seattle, 2006-2008
Visiting Artist/Guest Lecturer, University of Washington, 2011
Visiting Artist, University of Washington, Seattle 2005
Visiting Artist/Guest Lecturer, Cornish College of Art, Seattle, Washington 2001
Visiting Artist/Guest Lecturer, Seattle University, Seattle, Washington, 1999
Visiting Artist/Guest Lecturer, University of Washington, 1998
Sculpture Instructor, Lakeside Upper School, Seattle, Washington 2000-2001

JENNIFER DIXON | 325 30th Ave, Seattle, WA 98122 | jenleedixo@gmail.com | (206) 909-5978
www.JenniferDixon.net

REFERENCES

Kristen Ramirez
Seattle Department of Transportation Art and Enhancement Project Manager
kristen.ramirez@seattle.gov
(206) 615-1095

Jason Huff
Office of Arts & Culture Public Art Project Manager Lead
Jason.Huff@seattle.gov
(206) 684-7278

Maria Phillips
Recology Cleanscapes: Manager Artist In Residence Program
m.phillipsstudio@gmail.com
mgirrrrl@yahoo.com
(206) 251-1320



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Artist selection and design contract for artwork at the three Walkways and Waterways projects: Log Boom, Squire's Landing and Rhododendron parks. Proposed Council Action/Motion: Motion approving the Ad-Hoc Public Art Committee's recommendation that Jennifer Dixon be selected as the artist to design and install artwork at the three Walkways and Waterways project at Log Boom, Squires Landing and Rhododendron Parks. Motion giving authorization to the City Manager to enter into a design contract (Contract 20-C2135) with the artist (Jennifer Dixon) in an amount not to exceed \$21,567.	For Council Meeting Agenda of: January 27, 2020 Department: Community Development Prepared by: Debbie Bent, Community Development Director and Maureen Colaizzi, Parks Project Manager <u>Initial & Date</u> Approved by Department Head: <u>DA 1/16/20</u> Approved by City Attorney: _____ Approved by Finance Director: <u>✓ [Signature] 1/16/20</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: 1. Final Ad-Hoc Public Art Committee Charter 2. RFQ 19-C2099 3. Recommended Artist (Jennifer Dixon) Letter of Interest and Resume
<u>INFORMATION/BACKGROUND</u> Staff is seeking Council approval of the artist(Jennifer Dixon) recommended by the Ad-Hoc Public Art Committee to design and install artwork at three Walkways and Waterways projects: Log Boom, Squire's Landing and Rhododendron parks. Staff is recommending that Council pass a motion authorizing the City Manager to enter into a design contract with the selected artist, Jennifer Dixon. Staff will return this spring to share the artist's design with Council, and request approval and authorization to enter into a fabrication contract with the artist. <u>Background:</u> KMC Chapter 3.50 sets out the procedures for using the One Percent for the Arts funds on public projects. These funds may be used for selection, acquisition, and installation or display of visual art. City Council reviewed and approved the art selection criteria and process, and the draft Ad-Hoc Public Art Committee (Committee) charter on November 18, 2019. <u>Ad-Hoc Public Art Committee:</u> The Final Ad-Hoc Public Art Committee Charter (Attachment 1) was updated from the draft presented to Council on November 18 to include the identity of the committee members. The Committee members include: 1. <u>David Francis-</u> a regional artist/curator with experience curating public art, design and fabrication who understands the public art process and coordination with public agencies. 2. <u>Sara Solum Hayashi-</u> an arts community representative with an art background and knowledge of the local and regional artist communities, art in the City and is familiar with the park sites. 3. <u>Staci Adman-</u> a park user/community representative who understands the passive and active recreation uses of the three park sites and has worked with public agencies in the past.	

4. Nancy Ousley- a City staff representative who understands staff and City Council goals and has experience with art committees.
5. Drew Coombs- a park project design team member with experience in park site design and construction and experience working with public artists.

Artist Selection Process: RFQ 19-C2099 (Attachment 2) was advertised in the Seattle Times and with numerous other art organizations on Friday, November 29, 2019. Sixteen submittals were received on Friday, December 20, 2019. On Tuesday, January 7, 2020, the Committee reviewed the sixteen submittals using the Evaluation Criteria listed on page 11 of the RFQ. The Committee selected two artists and one artist team to interview.

On Monday, January 13, the Committee conducted the interviews. Four interview questions were asked to understand: the artists' ability to address the Art Project Goals listed in the RFQ on page 3; the Opportunities for Artwork at the three parks listed on page 5 of the RFQ and to learn the artists' ability to work collaboratively with the design team and engage with Kenmore residents. Using these as criteria for selecting the recommended artist, the Committee recommends Jennifer Dixon as the artist to design and fabricate artworks at each of the three Walkway and Waterways park projects. See Attachment 3 for Jennifer Dixon's Letter of Interest, Resume and References. Staff has contacted Jennifer Dixon's references. References gave an overwhelmingly positive response to Jennifer Dixon's ability to create unique artworks meeting the art selection criteria for the three projects.

Draft Schedule: The design team for the Log Boom Park and Squires Landing projects are currently working on 60% design plans, and ideally need the artist's preliminary design by March/April to incorporate into 90% plans. The following draft schedule assumes Council approves the Committee's recommended artist and authorizes the City Manager to enter into a design contract with the selected artist:

- February-March: Artist completes preliminary designs and shares it with the Committee.
- March-Early April: Staff provides an update to City Council on the artist's preliminary design.
- April/May: Artist presents final design to the Committee. Committee recommends final design to Council and requests authorization for the City Manager to enter into a fabrication contract.

Artist Design Contract: The artist contract will be in a form approved by the City Attorney and will address the following project needs:

- Meeting the project schedule as described above.
- Ensuring the design and fabrication is within the allotted budget.
- Ensuring the design for the artworks considers the site-specific opportunities in the RFQ
- Ensuring the design meets the Art Project Goals listed in the RFQ.

FISCAL CONSIDERATION: The total estimated 1% for public art (design/fabrication/installation) available for all three park Walkways & Waterways projects is \$143,474.30. The design contract's not to exceed amount of \$21,567 is limited to 15% of the total budget. This ensures there is sufficient funding to fabricate and install artworks at all three park projects including funding the artist's services during that phase of the work. As presented to Council on November 18, 2019, the budget is comprised of funding from these sources:

- 1% for Art estimated for the Rhododendron Park Boardwalk and Float Project: \$17,214.30
- 1% for Art estimated for the Squires Landing Park Waterfront Improvement Project: \$39,260.00
- 1% for Art estimated for the Log Boom Park Waterfront Improvement Project: \$13,000
- Funds allocated from Public Art Fund: \$9,000 (Council direction 9/23/19)
- 1% for Art estimated for the 68th Ave Pedestrian "Walkways" Improvement Project: \$65,000 (Council direction 9/23/19 to allocate these funds to the park Walkways & Waterways projects)

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal 2. Implement the Walkways and Waterways Projects.

ATTACHMENT 1



**Waterfront Parks Public Art
Ad Hoc Committee Charter
2019/2020**

Purpose: Pursuant to Kenmore Municipal Code Chapter 3.50, Public Art Fund, the City Council has established the special Ad Hoc Public Art Committee to provide a recommendation on artist selection and artwork design for the Walkways and Waterways park improvement projects located at Log Boom Park, Rhododendron Park and Squire's Landing Park. The City Council reviewed and approved procedures to select an artist/artist team and the artwork design goals for the three park projects on November 18, 2019.

Authority: The Committee will work collaboratively to develop recommendations for the City Council on the artist/artist team selection and artwork design for the three park sites. The Committee's recommendations shall be advisory to the City Council.

Tasks include:

- Reviewing artists' initial submittals and statements of work submitted in response to the Request for Qualification (RFQ 19C2099) process;
- Selecting artists for an interview;
- Interviewing artists;
- Making a recommendation to the City Council for selection of an artist/artist team to prepare design proposals for the public art.
- Reviewing the design proposals for public art for the three park sites.
- Making a recommendation to the City Council on the final three proposed designs for public art.

Composition: The Committee is comprised of five members with the following qualifications/backgrounds:

1. **David Francis-** a regional artist/curator with experience curating public art, design and fabrication who understands the public art process and coordination with public agencies.
2. **Sara Solum Hayashi-** an arts community representative with an art background and knowledge of the local and regional artist communities, art in the City and is familiar with the park sites.
3. **Staci Adman-** a park user/community representative who understands the passive and active recreation uses of the three park sites and has worked with public agencies in the past.
4. **Nancy Ousley-** a City staff representative who understands staff and City Council goals and has experience with art committees.
5. **Drew Coombs-** a park project design team member with experience in park site design and construction and experience working with public artists.

Nancy Ousley, the City representative, shall serve as the Committee chair. A vice-chair shall be selected by a majority vote of the Committee members.



Waterfront Parks Public Art Ad Hoc Committee Charter 2019/2020

Committee Support: The Committee will be supported by City Staff and a Public Art Consultant as follows to facilitate, provide guidance and assistance during meetings:

- **Carolyn Law, Committee Facilitator-** a consulting public artist with regional experience assisting public agencies. Carolyn developed the public art approach and identified site specific public art opportunities for each park in consultation with the City's project design team. She will orient the artist to the projects and the design team and act as the liaison between the artist and design team through the final design process.
- **Maureen Colaizzi, Committee Support –** the City's Park Capital Project Manager assigned to manage the Squires Landing and Log Boom park waterfront improvement projects. Maureen is also responsible for oversight of the design and fabrication contracts for the artworks for the three Walkways and Waterways projects. She will support the Committee with scheduling meetings, preparing agendas, meeting notes, and coordination with the park project design team.
- **Other City Staff, Consultants and Resources:** The Committee bears no oversight authority over any City department, personnel, consultant, budget, or other committee. Any requests for staff support shall be coordinated with the City Manager or his/her designee.

Term: The Committee members are expected to serve until final recommendations on the recommended public art design concept proposals are presented to the City Council. It is anticipated that the Committee will meet between January-April 2020. A draft schedule is listed below:

Activities, duties and responsibilities:

1. The Committee shall meet at least monthly, and as needed to carry out its purpose, and shall have a specified agenda for each meeting. A quorum necessary to conduct business shall be three of the five members. All meetings shall be open to the public. A summary of the meetings will include any actions taken by the committee related to the meeting agenda or any follow-up/next steps needed to prepare for the next meeting.
2. Committee members are volunteers and shall serve without compensation or reimbursement for personal expenses.
3. Any member of the Committee who has an actual or apparent conflict of interest with respect to any matter before the Committee shall disclose this conflict to the Committee and shall disqualify him or herself from participation in consideration of the matter, if appropriate.



**Waterfront Parks Public Art
Ad Hoc Committee Charter
2019/2020**

4. The Committee in its work shall conform to the City's nondiscrimination policy, which generally prohibits discriminatory practices on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance.
5. The Committee will use the art project selection and proposal evaluation criteria published in RFQ 19-C2099 to recommend an artist/artist team and final art design. RFQ 19-C2099 is attached.

Schedule/Review Process

Milestone	Scheduled Date
RFQ Issued	November 29, 2019
Materials submittal deadline.	December 20 4PM, 2019
Committee meets to review submittals and select artists for interview	January 2-7
Notify artists selected for interview	January 7, 2020
Committee interviews artists	January 13, 14, or 15, 2020
Committee gives recommendation on artist selection to City Council	January 27, 2020
Council authorization to proceed and execute a design contract	January 27, 2020
Execute design contract with artist	February 2020
Artist presents preliminary design to Committee	March 2020
Artist presents final design to Committee	April 2020
Committee reviews the final design and provides a recommendation to City Council	April 2020
City Council reviews and accepts the final design and authorizes a fabrication contract.	May 2020

ATTACHMENT 2



CITY OF KENMORE, WASHINGTON

**A CALL FOR ARTISTS
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ 19-C2099**

**ARTIST FOR THREE WATERFRONT PARKS:
Log Boom, Rhododendron and Squire's Landing**

Date Issued: November 29, 2019
Proposals Due: December 20, 2019 4:00 PM Pacific Time

Budget: \$143,473 (Design/Fabricate/Install)

The City of Kenmore is seeking an artist or artist team to develop artworks for three Kenmore waterfront parks:

- Log Boom Park: 17415 61st Avenue NE
- Squire's Landing Park: 7353 NE 175th Street
- Rhododendron Park: 6910 NE 170th Street



Description

Waterfront access improvements are planned at all three parks as part of the Walkways and Waterways bond levy that passed in 2016. Construction is expected between 2020-2023.

The three Kenmore parks, bordering on the intertwined natural waterways ecosystem of river, stream and lake that define the City, will be grouped together for this public art opportunity. This approach gives an artist the prospect of creating stimulating, responsive artworks that showcase the interconnected waterway systems at work in Kenmore's natural environment. This enhances the community's understanding and appreciation of a wonderful part of their City's environment. It is important to take full advantage of the uniqueness of Kenmore's water tied to open spaces to give the community places of respite that contrast with the surrounding built and infrastructure environment.

The process for these linked public art projects is to select an artist in a timely manner so that they are able to work in a limited collaboration with the park design team (Mott McDonald, JA Brennan Landscape Architecture and Confluence) to develop artworks underlying and complementing the design of each park and impacting the experiences people will have within the parks. Beyond its familiarity with the sites as designers, the

team has extensive experience working with artists on previous projects, making this a good opportunity to implement some exciting integrated artwork components.

Art Project Goals

The primary goal is to have an artist create a set of linked public artworks that are genuinely integrated into the natural environment and physical conditions of the three parks. All artworks in each of the parks will uniquely highlight the special relationship Kenmore land has to water and the varied shoreline edge.

Other goals:

- Encourage a range of artwork types to address and weave into the specific environment and designs of each park.
 - Artworks could have diverse conceptual underpinnings and cultural references, and could be of a variety of scales, materials, and how they engage the natural elements.
- Artworks are woven into the parks in ways that creatively expand and deepen the range of momentary experiences all park users will have each time they visit.
- Developed artworks are integral to the community's understanding and sense of each park, as well as how people experience it - whether regular or one-time visitors.
- Artworks impact each park in a special, iconic way emphasizing the specialness of Kenmore's relationship to its varied, rich shoreline.
- Artworks interact with and reveal the notable qualities of the land and water, daily shifting natural elements, park design and uses.
 - Artworks would explore and potentially respond to natural elements such as rainwater, water conditions of the river, stream or lake, light and shadows, wind, seasonal and time of day changes, etc. -- revealing these fundamental natural elements and forces to people in imaginative ways. This approach becomes a signature of the artworks in these parks.
- Artworks are engaging and meaningful for all by paying deliberate attention to diversity of ages of those who will be visiting and using these parks.
- Artworks may also provide elements of playfulness and fun, continuing the "love of Kenmore" theme where artwork projects have been implemented by community members to foster beauty and art and connect people together.

Background

The City of Kenmore is unique in the abundance of natural systems that weave in and around the city, connecting the different neighborhoods through stream corridors, sensitive areas, and ravines to the Sammamish River and Lake Washington. These natural elements have defined and continue to affect Kenmore's community setting. The natural environment provides habitat for fish and wildlife, enhances water, air and soil quality, and provides areas for passive recreation. Many of the city's existing parks are located beside or contain a creek, river, or freshwater shoreline, wetlands or significant forested areas.

Kenmore is approximately 6.15 square miles in area, with roughly 39,000 lineal feet of shoreline on Lake Washington (21,000 lineal feet) and along the Sammamish River (18,000 lineal feet). Improving public access to Kenmore's waterfront is a priority. The City has over seven miles of shoreline on Lake Washington and the Sammamish River but limited opportunities for public access.

Urban Parks

Urban parks are an essential component of a healthy, meaningfully balanced life when we live within the built environment of a city. Parks provide a place for people to shift from their daily responsibilities to a more relaxed, open experience of time and place. Parks provide a spectrum of experiences that contribute to personal and family wellbeing, while at the same time strengthening community through shared, interactive use.

Parks are very much about a range of experiences framed by what is happening. There are active and passive activities, differences based on time of day, weather and natural cycles, whether alone or with others, and more. Parks are places that provide the full experiential spectrum - from quiet solace to energetic activities. As such, they offer a fantastic, ever-shifting array of various conditions and unexpected circumstances. These conditions in turn offer park visitors on-going experiences that are unique from visit to visit, even if for example, the same trail is walked again and again.

Cultural Expression and Parks

Each park is wonderfully unique – the setting, the activities, the land, the vistas, the design. Yet the addition of art in a park can energize, enliven and enrich a particular park even further. Using art to further expand on a park's particular uniqueness elevates that park to a place with the potential to provide even more memorable connections to place and people.

Adding a cultural, artful voice unfurling in unexpected ways expands the experiences of the environment of the park. Artworks encourage a spirit of creativity among visitors as they engage with imaginative, unexpected additions to a park's environment. This engagement enhances the potential for remembering each visit by changing how

people are engaged physically, mentally, and emotionally from moment-to-moment while in the park.

Therefore, an art intervention in a park should generate unexpected experiences paired with the more typical park experiences of the weather, light, time of day, planned and unplanned activities, time spent alone or with friends and family, unexpected conditions or friendly meetings that shift one's planned uses of the park.

Opportunities for Artwork at the Three Parks

The park design for Log Boom Park and Squires Landing Park are both reaching 60%. The selected artist can work with the design team during the last part of the design process to propose artworks that integrate deeply into the parks. The following framework of integrated artwork opportunities for each park gives the chosen artist ample opportunities to select from the range of highlighted locations listed within each park. That said, they will have to be strategic in determining the most effective way to use the art budget over the three parks.

1. Log Boom Park

The public will have access to Lake Washington at the park's westside through an existing beach expansion, new trails and viewpoints, picnic areas, waterfront pavilion, environmental enhancements, and access for hand-powered watercraft. This park is bounded to the north by the Burke Gilman Trail.

The primary new construction in this park begins west of the existing restroom and continues westward past a new hand-carry watercraft rental building, the new beach with gathering plaza, into a more natural area with a connection to the shoreline that is more secluded. It ends with a connection to the Burke Gilman Trail. There are select locations in the park an artist can integrate art into that have the potential to overlap with the design construction documents and construction budget.

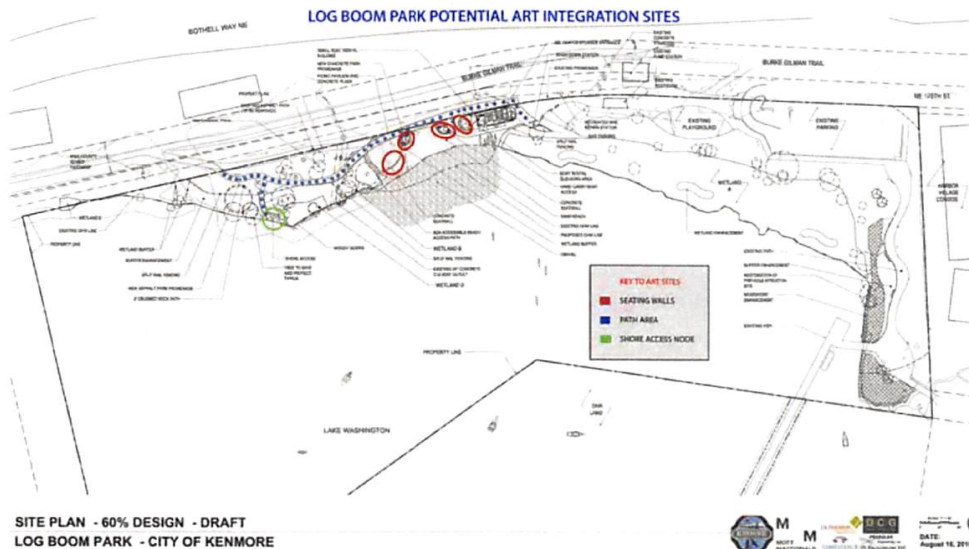
There are numerous components and areas of the park that an artist can work to integrate art into, and potential to overlap with the design construction documents and construction budget:

- Consider a sequential, selectively placed set of artworks relating to the new section of the park's linear western half of the park's pathway system
- Place art at particular points of interest along the path, carrying people along
- Place art in the more natural, wooded area to create an evocative, special environment within the larger park environment

Functionally, also available to consider are:

- Several seating walls in the gathering plaza

- Surfaces of the concrete portions of the new pathway



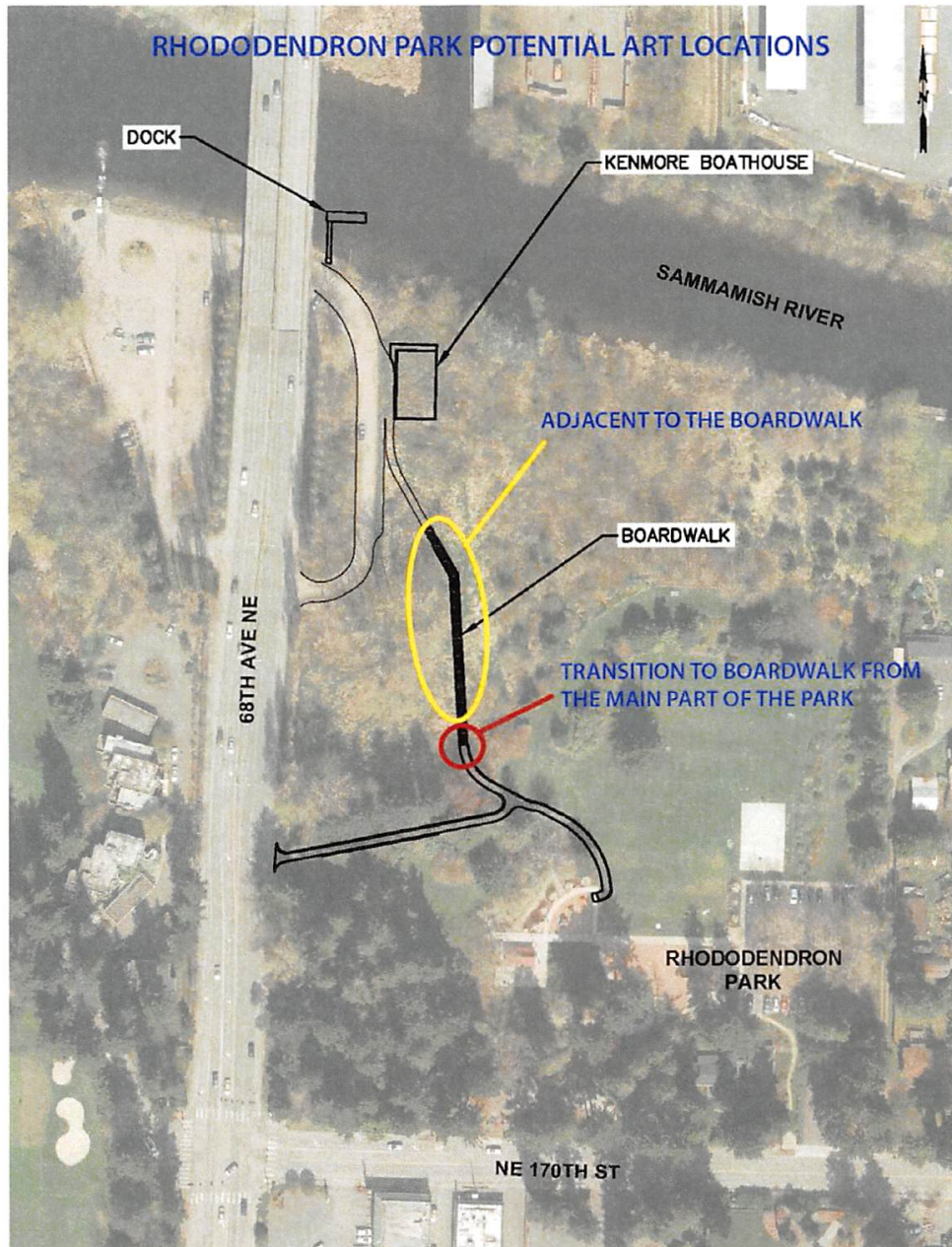
2. Rhododendron Park

This is an established park with new access to the Sammamish River created by a boardwalk and trail through an enhanced natural open space leading to the riverfront, completed in 2018. The trail ultimately provides access to the river shoreline and a float for hand-carry watercraft access. There are also environmental enhancements to the shoreline and wetlands. The boardwalk is an important addition to the park as it gives people water access – either directly for boats or for the pure enjoyment of being at the river. Within the main part of the park there are no views of the river.

The boardwalk leaves the main part of the park at the northwest corner of the large open area of the park. The entrance to the boardwalk is not particularly visible, so not readily apparent. For some, the river access remains a hidden gem in the park.

There is an opportunity to:

- Highlight the boardwalk where it connects with the main part of the park
- Gesture towards the river and the float



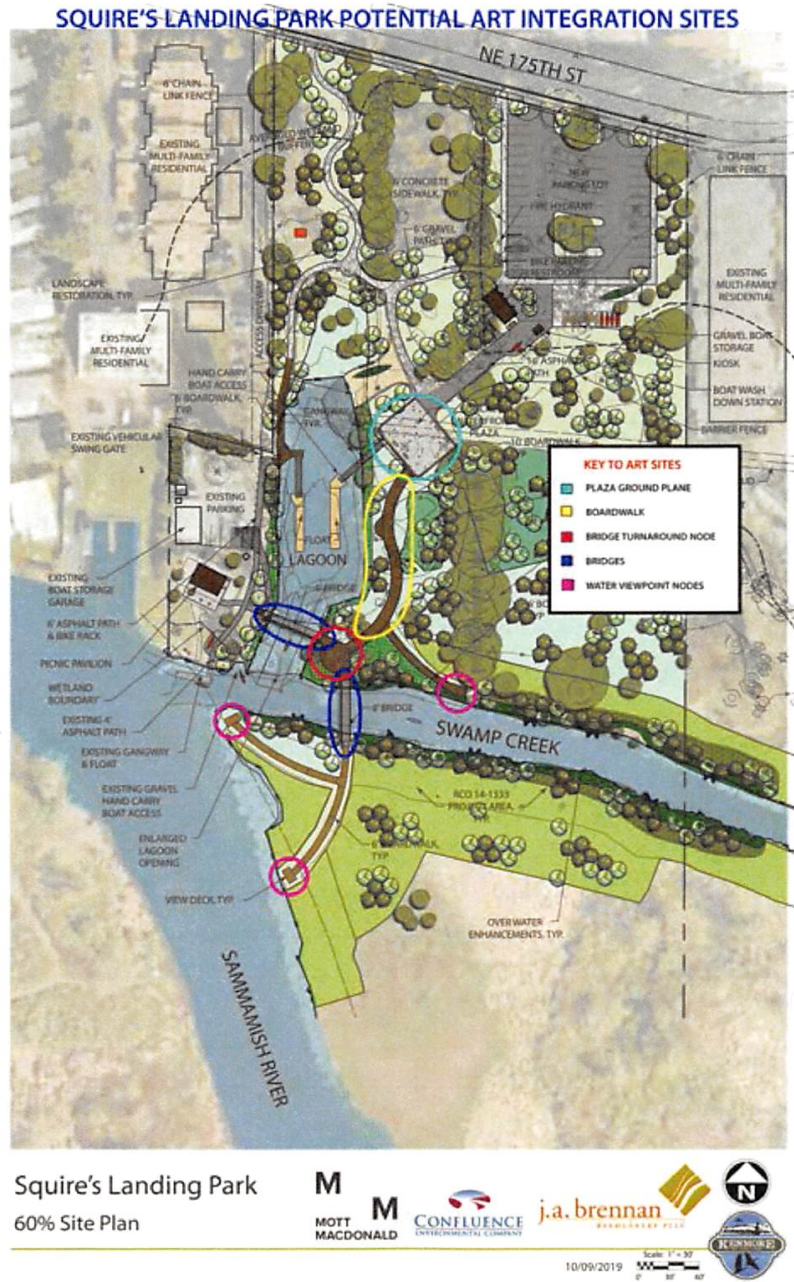
3. Squire's Landing Park

This is a new 6.5-acre park improvement project that enhances public access to the Sammamish River and Swamp Creek. Major natural open space restoration, trails, boardwalks, and water viewing points will connect the park to the river and creek and will allow visitors to gain a better understanding of the connection to Lake Washington. The project will also add functional elements - new floating docks, parking, picnic shelter, and a restroom.

The natural and functional environments of this larger park will be highly varied. People can enter the park from the street on foot on a forested pathway or through the parking area similar to those who arrive by car. Park users will be there for many reasons -- passive time in the forested area on paths and near the water at the shoreline edges, bringing many types of watercraft to launch, picnicking and more.

There are numerous components and areas of the park that an artist can work to integrate art into, and potential to overlap with the design construction documents and construction budget:

- A central plaza area with links to paths and watercraft launching access. A key path/boardwalk continues from the plaza towards the water - passing through wetlands and adjacent to a stunning row of old, second growth cedar trees.
- At the end of the boardwalk is a turnaround node at the water's edge.
- Two pre-fab pedestrian bridges cross over water: one across the lagoon to a picnic area; the other over Swamp Creek to paths leading to the Sammamish River.
- Three water view nodes on boardwalks ending at both waterways.



Submittal Requirements and Format

- Two PDF documents:
 - First PDF is a Letter of Interest (1000 words or less) describing what about this project is of particular interest, general approach to concepts and designs for public artwork placed in parks and connecting with the environment, and any other relevant skills and experience in a PDF format. This document should include resumes (3-page maximum) of artist (or artists) and contact information for three references in a PDF format.
 - Second PDF is a copy of 15 Digital work samples that clearly show past work experience assembled into a PDF format. Label each image with number_last name_ title. Include an annotated list of images with size, materials, location, and a short description/explanation of each artwork in a PDF format.

Materials Due Date, Time, email address

Materials are due in the office of the City Clerk no later than **Friday, December 20, 2019 at 4:00 PM** Pacific Daylight Time. Proposals are to be marked and referenced on email subject line as ***City of Kenmore Artist for Three Waterfront Parks***. Proposals submitted after the deadline date and time will not be accepted.

Please email submittals and request confirmation from the City Clerk that your materials have been received.

Submittal email address:

Kelly Chelin, City Clerk
kchelin@kenmorewa.gov

Schedule/Review Process

Milestone	Scheduled Date
RFQ Issued	November 29, 2019
Materials submittal deadline	December 20 4PM, 2019
Notify artists selected for interview	January 7, 2020
Panel interviews artists	January 13, 14, or 15, 2020
Panel gives recommendation on artist selection to City Council	January 27, 2020
Council authorization to proceed and execute a design contract	January 27, 2020
Contract scope development for design	January 28 to February 11, 2020
Execute design contract (a fabrication contract authorized by Council after acceptance of final design).	February 2020

Note: The City reserves the right to modify the schedule as circumstances may warrant.

Communications with the City of Kenmore

Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to Maureen Colaizzi, Parks Project Manager at mcolaizzi@kenmorewa.gov. Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all artists.

The RFQ and supporting documents are available for review on the City's website <http://www.kenmorewa.gov/requestsforproposals> or at Kenmore City Hall during regular business hours.

Evaluation Criteria

Proposals will be evaluated based upon the merits of the written proposal and the qualifications and experience of the artist/artist team.

Proposals will be evaluated on:

- Demonstrated expertise and experience in designing and fabricating artworks in public spaces.
- Conceptual understanding about developing artworks for parks.
- Experience in working with a design team to develop concepts for integrated artworks as desirable and putting aspects into construction documents.
- Expressed understanding and interest in the three park sites based on Kenmore's art integration opportunities articulated in the RFQ.
- Capability to meet schedule and budget constraints.
- Past performance and references.
- Experience working with public sector clients, including working with contractors during construction.

The City reaffirms its right to make any selection it deems prudent and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful artist or artist team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

Resources:

Background information on three Walkways & Waterways parks projects is available from the following link:

<http://www.kenmorewa.gov/WalkwaysandWaterways>

City of Kenmore 1% for Art Background Information

One percent (1%) for Art is appropriated on qualifying capital improvement projects (CIP) that are undertaken by the City of Kenmore. The 1% for Art funds are used for the selection, acquisition, and installation or display of original works of visual art for CIP. For the three Walkways & Waterways park CIP projects, the City Council has authorized an ad hoc committee "the art selection panel" that will make recommendations for use of the 1% art funds for the three park projects only. The City Council reviews the procedures and art selection criteria established by that committee, and the City Council shall approve all expenditures for 1% for the Art projects.

Terms and Conditions

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the RFQ.

8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
13. The City of Kenmore encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.

ATTACHMENT 3

JENNIFER DIXON
Letter of Interest
Kenmore Waterfront Parks

I am extremely excited by the prospect of working with the design team on integrated artworks for the City of Kenmore waterfront parks. I appreciate their commitment to both the natural and cultural resources of communities and environments and I believe that my skills, interests, and experience are well suited to the proposed project.

I am passionate about creating memorable public works that provide a sense of discovery and a distinct visual identity for the site. I approach each project as a new beginning responding to the characteristics of a site and synthesizing my research into a unique and layered piece specific to its location and accessible to all.

Many of my works are informed by the manner in which individuals travel through spaces and how the artwork can enhance or heighten their experience. I carefully consider matters of range, scale, and materials while planning an artwork and am committed to creating work that is human scale and provides an ever-changing sense of discovery while allowing a piece to gradually reveal itself over time for the frequent user. I contemplate how the work changes based on time of day, season, weather conditions, and how thoughtful use of materials can reflect and enhance those changes.

Urban parks are essential to the vibrant life of a city. In addition to providing spaces for recreation, they are an essential connection to natural resources and can serve as sanctuaries for reflection and contemplation. These three unique parks – Squire Park Landing, Rhododendron Park and Log Boom Park – are exciting examples of the potential vitality that urban parks can contribute to a city.

Upon receiving a commission, I visit the site multiple times, examine the site's usage, and listen intently to community and stakeholder needs. I delve into the area's cultural, geographic, and natural history, contemplate its unique characteristics, and ask myself what existing conditions might be highlighted or emphasized and what could be added to create an experience unlike any other.

After visiting all three parks and pondering their current and future uses, it became clear that it will be important that the commissioned artist be able to exercise an economy of skills and be adept at visualizing an overall conceptual theme that unites the three sites in a meaningful and memorable way. Water is the connective tissue that runs through the parks, but each connection to the water is wildly varied in character. Finding an over-arching metaphor will help create continuity and connectivity through the entire system while allowing for a variety of art experiences within each park. This could be achieved by expressing the concept throughout in different materials or methods depending on each location's characteristics and needs. All of my past work relies on a strong visual and conceptual framework that ties together all the elements on a site (including three sites along a 1.5 miles long cycle track) and I believe I have the skills to actualize a strong concept expressed through a thoughtful use of materials.

Squire Park Landing's proposed plan has the potential to create a gem within the city. I am inspired by the new design that promises to open up the park and encourage community connections to one another and to the natural resources specific to that site.

Considering Squire Park Landing is undergoing the largest transformation of the three parks, the central and integrated works placed throughout its location, could serve as an anchor for the metaphorical concept that is thematically carried through and links all three parks. In addition to the convergence of waterways, I was especially taken with the impressive stand of old second growth cedar trees and think about their significance to our natural and cultural history in the Pacific Northwest and ways these ideas could be highlighted.

At Rhododendron Park there is a compelling combination of communal activities that take place on the expanse of lawn and playground in contrast to the quieter more intimate trail that leads to the pastoral boardwalk. I am particularly drawn to how the boardwalk heightens the anticipation of one's journey to the water. A beacon marking the entrance to the trail and boardwalk along with a series of gestures along the trail could signal users to focus away from traffic noise and observe the abundance of wildlife, flora, and fauna of the natural environment leading to the water's edge.

With the addition of the proposed enhancement at Log Boom Park, many present day amenities – places for multi-use recreation, playground, Burke Gilman Trail, natural paths and historical connections provided by the History Path – will be perfectly complemented by providing a place of respite and visual and physical access to Lake Washington's shoreline. This is another great park to ponder what could be discovered through the artwork to inspire a deeper connection to our region's great body of water.

I welcome this opportunity and look forward to the challenge of bringing alive to the public the transformative experience of connecting the urban environment to the natural settings of these three unique parks in Kenmore.

JENNIFER DIXON | 325 30th Ave, Seattle, WA 98122 | jenleedixo@gmail.com | (206) 909-5978
www.JenniferDixon.net

EDUCATION

Master of Fine Art, Sculpture, University of Washington, Seattle 1997
Bachelor of Fine Art, Painting/Drawing, Minneapolis College of Art and Design, Minneapolis 1991
Painting and Drawing, Marchutz School of Painting, Aix-en-Provence, France 1987

PUBLIC ART INSTALLATIONS AND PERFORMANCES

Found&Lost, Temporary public installation collaboration, Seattle Waterfront, upcoming 2020
JewelBoats, Westlake Cycle Track, Lake Union, Seattle, Washington 2017
PlayLand, Bitter Lake, Seattle, Washington 2013
Mapping Stories, Roots Young Adult Shelter, Seattle, Washington 2012
Action Nurse, site-specific performances with Elizabeth Jameson, Seattle, Washington 2009-2010
FlipBooks, Interurban Trail, Seattle, Washington 2008
Poetry in a Tree, Temporary Site-Specific Art Installation, City Hall Park, Seattle, Washington 2008
OctoTree, Seattle, Washington 2007
Giddens Mosaic, Seattle, Washington 2007
Witness Trees, Bergen Place Park Ballard Seattle, Washington 2004
The Collectors, Temporary Site-Specific Public Art Installation, Central District, Seattle, 2000

SELECTED EXHIBITIONS AND INSTALLATIONS

Imagine That: Surprising Stories and Amazing Objects, Burke Museum, Seattle, Washington 2014
Emerging Public Artist Celebrate 10 Years, Seattle, Washington 2013
Roots & Branches, Site-specific temporary installation in collaboration with Path with Art & Recovery Cafe, Seattle, Washington 2008
Interpretations, Pacini Lubel Gallery, Invitational Group Exhibition, Seattle, Washington 2008
Art in the Built Environment, GGLO Gallery, Invitational Group Exhibition, Seattle, Washington 2007
Seattle Urban Parks/Art, City Space Gallery, Seattle, Washington 2006
Transition & Transformation: Seattle's Emerging Public Arts Roster, Seattle, Washington 2004
Stemming, Souvenir, Two Person Exhibition, Seattle, Washington 2004
First War of the New Millenium, Soil Gallery, Invitational Exhibition, Seattle, Washington 2002
Seattle Collects, Key Tower Gallery, Seattle, Washington 2001
Material Matters, Commencement Art Gallery, Solo Exhibition, Tacoma, Washington 2001
Spellbound, Archer Gallery, Two Person Exhibition, Vancouver, Washington 2001
Material, Process and Object: Northwest Artists Expanding the Practice of Fiber Art, Sun Valley Center for the Arts, Invitational Group Exhibition, Ketchum, Idaho 2000
Here and There, Center on Contemporary Art, Artist curated Group Exhibition, Seattle, Washington
PONCHO Artists-in-Residence Exhibit, Center on Contemporary Art, Seattle, Washington 1999
The View from Here: 100 Artists Celebrate the Centennial of Mt. Rainier National Park, Seafirst Gallery, Invitational Group Exhibition, Seattle, Washington 1998
amanuensis, three site-specific installations at Seattle University, Solo Exhibition, Seattle, 1998

JENNIFER DIXON | 325 30th Ave, Seattle, WA 98122 | jenleedixo@gmail.com | (206) 909-5978
www.JenniferDixon.net

AWARDS

Established Public Artist Roster, Office of Arts and Culture, Seattle, Washington 2014-2017
Emerging Public Artist Roster, Office of Arts and Culture, Seattle, Washington 2003-2005
Seattle City Light Percentage for Art Purchase, Portable Works, Seattle Arts Commission, Seattle
2001 Betty Bowen Memorial Special Recognition Award, Seattle, Washington 1999
PONCHO Artist-in-Resident, Pratt Fine Arts Center, Seattle, Washington 1998-1999

ARTICLES, PUBLICATION, MEDIA

Art in Seattle's Public Places, University of Washington Press 2018, by Jim Rupp
ArtBeat, 2013, "PlayLand 2.0," Documentary Film
Art in America, 2008 Public Art Review Highlights, 2009
Seattle's Public Art, "Jennifer Dixon, Artist," Fidget TV, Documentary 2008
Seattle post Intelligencer, October 5, 2005, "Park in Search of Identity," by Kery Murakami
Q13 Fox News, July 19, 2004, "Witness Trees," by John Yeager
Seattle Post Intelligencer, July 20, 2004, "Bergen Park Blooms with Levy's Help," by Lindsey Rowe
Tacoma Reporter, June 7, 2001, "Ordinary Turned Extraordinary," by Sara Kelly
American Libraries, March 2000, "From Archives to Art," by Beverly Goldberg
The Seattle Times, January 17, 2000, "These Walls Do Talk," by Ferdinand M. DeLeon
Seattle Post Intelligencer, Oct 23, 1999, "Seattle Photographer Wins Bowen Award," by Regina Hackett
The Seattle Times, Oct 29, 1999, "Ford Gilbreath is Winner of Bowen Award," by Robin Updike
Artweek, September 1999, "Here and There at CoCA," by Frances DeVuono
The Seattle Times, July 1, 1999, "Here, There and Everywhere," by Robin Updike
Seattle Post Intelligencer, July 16, 1999, "Hearty Shows Step into the Light," by Regina Hackett
The Seattle Times, November 12, 1998, "100 Views of the Mountain," by David Berger
Seattle Post Intelligencer, November 28, 1998, "100 Views of the Mountain," by Regina Hackett
The Spectator, April 9, 1998, "The Art of Jesuit Spirituality," by Meghan Sweet
Art New England, April/May Issue, "Small and Sorry," by Doris Birmingham
Arts on 2, KTCA Channel 2, "The Clothesline Project," by Emily Goldberg, St. Paul, Minnesota

PROFESSIONAL EXPERIENCE

Board Member, Path with Art, Seattle, Washington 2013-2017
Teaching Artist, Path with Art, Seattle, Washington 2008-present
Poetry Mentor, Friends of the Children, Seattle, Washington 2010-2013
Public Art Advisory Committee Vice Chair, 4 Culture Public Art Program, Seattle, Washington 2009-10
Public Art Advisory Committee, Advisory Member, 4 Culture Public Art Program, Seattle, 2006-2008
Visiting Artist/Guest Lecturer, University of Washington, 2011
Visiting Artist, University of Washington, Seattle 2005
Visiting Artist/Guest Lecturer, Cornish College of Art, Seattle, Washington 2001
Visiting Artist/Guest Lecturer, Seattle University, Seattle, Washington, 1999
Visiting Artist/Guest Lecturer, University of Washington, 1998
Sculpture Instructor, Lakeside Upper School, Seattle, Washington 2000-2001

JENNIFER DIXON | 325 30th Ave, Seattle, WA 98122 | jenleedixo@gmail.com | (206) 909-5978
www.JenniferDixon.net

REFERENCES

Kristen Ramirez
Seattle Department of Transportation Art and Enhancement Project Manager
kristen.ramirez@seattle.gov
(206) 615-1095

Jason Huff
Office of Arts & Culture Public Art Project Manager Lead
Jason.Huff@seattle.gov
(206) 684-7278

Maria Phillips
Recology Cleanscapes: Manager Artist In Residence Program
m.phillipsstudio@gmail.com
mgirrrrl@yahoo.com
(206) 251-1320



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

12/20/2019-01/03/2020

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and the the claim is a just, due and unpaid obligation against the City of Kenmore and that I am authorized to authenticate and certify to said claim. The following checks and electronic payments are approved for payment:

Total Check #s 44091 through 44182: \$524,259.90

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 01/03/2020: \$104,561.92

POK 1/17/20
City Manager / Date

Joann M. Jung 1/9/20
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
STATE OF FLORIDA DISBURSEMENT UNIT	44091	01/03/2020	Void	-
AWC EMPLOYEE BENEFITS	44092	01/03/2020	Employee Health Insurance	1,738.12
BANK OF AMERICA 941	44093	01/03/2020	Social Security/ Medicare & Federal WH	17,371.79
DEPARTMENT OF LABOR AND INDUSTRIES	44094	01/03/2020	City of Kenmore	1,378.62
DEPARTMENT OF RETIREMENT SYSTEMS	44095	01/03/2020	PERS 1, 2 & 3	30,645.17
DRS 457	44096	01/03/2020	DRS 457 Deduction	1,904.51
EMPLOYMENT SECURITY DEPT	44097	01/03/2020	Paid Family & Medical Leave	609.68
HRA VEBA TRUST	44098	01/03/2020	Void	-
ICMA RETIREMENT C/O ALLFIRST BANK	44099	01/03/2020	401A Social Security Replacement	17,201.66
ICMA RETIREMENT TRUST 457 / 304745	44100	01/03/2020	ICMA 457 Deduction	5,803.47
NAVIA	44101-44102	01/03/2020	Flexible Spending Account Medical/Dependent Care	6,916.15
STATE OF FLORIDA DISBURSEMENT UNIT	44103	01/03/2020	Child Support	275.00
UNITED WAY OF KING COUNTY	44104	01/03/2020	Charitable Contributions	68.50
HRA VEBA TRUST	44105	01/03/2020	Employer HRA VEBA Contributions Jan. 2020	18,182.55
ALCALDE & FAY	44106	12/31/2019	December Government Affairs Consulting	5,018.67
ALEXANDER PARTY RENTALS	44107	12/31/2019	Tree Lighting Festival Rentals	1,276.14
ANCHOR QEA, LLC	44108	12/31/2019	17-C1684 November Sediment Sampling	938.50
AURORA RENTS	44109	12/31/2019	Scissor Lift & Cement Mixer Rental	1,606.06
BAKER, DAVID	44110	12/31/2019	Mileage Reimbursement	202.42
BENNETT GOLD, TOBIN	44111	12/31/2019	Fall 2019 Tuition Reimbursement	2,240.00
BOTHELL KENMORE CHAMBER OF	44112	12/31/2019	December KBA Support	300.00

BRIEN, GAYLYNN	44113	12/31/2019	Oct. Sales Tax Data Conversion Svcs	50.00
CADMAN MATERIALS, INC.	44114	12/31/2019	Asphalt for Surface Water Projects	132.98
CASCADE PEST CONTROL	44115	12/31/2019	Rhododendron Park Pest Control	143.00
CHANCERY CIVIC LLC	44116	12/31/2019	19C-2097 Dec. Financial Sustainability Consulting	5,352.00
COLUMBIA RIDGE LANDFILL	44117	12/31/2019	Street Sweeper Disposal Dump Fees	1,919.90
COMCAST BUSINESS	44118	12/31/2019	12/19/19-1/18/20 Hangar Bldg. Cable	131.59
CURTIS, DR. MILTON	44119	12/31/2019	Mileage Reimbursement	91.64
DAILY JOURNAL OF COMMERCE	44120	12/31/2019	Ad for Squire's & Log Boom Artist & Rhody Boathouse	165.60
ECOSS	44121	12/31/2019	19-C2030 10/12-12/20/19 Spill Kit Outreach	191.07
EMC RESEARCH, INC.	44122	12/31/2019	19-C2106 Kenmore Finances Opinion Research	28,200.00
EVERGREEN FIRE AND SAFETY, INC.	44123	12/31/2019	Fire Alarm Maintenance	172.70
FERGUSON ENTERPRISES INC #3011	44124	12/31/2019	Materials for Surface Water Projects	310.14
FRONTIER	44125	12/31/2019	425-481-5638 City Hall Phone Service	657.54
FRONTIER	44126	12/31/2019	12/19/19-1/18/20 PW Office Internet	121.55
FRONTIER	44127	12/31/2019	City Hall Phone Services	471.92
FRUHLING SAND & TOPSOIL	44128	12/31/2019	Dumping of Materials & Purchases	404.52
GORDON THOMAS HONEYWELL	44129	12/31/2019	Dec. Government Affairs Consulting	3,961.81
GRAINGER	44130	12/31/2019	Sand Bags for Stock	123.22
HDR ENGINEERING, INC	44131	12/31/2019	16-C1625 10/27-11/23/19 Juanita Dr. Prof. Svcs	31,661.96
HOME DEPOT CREDIT SERVICES	44132	12/31/2019	Materials & Equipment	1,036.14
HONEY BUCKET	44133	12/31/2019	12/16/19-1/12/20 Public Works Yard Rental	383.90
INSLEE, BEST, DOEZIE & RYDER, P.S.	44134	12/31/2019	November Legal Services	17,946.27
JACOBS ENGINEERING GROUP	44135	12/31/2019	15-C1411 7/27-11/22 W. Samm. Bridge Svcs	86,658.86
KBA INC.	44136	12/31/2019	18-C1846 Dec. W. Sammamish Bridge Svcs	2,045.44
KENMORE HERITAGE SOCIETY	44137	12/31/2019	4th Qtr History Book Sales	25.00
KING COUNTY ANIMAL SVCS	44138	12/31/2019	Dec. Pet Licenses & Renewals	560.00
KING COUNTY FINANCE	44139	12/31/2019	Nov. Adult/Juvenile Detention Comm. Work Prog.	4,821.25
KING COUNTY FINANCE	44140	12/31/2019	4th Qtr Historic Preservation Services	361.24
KING COUNTY FINANCE	44141	12/31/2019	November Indigency Screening	251.00
KPFF CONSULTING ENGINEERS	44142	12/31/2019	Dec. 15-C1484 Prof. On-Call Svcs	86,541.55
LIGHTHOUSE CONSULTING INC	44143	12/31/2019	Dec. IT Services/Backup/Protection/Archiving	9,678.08
MANAGEMENT PARTNERS	44144	12/31/2019	Kenmore Fiscal Forecast Review/Sustainability	4,950.00
MILLER STEPHENS, MARY	44145	12/31/2019	December Public Defense Services @ SCORE	1,250.00
NORTH COAST ELECTRIC COMPANY	44146	12/31/2019	Facility Maintenance Supplies	712.10
NORTHSHORE SCHOOL DISTRICT	44147	12/31/2019	Dec. School Impact Fee Remittance	21,146.00
NORTHSHORE UTILITY DIST	44148	12/31/2019	Squires Landing Water Access	415.98
NORTHWEST ARBORICULTURE LLC	44149	12/31/2019	Hazardous Tree Removal	2,877.24

OFFICE DEPOT	44150	12/31/2019	Misc. Office Supplies	237.57
OFFICE DEPOT	44151	12/31/2019	Void	-
OLSON BROTHERS PRO VAC	44152	12/31/2019	Drainage Maintenance Services	23,577.55
OSBORN CONSULTING INC.	44153	12/31/2019	Nov. Svcs - Boatshed Design	6,790.81
PACE ENGINEERS, INC.	44154	12/31/2019	Surface Water Consulting	880.00
PACIFIC INDUSTRIAL SUPPLY	44155	12/31/2019	Streets Materials	30.80
PACIFIC TOPSOILS	44156	12/31/2019	Vegetation Disposal & Parks Materials	296.65
PENDLETON CONSULTING LLC	44157	12/31/2019	City Council Retreat Consulting	2,484.90
PERTEET INC.	44158	12/31/2019	St. Edwards Ballfield Consulting	12,292.24
PETTY CASH CUSTODIAN	44159	12/31/2019	Petty Cash Reimbursement	400.31
PHSI PURE HEALTH SOLUTIONS INC.	44160	12/31/2019	City Hall Filtered Water	101.09
PUGET SOUND ENERGY	44161	12/31/2019	Traffic Signals/City Hall/Parks Electricity	3,891.69
QUALITY WATER FINANCIAL	44162	12/31/2019	Incubator & PW Filtered Water	131.90
RED BARN ENGINEERING, INC.	44163	12/31/2019	12/9 - 12/20/19 Engineering Consulting	4,383.00
REPUBLIC SERVICES	44164	12/31/2019	December Rhododendron Park Solid Waste	451.61
REPUBLIC SERVICES	44165	12/31/2019	December City Hall Solid Waste Services	533.99
SARAH ROBERTS	44166	12/31/2019	December Prosecution Charges	11,562.97
SHANNON & WILSON, INC.	44167	12/31/2019	18-C1850 Kenmore SMP/Critical Areas Prof. Svcs	5,885.00
SHEPHERD, AUSTIN	44168	12/31/2019	Statutory Allowance for Attorney Fees	750.00
SHRED IT USA LLC	44169	12/31/2019	Shredding Services	80.80
SMS CLEANING, INC.	44170	12/31/2019	City Hall, Hangar, PW Office Janitorial Services	6,495.00
STARDOM SERVICES, INC.	44171	12/31/2019	Dec. 2019 Incubator Janitorial Services	555.00
T MOBILE USA, INC.	44172	12/31/2019	Staff Cell Phones & Data Plans	770.32
TERREBONNE LIMITED	44173	12/31/2019	Public Works Crew Gloves	736.45
VERIZON WIRELESS	44174	12/31/2019	Staff Cell Phones & Data Plans	263.51
WASHINGTON STATE OFFICE CASH MGMT	44175	12/31/2019	4th Qtr State Bldg. Permit Fees	483.00
WASHINGTON STATE PATROL	44176	12/31/2019	Dec. 27 Bridge Weight Limit Enforcement	1,916.29
WILLIAMS, KASTNER & GIBBS PLLC	44177	12/31/2019	17-C1736 11/6-11/30/19 El-Sharawy Legal Fees	1,592.95
PROMOTIONS NOW	44178	12/31/2019	W. Sammamish Bridge Supplies	876.18
DEPARTMENT OF LABOR AND INDUSTRIES	44179	12/20/2019	City of Kenmore Worker's Comp	3,846.18
DEPARTMENT OF LABOR AND INDUSTRIES	44180	12/20/2019	Void	-
EMPLOYMENT SECURITY DEPT	44181	12/20/2019	Paid Family & Medical Leave	1,048.05
LINCOLN NATIONAL LIFE INSURANCE	44182	12/20/2019	Life Ins/ADD & LTD	1,313.89
BANK OF AMERICA 941	DFT0000581	12/20/2019	Federal Taxes	15.50
PAYROLL	Electronic Dep.	1/3/2020	Direct Deposit	104,546.42
				<u>\$ 628,821.82</u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	550.00
0014	AMERICAN PLANNING ASSOCIATION	1,818.00
0022	ASSOCIATION OF WA CITIES	44,800.00
0024	BAKER, DAVID	3,440.68
0037	BASTYR UNIVERSITY	62,325.00
0050	BRUCE C ALLEN & ASSOC INC	15,550.00
0054	BULGER SAFE & LOCK, INC.	7,331.44
0064	CASCADE PEST CONTROL	1,716.00
0067	CENTER FOR HUMAN SERVICES	5,250.00
0076	CITY OF BELLEVUE	144,534.88
0081	CITY OF KENMORE	600.00
0083	CITY OF LAKE FOREST PARK	120,373.83
0092	CODE PUBLISHING COMPANY	7,371.57
0099	CONSOLIDATED PRESS	11,154.13
0103	COSTCO WHOLESALE MEMBERSHIP	60.00
0106	CROWN PRODUCTS LLC	1,970.20
0109	DAILY JOURNAL OF COMMERCE	3,166.20
0111	DEPARTMENT OF ECOLOGY	11,948.00
0121	REPUBLIC SERVICES	19,738.39
0130	EMPLOYMENT SECURITY DEPT	14,937.71
0134	EVERGREEN PRINT SOLUTIONS	450.25
0137	FERGUSON ENTERPRISES INC #3011	19,570.93
0145	FRUHLING SAND & TOPSOIL	10,638.10
0147	FUN RENTALS	902.25
0151	CALPORTLAND COMPANY	3,220.43
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0173	HOME DEPOT CREDIT SERVICES	14,477.71
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	262,065.23
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	2,700.46
0197	JET CITY PRINTING	3,582.43
0201	KCDA PURCHASING COOP	2,377.06
0204	KENMORE COMMUNITY CLUB	470.00
0205	KENMORE HERITAGE SOCIETY	975.00
0206	KENMORE MIDDLE SCHOOL	10,750.00
0212	KING COUNTY FINANCE W.L.R.D.	26,316.40
0213	KING COUNTY ANIMAL SVCS	4,278.00
0216	KING COUNTY REAL ESTATE SVCS	2,500.00
0217	KING COUNTY DISTRICT COURT	62,196.00
0218	KING COUNTY FINANCE	6,244.28
0219	KING COUNTY FINANCE	296,609.81
0224	SOUND PUBLISHING, INC.	5,653.31
0229	KING COUNTY OFFICE OF FINANCE	6,096.61
0230	KING COUNTY RADIO COMM SERVICES	1,201.20
0233	KING COUNTY SHERIFF	3,574,214.03
0235	KING COUNTY TREASURY	31,017.97
0251	LIGHTHOUSE CONSULTING INC	83,182.40
0260	MEEHAN, NANCY	676.92
0261	PENDLETON CONSULTING LLC	8,167.12
0265	MORGAN SOUND INC	4,082.38
0267	MR. T'S TROPHIES	255.43
0268	MRSC ROSTERS	425.00
0280	NEOPOST USA INC.	197.99

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0285	NORTHSHORE FIRE DEPT	3,220.00
0286	NORTHSHORE SCHOOL DISTRICT	116,303.00
0287	NORTHSHORE SENIOR CENTER	30,950.00
0288	NORTHSHORE UTILITY DIST	204,054.99
0289	NORTHSHORE YMCA	6,625.00
0290	NORTHSHORE YOUTH & FAMILY SERVICES	16,000.00
0292	HONEY BUCKET	7,576.19
0299	PERSONAL BEST	118.27
0300	OFFICE DEPOT	11,115.56
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	37,981.00
0310	PACIFIC TOPSOILS	11,108.74
0314	PETTY CASH CUSTODIAN	765.66
0327	PUGET SOUND CLEAN AIR AGENCY	18,505.00
0328	PUGET SOUND ENERGY	175,362.97
0329	PUGET SOUND FINANCE OFFICERS ASSOC	125.00
0331	PUGET SOUND REGIONAL COUNCIL	9,002.00
0345	SEATTLE TIMES	14,815.55
0350	SIGN UP, SIGN CO, INC	1,342.00
0355	STAPLES ADVANTAGE	16,437.40
0356	STATE AUDITOR'S OFFICE	30,879.84
0357	STEWART MACNICHOLS HARMELL, INC.	60,000.00
0359	SOUND CITIES ASSOC	15,017.45
0365	TOTAL LANDSCAPE CORP	101,507.45
0370	UNITED RENTALS NW, INC	1,115.05
0371	UNITED STATES POSTMASTER	5,424.84
0375	US POSTAL SERVICE (HASLER)	3,779.16
0385	WA ASSOC OF BUILDING OFFICIALS	220.00
0386	WA ASSOC OF CODE ENFORCEMENT	40.00
0387	WA CITIES INSURANCE AUTHORITY	290,060.00
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	315.00
0401	WA STATE DEPT OF TRANSPORTATION	15,595.13
0405	WASHINGTON STATE OFFICE CASH MGMT	2,162.00
0412	COLUMBIA RIDGE LANDFILL	28,143.05
0416	WETLANDS & WOODLANDS INC	5,073.20
0419	WONDERLAND DEVELOPMENT	750.00
0424	ICMA RETIREMENT TRUST 457 / 304745	136,582.31
0425	DRS 457	23,647.29
0426	AFLAC	3,925.20
0428	BANK OF AMERICA 941	461,608.17
0429	AWC EMPLOYEE BENEFITS	698,210.12
0431	DEPARTMENT OF RETIREMENT SYSTEMS	747,843.11
0432	DEPARTMENT OF LABOR AND INDUSTRIES	53,356.94
0434	UNITED WAY OF KING COUNTY	1,871.00
0436	NATIONAL LIFE OF VERMONT	1,478.04
0441	DANSOUND INC	8,400.00
0448	UPS STORE KENMORE	312.93
0450	AURORA RENTS	10,977.00
0473	ARTS OF KENMORE	3,032.54
0480	WASHINGTON TREE SERVICE INC	1,606.00
0484	CITY WIDE FENCE COMPANY, INC	28,765.00
0497	DAY WIRELESS SYSTEMS	1,176.72
0501	MACLEOD RECKORD	5,783.82
0510	AA ASPHALTING, INC	8,343.52
0515	NATIONAL LEAGUE OF CITIES	1,533.67
0542	AMERICAN SOCIETY OF COMPOSERS	362.64
0550	KING COUNTY RECORDER'S OFFICE	234.00
0564	AMERICAN PUBLIC WORKS ASSOCIATION	9,180.00
0575	FUNRENT	250.00

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0586	MAIL FINANCE	2,128.50
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0594	RANDALL, BRIAN	1,611.37
0610	WA STATE DEPT OF TRANSPORTATION	5,591.58
0617	KING COUNTY FINANCE	2,311.24
0639	KONICA MINOLTA BUSINESS SOLUTIONS	659.38
0641	TELESYSTEMS WEST	761.75
0685	PACE ENGINEERS, INC.	269,382.36
0689	DIGITAL REPROGRAPHICS SERVICES INC.	1,109.04
0690	BUILDERS EXCHANGE OF WASHINGTON INC	1,280.50
0692	HDR ENGINEERING, INC	643,420.45
0696	AMERICAN GENERAL LIFE GPO/400S	3,884.40
0699	BANNER BANK DB	7,029.82
0743	BANNER BANK NO	11,042.74
0764	OUSLEY, NANCY	1,589.24
0781	QUALITY BUSINESS SYSTEMS INC.	9,893.12
0788	CURTIS, DR. MILTON	285.32
0791	NORTHSHORE ROTARY CLUB	786.00
0800	BANNER BANK JG	16,592.96
0817	GRAINGER	13,952.28
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0834	BANNER BANK KENMORE	26,081.78
0837	INGLEWOOD GOLF COURSE	5,755.20
0851	EVER MARK, LLC	3,733.48
0852	GREGORY, JOANNE	385.18
0858	A+ CONFERENCING	397.67
0864	COLUMBIA FORD	274,070.97
0868	JAYMARC AV	646.25
0869	BANNER BANK JGORDON	25,689.64
0892	JACOBS ENGINEERING GROUP	260,902.29
0898	ZONAR SYSTEMS	527.73
0899	SHRED IT USA LLC	1,082.81
0912	ALCALDE & FAY	60,551.50
0913	KENMORE ELEMENTARY PTA	3,750.00
0937	ZUMAR	13,923.65
0964	J&K ASSOCIATES	28,263.40
0981	COMCAST BUSINESS	19,538.35
0983	PASSPORT TRAVEL AND TOURS	208.60
0994	GORDON THOMAS HONEYWELL	48,020.03
1000	JRW ENTERPRISES	2,150.59
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	3,439.53
1032	SAWYER, RICHARD	217.80
1045	HORIZON DISTRIBUTORS INC	1,568.76
1047	SARAH ROBERTS	138,353.84
1052	FIRE PROTECTION, INC	10,313.31
1053	INTERNATIONAL CODE COUNCIL, INC	800.00
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	1,213.08
1116	FRONTIER	14,352.37
1123	AM TEST, INC	2,700.00
1140	PAWS	3,828.00
1148	AGORA REFRESHMENTS	1,398.72
1161	INDEPENDENT STATIONERS	261.24
1168	SCHINDLER ELEVATOR CORPORATION	4,238.39
1177	WELLS FARGO FINANCIAL	1,859.19
1192	HOPKINS, CRAIG	307.98
1197	MILLER STEPHENS, MARY	13,750.00

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1212	MCALLISTER, TERESA	19.62
1215	STATE OF FLORIDA DISBURSEMENT UNIT	7,150.00
1216	ADVANCE TESTING & SERVICE INC	1,512.00
1222	OLSON BROTHERS PRO VAC	40,355.72
1226	CONTECH ENGINEERED SOLUTIONS, INC	12,603.00
1248	KENMORE AIR	3,037.40
1257	BROADCAST MUSIC, INC.	358.00
1258	SESAC	930.85
1259	PERTEET INC.	12,561.19
1267	AUTOMATED CONTROLS	6,741.68
1269	KAMINS CONSTRUCTION INC.	548,207.17
1299	VERIZON WIRELESS	2,938.29
1304	HAMPSON, BRYAN	217.72
1309	BANNER BANK BAKER	11,029.14
1311	WASHINGTON STATE PATROL	10,371.72
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	5,700.00
1326	JOYCE ZIKER PARKINSON	450.00
1328	ANCHOR QEA, LLC	1,588.50
1331	KBA INC.	36,871.70
1333	WELWEST CONSTRUCTION INC.	624,763.29
1339	STATE OF WA DEPARTMENT OF LICENSING	30.00
1341	TERREBONNE LIMITED	736.45
1342	PETERSON, JANET	750.00
1345	SHERWIN WILLIAMS CO. #8099	444.31
1356	KARLINSEY, ROB	2,455.50
1357	KENMORE COMMERCIAL LLC	40,404.48
1358	ALPHAGRAPHS	1,674.08
1359	EVERGREEN FIRE AND SAFETY, INC.	269.50
1363	INNOVAC	4,182.65
1364	KINGS HEATING	529.20
1372	AAA PRINTING	2,053.94
1385	CITYWORKS/ AZTECA SYSTEMS INC.	22,000.00
1390	UTILITIES UNDERGROUND LOCATION CTR	2,185.26
1402	NORTHWEST MARINE TRADE ASSOCIATION	460.00
1403	OSBORN CONSULTING INC.	116,720.90
1412	SKAGIT GARDENS	2,920.28
1420	SAUVE, GAYLEN	400.00
1425	FASTSIGNS	910.80
1431	BRIEN, GAYLYNN	600.00
1437	VOLGISTICS, INC	540.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	506.00
1457	LANGUAGE LINE SERVICES, INC.	15.37
1459	FLEMINGS HOLIDAY LIGHTING LLC	13,501.07
1478	HERBIG, NIGEL	1,168.68
1482	HIGHWIRE	762.12
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	375.00
1500	MARINE FLOATS CORPORATION	5,867.08
1504	SCORE	409,672.69
1544	METROPOLITAN TRANS. COMMISSION	1,500.00
1550	THE EVP GROUP	46,513.81
1555	LINCOLN NATIONAL LIFE INSURANCE	15,172.20
1563	SHANE KUMLER, SEAN P.	350.00
1577	MUMMA, RYAN	613.33
1580	NORTHWEST TROPHY	461.03
1581	STARDOM SERVICES, INC.	6,660.00
1584	STUDIO 3 SIGNS	330.30
1590	HERMANSON COMPANY, LLP	401.59

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1591	ULINE	2,642.59
1596	NW ENVIRONMENTAL TRAINING CENTER	3,225.00
1605	ALL CITY FENCE CO.	14,412.20
1606	GALLATIN PUBLIC AFFAIRS	42,000.00
1629	WESTERN DISPLAY FIREWORKS, LTD.	18,000.00
1645	MODERN ENTERPRISES, LLC	1,750.00
1647	MASTEC NETWORK SOLUTIONS	1,523.55
1657	STEWART TITLE COMPANY	958.13
1661	WHITEMAN, TELA	903.93
1666	LANDSCAPE FORMS, INC.	566.51
1673	KPFF CONSULTING ENGINEERS	570,862.72
1678	VICENTE, JOHN	2,485.00
1686	GRAHAM BABA ARCHITECTS	1,222.50
1689	MOTT MACDONALD GROUP, INC.	418,392.78
1690	SITTS & HILL ENGINEERS, INC.	5,730.00
1693	SKYWARD CONSTRUCTION	33,000.00
1698	WRIGHT, MARCI	1,000.00
1700	PAMPLIN MEDIA GROUP	150.00
1704	BANNER BANK RK	13,757.06
1711	SOFTWAREONE, INC.	11,052.93
1715	THE WIDE FORMAT COMPANY	649.00
1718	RESOURCE EXPLORATION, LLC	20,000.00
1731	NORTHWEST ARBORICULTURE LLC	18,563.40
1738	MUNIMANAGE, LLC	79,200.00
1754	RFI ENTERPRISES INC.	14,225.20
1759	CORT PARTY RENTAL	55.00
1762	BAKER, BRIDGIT	1,667.50
1774	OWEN EQUIPMENT COMPANY	1,305.30
1782	SWANK MOTION PICTURES, INC.	2,213.20
1785	ECOSS	5,000.01
1786	TYLER TECHNOLOGIES, INC.	17,853.40
1787	M M COMFORT SYSTEMS	36.75
1789	BLUEBEAM, INC.	493.90
1791	PROFFITT, QUINN	234.57
1793	QUINN, JANET	133.48
1798	OLBRECHTS & ASSOCIATES, PLLC	4,488.00
1806	RYCO EQUIPMENT, INC.	1,465.00
1811	CAMPBELL SCIENTIFIC	624.00
1814	YSI INCORPORATED, A XYLEM BRAND	2,885.98
1816	NAVIA	23,321.90
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	8,702.97
1829	SHI INTERNATIONAL CORP.	882.20
1832	EASTSIDE HOMES, INC.	1,670.10
1835	INC4INC, INC.	11,500.00
1846	AWCPD	100.00
1852	STANTON, ANN	17,250.00
1853	HALO BRANDED SOLUTIONS	395.54
1855	OFFICE DEPOT	65.02
1863	HAULAWAY STORAGE CONTAINERS, INC.	1,260.90
1867	TACK PHOTOGRAPHY	400.00
1879	HOLMBERG COMPANY	3,628.70
1884	CADMAN MATERIALS, INC.	395.33
1885	NATIONAL BARRICADE CO., LLC	6,946.87
1886	WSAPT	90.00
1889	WILLIAMS, KASTNER & GIBBS PLLC	31,256.53
1892	HEARTH MUSIC	3,850.00
1900	ASPECT CONSULTING LLC	1,749.54
1901	NORTH COAST ELECTRIC COMPANY	1,978.81

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1913	GRAND EVENT RENTALS	3,039.02
1914	MCNAMARA SIGNS	440.40
1921	CITY OF MARYSVILLE PARKS, CULTURE & RECREATION	2,100.00
1927	GAMETIME	6,881.65
1930	T MOBILE USA, INC.	9,010.08
1932	U.S. BANK N.A. / CUSTODY	378.00
1933	VALLEY, CHRIS & BETH	7,500.00
1936	SUPERION, LLC	19,823.55
1939	ARCHIVESOCIAL, INC.	2,388.00
1944	OHNO CONSTRUCTION	5,454.03
1945	GLASS MASTERS LLC	4,465.00
1946	FALL PROZ INC	896.50
1947	MCMILLAN, RANDY	750.00
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	1,390.00
1955	HUIZENG ENTERPRISES, LLC	5,857.22
1960	WALTER E. NELSON CO.	1,233.87
1962	BANNER BANK SKROGH	2,730.73
1964	EARTHWORKS	56,670.60
1968	ALEXANDER PARTY RENTALS	2,002.56
1970	CROSSROAD SIGN	2,074.60
1978	GOVDELIVERY, LLC	46,922.23
1979	MSPT XXII, LLC	10,954.00
1980	HRA VEBA TRUST	32,640.87
1981	U.S. BANK	600.00
1985	CONTRACT LAND STAFF LLC	24,357.51
1991	WASHINGTON STATE TREASURER	7,059.00
1993	HYAS GROUP, LLC	7,500.00
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2,000.00
1995	REY TRANSLATIONS	220.00
1998	JOHNSTON GROUP, LLC	23,320.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50.00
2004	RED BARN ENGINEERING, INC.	77,743.50
2007	HYDROPOINT DATA SYSTEMS, INC.	1,027.30
2009	O'CONNOR CONSULTING GROUP, LLC	39,000.00
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	55,391.12
2019	EMERALD CITY STATEWIDE	727.10
2021	GEOTERRA, INC.	9,220.00
2024	DFR LAW GROUP, LLC	1,800.00
2028	PRIDE ELECTRIC INC.	1,573.00
2048	SMS CLEANING, INC.	73,547.75
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2063	French Touchup LLC	6,929.00
2064	Bud Clary Dodge/Chevrolet	66,956.52
2065	AMY LUCK	200.00
2073	HOOPSMILES	275.00
2078	WA RECREATION & PARK ASSOC.	85.00
2081	SHANNON & WILSON, INC.	57,900.95
2095	TRANSCO GROUP USA INC.	85.00
2097	ROBINSON AND NOBLE, INC.	2,850.00
2099	INGLEWOOD GOLF CLUB	2,061.00
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2114	NC Machinery	112,126.05
2126	SCHWARZWALTER, MARK	54.68
2128	SUNDANCE ENERGY SERVICES	766.27
2129	CHELIN, KELLY	203.19
2130	CGINI	4,925.00
2132	FUELCARE	660.00
2135	AMERICAN SOLUTIONS FOR BUSINESS	4,786.47

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2138	HORVATH, PETER	300.00
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	407,561.67
2144	MODUS TECHNOLOGY, INC.	2,996.58
2147	SOD SPOT LLC	20,700.00
2148	Town and Country Fence Inc.	2,337.51
2157	SOUND SAFETY PRODUCTS CO.	2,025.74
2159	TRAILER BOSS	8,181.90
2160	ALLWEST UNDERGROUND INC.	1,980.60
2161	BENNETT GOLD, TOBIN	1,425.89
2162	ESWO, LLC	15,000.00
2163	CORNERSTONE ARCHITECTUAL GROUP	13,160.00
2164	RANKIN, BRUCE	418.95
2166	BARKER MARTIN, P.S.	9,505.50
2167	APWA/WA CHAPTER	1,500.00
2168	FRED PRYOR SEMINARS	149.00
2169	ETC INSTITUTE	18,750.00
2171	BELRED ENERGY SOLUTIONS	329.28
2172	TCF ARCHITECTURE	2,500.00
2173	TRI COUNTY LAND SURVEYING	3,800.00
2174	TUCKER, NATHAN	300.00
2175	ELECTRONIC BUSINESS MACHINES	2,829.24
2176	CANON FINANCIAL SERVICES, INC.	2,924.24
2177	ELYSIUM DEVELOPMENT, LLC	7,500.00
2178	STRIPE A LOT	2,822.88
2179	NC CAT RENTAL	3,553.00
2180	BUNTTING INC.	131,302.62
2181	CONNER HOMES AT SOLIRE LLC	187,241.00
2182	CUZ CONCRETE PRODUCTS	909.13
2183	SISKUN POWER EQUIPMENT	8,895.27
2184	DIVERSIFICATION INC.	2,310.00
2185	CRIMINAL JUSTICE TRAINING COMMISSION	1,450.00
2187	CORAL SALES CO.	9,553.50
2188	DIJULIO DISPLAYS, INC	13,973.33
2189	OFFICE TEAM	31,954.56
2190	PACIFIC INDUSTRIAL SUPPLY	1,015.19
2192	STEWART TITLE	103,308.00
2193	FENCING COMPANY, LLC	1,265.00
2194	CONFLUENCE ENVIRONMENTAL COMPANY	10,470.00
2195	CITY SOURCED	3,600.00
2196	Engaged Public	6,500.00
2197	BEST PARKING LOT CLEANING INC.	14,896.42
2198	CITY OF BOTHELL	50,000.00
2199	HALALILO, PAULA	34.56
2200	CHASE WALKER	209.75
2201	WA CHAPTER AMERICAN SOCIETY OF LANDSCAPE ARC	75.00
2202	ROGER WIGGINS	7,500.00
2203	KENMORE CLEANERS	36.30
2204	KING COUNTY	200.00
2205	MUNICIPAL MANAGEMENT SERVICES	5,000.00
2206	CHECK RIDE	6,900.00
2207	APA Washington	100.00
2208	FLUENT LANGUAGE SOLUTIONS	395.59
2209	MORUP SIGNS, INC.	913.02
2210	PACWEST MACHINERY	300.00
2211	PRECISION FUEL SOLUTIONS	1,452.00
2212	WEDENIG, MARK	7,500.00
2213	HELEN C. FORBES FAMILY TRUST	1,623.30
2214	CAROLYN LAW	6,900.00

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2215	INTERSECTION MEDIA, LLC	1,000.00
2216	SEVERSON, ROBERT	13,732.35
2217	TOURNESOL SITEWORKS, LLC	473.02
2218	NORTH CREEK ROOFING, INC.	646.35
2219	C.R. CONTRACTING	105,800.00
2220	SAFETY SOURCE LLC	2,765.00
2221	O'REILLY/FIRST CALL	207.21
2222	GRADE, INC.	246,235.71
2223	JAIN, VAIBHAV	250.00
2224	BROWN, STEPHANIE	385.85
2225	THE COLOR GROUP, INC.	563.31
2226	QUANTUM HOMES	47,510.50
2227	EARTHCORPS	22,253.00
2229	ALIA PRODUCTIONS	2,000.00
2230	COMPASS NORTHWEST, INC	30,800.00
2231	A WORKSAFE SERVICE, INC	110.00
2232	DANNY BARNES INC.	1,500.00
2233	GARY HALEAMAU	2,425.00
2234	BRETT BENTON	250.00
2235	CEDRIC BURNSIDE	2,350.00
2236	COMCAST	15,695.43
2237	CREATIVE HOUSE BRANDING	1,031.17
2238	EVENT EXPERIENCE	500.00
2239	THE STORYMAKERS	1,125.00
2240	TAMAR LLANA & VENTANAS	1,900.00
2241	VIBE INC.	3,517.94
2242	MARY'S PLACE	14,666.00
2244	NGSSA	132.00
2245	JULIET HOWARD	1,250.00
2246	LYDIA RAMSEY	250.00
2247	EMERALD PAVING, INC	8,294.00
2248	INTERNATIONAL PUBLIC MGT ASSOC FOR HUMAN RES	149.00
2249	KING COUNTY BAR ASSOCIATION	750.00
2250	NAMI EASTSIDE	500.00
2252	TRUGREEN	2,964.50
2253	CHANCERY CIVIC LLC	17,112.00
2254	U.S. BANK PURCHASE CARDS	33,037.00
2255	ANNA ARNOTT	114.25
2256	FLYNN BEC LP	4,467.10
2257	ALTATERRA CONSULTING LLC	3,200.00
2258	STRONG TOWNS	3,000.00
2259	MINUTEMAN PRESS	7,567.46
2260	WESTERN ENGINEERS & SURVEYORS	225.75
2261	NEDOROSCIK, TAMMORA	42.83
2262	DILIGENT CORPORATION	14,024.42
2263	INTOXIMETERS, INC.	992.75
2264	SWOFFORD EXCAVATING	50,906.06
2265	TURNING CIRCLES LLC	60.00
2266	WA STATE PARKS & RECREATION COMMISSION	64,098.85
2267	THE PAPE GROUP	3,313.71
2269	HERC RENTALS INC.	3,987.53
2270	LAKE SIDE INDUSTRIES	1,899.25
2271	HENLEY USA	22,483.30
2272	BIELLENBERG, TERRI	76.43
2273	CROWN CASTLE	52.48
2275	HINES, KATHERINE	250.00
2276	IMAGE CRANE SERVICE	610.50
2277	KB FASTPITCH	250.00

Vendor Purchasing Report

For Date Range 01/01/2019 - 12/31/2019

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2278	NOLAND, JIM	7,500.00
2279	PEARCE, COLLEEN	250.00
2281	SOUND SLEEP HEALTH	374.30
2282	STEVE BURNSTEAD CONSTRUCTION, LLC	7,500.00
2283	VSS INTERNATIONAL INC.	459,378.32
2284	ENVIROTECH	6,687.16
2285	QUALITY WATER FINANCIAL	395.70
2286	MCKINSTRY	1,342.00
2287	KING COUNTY PROSECUTING ATTORNEYS OFFICE	100.00
2288	NORTHWEST PAVEMENT MANAGEMENT ASSOCIATION	350.00
2290	BURROWS, MOLLY	125.00
2291	WANG, ZHANHUI	2,475.00
2292	CIBRIAN, SAMUEL	1,650.00
2293	BRADY, CAMILLE MARIANNE	925.00
2294	TRUONG, TRUC	1,025.00
2295	ALL THINGS HR, LLC	5,565.00
2296	ELWAY RESEARCH, INC	13,400.00
2297	THE GREAT SURPRISAL INC.	250.00
2299	OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPR	150.00
2300	MICROSOFT CORPORATION	1,315.78
2301	JASON YENTER	225.75
2303	SHEPHERD, AUSTIN	1,725.00
2304	ESTABROOK, MEGAN	2,800.00
2305	GONZALES, FRANK	173.71
2306	NORTHWEST AQUATIC ECO-SYSTEMS, INC.	27,300.00
2307	OCHOA-NUGENT, ELBA	1,300.00
2308	OSTROMS	78.00
2310	VANDAMME, DARLENE	450.00
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	18,950.35
2312	GOOD, MICHAEL J.	300.00
2313	MANAGEMENT PARTNERS	8,970.00
2315	NATIONAL RECREATION & PARK ASSOC.	175.00
2316	TWIN PIER, LLC	7,500.00
2317	ABELLERA, ELLEN	250.00
2318	PIXEYES GRAPHICS & DESIGN	510.00
2319	SITESCAPES	620.00
2320	EPHPHANY LUTHERAN CHURCH	50,000.00
2321	ABDOLHOSSEINI, PEIMANEH	2,050.00
2322	HENNICK, ELIZABETH	4,386.00
2324	NORDYKE, ANDREW	153.30
2326	NORTHSHORE SCHOOL DISTRICT NO. 417	7,725.00
2327	PACIFIC AIR CONTROL, INC.	3,617.36
2328	VERMONT APARTMENTS LLC	2,225.00
2330	PROMOTIONS NOW	876.18
2331	EMC RESEARCH, INC.	28,200.00
Vendor Set Vendor Set 01 Total:		17,224,792.80

All costs incurred by OER associated with the annual recycling collection events are completely covered by grant funds. If grant funds are not available as estimated, services offered at the recycling event will be reduced.
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Economic Development and Effective and Efficient Services

CONTRACT NO. 19-C2121

City of Kenmore
CONTRACT FOR SERVICES
Recycling Event Project Management

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Olympic Environmental Resources, whose principal office is located at 4717 SW Walker St., Seattle, WA 98116 ("Contractor").

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

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

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

1. Scope of Services to be Performed by Contractor. The Contractor shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Contractor shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

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

The City shall pay Consultant:

[Check applicable method of payment]

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

___ A sum not to exceed \$79,151.96

___ Other (describe): _____

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

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on January 1, 2020 and ending, December 31, 2021 unless

CONTRACT NO. 19-C2121

sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

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

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

6. Indemnification.

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

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

7. Insurance.

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

A. Minimum Scope of Insurance.

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

CONTRACT NO. 19-C2121

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

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

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

B. Minimum Amounts of Insurance.

Contractor shall maintain the following insurance limits:

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

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

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

C. Other Insurance Provisions.

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

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

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

D. Verification of Coverage.

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

CONTRACT NO. 19-C2121

8. Record Keeping and Reporting.

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

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

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

10. Termination.

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

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

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

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

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

11. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor under this Agreement, on the basis of race, color, religion, creed, sex, sexual

CONTRACT NO. 19-C2121

orientation, age, national origin, marital status, or presence of any sensory, mental or physical disability.

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

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

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

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

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

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

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

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

Paul Devine
Olympic Environmental Resources
4717 SW Walker St.
Seattle, WA 98116

CONTRACT NO. 19-C2121

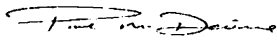
18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree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

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

DATED this _____ day of _____, 2020.

CONTRACTOR: OLYMPIC ENVIRONMENTAL
RESOURCES

CITY OF KENMORE:

BY:  _____

BY: _____

Paul Devine
Title: General Manager

Rob Karlinsey
Title: City Manager

Address: 4715 SW Walker St
Seattle, WA 98116

CONTRACT NO. 19-C2121

EXHIBIT A
Scope of Services

2020-21 City of Kenmore Recycling Projects

City of Kenmore Project Manager

Jennifer Gordon
425-984-6160
jgordon@kenmorewa.gov

Residential Recycling Collection Events

The events are tentatively scheduled for spring (May, June) and fall (September, October, November) of 2020 and 2021. At the events the following materials will be collected and recycled: tires, batteries, mattresses, bulky yard waste (large material only), scrap wood, appliances (including refrigerators, freezers, household air conditioners, and other appliances), ferrous metals, nonferrous metals, cellular phones, electronic equipment, computer equipment, textiles, shredded paper, reusable or recyclable household goods, porcelain toilets and sinks, propane tanks, and other materials (such as Styrofoam) whenever practical. User fees will apply to the collection of some materials.

CONTRACT NO. 19-C2121

EXHIBIT B
Rate Schedule

The project budget will incorporate the City of Kenmore grant funds available from the Seattle-King County Health Department, King County Solid Waste Division, and the Washington State Department of Ecology Grant. OER will assist Kenmore with grant administration and reimbursement requests. Total grant funds are **\$79,151.96** and include all items that will be billed to the grants directly by the City, such as City staff time.

All costs incurred by Olympic Environmental Resources associated with the annual recycling collection events are completely covered by grant funds. Olympic Environment Resources is available to provide additional services at the request of the City of Kenmore. Olympic Environment Resources hourly rates are: Project Manager - \$70/hour and Recycling Event Staff - \$55/hour. For 2020-21, the total contract shall not exceed **\$79,151.96**. Of this, no more than \$40,000 will be spent on administrative expenses.

The City of Kenmore is eligible and has applied for the following grants. It is expected that no non-grant City funds will be expended on recycling projects in 2020-21. The recycling budget is based on the following:

2020 King County Solid Waste Division WRR Grant Total	\$15,679.00
2021 King County Solid Waste Division WRR Grant Total - estimate	\$17,000.00
2020 King County Health Department Grant	\$13,085.96
2021 King County Health Department Grant - estimate	\$13,500.00
2020-21 Ecology CPG Grant – through June, 2021	\$10,887.00
2021 Ecology CPG Grant – from July - December, 2021 – estimate	\$ 4,000.00
Contingency in case additional grant funds come available	\$ 5,000.00
2020-2021 Total	\$79,151.96

CONTRACT NO. 19-C2121

EXHIBIT C
City of Kenmore
Billing Invoice

To: City of Kenmore
PO Box 82607
Kenmore, Washington 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: () _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Attach itemized description of services provided.

Specific Program: _____

Authorized signature

For Department Use Only

BUDGET SUMMARY

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

Approved for Payment by: _____ Date: _____

CONTRACT NO. 19-C2121

EXHIBIT D
CITY OF KENMORE
P.O. Box 82607
Kenmore, WA 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

TAX IDENTIFICATION NUMBER

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

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

Please check the appropriate category:

☒ Corporation ☐ Partnership ☐ Government Consultant
☐ Individual/Proprietor ☐ Other (explain)

TIN No.: 91-2027892

Social Security No.: _____

Print Name: Paul Devine

Title: General Manager

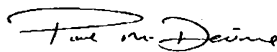
Business Name: Olympic Environmental Resources

Business Address: 4715 SW Walker Street Seattle, WA 98116

Business Phone: 206-938-8262

November 26, 2019

Date



Authorized Signature (Required)

Subject/Topic:
November 2019 Financial Report

Prepared by: Joanne Gregory, Director of
Finance and Administration

Approved by City Manager:

Receive and File November 2019 Financial
Report for the City of Kenmore, Washington

November 2019 Financial Report for the City of
Kenmore, Washington.

Priority Based Budgeting Result: Governance: Supports decision-making with timely and accurate short-term and long-range analysis that enhances vision and planning.



18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: January 7, 2020
RE: November 2019 Financial Reports for the City of Kenmore, Washington

November 2019 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution
- Real Estate Excise Tax Report
- Report for Transportation Benefit District

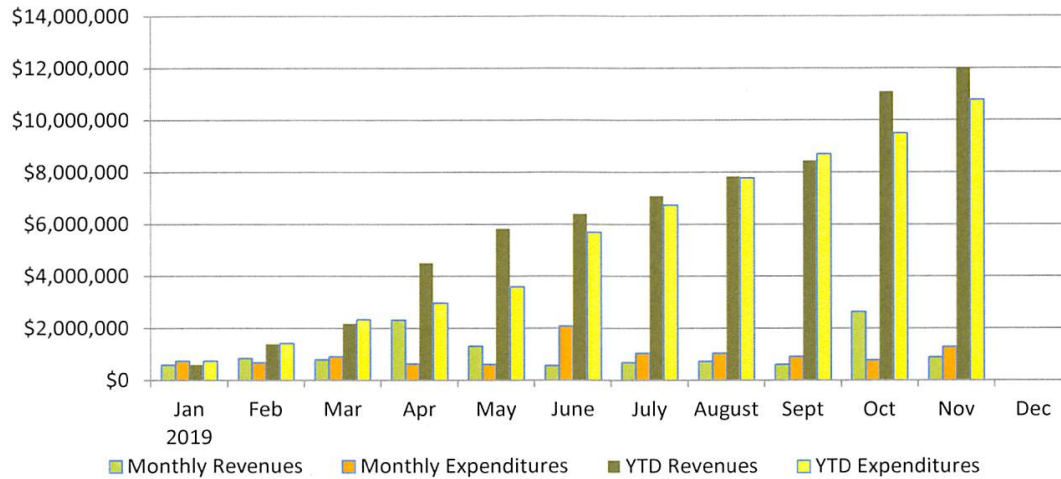
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, November is the eleventh month (46%) of the 2019-2020 biennial budget period. For the month of November, expenditures exceeded revenues in the General Fund by \$391,623. Biennium to date revenues exceed expenditures by \$1,210,456.

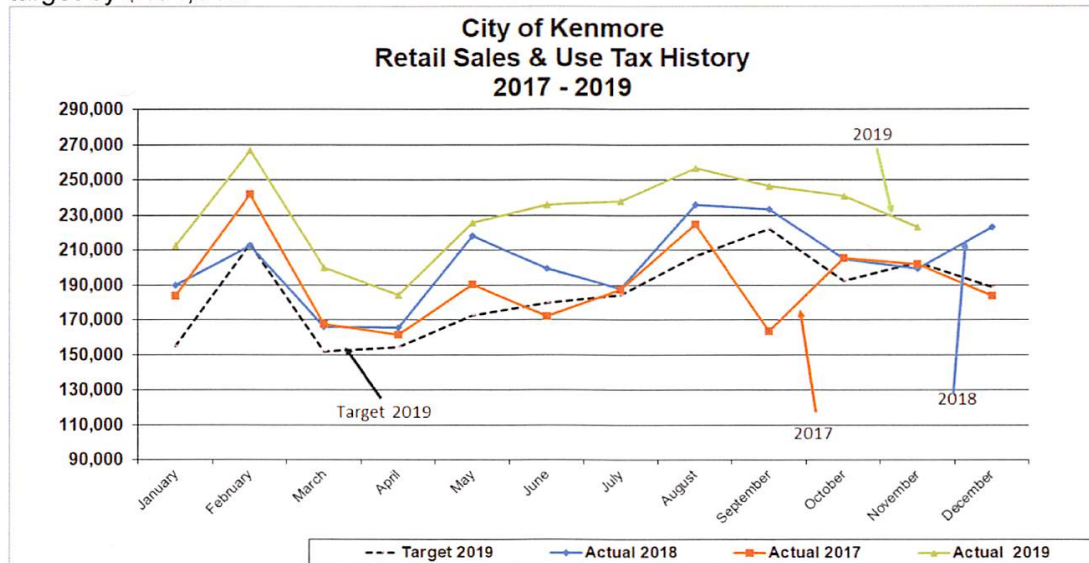
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through November 2019.

City of Kenmore, Washington
Monthly Financial Report
November 2019



Total **revenues** for the month were **\$906,120**. Biennium to date revenues are \$12,003,730, which is 45% of the amended budgeted revenues of \$26,477,872. Primary sources of revenue for the month included property taxes in the amount of \$408,811, development fees & permits in the amount of \$77,991, retail sales and use taxes in the amount of \$223,471, franchise fees in the amount of \$4,459, and utility taxes in the amount of \$75,230.

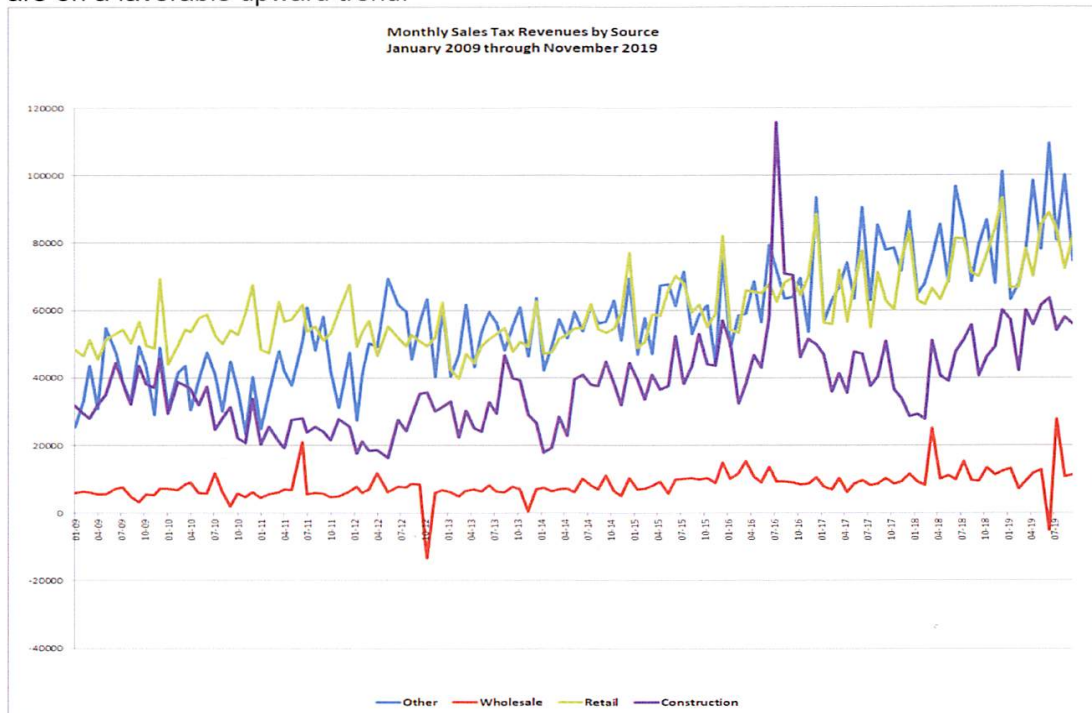
A summary of sales tax revenues received in November is attached. These receipts are based on September sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2019 line is a monthly average of actual receipts during 2016, 2017, and 2018. The green line represents 2019 actual receipts, which are \$317,110 above 2018 and ahead of the 2019 target by \$494,649.



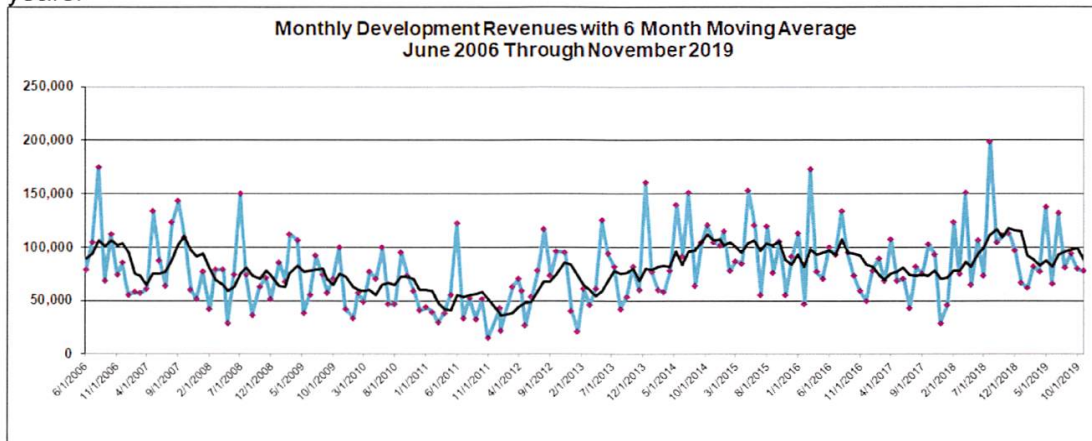
I:\Admin & Finance\Monthly Reports\2019\November 2019.docx

City of Kenmore, Washington
 Monthly Financial Report
 November 2019

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2009 through November 2019. Retail and Other are on a favorable upward trend.



The following chart illustrates the development revenue activity over the last thirteen years.



I:\Admin & Finance\Monthly Reports\2019\November 2019.docx

City of Kenmore, Washington
Monthly Financial Report
November 2019

November 2019 expenditures were \$1,297,743. Biennium to date expenditures are \$10,793,274, which is 38% of the amended biennial budget expenditures of \$28,526,872.

Total City cash (\$21,124,012) and long-term investments (\$9,064,615), at the end of November, totaled \$30,188,627. Proposition 1 levy funds of \$8.2M are included in this cash balance. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2019-2020 biennial budget.

Total non-General Fund revenues were \$927,520 and total non-General Fund expenditures were \$619,508.

In the **Street Fund** revenue from gas tax distributions were \$38,799. \$681,983 was expended for maintenance and operations during the month, which included \$622,563 in slurry seal expenditures.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$170,449 on pedestrian safety projects. The fund received \$238,093 in reimbursements during the month.

The **Park Impact Fee** fund received \$5,474 in revenues during the month.

There was \$19,891 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$152,965 of real estate excise taxes (REET) in November from sales activity that occurred in October. 51 transactions were reported during the month. The 2019 year to date revenue is higher than the 2018 revenue by \$24,169 and lower than the 2019 target by \$141,728.

The **Park Capital** fund had \$113,816 in Park improvement expenditures during the current month.

The **Walkways & Waterways Debt Service** Fund collected \$97,828 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,214,743.

The **Transportation Benefit District** Fund received \$32,640 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **November 30, 2019**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
November 30, 2019



	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	November 2019	2019-2020	BUDGET	2019-2020	November 2017	2017-2018	BUDGET	2017-2018
REVENUES								
Beginning Fund Balance		4,934,368		4,934,368		3,138,914		3,131,687
Property Taxes	408,811	5,031,119	49.2%	10,224,205	1,395,524	4,633,485	48.8%	9,491,704
Sales and Use Taxes	289,094	3,188,241	51.3%	6,212,000	258,670	2,667,332	45.2%	5,906,291
Utility Taxes	75,230	945,611	38.3%	2,466,355	84,753	1,137,586	41.9%	2,717,485
Other Taxes	13,671	126,320	69.5%	181,868	9,398	73,864	33.9%	218,113
Development Fees & Permits	77,991	956,284	51.6%	1,854,042	93,046	878,877	42.9%	2,050,518
Franchise Fees	4,459	874,872	47.8%	1,831,835	126,530	861,559	49.4%	1,743,476
Intergovernmental and Grants	7,012	539,182	51.0%	1,057,677	0	392,719	46.7%	841,615
Investment Interest	16,312	104,657	109.8%	95,300	4,030	151,895	292.1%	52,000
Fines and Forfeitures	123	123	n/a	0	-317	15,770	0.0%	0
Transfers and Other Revenues	13,417	237,320	9.3%	2,554,590	19,652	204,349	12.8%	1,600,972
Total Revenues	906,120	12,003,730	45.3%	26,477,872	1,991,286	11,017,436	44.7%	24,622,174

Total Revenues & Beginning Fund Balance		16,938,098		31,412,240		14,156,350		27,753,861
---	--	------------	--	------------	--	------------	--	------------

	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	November 2019	2019-2020	BUDGET	2019-2020	November	2017-2018	BUDGET	2017-2018
EXPENDITURES								
Cost Center								
City Council	8,666	152,384	38.1%	400,337	21,240	148,236	45.0%	329,426
City Manager	121,957	1,482,314	42.7%	3,471,467	141,617	1,402,600	42.1%	3,328,297
City Clerk	51,510	335,598	39.2%	856,966	9,985	205,059	48.2%	425,368
Finance	58,611	840,338	45.4%	1,851,887	48,722	828,317	49.5%	1,672,775
Legal	33,148	268,199	50.6%	530,000	26,842	226,223	45.2%	500,000
Interfund Transfers	0	0	0.0%	3,226,484	0	498,085	35.5%	1,403,228
Public Safety	654,209	3,589,601	39.3%	9,133,991	334,528	3,307,524	37.6%	8,806,304
Engineering & Environmental Services	47,151	630,708	38.0%	1,658,620	35,287	637,896	45.1%	1,415,011
Community Development	63,190	737,804	43.4%	1,698,893	50,232	541,728	31.6%	1,715,510
Developmental Services	127,480	1,091,277	44.3%	2,461,502	67,102	961,235	45.1%	2,131,288
Parks & Facility Maintenance	131,820	1,665,050	51.4%	3,236,725	72,451	849,468	29.8%	2,854,489
Total Expenditures	1,297,743	10,793,274	37.8%	28,526,872	808,006	9,606,372	39.1%	24,581,696

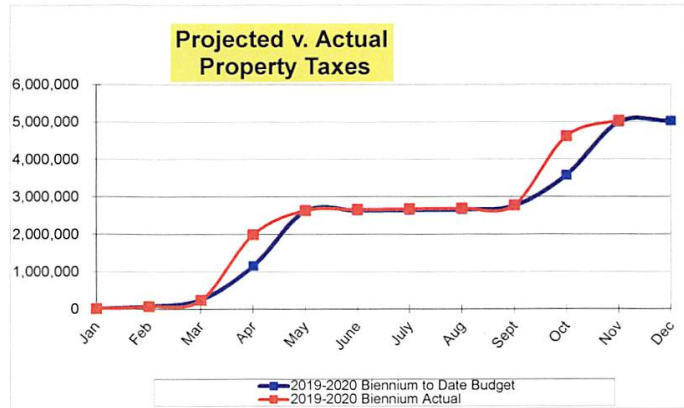
Ending Fund Balance	-391,624	6,144,825	0	2,885,368		4,549,979		3,172,165
---------------------	----------	-----------	---	-----------	--	-----------	--	-----------

Total Expenditures and Ending Fund Balance		16,938,098		31,412,240		14,156,350		27,753,861
--	--	------------	--	------------	--	------------	--	------------

*Non-Departmental expenditures have been moved to other General Fund Cost Centers

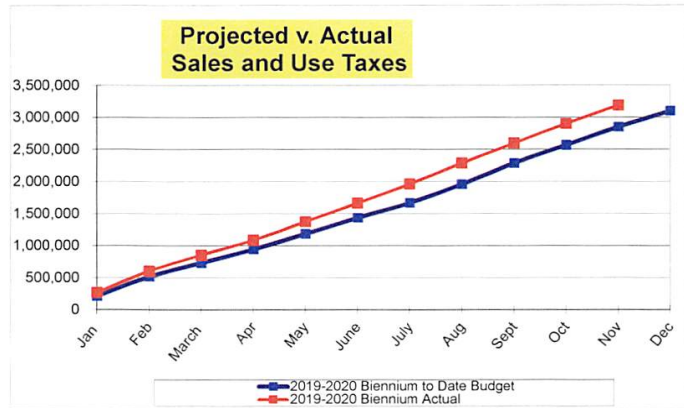
City of Kenmore, Washington
General Fund Revenue Graphs
November 30, 2019
PROPERTY TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	16,142	15,956
Feb	78,314	72,268
Mar	262,932	245,480
Apr	1,163,061	1,997,487
May	2,621,823	2,636,674
June	2,635,867	2,665,669
July	2,649,793	2,683,171
Aug	2,664,592	2,698,195
Sept	2,765,669	2,777,203
Oct	3,581,266	4,622,308
Nov	4,995,859	5,031,119
Dec	5,024,414	
2019-20 Year To Date	10,224,205	
Actual v. Projected		101%



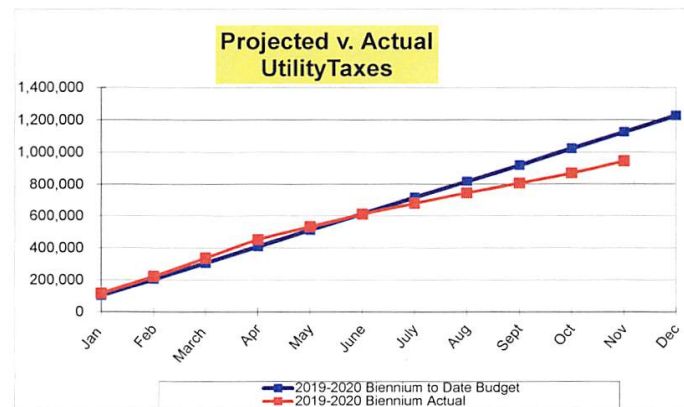
SALES, USE, CRIM JUSTICE TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	212,106	269,980
Feb	517,607	604,138
March	735,041	856,863
Apr	944,946	1,088,185
May	1,186,309	1,374,734
June	1,437,746	1,666,385
July	1,671,899	1,964,263
Aug	1,961,818	2,288,017
Sept	2,289,123	2,597,346
Oct	2,568,451	2,899,148
Nov	2,851,028	3,188,241
Dec	3,102,000	
2019-20 Year To Date	6,212,000	
Actual v. Projected		112%



UTILITY TAXES

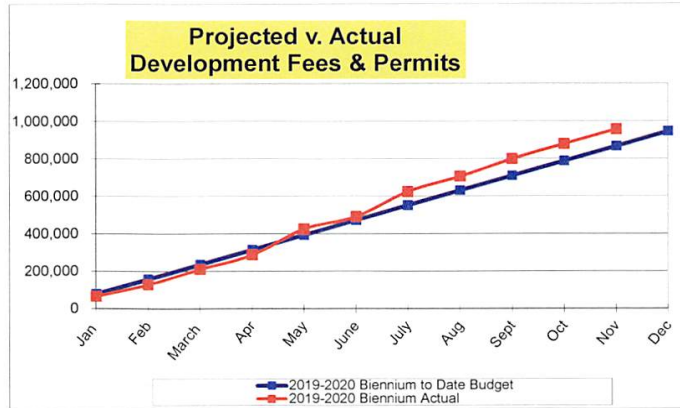
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	102,250	116,230
Feb	204,500	222,289
March	306,750	336,885
Apr	409,000	451,726
May	511,250	532,513
June	613,500	609,980
July	715,750	678,336
Aug	818,000	744,185
Sept	920,250	807,049
Oct	1,022,500	870,381
Nov	1,124,750	945,611
Dec	1,227,000	
2019-20 Year To Date	2,466,355	
Actual v. Projected		84%



**City of Kenmore, Washington
General Fund Revenue Graphs
November 30, 2019**

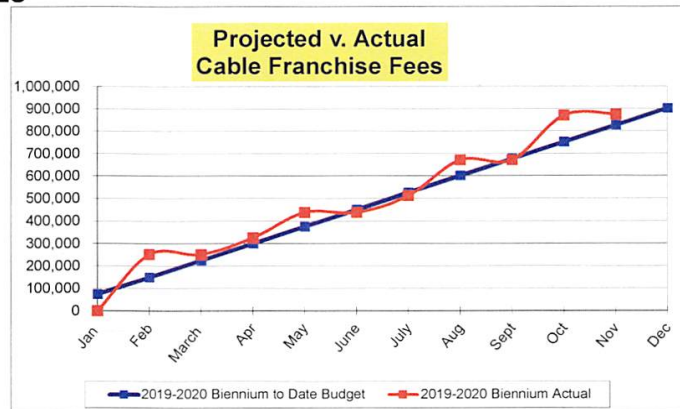
DEVELOPMENT FEES & PERMITS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	78,798	66,225
Feb	157,596	128,413
March	236,394	210,056
Apr	315,192	287,371
May	393,990	425,533
June	472,788	491,649
July	551,586	623,701
Aug	630,384	704,660
Sept	709,182	798,699
Oct	787,980	878,293
Nov	866,778	956,284
Dec	945,576	
2019-20	1,854,042	
Year To Date		
Actual v. Projected		110%



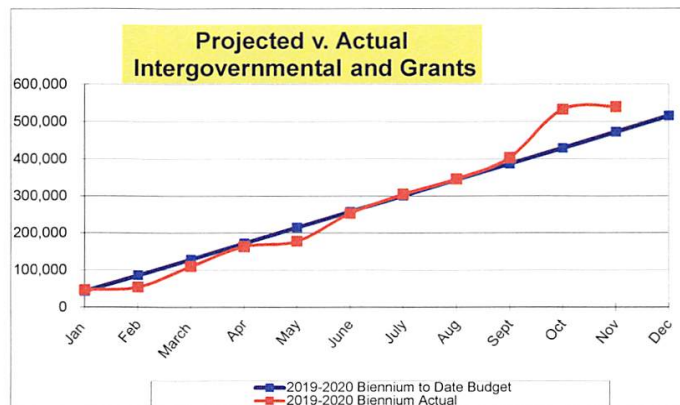
CABLE/WATER/SEWER FRANCHISE FEES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	75,199	0
Feb	150,397	252,172
March	225,596	252,172
Apr	300,794	326,352
May	375,993	438,724
June	451,191	438,724
July	526,390	512,364
Aug	601,588	670,837
Sept	676,787	670,837
Oct	751,985	870,413
Nov	827,184	874,872
Dec	902,382	
2019-20	1,831,835	
Year To Date		
Actual v. Projected		106%



INTERGOVERNMENTAL & GRANTS

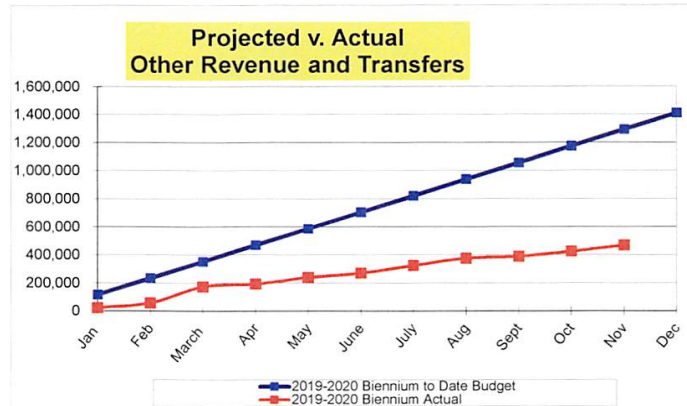
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	42,971	47,201
Feb	85,942	54,089
March	128,913	109,670
Apr	171,884	163,004
May	214,855	177,453
June	257,826	253,048
July	300,796	304,878
Aug	343,767	345,687
Sept	386,738	403,920
Oct	429,709	532,170
Nov	472,680	539,182
Dec	515,651	
2019-20	1,057,677	
Year To Date		
Actual v. Projected		114%



**City of Kenmore, Washington
General Fund Revenue Graphs
November 30, 2019**

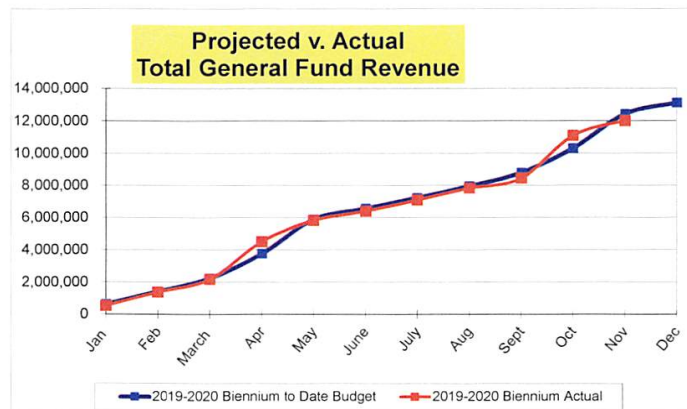
OTHER REVENUES AND TRANSFERS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	117,537	24,088
Feb	235,074	58,157
March	352,611	173,597
Apr	470,148	194,013
May	587,685	239,688
June	705,222	270,394
July	822,759	325,201
Aug	940,296	375,765
Sept	1,057,833	389,494
Oct	1,175,370	424,897
Nov	1,292,907	468,420
Dec	1,410,444	
'2019-20	2,831,758	
Year To Date		
Actual v. Projected		36%



TOTAL GENERAL FUND REVENUE

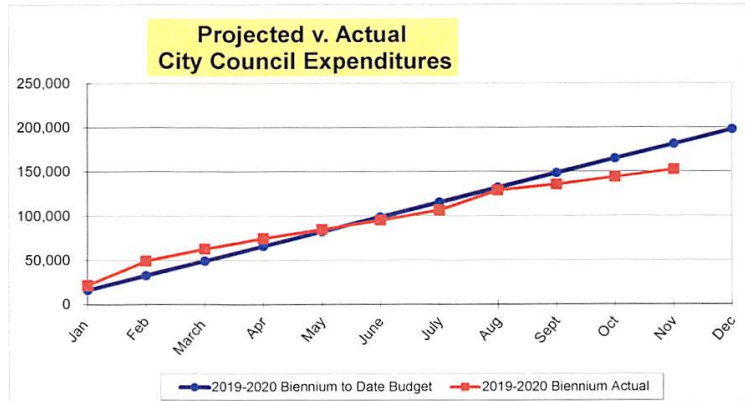
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	645,003	539,680
Feb	1,429,430	1,391,527
March	2,248,237	2,184,723
Apr	3,775,024	4,508,138
May	5,891,904	5,825,319
June	6,574,140	6,395,848
July	7,238,973	7,091,915
Aug	7,960,445	7,827,346
Sept	8,805,582	8,444,547
Oct	10,317,261	11,097,610
Nov	12,431,185	12,003,730
Dec	13,127,467	
'2019-20	26,477,872	
Year To Date		
Actual v. Projected		97%



**City of Kenmore, Washington
General Fund Expenditure Graphs
November 30, 2019**

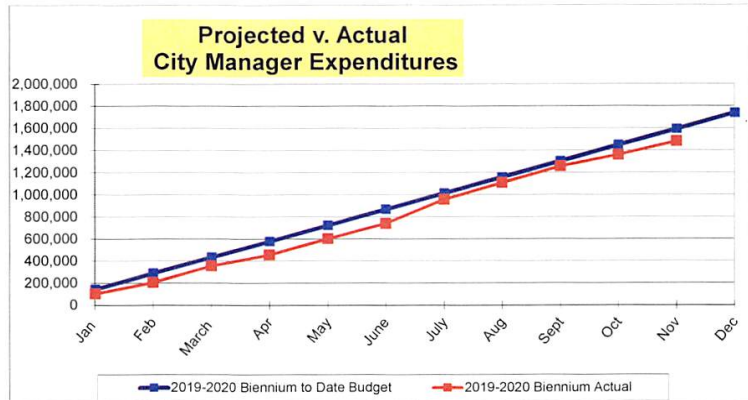
CITY COUNCIL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	16,496	22,063
Feb	32,992	49,221
March	49,488	62,792
Apr	65,984	75,001
May	82,480	84,740
June	98,977	95,204
July	115,473	106,626
Aug	131,969	128,803
Sept	148,465	135,551
Oct	164,961	143,718
Nov	181,457	152,384
Dec	197,953	
2019-20	400,337	
Year To Date		
Actual v. Projected		84%



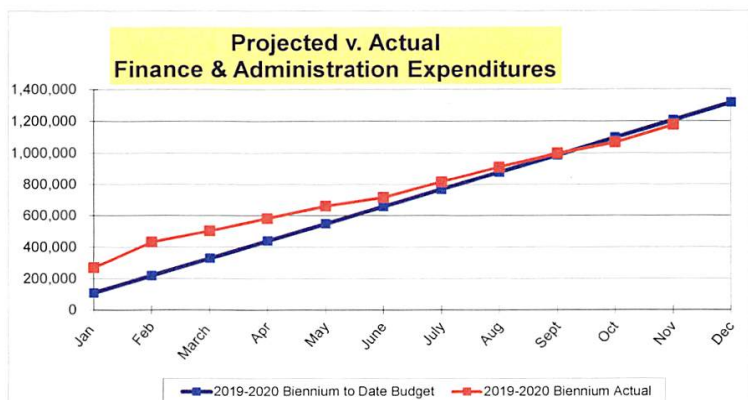
CITY MANAGER

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	144,903	104,052
Feb	289,807	205,694
March	434,710	356,226
Apr	579,614	457,138
May	724,517	602,227
June	869,421	741,459
July	1,014,324	957,531
Aug	1,159,227	1,107,936
Sept	1,304,131	1,256,633
Oct	1,449,034	1,360,357
Nov	1,593,938	1,482,314
Dec	1,738,841	
2019-20	3,471,467	
Year To Date		
Actual v. Projected		93%



FINANCE & ADMINISTRATION

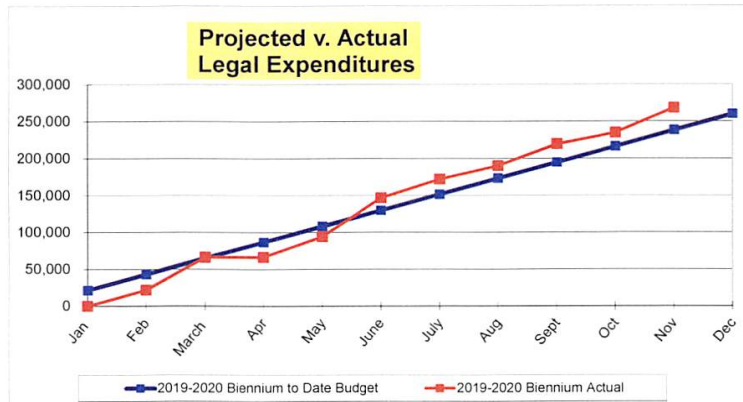
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	109,736	269,600
Feb	219,471	431,276
March	329,207	503,061
Apr	438,942	582,217
May	548,678	660,942
June	658,414	715,697
July	768,149	816,659
Aug	877,885	911,624
Sept	987,620	998,709
Oct	1,097,356	1,065,814
Nov	1,207,091	1,175,936
Dec	1,316,827	
2019-20	2,708,853	
Year To Date		
Actual v. Projected		97%



**City of Kenmore, Washington
General Fund Expenditure Graphs
November 30, 2019**

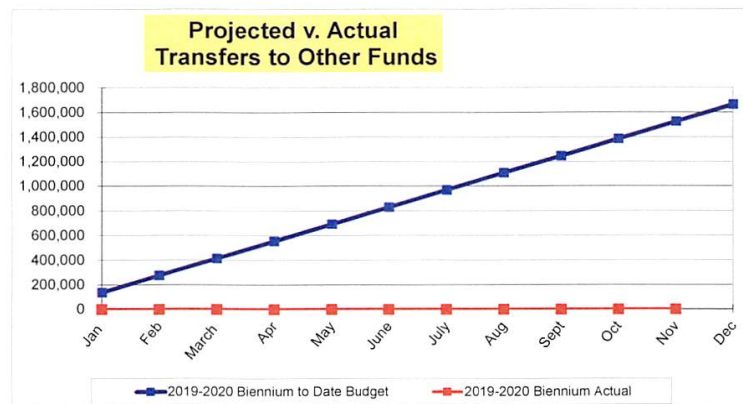
LEGAL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	21,667	0
Feb	43,333	22,119
March	65,000	66,212
Apr	86,667	66,212
May	108,333	94,270
June	130,000	146,975
July	151,667	171,987
Aug	173,333	190,275
Sept	195,000	219,582
Oct	216,667	235,051
Nov	238,333	268,199
Dec	260,000	
2019-20	530,000	
Year To Date		
Actual v. Projected		113%



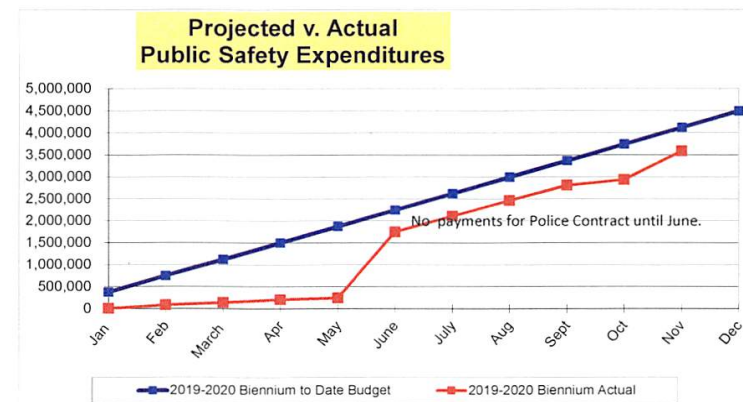
TRANSFERS TO OTHER FUNDS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	138,658	0
Feb	277,316	0
March	415,974	0
Apr	554,632	0
May	693,290	0
June	831,949	0
July	970,607	0
Aug	1,109,265	0
Sept	1,247,923	0
Oct	1,386,581	0
Nov	1,525,239	0
Dec	1,663,897	0
2019-20	3,226,484	
Year To Date		
Actual v. Projected		0%



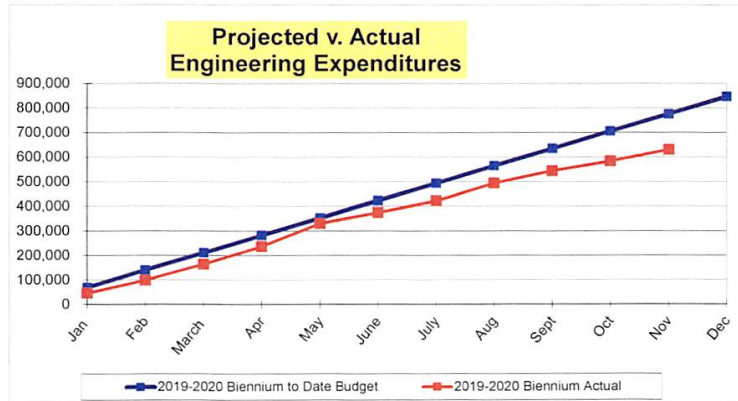
PUBLIC SAFETY

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	374,381	4,167
Feb	748,763	83,327
March	1,123,144	139,422
Apr	1,497,525	206,168
May	1,871,906	247,288
June	2,246,288	1,751,151
July	2,620,669	2,106,100
Aug	2,995,050	2,465,101
Sept	3,369,431	2,811,294
Oct	3,743,813	2,935,392
Nov	4,118,194	3,589,601
Dec	4,492,575	
2019-20	9,133,991	
Year To Date		
Actual v. Projected		87%



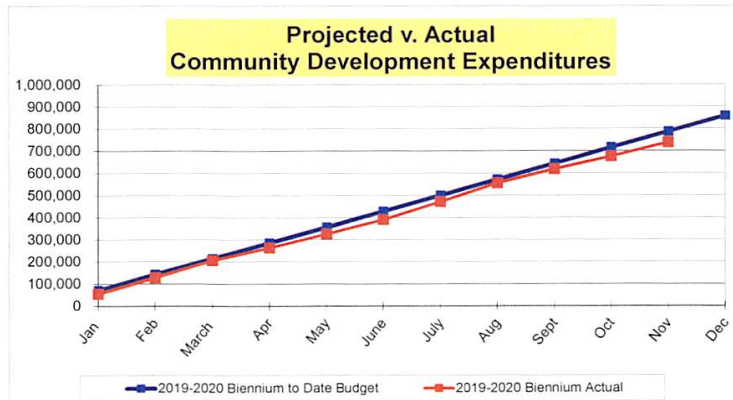
City of Kenmore, Washington
General Fund Expenditure Graphs
November 30, 2019
ENGINEERING

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	70,640	46,711
Feb	141,281	99,615
March	211,921	164,832
Apr	282,562	237,584
May	353,202	330,604
June	423,843	374,066
July	494,483	422,180
Aug	565,123	494,604
Sept	635,764	544,540
Oct	706,404	583,557
Nov	777,045	630,708
Dec	847,685	630,708
2019-20	1,658,620	
Year To Date		
Actual v. Projected		81%



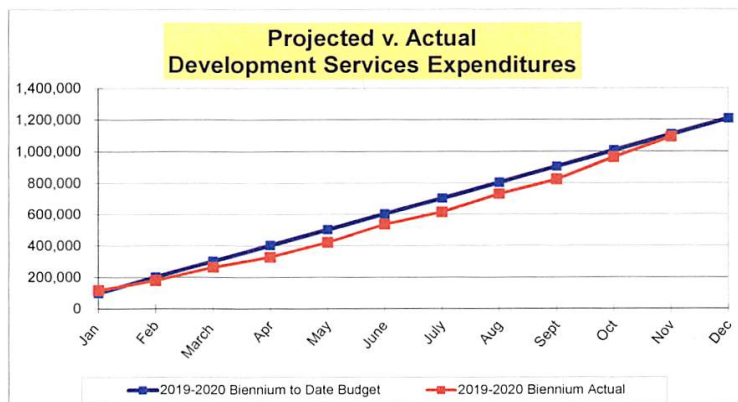
COMMUNITY DEVELOPMENT

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	71,551	55,205
Feb	143,102	128,125
March	214,653	205,773
Apr	286,203	263,084
May	357,754	326,000
June	429,305	391,375
July	500,856	470,899
Aug	572,407	555,711
Sept	643,958	618,373
Oct	715,508	674,614
Nov	787,059	737,804
Dec	858,610	737,804
2019-20	1,698,893	
Year To Date		
Actual v. Projected		94%



DEVELOPMENT SERVICES

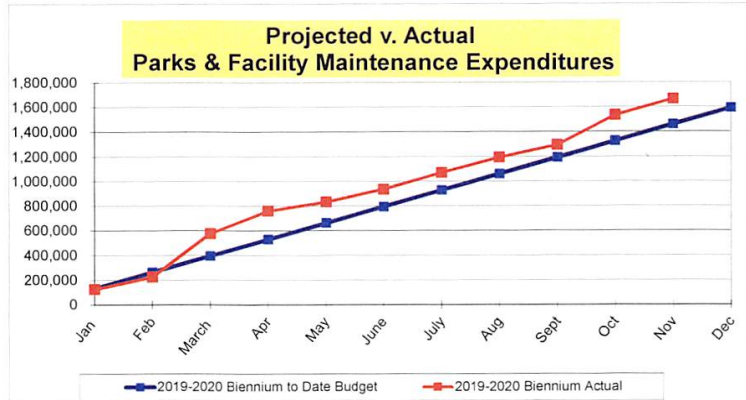
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	100,683	118,215
Feb	201,367	179,150
March	302,050	263,769
Apr	402,733	328,719
May	503,417	421,046
June	604,100	536,548
July	704,783	614,591
Aug	805,467	733,104
Sept	906,150	825,102
Oct	1,006,833	963,797
Nov	1,107,517	1,091,277
Dec	1,208,200	1,091,277
2019-20	2,461,502	
Year To Date		
Actual v. Projected		99%



City of Kenmore, Washington
General Fund Expenditure Graphs
November 30, 2019

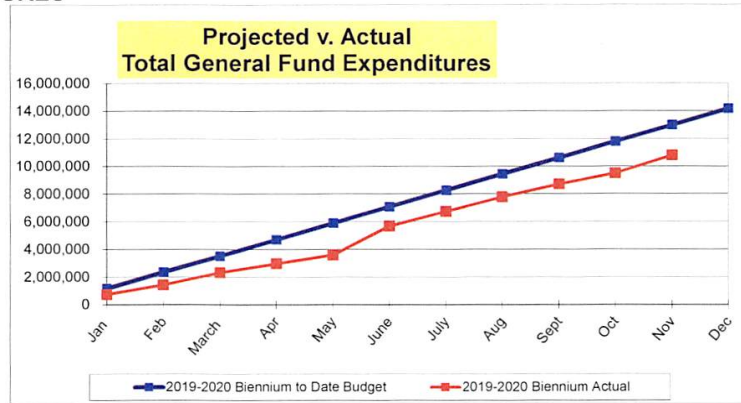
PARKS & FACILITY MAINTENANCE

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	132,698	126,627
Feb	265,397	225,820
March	398,095	577,287
Apr	530,793	760,555
May	663,492	832,862
June	796,190	935,732
July	928,888	1,070,661
Aug	1,061,587	1,194,367
Sept	1,194,285	1,295,648
Oct	1,326,983	1,533,230
Nov	1,459,682	1,665,050
Dec	1,592,380	
2019-20	3,236,725	
Year To Date		
Actual v. Projected		114%



TOTAL GENERAL FUND EXPENDITURES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	1,181,414	746,640
Feb	2,362,828	1,424,346
March	3,544,242	2,339,375
Apr	4,725,656	2,976,679
May	5,907,070	3,599,979
June	7,088,484	5,688,207
July	8,269,898	6,737,233
Aug	9,451,312	7,781,525
Sept	10,632,726	8,705,433
Oct	11,814,140	9,495,530
Nov	12,995,554	10,793,274
Dec	14,176,968	
2019-20	28,526,872	
Year To Date		
Actual v. Projected		83%



**City of Kenmore, Washington
Street Fund Summary Report
November 30, 2019**



	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>November 2019</u>	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
<u>REVENUES</u>				
Beginning Fund Balance		926,962		926,962
Fuel Tax	38,799	436,269	43.4%	1,006,385
Investment Interest	-247	7,380	147.6%	5,000
Miscellaneous	110	10,306	515.3%	2,000
ROW Permit Fees/Inspections	4,636	125,980	52.5%	240,000
Multimodal Transportation	0	23,798	37.8%	62,910
Transfer from General Fund	0	0	0.0%	2,602,484
Transfer from TBD	0	0	0.0%	716,000
Total Revenues	43,298	603,733	13.0%	4,634,779
Total Revenues & Beginning Fund Balance		1,530,695		5,561,741

		BIENNIUM TO DATE	% of	BUDGET
		<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
<u>EXPENDITURES</u>				
Salary and Benefits	51,626	601,969	45.6%	1,320,880
Maintenance & Operations	681,983	1,191,315	37.7%	3,163,899
Capital	0	144,464	96.3%	150,000
Total Expenditures	733,609	1,937,749	41.8%	4,634,779
Ending Fund Balance		-407,055		926,962
Total Expenditures and Ending Fund Balance		1,530,695		5,561,741

City of Kenmore, Washington
Cash and Investment Report
November 30, 2019



<u>Fund</u>	Beg. Cash & Inv. <u>from Prev. Mo.</u>	Monthly <u>Revenues</u>	Monthly <u>Expenditures</u>	End. Cash & Inv. <u>Current Month</u>
General	\$6,536,448	\$906,120	\$1,297,743	6,144,824
Street	283,256	43,298	733,609	(407,055)
Transportation Capital	-421,771	238,093	-428,049	244,370
Public Art	70,584	43	0	70,627
Park Impact Fee	682,140	5,891	0	688,031
Transportation Impact Fee	3,148,269	21,812	0	3,170,081
Swamp Creek Basin	1,477,661	896	0	1,478,557
Transportation Benefit District	419,939	32,915	0	452,853
Sammamish Bridge Replacement	2,107,330	35,528	6,857	2,136,001
Walkways & Waterways Debt Service	1,170,303	97,828	0	1,268,131
Real Estate Excise Tax	2,046,268	154,298	0	2,200,566
Kenmore Village	3	0	0	3
Park Capital	-1,201,722	25,249	113,816	(1,290,289)
Walkways & Waterways Bond	6,957,358	12,396	0	6,969,754
Surface Water Management	2,184,365	228,039	133,676	2,278,728
Surface Water Capital	-150,999	7,000	8,849	(152,848)
Public Works Shop Fund	0	0	0	0
Strategic Reserve	1,329,921	806	0	1,330,727
Strategic Opportunities	2,202,869	1,336	0	2,204,205
Equipment Replacement	559,401	339	0	559,741
Trust & Agency	870,738	21,753	50,750	841,741
Totals	\$30,272,362	\$1,833,639	\$1,917,252	\$30,188,749

<u>Fund</u>	Cash, Savings, <u>Local Govt Investment Pool</u>	(> One Year) Fixed <u>Investments</u>	<u>Total</u>
General	\$2,215,584	\$3,929,616	6,145,199
Street	-1,257,055	850,000	(407,055)
Transportation Capital	244,370	0	244,370
Public Art	55,626	15,000	70,626
Park Impact Fee	-241,967	930,000	688,033
Transportation Impact Fee	3,140,084	30,000	3,170,084
Swamp Creek Basin	78,558	1,400,000	1,478,558
Transportation Benefit District	452,853	0	452,853
Sammamish Bridge Replacement	2,136,001	0	2,136,001
Walkways & Waterways Debt Service	1,268,131	0	1,268,131
Real Estate Excise Tax	2,200,564	0	2,200,564
Kenmore Village	0	0	0
Park Capital	-1,290,289	0	(1,290,289)
Walkways & Waterways Bond	6,969,754	0	6,969,754
Surface Water Management	1,768,730	510,000	2,278,730
Surface Water Capital	-152,848	0	(152,848)
Public Works Shop Fund	0	0	0
Strategic Reserve	480,728	850,000	1,330,728
Strategic Opportunities	2,204,206	0	2,204,206
Equipment Replacement	109,740	450,000	559,740
Trust & Agency	741,737	100,000	841,737
Totals	\$21,124,507	\$9,064,616	\$30,189,122

I:\Admin & Finance\Monthly Reports\2019\November 2019\CashInv

City of Kenmore, Washington
Investment Schedule
November 30, 2019



Average Yield to Maturity-Securities							Overall Average Yield	1.64%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
Morgan Stanley								
	3134G9GR2	FHLMC	8/18/2020	8/7/2017	1.60%	1.62%	999,500.00	16,191.90
	3130ACTL8	FHLB	11/25/2020	12/22/2017	1.95%	1.95%	997,650.00	19,454.18
	3133EHXL2	FHLB	3/5/2020	9/19/2017	1.54%	1.54%	999,000.00	15,384.60
	3130AB3N4	FHLB	10/29/2019	4/28/2017	1.55%	1.55%	1,000,750.00	15,511.63
Total Morgan Stanley Purchases							3,996,900.00	66,542.30
Time Value Investments								
	3130A7RL1	FHLB	4/19/2021	1/26/2017	1.80%	1.80%	992,893.00	17,872.07
	3133EJSU4	FFCB	12/26/2019	7/11/2018	2.53%	2.53%	1,001,561.00	25,339.49
	76116FAG2	RFCSP	1/15/2021	5/31/2018	2.50%	2.50%	999,718.18	24,992.95
	3136G4ED1	FNMA	10/25/2021	4/22/2019	2.36%	2.36%	1,073,543.26	25,335.62
Total TVI Purchases							4,067,715.44	93,540.14
Opus Bank CD's								
	11495975	CD	8/10/2020	8/10/2019	2.50%	2.50%	1,000,000.00	24,970.00
Total Cascade Bank CD's							1,000,000.00	24,970.00
TOTAL ALL SECURITIES							\$ 9,064,615.44	\$ 185,052.44
Banner Checking and Savings						0.07% Banner	4,833,091.54	3,383.16
Opus Savings						2.11% 1.88	3,125,842.74	65,955.28
LGIP - Primary Account						1.83% LGIP	4,905,015.54	89,761.78
LGIP - Bond Proceeds Account						1.83% LGIP	8,260,061.65	151,159.13
Total Accounts							\$ 30,188,626.91	495,311.80

City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 November 2019

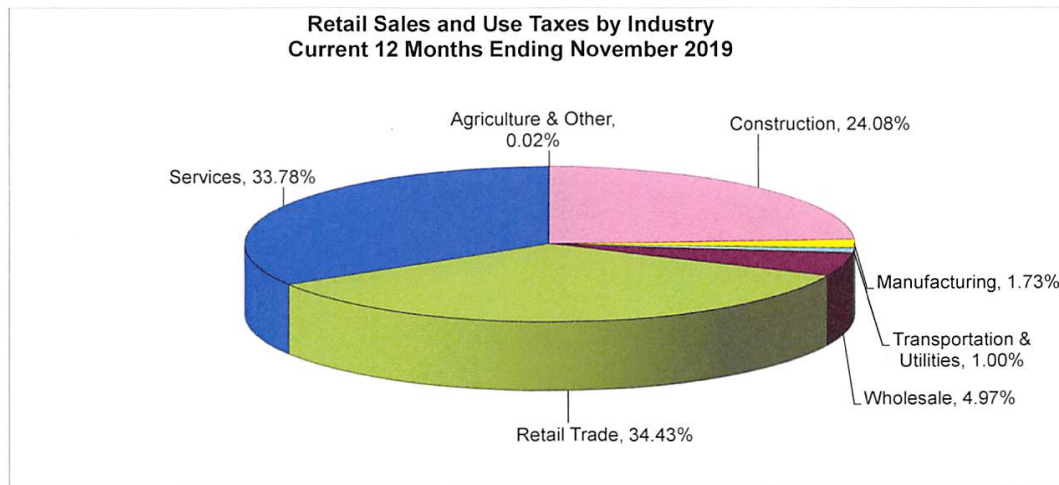
	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	17.68	0.00	17.68	0.0%
CONSTRUCTION	55,784.46	82.61	55,867.07	25.0%
MANUFACTURING	3,105.27	118.80	3,224.07	1.4%
TRANSPORTATION & UTILITIES	1,382.97	977.74	2,360.71	1.1%
WHOLESALE	11,151.81	122.30	11,274.11	5.0%
RETAIL TRADE	81,604.57	169.67	81,774.24	36.6%
SERVICES	55,973.62	318.36	56,291.98	25.2%
INFORMATION	8,948.60	47.60	8,996.20	4.0%
PUBLIC SERVICES	9.35	3,655.89	3,665.24	1.6%
	<u>217,978.32</u>	<u>5,492.98</u>	<u>223,471.30</u>	<u>100.0%</u>

•

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
November 30, 2019

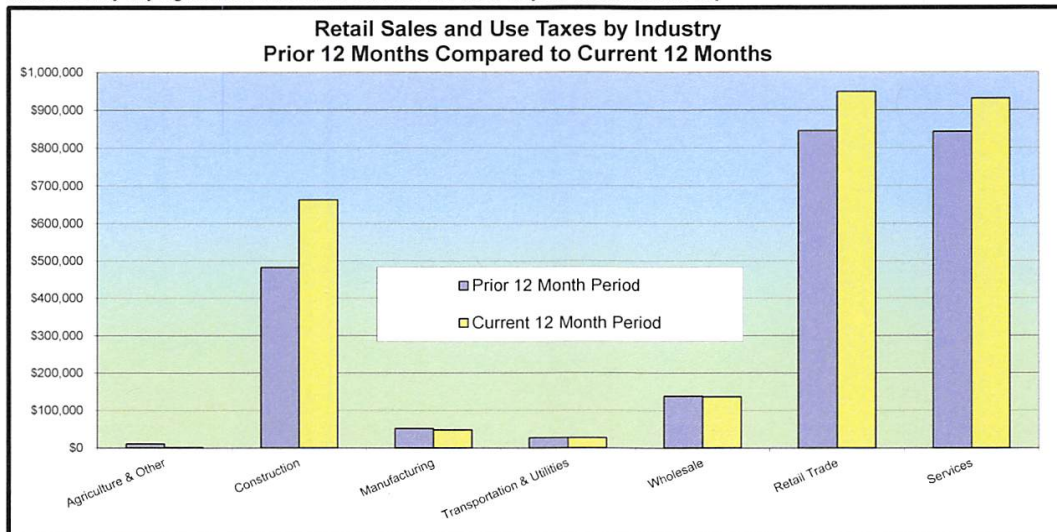


<u>Industry</u>	<u>Prior 12 Months ending November 2018</u>	<u>Current 12 Months ending November 2019</u>	<u>% Increase/ (Decrease)</u>	<u>% of Total</u>
Agriculture & Other (Landscaping, Animal Hospitals)	\$10,218	\$606	-94.07%	0.02%
Construction	482,074	663,111	37.55%	24.08%
Manufacturing (Printing, Publishing, Other Manuf.)	51,180	47,758	-6.69%	1.73%
Transp/Comm/Utilities (Telecomm., Air Transport.)	27,257	27,446	0.70%	1.00%
Wholesale (Lumber, Other Wholesale)	138,104	136,751	-0.98%	4.97%
Retail Trade (Eating, Merchandise, Food Stores)	845,586	948,174	12.13%	34.43%
Services (Auction, Recreation, Auto Repair, Financial)	843,359	930,433	10.32%	33.78%
Totals	\$2,397,778	\$2,754,280	14.87%	100%
Increase/(Decrease)		\$356,502	14.87%	



NOTE: Due to the City's Confidentiality Agreement with the Department of Revenue, specific business information cannot be disclosed.

There is a sixty-day lag between sales taxes collected and when they are remitted to the City



I:\Admin & Finance\Monthly Reports\2019\November 2019\SalesTaxDist

**City of Kenmore, Washington
Real Estate Excise Tax Report
November 30, 2019**



**Real Estate Excise Taxes (REET)
2016 - 2019 Monthly Receipts**

	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2019
January	122,819	176,657	99,205	67,141	132,894
February	70,146	94,134	82,263	84,215	82,181
March	110,066	170,086	89,698	89,106	123,284
April	133,161	126,245	148,514	104,430	135,973
May	129,599	139,422	144,906	96,756	137,976
June	167,575	211,430	181,182	201,666	186,729
July	177,426	163,138	181,974	109,538	174,179
August	165,397	114,754	115,421	240,124	131,857
September	136,176	221,719	128,704	153,174	162,200
October	150,786	186,805	97,998	97,291	145,196
November	124,437	150,187	102,373	152,965	125,666
December	131,651	146,159	112,490		130,100
	\$1,619,239	\$1,900,736	\$1,484,728	\$1,396,407	\$1,668,234

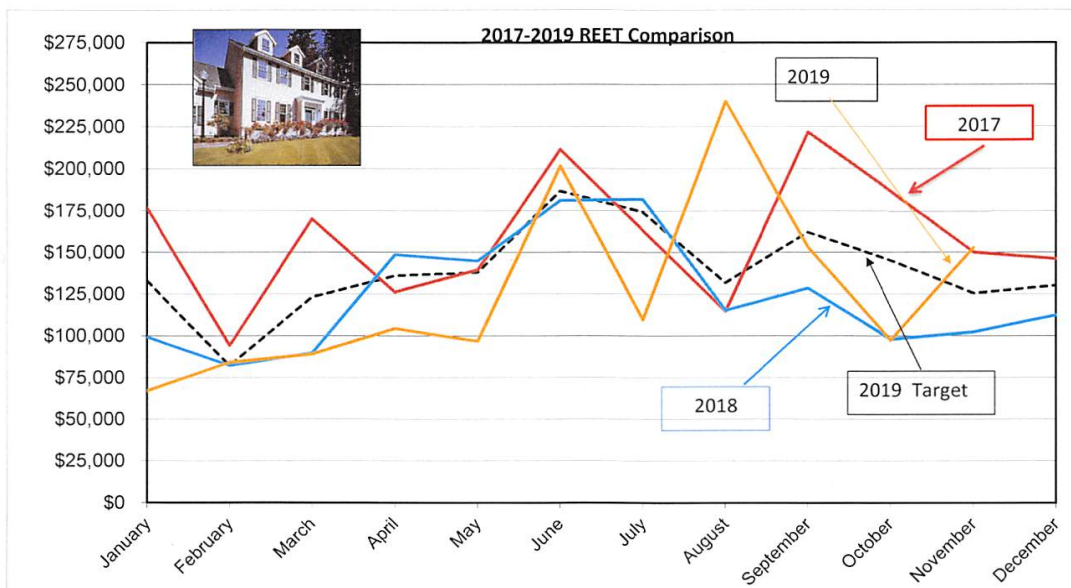
For 2019, REET is \$24,169 more than the same period last year and less than the 2019 target by \$141,728

* NOTE THE 2019 target is computed on a 3 year average (2016-2018) of actual receipts

**Real Estate Excise Taxes (REET)
2016 - 2019 Property Sales > \$500,000**

sales actually occur in the prior month; there is a 30 day lag between sales and when the City receives the rev.

	2016	2017	2018	2019	2016	2017	2018	2019
January	18,590,517	27,548,430	17,379,581	12,424,500	92,023	136,365	86,029	61,501
February	9,701,034	19,017,050	15,277,640	14,286,900	48,020	94,134	75,624	70,720
March	15,147,174	29,692,641	13,818,387	15,106,888	74,979	146,979	68,401	74,779
April	21,160,913	19,953,544	23,896,450	19,671,000	104,747	98,770	118,287	97,371
May	19,813,122	24,277,456	25,710,632	16,722,738	98,075	120,173	127,268	82,778
June	26,065,161	36,414,050	31,816,871	36,281,428	129,023	180,250	157,494	179,593
July	24,020,546	28,779,145	32,800,185	20,426,900	118,902	142,457	162,361	101,113
August	21,648,781	18,859,991	19,693,600	44,530,295	107,161	93,357	97,483	220,425
September	16,950,242	38,431,272	22,172,221	23,545,383	83,904	190,235	109,752	116,550
October	21,157,409	31,278,148	14,697,849	15,876,738	104,729	154,827	72,754	78,590
November	16,916,011		16,347,581	28,040,050	83,734	0	80,921	138,798
December	20,607,695	25,603,889	19,908,284		102,008	126,739	98,546	0
	\$231,778,605	\$299,855,616	\$253,519,281	\$246,912,820	1,147,305	\$1,484,286	\$1,254,920	\$1,222,218

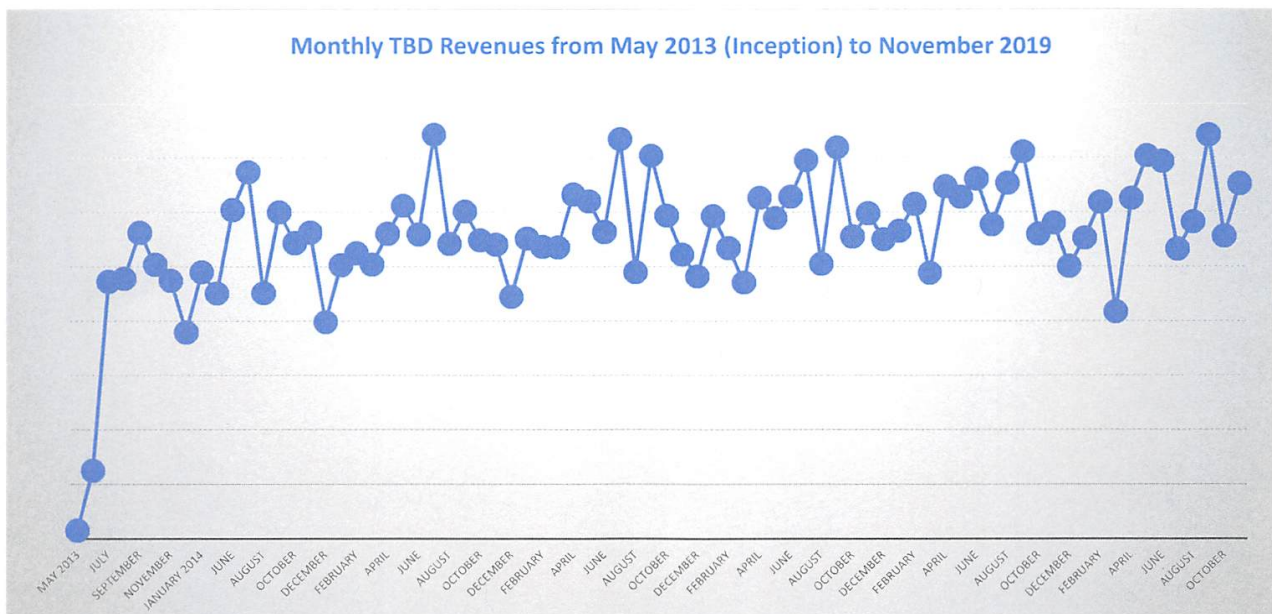


I:\Admin & Finance\Monthly Reports\2019\November 2019 REET

**Kenmore Transportation Benefit District
Monthly Report
November 30, 2019**



Revenues	November 2019	Biennium-to- Date	Percent of Budget	Biennium Budget
Vehicle Fees	32,640	334,122	47.06%	710,000
Investment Interest	274	4,371	54.64%	8,000
Total Revenues	\$32,914	\$338,493	47.14%	\$718,000
Expenditures				
Reimbursement to Street Fund	0	0	0.00%	716,000
Total Expenditures	0	0	0.00%	716,000
Net Income (Loss)	\$32,914	\$338,493		\$2,000



I:\Admin & Finance\Monthly Reports\2019\November 2019\TBD



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic:
 West Sammamish River Bridge ROW
 Acquisition Settlement

Proposed Council Action/Motion: Authorize the acquisition of permanent and temporary easements on the Lakepointe, Inc. and Pioneer Towing properties in the amount of \$640,000.

For Council Meeting Agenda of: 1/27/2020

Department: PW Engineering

Prepared by: John Vicente, P.E.

Initial & Date

Approved by Department Head: @ 1/6/2020

Approved by City Attorney: NA

Approved by Finance Director: [Signature]

Approved by City Manager: [Signature]

Exhibits/Attachments:

Exhibit 1 – Property acquisition Map

INFORMATION/BACKGROUND:

Background: On June 18, 2018, City Council authorized the City Manager to begin acquisition by condemnation, certain parcels needed for the W Sammamish River Bridge Project.

The City began negotiations for acquiring the necessary property rights from all properties adjacent to the project where property rights were needed (see Exhibit 1 for a listing of all properties involved). All properties have been settled, however two parcels require Council approval. The remaining parcels have the same owner and are:

- Lakepointe, Inc (parcel 443) located at 17405 68th Ave NE
- Pioneer Towing (parcel 444) located at 6525 NE 175th St

The project requires purchase of a strip of land (varying between 14' and 16' in width) adjacent to 68th Ave NE on both parcels. To facilitate construction, a large access road to the river is also necessary. This required purchase of a temporary construction easement adjacent to the acquisition area (varying between 10' and 41' in width). Several large trees are within the acquisition area and required removal necessitating a payment to the owner for loss of trees.

Per the City's approved Right of Way procedures, acquisitions in excess of \$300,000 require Council approval.

Below is a breakdown on the appraisal cost for each parcel:

Parcel	Acquisition	Temporary Construction Easement	Loss of Trees	Total Payment
Parcel 443	\$83,000	\$11,000	\$14,000	\$108,000
Parcel 444	\$266,000	\$234,000	\$5,000	\$505,000

The City's original appraisal (June 2018) recommended a square footage value of \$30 for both parcels. Further review by the appraiser in August 2019 indicated that the square footage value needed to be increased to \$38 for both parcels. Based upon the August 2019 appraisal, the property owner was offered a total of \$613,000 for both parcels. The property owner is requesting a total payment of \$640,000 or \$40/SQFT. This increase in the cost per square foot represents a difference of 5.3%.

Current Status: Design is complete and the contract for construction has been awarded.

RECOMMENDATION:

Staff recommends Council approve the acquisition of permanent and temporary easements on the Lakepointe, Inc. and Pioneer Towing properties in the amount of \$640,000.

FISCAL CONSIDERATION:

The bridge right of way portion is partially funded by the BRAC and Connecting Washington grants. There is sufficient budget and available grant funds to cover the cost of this acquisition.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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

EXHIBIT 1
W Sammamish River Bridge Project -- ROW Parcel Map



**City of Kenmore
City Council Regular Meeting
Minutes
December 9, 2019**

CALL TO ORDER - Mayor David Baker called the meeting to order at 6:15 p.m.

RECESS TO EXECUTIVE SESSION

The meeting recessed to executive session at 6:15 p.m. to discuss Potential Litigation per RCW 42.30.110(1)(i).

The executive session ended at 6:42 p.m.

The Council took a break from 6:42 p.m. to 7:00 p.m.

MOTION: Councilmember Smith made a motion to extend time to review FCC Form 394 to January 31, 2020, relating to the request to transfer the Frontier Communications franchise to Northwest Fiber LLC and authorize the City Manager and his designee to continue negotiating the transfer request, Mayor Baker seconded the motion. The motion passed unanimously.

7:00 p.m. - CALL REGULAR MEETING TO ORDER

ROLL CALL

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik
Councilmember Stacey Denuski
Councilmember Brent Smith

FLAG SALUTE

AGENDA APPROVAL

City of Kenmore - City Council Meeting Minutes
December 9, 2019

PRESENTATION

Recognize Outgoing Councilmembers Brent Smith and Stacey Denuski

(The Council took a brief break for cake and refreshments)

Sound Transit Bus Rapid Transit Update - Luke Lamon and Kamuron Gurol, Sound Transit

CITIZEN COMMENTS

Abbas (Aria) Mirazono (spelling not confirmed)
14841 79th Place NE
Kenmore, Washington 98028

Abbas spoke about the Solarize Kenmore project.

Serena Freeman
20822 76th Avenue West
98026

Ms. Freeman spoke about preserving the ballfield at St. Edward.

Rokugan (Age 5)
Same address as above.

Rokugan also spoke how much he enjoys the ballfield.

John Hendrickson
5919 NE 202nd Lane
Kenmore, Washington 98028

Mr. Hendrickson spoke about the need for a new Mayor next year. He also spoke about a few other topics including preserving the ballfields.

Vicki Grayland
20308 73rd Avenue Ne
Kenmore, Washington 98028

Ms. Grayland stated that she supports Solarize Kenmore. She also said the ballfields need to be preserved.

Whitney Neugebauer
20253 80th Place NE
Kenmore, Washington 98028

City of Kenmore - City Council Meeting Minutes
December 9, 2019

Ms. Neugebauer spoke to preserving the ballfields.

Susan Carlson
13468 64th NE
98034

Ms. Carlson spoke in support of Camp Roots and preserving the ballfields.

Phyllis Finley
5962 NE Arrowhead Drive
Kenmore, Washington 98028

Ms. Finley spoke to the Pros Plan and the support of the ballfields.

Katherine Hales
19922 88th Avenue NE
Bothell, Washington 98011

Ms. Hales is a teacher at Camp Roots. She would like to see the ballfields stay the way they are.

Dakota Rash
6431 NE 198th Street
Kenmore, Washington 98028

Ms. Rash urged the Council to preserve the ballfields.

Karen Prince
15122 65th Avenue NE
Kenmore, Washington 98028

Ms. Prince also spoke in support of preserving the ballfields.

Tracy Banaszkynski
5863 NE 197th Street
Kenmore, Washington 98028

Ms. Banaszkynski spoke to global warming and the need for a climate action plan.

City of Kenmore - City Council Meeting Minutes
December 9, 2019

Greg Thompson
16207 81st Place NE
Kenmore, Washington 98028

Mr. Thompson spoke to preserving the ballfields.

Rachael Wiggins
920 N. 102nd Street
Seattle, Washington 98133

Ms. Wiggins is a teacher for Camp Roots and wants to preserve the ballfields.

Ian Isebell
(Address not given)
Edmonds, Washington

Mr. Isebell spoke about not developing the ballfields.

Scott Rose
6446 NE 154th Street
Kenmore, Washington 98028

Mr. Rose spoke about Camp Roots. He asked the Council to preserve the ballfield.

Karra Whitmire
9142 NE 160th Place
Bothell, Washington 98011

Ms. Whitmire stated that she is a coach at Inglemoor Highschool and that ballfields get a lot of use.

Karen McFadden
19604 68th Avenue NE
Kenmore, Washington 98028

Ms. McFadden spoke in opposition of the ballfields.

James Kumin
(Spelling not confirmed)
9727 NE 138th Place
Kirkland, Washington

City of Kenmore - City Council Meeting Minutes
December 9, 2019

Mr. Kumin stated natural space is important and to preserve the ballfields.

Liz Kimbrough
7217 NE 153rd Street
Kenmore, Washington 98028

Ms. Kimbrough urged the Council to preserve the ballfields.

Frank and Family Liberato
6320 NE 130th Place
Kirkland, Washington 98034

Mr. Liberato spoke to preserving the ballfield.

Annaliese Stelzer-Terminello
And son John Prince Terminello
19800 50th Avenue West
Lynnwood, Washington

They both spoke to preserving the ballfields.

Erin Cole
17111 94th Place NE
Kirkland, Washington

Ms. Cole is a Camp Roots teacher. She urged the Council to preserve the ballfields.

Christi Damico
8303 NE 132nd Street
Kirkland, Washington

Ms. Damico asked the Council to preserve the ballfields since she already has concerns over the Lodge coming in.

Mike Dee
4518 NE 171st
Lake Forest Park, Washington

Mr. Dee touched base on a few matters including Sound Transit.

City of Kenmore - City Council Meeting Minutes
December 9, 2019

Noah Orr
Kenmore, Washington

Mr. Orr said he loves the park, ballfields and Camp Roots.

Terminello
Lynnwood, Washington

He also spoke to preserving St. Edward ballfields.

CONSENT AGENDA

MOTION: Deputy Mayor Herbig made a motion to approve the consent agenda, Councilmember Denuski seconded the motion. The motion passed unanimously.

The consent agenda included the following items:

Authorize the City Manager to Sign the Parks Property Tax Levy Agreement Between King County and City of Kenmore

Approve an Amendment to the City Manager's Employment Agreement Effective January 1, 2020

Authorize City Manager to Execute Agreement 19-C2109 with the Washington State Department of Ecology to Accept a \$50,000 Stormwater Capacity Grant

Cancel the December 16, 2019 and December 23, 2019 Regular Council Meetings

Authorize the City Manager to Execute the Consultant Services Agreement with Gordon Thomas Honeywell

Authorize the City Manager to Execute Amendment No. 3 to Contract 17-C1809 with MuniManage LLC

Authorize the City Manager to Execute an Amendment to 14-C1329 with WhatsSUP Stand Up Paddle and Surf Agreement

Ordinance 19-0504 Amending Chapter 3.75 of the Kenmore Municipal Code Entitled "Business and Occupation Tax"

City of Kenmore - City Council Meeting Minutes
December 9, 2019

Total Check #s 43826 through 43918 in the amount of \$379,687.05.

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic
Deposits Dated: 11/22/19 in the amount of \$159,136.58.

City Council Meeting Minutes of November 12, 2019 and November 18, 2019

PUBLIC HEARING

Allow "Construction and Trade" as a Temporary Use for Interim Public Works Shop For a
One-Year Period for a Property Located at 6532 NE Bothell Way Which is Owned by City of
Kenmore and Zoned Downtown Commercial - Bryan Hampson, Development Services
Director

Director Hampson explained that since January 1, 2019, the City of Kenmore has been providing in-house public works services. The City has not been able to find a permanent location for a Public Works Shop, which is considered a "Construction and Trade" use, per the zoning code (KMC 18.20.590). A city-owned property located at 6532 NE Bothell Way ("subject property") was identified as a temporary location for the Public Works shop and was approved as a temporary use by Council on November 13, 2018 for one year from January 1, 2019 to January 2, 2020.

The subject property is zoned Downtown Commercial (DC) and does not contain any environmentally critical areas or buffers. Per KMC 18.25.020, "Construction and Trade" uses are prohibited use in the DC zone. However, the use is allowed on a temporary basis through Temporary Use Permit (KMC 18.100.100). Temporary Use Permits are a mechanism by which the City may permit a use otherwise not permitted in the zone. Temporary Use Permits that exceed 90-days require a public hearing and City Council approval for up to one year; a temporary use permit may be renewed for additional periods up to one year at Council's discretion, following a public hearing.

The Public Works Operation Division has requested a one-year renewal of the temporary use permit which was approved by Council on November 13, 2018. The City continues to evaluate potential sites to locate the permanent public works shop. Development Services recommends the following conditions for the temporary use permit:

- The existing black chain link fence with privacy screening must remain for the duration of the use;
- The landscaping installed along the perimeter of the property fronting Bothell Way and 67th Ave NE must remain in good condition for the duration of the use;
- The one-year renewal will be valid for January 1, 2020 to January 1, 2021.

Staff recommends approval as the requested temporary use permit meets the decision criteria of KMC 18.100.125.A-C, as the temporary use i) will not be materially detrimental to the public welfare; ii) is compatible with existing land uses in the immediate vicinity in terms of

City of Kenmore - City Council Meeting Minutes
December 9, 2019

noise and house of operation; and iii) provides adequate parking. City Council can take action on the temporary use following a public hearing.

Mayor Baker opened the public hearing at 9:24 p.m.

There were no comments from the audience.

Mayor Baker closed the public hearing at 9:24 p.m.

BUSINESS AGENDA

Action to Allow "Construction and Trade" as a Temporary Use for Interim Public Works Shop For a One-Year Period for a Property Located at 6532 NE Bothell Way Which is Owned by City of Kenmore and Zoned Downtown Commercial

MOTION: Councilmember Curtis made a motion to Allow "Construction and Trade" as a Temporary Use for Interim Public Works Shop For a One-Year Period for a Property Located at 6532 NE Bothell Way Which is Owned by City of Kenmore and Zoned Downtown Commercial, Councilmember Smith seconded the motion. The motion passed unanimously.

A Regional Coalition for Housing (ARCH) 2020 Administrative and Budget and Work Program - Nancy Ousley, Assistant City Manager and Lindsay Masters, ARCH Executive Director

Assistant City Manager Ousley and Director Masters explained that a Regional Coalition for Housing (ARCH) is comprised of fifteen East King County cities and King County. Through the technical assistance to its members on housing policy and plan development, combined with ARCH Housing Trust Fund investments, ARCH helps local jurisdictions meet the obligations of the Growth Management Act to provide for housing opportunities that are affordable to a wide range of incomes.

Under the terms of the ARCH Interlocal Agreement, each member jurisdiction must annually approve the ARCH Administrative Budget. Each member jurisdiction contributes annually to ARCH to provide administrative and technical support for the organization's housing activities. The ARCH Executive Board has approved the 2020 Administrative Budget proposal (see Attachment) and has forwarded it to members for adoption. This year's ARCH proposed administrative budget is \$1,110,097, an increase of 53% from the 2019 adopted budget of \$724,221. Kenmore's share of the ARCH Administrative Budget is \$44,921 which is an increase of \$15,128 or 51% compared to the 2019 share of \$29,793. The increase is largely due to additional staffing for monitoring of compliance in home ownership projects funded by the agency, following a review commissioned by the Executive Board. The City

City of Kenmore - City Council Meeting Minutes
December 9, 2019

Council earlier this year approved directing revenue provided by Affordable and Supportive Housing State Shared Tax authorized by SHB 1406 to ARCH. The maximum amount of revenue available for this fiscal year is \$22,466.

Under the terms of the ARCH Interlocal Agreement, each member jurisdiction must annually approve the ARCH Work Program. The ARCH Executive Board has approved the 2020 Work Program and forwarded to the members for approval. ARCH Executive Director Lindsay Masters will be present to brief the Council and answer questions.

Staff recommends Council approval of the ARCH 2020 Administrative Budget and Work Program.

MOTION: Councilmember Denuski made a motion to approve a Regional Coalition for Housing (ARCH) 2020 Administrative and Budget and Work Program, Councilmember Curtis seconded the motion. The motion passed unanimously.

Ordinance 19-0503 Which Establishes the Stormwater Conservation Loan Program and Stormwater Side Line Repair Program - Richard Sawyer, Environmental Services Manager

Manager Sawyer explained that during the 2015 Surface Water Master Plan update, with Council guidance staff developed administrative policy addressing private property (residential) surface water management, which was codified through Ordinance No. 16-0428. The policies provide staff guidance on providing consistent response and service to Kenmore property owners dealing with a variety of drainage issues on their property. At that time, Council wanted to include provisions that provided the City some discretion in addressing drainage issues impacting the safety and general welfare of the community at large, therefore, the code allows for City involvement on private property drainage issues that meet certain criteria, including consideration of impacts to the health, safety and welfare of the community.

RCW 35.67.360 and Article VIII, Section 10 of the state Constitution authorize code cities that are engaged in the sale or distribution of stormwater services to use public moneys or credit derived from operating revenues of stormwater services to assist owners of stormwater structures or equipment in financing the acquisition and installation of materials and equipment for the conservation or more efficient use of stormwater services in such structures or equipment. Under the statute, except for the necessary support of the poor or infirm, an appropriate charge-back must be made for the extension of public moneys or credit.

The proposed ordinance discussed in this report would provide two additional tools to the City in addressing private property drainage issues, consistent with the authority provided in RCW 35.67.360 and Article VIII, Section 10 of the state Constitution. During policy development in 2015-2016, staff did not have data available to quantify the issue being

City of Kenmore - City Council Meeting Minutes
December 9, 2019

discussed other than specific service requests reported to the City at that time. Therefore, in 2017-2018, staff conducted a GIS analysis and researched property records to determine which private properties in the City are potentially impacted by constructed stormwater facilities crossing between City right-of-way and private property. That analysis concluded that approximately 708 properties contain some form of stormwater facility that receives stormwater from City right-of-way. Typically, private property facilities that receive stormwater from City right-of-way either 1) convey the stormwater through the property to another adjacent private property or 2) convey the stormwater through the property to another connecting City right-of-way or 3) the stormwater facility discharges into a receiving waterbody on the private property (typically into a stream, wetland, Sammamish River or Lake Washington). It is important to note that this analysis did not include groundwater related issues originating on private property, which are often perceived as a non-private property issue.

The City does not operate or maintain private stormwater facilities unless the facility is located in an easement or tract dedicated to the City for the purpose of operation and maintenance. Of the 708 properties identified in 2017, approximately 200 contain easements meeting the appropriate criteria for City maintenance. Another 40 properties contain stormwater facilities which were maintained by King County (and now by the City) and were recently discovered not to have the appropriate easements, which will require staff to follow up with property owners to obtain easements or return the responsibility of the facility back over to the property owner.

Owners of the remaining 470 properties containing stormwater facilities are responsible for operating and maintaining those facilities. 30 of these properties are annually inspected by City staff because they also contain a private flow control or water quality facility required at the time of development, which leaves approximately 440 properties containing stormwater facilities not regularly inspected or maintained by the City.

For these 440 properties, the City's GIS includes data on approximately 432 catch basins, 16 miles of pipe (approximately 85% are 8" diameter or larger), and 3 miles of ditches. It is estimated that at least 25% of these facilities may be over 50 years old, but this is based on recorded plat dates and it is possible that stormwater facilities were installed before or after this date. Replacement costs for basic facilities, such as catch basins and pipe, can vary greatly depending on localized factors such as facility depth, access issues, slope of the surrounding terrain, surface treatment (i.e. asphalt, landscaping or dirt) and permitting. An average cost (to the City) to replace these facilities may range from \$2,000 - \$2,400 for catch basins and \$65-\$75 per foot for pipe if the facility is easily accessible and not deeper than 3-4 feet for pipe placement.

During the 2019-2020 biennium budget process, \$90,000 (\$45,000 annually) was reserved for a program to offer Kenmore single-family residential property owners' two options to aid them in addressing private property drainage issues on their property. The first option, entitled the "Stormwater Conservation Loan Program", provides property owners a low interest loan to conduct maintenance on private stormwater facilities, which would be

City of Kenmore - City Council Meeting Minutes
December 9, 2019

repayable to the City. The second option, entitled the “Stormwater Side Line Repair Program”, allows the City or its contractors to conduct maintenance on private stormwater facilities if such maintenance is determined to be of benefit to the City’s operation and continued longevity of City-owned stormwater facilities and this option is at no cost to the private property owner. Both options are limited to a one-time use per property and both require an agreement, recorded to title, acknowledging that all future maintenance, repair, replacement and operation of stormwater facilities located on private property are the sole responsibility of said property owners.

As a property owner considering these two options, the obvious tendency will be to prefer the program that doesn’t incur costs to said property owner. The primary factor determining eligibility between the two options (outside of budget and resource availability) is assessing how the private facility benefits the City’s stormwater facilities and general health, safety and welfare of the community. Every property owner may choose to manage the facilities on their property differently, including how they assess risk and liability, prioritize maintenance needs, and determine acceptable level of facility function. However, if the facility negatively impacts City facilities or public welfare then the City needs to respond. Often times, if property owners do not have the knowledge or resources to address these issues then prolonged negative impacts to the City’s facilities occur.

In summary, this program adds two valuable tools to the City’s ability to respond to private property drainage issues. Currently, options are limited to code enforcement, which is not always effective – particularly on community members burdened with financial or other hardships. Code enforcement may also not always be the most financially effective way to approach some drainage problems depending on the resources available and situation.

MOTION: Councilmember Denuski made a motion to approve Ordinance 19-0503 which establishes the Stormwater Conservation Loan Program and Stormwater Side Line Repair Program, Councilmember Curtis seconded the motion. The motion passed 6-1-0 with Councilmember Srebnik voting no.

ADJOURNMENT

The meeting adjourned at 10:31 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Regular Meeting
Minutes
November 25, 2019**

CALL TO ORDER - Mayor David Baker called the meeting to order at 7:00 p.m.

ROLL CALL

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik
Councilmember Stacey Denuski
Councilmember Brent Smith

FLAG SALUTE

AGENDA APPROVAL

PRESENTATION

Introduce Brandon Moen, Police Chief - Rob Karlinsey, City Manager

CITIZEN COMMENTS

Phyllis Finley
5962 NE Arrowhead Drive
Kenmore, Washington 98028

Ms. Finley spoke about the Countywide planning policies.

CONSENT AGENDA

MOTION: Councilmember Denuski made a motion to approve the consent agenda, Mayor Baker seconded the motion. The motion passed unanimously.

The consent agenda included the following items:

Total Check #43731 through 43825 in the amount of \$786,573.91.

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated: 11/8/19 in the Amount of \$155,953.27.

City of Kenmore - City Council Meeting Minutes
November 25, 2019

City Council Meeting Minutes of October 21, 2019 and October 28, 2019

PUBLIC HEARING

Mid-Biennium Budget Adjustments for 2019-2020 and Salary Plan for 2020 - Joanne Gregory, Finance and Administration Director

Finance Director Gregory explained that on November 19, 2018 the City of Kenmore adopted the 2019-2020 biennial budget by Ordinance No. 18-0474. The city-wide budget includes revenue (\$110,138,175) and expenditure (\$106,088,340) estimates for both years which support the City Council priorities, departmental work programs, various municipal obligations, as well as Federal and State mandates.

At this time the mid biennial review of the biennial budget as prescribed by State law is complete. Per RCW 35A.34.130, cities that budget on a biennial basis must adopt an ordinance providing for a mid-biennial review and any modifications of the biennial budget. This must occur no sooner than eight months after the start (September 1, 2019) and no later than the end of the first year of the biennium (December 31, 2019). Another requirement of the mid biennial review process is a public hearing at a City Council meeting, which shall be held on November 25, 2019.

Funds affected include the General Fund, Street Fund, Transportation Capital Fund, Park Capital Fund, Park Impact Fee Fund, Sammamish River Bridge Fund, Surface Water Management Fund, and the Swamp Creek Basin Fund as described on the attached Exhibit 1.

Also included for Council consideration is an update to the Salary Plan pay ranges. The CPI-W as of June was 1.7%. This is the index typically used by the City for wage adjustments. The pay ranges in the attached Salary Plan have been updated and increased by 1.7% which would allow for this amount of a wage adjustment for all employees on January 1, 2020. Also, the Planner salary range (not a new position), which was removed from the Salary Plan in 2016, has been included.

Several staff positions are at the top of their pay range and will not be eligible for a merit increase during 2020. The adopted budget provided for an adjustment to wages and benefits in 2020; a 3.5% average increase was budgeted for salaries and a 5% increase was budgeted for medical and dental. The good news is that there will be no 2020 increase in premiums for the City's primary medical, dental or vision plans. In fact, 2019 rate increases were about 2% less than was budgeted.

After the conclusion of the public hearing, if there are no modifications to the recommended budget adjustments or Salary Plan, Ordinance 19-0500 will be presented for adoption.

Mayor Baker opened the public hearing at 7:17 p.m.

City of Kenmore - City Council Meeting Minutes
November 25, 2019

There were no comments from the audience.

Mayor Baker closed the public hearing at 7:18 p.m.

BUSINESS AGENDA

Ordinance 19-0500 Approving the Mid-Biennium Budget Adjustments for 2019-2020 and Salary Plan for 2020 - Joanne Gregory, Finance and Administration Director

MOTION: Councilmember Srebnik made a motion to approve Ordinance 19-500 Approving the Mid-Biennium Budget Adjustments for 2019-2020 and Salary Plan for 2020, Councilmember Denuski seconded the motion. The motion passed unanimously.

Ordinance 19-0501 Relating to the 2020 Regular Property Tax - Joanne Gregory, Finance and Administration Director

Finance Director Gregory explained that the mid biennium review of the adopted 2019-2020 biennial budget is complete as required by State law and November 30 is the due date for property tax levies to be set by ordinance and filed with King County.

The City Council has reviewed the proposed mid biennium adjustments and a public hearing was held November 25, 2019. A public hearing was held November 12, 2019 to receive public comment on the proposed 2020 tax levies.

Adoption of the 2020 regular tax levy is scheduled for November 25, 2019 along with adoption of the 2020 excess tax levy and the proposed amendments to the 2019-2020 Biennial Budget.

The regular property tax levy ordinance includes a levy request of \$5,307,000 which includes an increase of 3% over 2019, estimated new construction of \$99,387, and relevys of \$2,487. Since this is preliminary information from King County, the requested levy amount is rounded up to make sure it is not lower than the final determinations.

MOTION: Councilmember Curtis made a motion to approve Ordinance 19-0501 Relating to the 2020 Regular Property Tax, Councilmember Denuski seconded the motion. The motion passed 6-1-0 with Mayor Bakr opposed.

City of Kenmore - City Council Meeting Minutes
November 25, 2019

Ordinance 19-0502 Setting Excess Property Tax Levy for 2020 - Joanne Gregory, Finance and Administration Director

Finance Director Gregory explained that the 2019 excess property tax levy is necessary for repayment of the voted Walkways and Waterways bonds. In 2019 the City levied \$1,220,000 (.25/1.000 Assessed Valuation) to cover the debt service payments of \$1,223,150.

For 2020 the levy recommendation is \$529,000 which would result in a tax rate of approximately \$.10 per \$1,000 AV to fund the debt service principal and interest payments of \$529,650. The issuance of additional bonds may not occur in 2019 therefore no levy is requested for 2020. Ordinance No. 19-0502 to approve the excess tax levy for 2020, in the amount of \$529,000 to satisfy debt service on the 2016 Unlimited Tax General Obligation Bonds is recommended for adoption by the City Council.

MOTION: Deputy Mayor Herbig made a motion to approve Ordinance 19-0502 Setting Excess Property Tax Levy for 2020, Councilmember Smith seconded the motion. The motion passed 6-1-0 with Mayor Baker opposed.

Resolution 19-332 Adopting City of Kenmore's 2020 Fee Schedule - Tela Whiteman, Permit Specialist

Permit Specialist Whiteman explained that annually the City of Kenmore's fee schedule is reviewed and updated as provided for in Ordinance 02-0139. City staff is proposing the following revisions and additions to the 2020 Fee Schedule:

1. To increase the Development Services fees (Section 4) by the Consumer Price Index (CPI), 1.7% including transportation impact fees, not including appeal fees, park and school impact fees, utility right of way application fee, annual use right of way, SR-522 connection permits, special events permits, and memorial signs;
2. Page 2, Housing Code Enforcement – Changed fee to match hearing examiner appeal;
3. Page 3, Code Enforcement – Added Code Enforcement administrative fee per Ord 11-0328;
4. Page 3, Zoning and Land Use – Added legal lot status request. The fee was inadvertently removed from the 2019 fee schedule and is being re-added;
5. Page 11, Transportation Impact Fees – Added townhomes to condominium category;
6. Page 12, Parks Impact Fees – Added townhomes to multi-family category;
7. Page 12, Parks Impact Fees – Updated fees per Ordinance 19-0483, attached Exhibit B;
8. Page 12, School Impact Fees – Updated fees per Ordinance 19-0478, attached Exhibit C and council direction on 9/9/19;
9. Page 13, Utility Right of Way Permits – Changed the name of “Violation of Work Hours” to “Violation of Lane Closure Hours”, no change to fee;
10. Page 13, Utility Right of Way Permits – Added Accelerated Job Start fee per Public Works Engineering Division;

City of Kenmore - City Council Meeting Minutes
November 25, 2019

-
11. Page 16, Miscellaneous – Revised city sponsored event vendor fees for food and craft vendors, no change to non-profit booth or vendor;
 12. Page 16, Miscellaneous – Added City Hall Facilities rental fees per Resolution 11-189;
 13. Page 16, Miscellaneous – Added Hangar deposit costs per Hangar Building Facility Use Policy which was approved by City Council on June 10, 2019;
 14. Page 17, Surface Water Management Service Charge – Updated fees per Resolution 18-315, Surface Water Annual Service Charges, attached Exhibit D;
 15. Page 17, Stormwater Capital Facilities – Added new section for single family residential development and all other development per Ordinance 19-0480, effective March 5, 2019, see attached Exhibit E.

MOTION: Councilmember Smith made a motion to approve Resolution 19-332 Adopting City of Kenmore's 2020 Fee Schedule, Councilmember Curtis seconded the motion. The motion passed unanimously.

Resolution 19-333 Adopting Changes to the City's Personnel Policies to Revise Language to Section 6.4 Vacation and Sick Leave Donation (Shared Leave) - Rob Karlinsey, City Manager

City Manager Karlinsey explained that in Section 6.4 of the City's Personnel Policies allows for shared leave, meaning employees can donate vacation leave to employees who suffer, or have immediate family members suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employees to go on leave without pay status or to terminate his or her employment with the City. In these cases, the vacation leave being donated is converted to sick leave for the receiving employee.

Currently, the policy requires the receiving employee to deplete his or her total of accrued leave in order to receive donated leave from another employee. The proposed amendment would allow the receiving employee to maintain 40 hours of accrued leave. This change would allow for the employee to have a small amount of leave upon their return to work available for doctor appointments or other purposes.

In addition, the proposed amendment to Section 6.4 would allow sick leave (not just vacation leave) to be donated. Sick leave would be donated on an hour for hour basis.

MOTION: Deputy Mayor Herbig made a motion to approve Resolution 19-333 Adopting Changes to the City's Personnel Policies to Revise Language to Section 6.4 Vacation and Sick Leave Donation (Shared Leave), Councilmember Denuski seconded the motion. The motion passed 6-1-0 with Councilmember Curtis opposed.

City of Kenmore - City Council Meeting Minutes
November 25, 2019

Receive and File the September, 2019 Financial Report for the City of Kenmore - Joanne Gregory, Finance and Administration Director

The Financial Report for September 2019 was unanimously received and filed.

STAFF REPORT

Update on Amendments to the King County Countywide Planning Policies (CPP) - Debbie Bent, Community Development Director

ADJOURNMENT

The meeting was adjourned at 7:57 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk



**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic: The City and Northshore School District Lease Agreement for the Rhododendron Park Boathouse (Contract 20-C2133)

For Council Meeting Agenda of: 1/27/2020

Department: Community Development

Prepared by: Rob Sayre-McCord, Parks Project Manager

	<u>Initial & Date</u>
Approved by Department Head:	FSM 1/25/20
Approved by City Attorney:	
Approved by Finance Director:	Dune 1-23-20
Approved by City Manager:	[Signature]

Exhibits/Attachments: N/A

Proposed Council Action/Motion:

Motion authorizing the City Manager to execute Contract 20-C2133 the City and Northshore School District lease agreement for the Rhododendron Park Boathouse

INFORMATION/BACKGROUND:

On January 27, 2020 staff recommends that Council pass a motion authorizing the City Manager to execute the boathouse Lease, with the Northshore School District (NSD) subject to any recommended changes following review by the City Attorney.

The boathouse project is currently out to bid, with bids due at 1pm Thursday, January 30, 2020. At the 10/7/19 Council meeting, staff presented cost estimates and construction schedule options. Council direction was to pursue a bid alternate package that would allow the City to determine whether to construct the foundation and building shell only or construct the foundation and complete building (including second floor) once bids have been received. Council direction was to move forward with the partnership with NSD as their \$250,000 contribution is assumed in the project budget. NSD is only able to provide this contribution subject to a lease agreement with the City with NSD as the lessee.

On January 21, 2020 staff was on hand to give an update on the Rhododendron Park Boathouse Lease between the city and NSD. The Lease is in its final draft stages and is under review by both parties' legal teams. The Lease provides the terms the city will let use of the building to the NSD. The Rhododendron Boathouse is the only object of the Lease. The Lease specifically stipulates that the park, boardwalk, and float are all open to the public, even during the NSD's reserved hours for the boathouse building. The NSD will not pay a rental fee but will contribute \$250,000 upon execution of the Lease towards tenant improvements for the facility. Concurrently with execution of the Lease, NSD will enter into a separate Management Agreement with the George Pocock Rowing Foundation (GPRF) for the management and operation of the boathouse facility. While the Lease is directly between the NSD and the City, and the Management Agreement is directly between NSD and GPRF, the Lease stipulates some of the requirements to be included in the Management Agreement and safeguards certain access requirements for the Kenmore Rowing Club (KRC) and the general public. The Management Agreement outlines the operations plan for the GPRF to run day-to-day boathouse operations for the NSD, the Kenmore Rowing Club (KRC), and the general public. The Lease and Management Agreements

have been developed with feedback from the Boathouse Advisory Committee over the past year. The Advisory Committee is comprised of members of the KRC, GPRF, NSD, City staff and consultants, and members of the greater Kenmore community.

Background: The City has been in discussions with NSD since March 2019 regarding separate Leases and management agreements. On January 10, 2020 NSD staff provided the City a draft Lease. The Lease is currently being reviewed by the City Attorney. The Lease agreement will be reviewed and approved by the NSD school board with a target approval date of February 10. The proposed Lease agreement is for 5 years with the option to renew twice for additional 5-year periods.

Primary tenants of the Lease include the following:

- While the NSD is the sole Lessee they do not have exclusive use rights to the building. Community groups and members of the public will have full boathouse access outside of designated NSD practice times
- NSD crew teams will have exclusive boathouse access from 3:30-5:30pm M-F, and 5:00-11:59am Saturday mornings, during the scholastic rowing seasons (Mid-August-Mid-November; Mid-March-Mid-May)
- NSD's contribution of \$250,000 towards the City's construction costs for tenant improvements
- NSD will pay the boathouse manager fees totaling \$150/student/semester towards operating costs but no less than \$30,000 and no more than \$50,000/calendar year
- NSD will provide programs, activities, and resources to develop and support the local rowing community
- NSD will purchase and house 4 rowing shells for shared usage with community partners
- NSD will provide the city with an annual program and activities report
- NSD will operate in accordance with USA Rowing Safety Standards
- Maintenance - the City will be responsible for the building exterior and surrounding park, capital repairs, trash removal, and the public restrooms.
- The City is responsible for all utilities
- Mutual indemnity clause
- NSD will maintain a minimum \$5,000,000 liability insurance policy
- Both City and NSD communications will be used to promote community rowing programs and available scholarships
- NSD will enter into a Management Agreement with the GPRF for day-to-day boathouse operations. Some terms in this Management Agreement are stipulated in the Lease to protect the public's interests.

The Management Agreement (between NSD and GPRF) stipulates that GPRF will provide the following to NSD, the KRC, and the greater Kenmore rowing public:

- Day-to-day boathouse management including staffing when the boathouse is open to the public
- Schedule management for community rowing groups and members of the public who wish to use the boathouse
- Publicly available equipment to be determined based on need
- Shared shell and other equipment management
- Maintenance services for NSD and community rowing groups – for a fee to be determined
- Various youth and adult programming, as demand dictates, done in conjunction with and to augment the Kenmore Rowing Club's (KRC) existing programs
- Orientation and training to the facility and equipment for users and coaches
- Internal boathouse maintenance and janitorial services (bathrooms, exterior, and capital repairs are city purview)
- Scholarship opportunities for youth who receive free/reduced lunch through school programs
- Management of gasoline storage
- \$5,000,000 insurance coverage which indemnifies the city from potential liability

- Annual activity reporting
- Annual review of joint use equipment
- Monthly facility safety audits
- Serve as an available resource for best practices with regard to safety, facility, and equipment use and club/team management
- Assistance in procuring coaches
- Marketing and advertising materials and platforms for Kenmore activities

The KRC and any other potential community rowing groups will be able to operate their programs out of the boathouse. KRC and GPRF are currently negotiating a mutually acceptable and advantageous fee structure for facility and equipment maintenance. KRC will retain all autonomy in collecting their user fees, operating youth and adult programs, and employing their chosen coaches. The KRC will now have access to and support from GPRF's guidance and resource network in growing their initiatives.

FISCAL CONSIDERATION:

Ordinance No. 19-0947 adopted 9/9/19 amended the 2019-2024 Capital Improvement Program (CIP). \$1,185,019 is allocated to the Rhododendron Boathouse Project, giving a total project cost of \$1,245,018 (\$56,800 spent prior to 2019). Funding sources in the 2019-2020 CIP include the following:

State Capital Budget SI889 – \$242,500

Northshore School District (confirmed upon signing of this Lease) – \$250,000 towards tenant improvements

King County Youth Sports Grant (awaiting confirmation) – \$611,000. (Council direction 1/14/19 to request King County reallocation from the St. Edward ballfield project)

Recreation and Conservation Office ALEA Grant 12-1963 – \$22,625

City Park Impact Fees – \$23,469

City Real Estate Excise Tax – \$12,800

At the 10/7/19 Council meeting, staff presented cost estimates and construction schedule options. The budget shortfall was estimated between \$65,568 to \$78,567. Council direction was to not allocate any additional city funds but to fund the shortfall from non-city funds such as non-profit fund raising or other private funding source. Staff is aware that a non-profit has formed a fundraising committee and a campaign to raise \$100,000 has been initiated.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Council Goal #2 - Walkways and Waterways

Council Goal #7 - Advance public's access to water/Promote image of Kenmore

Council Goal #8 - Implement parks improvement plan

Council Goal #9 - Build community & create fun



**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic: Interagency Agreement between the City of Kenmore and the Washington State Parks and Recreation Commission, regarding reimbursement for costs for an Environmental Impact Statement (EIS) for the St. Edward Ballfield Improvement Project Proposed Council Action/Motion: Authorize City Manager to execute Contract No. 19-C2061, Amendment No. 2 with Washington State Parks and Recreation Commission, regarding reimbursement for costs for an Environmental Impact Statement (EIS) for the St. Edward Ballfield Improvement Project	For Council Meeting Agenda of: <u>January 27, 2020</u> Department: <u>Development Services</u> Prepared by: <u>Bryan Hampson, Director</u> Initial & Date Approved by Department Head: <u>BA 1/2/20</u> Approved by City Attorney: <u>N.A.</u> Approved by Finance Director: <u>Greg 1/4/20</u> Approved by City Manager: <u>[Signature]</u> Exhibit A: <u>Contract No. 19-C2061</u> Exhibit B: <u>Amendment No 1 to 19-C2061</u> Exhibit C: <u>Amendment No 2 to 19-C2061</u>
<u>INFORMATION/BACKGROUND:</u> On June 10, 2019, Kenmore City Council authorized the City Manager to execute contract 19-C2061 between the Washington State Parks and Recreation Commission and City of Kenmore, regarding reimbursement for costs for an Environmental Impact Statement (EIS) for the St. Edward Ballfield Improvement Project. The initial contract, 19-C2061 (Exhibit A), was in the amount of \$65,105.00. On September 9, 2019, Kenmore City Council approved Amendment No.1 (Exhibit B) to Contract 19-C2061 for an additional \$7,300 for additional materials needed for the open house. Additional services and materials were needed to complete the Scoping Summary. Amendment No. 2 increases the original contract \$9,300. The total, not to exceed amount, is now \$81,705.	
<u>FISCAL CONSIDERATION:</u> The adopted Park Capital Improvement Program (Ordinance 18-0469) includes \$200,000 allocated in 2019 for completion of a SEPA EIS for the St. Edward Ballfield Project.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Goal #8 Continue to implement a parks improvement plan.	

#19-C2061 Exhibit A



**INTERAGENCY AGREEMENT
Between
WASHINGTON STATE PARKS AND RECREATION COMMISSION
And
CITY OF KENMORE**



AGREEMENT NO. IA 719-424

THIS AGREEMENT is made and entered into by and between the Washington State Parks and Recreation Commission, hereinafter referred to as "State Parks," and City of Kenmore, hereinafter referred to as the "City".

IT IS THE PURPOSE OF THIS AGREEMENT to have the City reimburse State Parks for an Environmental Impact Statement for the Saint Edward State Park – City of Kenmore Ballfields development proposal (EIS) in connection with the New SEPA Lead Agency Agreement between the City and State Parks Regarding the Proposed Ballfield Development at Saint Edward State Park.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The City shall reimburse State Parks for the EIS work performed by The Watershed Company, State Parks contract # SC 719-302. The scope of work for the contract, also known as "first phase of the EIS process," is attached and made part of this Agreement as Exhibit A.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on the date signed by State Parks and shall be completed on December 31, 2019, unless terminated sooner as provided herein. This Agreement shall automatically expire on December 31, 2019, unless otherwise extended by amendment.

PAYMENT

Reimbursement for the work provided in accordance with this Agreement is authorized by RCW 39.34.030 and 39.34.080. The parties have estimated that the cost of accomplishing the work will not exceed **Sixty-Five Thousand, One Hundred Five and No/100ths Dollars (\$65,105.00)**. Reimbursement for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded.

BILLING PROCEDURE

State Parks shall submit invoices no more often than monthly. The reimbursement to State Parks for approved and completed work will be made by check by the City within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for reimbursement not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier. The invoices from State Parks shall include copies of The Watershed Company's invoices to State Parks that are the basis for the invoices to the City.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect The Watershed Company charges, the invoices from State Parks and the reimbursement from the City for such. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

INDEMNIFICATION

Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a dispute board

in the following manner: Each party to this Agreement shall appoint one member to the dispute board. The members so appointed shall jointly appoint an additional member to the dispute board. The dispute board shall review the facts and Agreement terms and applicable statutes and rules, and shall make a determination of the dispute. The determination of the dispute board shall be final and binding on the parties hereto.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency between the terms of this Agreement, the scope of work, and/or any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable statute or rule;
- b. scope of work; and
- c. any other provisions of the Agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

PROJECT MANAGEMENT

The project representative for each of the parties shall be responsible for and shall be the contact

person for all communications and billings regarding the performance of this Agreement.

The Project Representative for City is: Bryan Hampson, Development Services Director, (425) 398-8900

The Project Representative for State Parks is: Jessica Logan, Environmental Planner 5, (360) 902-8679

IN WITNESS WHEREOF, the parties have executed this Agreement.

City of Kenmore

By: RJ Kelly

Title: City Manager

Date: 6-13-19

Washington State Parks and
Recreation Commission

By: Mark P. Brown

Title: Chief Financial Officer

Date: 6/21/19

Approved As To Form:
William Van Hook
Asst. Attorney General
02/20/07

RECEIVED ON

JUN 20 2019

CONTRACTS AND
PROCUREMENT

EXHIBIT A
THE WATERSHED COMPANY
SCOPE OF WORK
SC 719-302

This Scope of Work is limited to the first phase of the EIS process, Scoping and Refinement of Alternatives. Once this work is complete, costs will be applied to the tasks of completing the PDEIS, DEIS, and FEIS.

Scope of Services:

Phase 1. EIS Scoping and Refinement of Alternatives	\$45,175
1.1 Data gap analysis, base map, research	
1.2 Site visit with Washington State Parks (Client) and City of Kenmore (Applicant)	
1.3 EIS Scope Development	
1.4 Public Participation Approach	
1.5 Scoping Notice, Public Meeting/Open House/Workshop, and Scoping Report	
1.6 Refine Alternatives	
1.7 Develop/Coordinate Definitions of up to Five Levels of Impact	
Phase 5. EIS Consultant Team Coordination & Project Administration	\$17,920
5.1 Project development, management, coordination	
5.2 Invoicing and progress reports	
Phase 6. Expenses (mileage, copies, GPS, other)	\$2,010

Note: Phases 2, 3 and 4 to be authorized by future contract amendments.
Phases 5 and 6 to be expanded in future contract amendments, to support work performed in Phases 2, 3 and 4.

The total cost for Phases 1, 5, and 6 will not exceed **\$65,105**.

PHASE 1. EIS SCOPING AND REFINEMENT OF ALTERNATIVES

- 1.1 Data gap analysis, base map, and research.** The EIS consultant team will collect and review background information, assemble available mapping data, and identify additional data needs. Propose additional data collection and/or additional analysis to Parks if warranted.
- 1.2 Site Visit with Washington State Parks (Client) and City of Kenmore (Applicant).** The EIS consultant team will attend one site visit with State Parks and City representative(s) to review existing conditions and potential effects of the alternatives.
- 1.3 EIS Scope Development.** The EIS consultant team will develop a preliminary scope for the EIS based on project understanding and available information. The EIS consultant team will attend one EIS scope development meeting with State Parks and City of Kenmore representatives (in-person or via conference call) to confirm the EIS preparation process. The public participation process to be led by State Parks will also be defined during this task. Preliminary alternatives will be defined for inclusion in the EIS scoping

notice. It is our understanding at this time that these will include those listed below (or similar). The EIS consultant team will discuss with State Parks during this task whether a preferred alternative will be described at this time, or later in the EIS process.

- Field lighting with artificial turf
- No field lighting with artificial turf
- Field lighting with an improved natural turf field
- No field lighting with an improved natural turf field
- No action – how the field is used now (no lighting, existing grass)

1.4 Public Participation Approach. The EIS consultant team will assist State Parks with developing a robust public participation approach that will include opportunities for review and comment on the alternatives, as well as review and comment on the elements of the environment to be addressed in the EIS. The approach may include development of a formal public participation plan to specify outreach methods (e.g. postcards, meetings, website) and a preliminary schedule for the EIS process.

1.5 Scoping Notice, Public Meeting/Open House/Workshop, and Scoping Report.

- Prepare a draft Scoping Notice for review and use by State Parks. Include a list of preliminary alternatives to be considered and the list of elements of the environment to be addressed in the EIS.
- *Review and comment on presentation materials developed by State Parks and attend one public meeting during the EIS scoping process. The EIS consultant team will prepare notes for use by State Parks and City of Kenmore following the public meeting.*
- Optional: Prepare a Scoping Report summarizing the EIS scoping process and comments received, as well as how these comments will be used in the SEPA process.

1.6 Refine Alternatives. Participate in one meeting with State Parks and City of Kenmore to refine project alternatives (if appropriate) based on input received during the EIS scoping process. Confirm whether additional discipline reports are needed based on scoping comments received and final definition of the alternatives to be evaluated in the EIS.

1.7 Develop Definitions for up to Five Levels of Impact. Draft language will be developed to aid the consultant team in analyzing the issues consistently. Includes team coordination and communication with the goal of agreement on what constitutes a significant impact and what constitutes reasonable mitigation before proceeding to Phase 2. Includes one round of review and revision if necessary.

Work Products:

- One Draft Scoping Notice *for use by State Parks and City of Kenmore.*
- Public meeting summary notes (one meeting, one version).
- Scoping Report (one version) that captures both public comments and refinements to project alternatives/refinements to the EIS analysis (if any) developed at the follow-up meeting with State Parks and City of Kenmore.
- Definitions for up to five levels of impact (one revision).

5. EIS Consultant Team Coordination and Project Administration

5.1 Project management and coordination. *This task assumes 1.5 hours per week for up to 4 months from Notice-to-Proceed for the Phase 1 work.*

5.2 Invoicing and progress reports. *This task assumes monthly invoices and brief 1-2 page progress reports for up to 4 months from Notice-to-Proceed for the Phase 1 work.*

Assumptions for overall EIS process:

- The overarching assumption is that site-specific technical studies have been completed and provide adequate information to summarize in the EIS with only additional qualitative analysis. If additional studies are determined to be necessary, State Parks will decide whom shall prepare these. If the EIS consultant team is tasked with preparing additional technical studies, this would fall outside of this scope, budget, and preliminary schedule.
- It is assumed that State Parks will lead the public participation process and maintain the website for the Saint Edward Park/City of Kenmore Athletic Fields EIS. The EIS consultant team will support the public participation process through reviewing and commenting on presentation materials developed by State Parks; participating in one public scoping meeting/open house/workshop; one public meeting/open house/workshop during the Draft EIS comment period; and providing one summary for each of these meetings of the discussion and comments received.
- *Comments from State Parks and City of Kenmore on each deliverable will be compiled by State Parks into a single document for delivery to the consultant team.*
- Cost estimate assumes receipt of approximately 100 written public comments on the DEIS (letters or email communication), identifying an average of five issues each.
- Preparation of more than one PDEIS and/or PFEIS for internal review by State Parks/City of Kenmore can be accommodated, provided that the EIS consultant team receives authorization for additional budget and extension of the preliminary schedule.
- If formal public hearings become necessary, participation by members of the EIS consultant team would be contracted separately.
- This scope of work and cost estimate may be affected by factors unknown at this time that may arise in response to public or agency comments or requests at any stage of EIS preparation.
- Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.
- This proposal includes general coordination with State Parks via email and phone. In-person meetings beyond those specified above are not included. Additional coordination can be added if necessary, under a separate agreement.

Don Huch, Director



City of Kenmore Contract No. 19-C2061

Exhibit B

STATE OF WASHINGTON
WASHINGTON STATE PARKS AND RECREATION COMMISSION

1111 Israel Road SW • PO Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500
Internet Address: <http://www.parks.wa.gov>

July 30, 2019

Bryan Hampson
Development Services Director
City of Kenmore
18120 68th Ave NE
Kenmore WA 98028-2701

Re: Agreement No. IA 719-424 – Saint Edward State Park – Kenmore Ballfield EIS – Amendment No. One (1)

Dear Mr. Hampson:

Due to our request for additional environmental consulting services from the Watershed Company, State Parks hereby *modifies* the above agreement as follows:

EXHIBIT A - SCOPE OF WORK

Add the following task to Phase 1. EIS Scoping and Refinement of Alternatives:

1.8 Prepare information and graphics to be presented at the Open House scheduled for August 13, 2019. Eight (8) 36" x 48" boards are planned on the following topics:

- Site overview & ecological context
- Ballfield lighting information
- Synthetic turf information
- Stormwater management information
- Parking information
- Proposed schedule of ballfield play times
- EIS process board
- List of environmental elements

Draft boards and graphics will be presented to State Parks; one round of revisions to the boards will be made following the review. It is anticipated that two sets of boards (16 total) plus one public comment sheet (400 copies) will be provided for the Open House.

COMPENSATION

Compensation for the additional work shall not exceed Seven Thousand Three Hundred and No/100 Dollars (\$7,300.00) Total compensation payable to Consultant for satisfactory performance of the work under this contract shall not exceed **Seventy-Two Thousand Four Hundred Five and No/100 Dollars (\$72,405.00)**.

City of Kenmore

Mark Bibeau
Chief Financial Officer, State Parks

Date

Date

wk

cc: Lis Lantz, Approval Supervisor
 Jessica Logan, Project Representative
 Fiscal



SCIENCE & DESIGN

Exhibit C

November 25, 2019

Bryan Hampson, Development Services Director
18120 68th Ave NE
Kenmore, WA 98028
Via email: bhampson@kenmorewa.gov

Re: Proposal for Environmental Consulting Services
Saint Edward State Park / City of Kenmore Athletic Fields EIS
The Watershed Company Reference Number: 180908

Dear Bryan:

Thank you for requesting additional description of the services listed in our October 9, 2019 proposal. As we discussed, these tasks were beyond the original scope of work for Phase 1 of the Saint Edward State Park/City of Kenmore Ballfield Improvements EIS.

Scope of Services:

Phase 1. EIS Scoping and Refinement of Alternatives, additional services:

- Produced additional materials for open house, and provided additional staffing at prep meeting and public open house. \$2,200
Item 1.5, 2nd bullet in the original Scope of Work stated, "Review and comment on presentation materials developed by State Parks..." The project team (State Parks, City, EIS consultants) decided in July to have us produce display boards for the public meeting and we were given a contract amendment of \$7,300 to do this. Later as we prepared for the open house, the group decided we needed additional boards which required more graphic and production support to create the display boards and staff the open house.

- Researched status of previous critical areas variance application, documents and revision sequences, and recent City code changes. **\$1,800**

This task was not included in the original contract as we were not aware of the numerous versions of the variance applications, review cycles including third party reviews, City and consultant responses, wetland rating discrepancies, supporting documents, and revisions that had occurred. This task also included reviewing City code changes to formulate conclusions about additional information needed to proceed with the EIS.

- Researched status and sequence of State Parks plans and policy statements. **\$700**

This work included researching and unraveling past and present State Parks plans, policy statements, and Commission meeting notes, to consider their relative precedence for the preliminary EIS scope and to formulate conclusions about additional information needed to proceed with the EIS.

- Condensed, compiled, categorized over 130 pages of public comments, for inclusion in the Scoping Report and to help inform the scope of analysis for the EIS. **\$2,500**

State Parks staff transcribed the public comments as was planned. Once we received the comments and started to formulate our approach to the Scoping Report, we decided to condense and categorize the comments in order to organize the details around the issues raised. The distilled comments were presented in the Scoping Report for each element of the environment, the alternatives, general opposition, and general support. This approach was more time-consuming but resulted in a more comprehensive and useful synopsis for decision making and moving forward. The original Scope of Work envisioned a fairly simple Scoping Report with a summary of the public process and listing of the elements of the environments to be addressed in the EIS.

- Additional coordination between the EIS consultant team, State Parks, and City of Kenmore to clarify and document project history, available information, data needs for alternatives analysis, purpose/objectives statement, and approach to moving forward. **\$2,100**

This work exceeded the number of hours originally budgeted. Each planned meeting with the overall project team was 1-2 hours longer than anticipated. Additional follow-up with all team members was necessary to create document review summaries, the data gap list, and the EIS Scoping Report described above.

The cost for these additional services was **\$9,300**.

*Environmental Consulting Services Proposal
Hampson, B.
November 25, 2019
Page 3*

Thank you again for the opportunity to work on this project. Please call if you have any questions or if we can provide additional information.

Sincerely,

A handwritten signature in black ink, reading "Jennifer Creveling". The signature is written in a cursive, flowing style.

Jennifer Creveling
Principal / Senior Biologist



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Recommendations on the Parks, Recreation and Open Space (PROS) Plan Proposed Council Action/Motion: Review proposed changes to the PROS Plan, identify any further changes and provide direction on moving forward with adoption of a final PROS Plan	For Council Meeting Agenda of: January 27, 2020 Department: Community Development Prepared by: Debbie Bent, Community Development Director Lauri Anderson, Principal Planner Initial & Date Approved by Department Head: <u>DS 1/17/20</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>POK</u> Exhibits/Attachments: 1. Revised PROS Plan
INFORMATION/BACKGROUND: On January 13, the Council requested several changes to the recommended Parks, Recreation and Open Space (PROS) plan. The attached revised Plan includes those changes, identified with yellow highlighting. Staff requests Council review the proposed changes, identify any further changes and provide direction on moving forward with a final PROS Plan. Once approved, the final Plan, along with an adopting Resolution, will be placed on the Council's agenda. That adoption is tentatively scheduled for February 10. To reduce the number of pages to review, the appendices have not been included in Attachment 1. The appendices were attached to the January 13 meeting packet and no amendments were requested. The appendices will, of course, be included in the final document presented for Council approval. Specific changes to the PROS Plan requested by the Council include: • Separate findings from recommendations in the demand and needs analysis. See pages 51, 63, 65, 72, 73, 76, and 79. • Reinforce the importance of partnerships, particularly around the pool and ballfields. See pages 24, 27, 69, and 72. Existing text on pages 23, 29, 31, 33, 37, 64, 78, 90 also provides support for partnerships. • Add a map of trails and walkways to programming implementation. See page 75. • Clarify that the KWAC information is for membership, not necessarily participation. See pages 70 and 71. • Remove references to future development of the St. Edward State Park ballfields, referring instead to development of ballfields, generally. See pages 69, 72, 78, 79, 84, and 95. • Describe the existing passive use of the St. Edward State Park ballfields. Camp Roots is mentioned on page 23 of the Plan. • Correct references and other editorial changes. See pages 38, 52, 59, 75, 78, 79, 81, 94, 95, and 96. Council made one other request that does not require Plan amendments:	

- Consider Linwood Park for a possible dog park. This would be addressed through the master planning project (see page 78). Support for a dog park is already in the Plan (see page 81).

The PROS plan identifies a “Moorlands Neighborhood Trail Connection” (page 76) as a new recommended project. The project is to “acquire and develop a new trail connecting Rhododendron Park to Moorlands Park, preferably separated from roadways as much as possible. The location of the trail has not been defined and will need to be determined at a future date”. In the Capital Facilities Plan, this project is identified as a long-term (13+ years) project with an estimated cost of \$5m (page 96). Connectivity and safe access to parks is an overall theme as is more nature trails and this project could support both. However, there is existing sidewalk and/or low volume residential streets that connects the two areas so this may be a lower priority. There is also a ravine corridor in private ownership among parcels of single-family homes, which could provide an alternative trail connection although the feasibility has not been determined. An alternative trail to sidewalk may be a lesser priority but the planning commission recommended keeping this project in the PROS plan in case an opportunity arose.

The City Manager raised several concerns about the project last October with regard to a trail in the ravine including: A trail in a ravine being challenging both environmentally and politically; the trail would get very little use given the low volume residential streets between the two parks which provide for viable pedestrian use; cost-prohibitive at \$5m estimated, but likely more; creates an unrealistic expectation that the project could happen. Staff raised these concerns with the Planning Commission in November but the Commission recommended keeping the project in the PROS plan for the reasons outlined above. The City Manager recommends the Council remove the project from the PROS plan given the concerns described.

FISCAL CONSIDERATION:

\$155,000 allocated in the Community Development Department budget for consultant costs related to park consulting services. Contract 18-C1956 with ETC for \$18,750 to complete the citizen survey. Contract with the City's on-call consultant KPFF Contract 15-C1484 Task 31 for \$30,797 for assistance with the demand and need analysis, public open house and compiling the plan document.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

(These are the adopted Council Goals from 2019.)

- Goal 2. Implement the Walkways and Waterways projects.
- Goal 7. Implement the Economic Development Plan, with an emphasis on the following key points: Advance Public's Access to Water... Promote the Image of Kenmore.
- Goal 8. Continue to implement a Parks Improvement Plan.
- Goal 9. Build community, celebrate diversity and create fun.
- Goal 10. Protect and enhance the climate, water, air and forest environment.

CITY OF KENMORE

PARKS, RECREATION AND OPEN SPACE PLAN

2020





Table of Contents

CHAPTER 1	INTRODUCTION	1
	Planning Context	2
	Planning Process	8
CHAPTER 2	EXISTING INVENTORY	12
	Park Classification & Service Area	15
	Park & Recreation Programming	23
	Natural Resources	25
CHAPTER 3	VISION, GOALS & POLICY SUPPORT	26
	Guiding Fundamentals	27
	Vision & Goals	30
	Objectives & Policy Action	31
CHAPTER 4	DEMAND & NEEDS ANALYSIS	38
	Parks & Recreation Trends	40
	Community Interests	45
	Benchmark Comparison	50
	Population Growth	52
	Geographic Distribution	56
	Recreation Programming	64
	Participation Rates	66
CHAPTER 5	RECOMMENDATIONS	74

CHAPTER 6	IMPLEMENTATION	83
	Funding Strategies & Resources	85
	Existing Financial Capacity	91
	Capital Facilities Plan	93
	Level of Service	97

APPENDICES (See January 13, 2020 City Council Agenda Packet for the appendices)

Appendix A – Park Master Plans and Concept Plans

Appendix B – Parks and Recreation Survey

Appendix C – PROS Plan Follow-Up Survey

Appendix D – Open House Summary

Appendix E – Impact Fee Rate Study Report

Appendix F – Natural Environment Sub-Element

ACKNOWLEDGEMENTS

To Be Added

CHAPTER 1**INTRODUCTION**

The City of Kenmore's Parks, Recreation and Open Space (PROS) Plan was developed to provide a framework for future development of the parks system and recreation facilities and programs over the next 20 years. The PROS Plan identifies and categorizes existing conditions, evaluates the context of the city and the community it serves, analyzes the demand and need for parks and recreation facilities, and recommends improvements to the parks system to meet the future needs of the community. Both short and long-term improvements are considered, as well as potential funding and implementation of the proposed improvements over time.

Certain portions of this document will be incorporated into the City's Comprehensive Plan. Together, the Comprehensive Plan and PROS Plan serve as a resource for city staff, a vision for the community, and a guide for future decision making around the planning, acquisition, and/or development of parks, recreation, and open space throughout the city.

The PROS Plan also meets the State of Washington's Recreation and Conservation Office's (RCO) planning requirements which will enable the city to apply for parks, recreation and open space grants through various RCO grant programs. This plan is required to be updated every 6 years to maintain grant eligibility and to ensure the recommendations contained within remain consistent with the changing recreation trends, demographic context, and community interests in the city.



Planning Context

Geography

The planning area for the City of Kenmore Parks, Recreation and Open Space Plan is defined by the city limits and the delivery of park and recreation services is defined by the city's parks and recreation facilities. Kenmore is approximately 6.15 square miles in area, with roughly 39,000 lineal feet of shoreline—21,000 lineal feet on Lake Washington and 18,000 lineal feet along the Sammamish River.

Kenmore's development has been strongly influenced by the city's natural environment, including the Sammamish River and Swamp Creek stream corridors, the Lake Washington waterfront, and various wetlands and steep ravines. Commercial activities and multi-family residential development are concentrated along the SR522 corridor and in the Kenmore downtown area. Kenmore is primarily single-family residential development, with several large public and private open space land tracts at Saint Edward State Park, Bastyr University, and the Inglewood Golf and Country Club.

Kenmore's natural resources are an important component of the city's park and recreation system. Many of the city's existing parks are located beside or contain a creek, river, or freshwater shoreline, wetlands or significant forested areas. The City of Kenmore is unique in the abundance of natural systems that weave in and around the city, connecting the different neighborhoods through stream corridors, sensitive areas, and ravines to Swamp Creek, the Sammamish River and Lake Washington. Creating connections and corridors provides essential habitat which contributes to the overall health and viability of both the plant and animal communities in Kenmore. The natural geography of the city provides both opportunities and constraints for meeting park and recreation demands and need.

The city's park system currently consists of 13 parks totaling over 146 acres of park land, including 3.8 miles of multi-purpose trails. Other parks and recreation providers within the city include the State of Washington, Bastyr University, the Northshore School District, and a variety of private operators such as fitness gyms, churches, clubs, and other organizations. When combined with other jurisdictions, there are over 475 acres of park land within the city.

Demographics

The City of Kenmore believes that all residents and all age groups, ethnicities, backgrounds, and interests should have access to parks and recreation opportunities in the city. Planning for future delivery of park and recreation services should acknowledge and anticipate demographic change over time. To do that, existing demographics of the community were identified using 2010 US Census data and the 2017 American Community Survey data.

Parks, Recreation and Open Space Plan

The city's current population is 22,920 with a population growth forecast of 28,473 by the year 2035, as identified in the city's Comprehensive Plan. That is a 24% total projected growth, or 1.5% on average annually. Since the population projection data is not yet available beyond 2035 and this is a 20-year plan, the rate of population increase is assumed to remain the same and is projected out at the same rate (1.5% average annual growth) to the 2040 planning period. This results in an estimated population of 30,140 by the year 2040 (21 years x 1.5% annually is a 31.5% increase over the planning period; $22,920 \times 31.5\% = 7,120$ additional population expected).

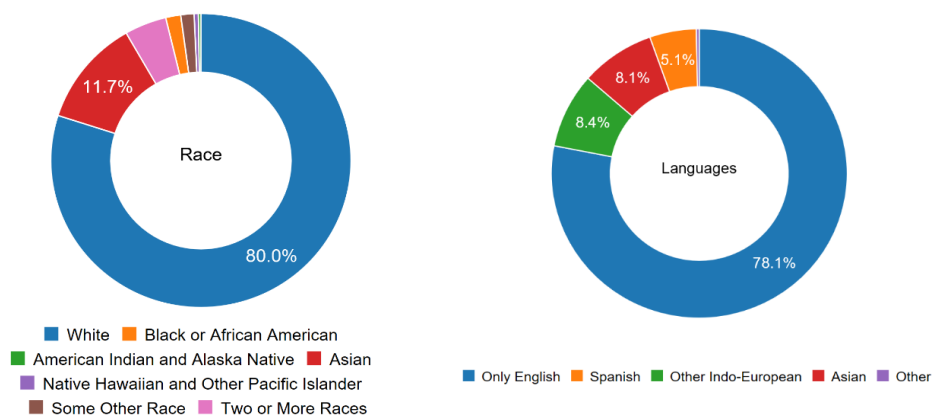
The current population is:

- Median age of 39.6 with the majority of residents between the ages of 25 and 55
- 35.3% of the population is over the age of 50
- 14% are seniors over the age of 65
- 22.8% are under the age of 18
- 7.7% are under the age of 5
- 9.4% are between the ages of 15 and 25.

The median household income was just over \$96,277, which is 7.4% higher than the overall median household income in King County. Only 7.7% of the city's population currently lives below the poverty line.

The majority of the population is White, currently comprising 80% of all residents. Asian and Hispanic/Latino comprise the next largest ethnic groups with 11.7% of residents identifying as Asian and 7.6% Hispanic or Latino. See Figure 1 for a breakdown of different ethnicities and languages spoken in Kenmore. Only 1.6% of the existing population is Black or African American and all other ethnicities make up less than 1% of the total current population.

Figure 1: Diversity of Ethnicity and Languages Spoken in the city.



Source: 2019 World Population Review (www.worldpopulationreview.com)

Bastyr University is the largest single employer in the city with about 500 employees. Kenmore Air Harbor has 250 employees during the peak summer months. Most of the remaining jobs in Kenmore are located in the Kenmore downtown. 68.6% of the city's population commutes to work in a single-occupancy vehicle, 8.2% carpool, and 11.2% take some form of public transportation. 3% take some other form of transportation and 9% generally work from home. An additional 3,079 jobs are also expected to be added in the city between 2010 and 2035.

Resources & Relevant Planning Documents

An understanding of how the PROS Plan fits into the context of other local, state and national planning efforts is a key component of a successful plan. Some of these reference documents are directly tied to the existing or proposed PROS Plan elements, and in other cases they are a resource used to support and guide the planning process. The different relevant planning documents used in the development of this PROS Plan are each described below.

State of Washington Growth Management Act (GMA)

The PROS Plan is designed to meet the requirements of the State of Washington Growth Management Act (GMA), which is codified as Chapter 36.70A Revised Code of Washington. GMA requires local government. GMA requires cities to:

- Designate the general location and extent of land uses including recreation and open space lands
- Identify lands useful for recreation, including wildlife habitat, trails and connection of critical areas
- Estimate park and recreation demand for at least a ten-year period
- Develop a capital facilities plan (CFP) identifying funds necessary to implement the plan for at least a six-year period

The GMA also specifies that adopted plans should ensure that strategies for maintaining adopted levels of service are put in place to accommodate planned future development. This plan satisfies these requirements by identifying existing parks, open space and trail lands, estimating the demand and need for parks and recreation facilities, and including both a 6-year short term Capital Improvement Plan and a 20-year Capital Facilities Plan as part of plan implementation.

City of Kenmore Comprehensive Plan

Some elements of this PROS Plan will also be adopted into the City of Kenmore's Comprehensive Plan as its own planning Element. The Comprehensive Plan is a policy document that articulates the community's vision of future land use and growth for the city and its neighborhoods in a manner that is internally and regionally consistent, achievable, and affordable.

Parks, Recreation and Open Space Plan

The City of Kenmore's first Comprehensive Plan was adopted by the City Council in March of 2001. A major rewrite of the Plan was completed in 2014/2015 and planning for another update is currently in progress, anticipated for completion in 2023. The city intends to update this PROS Plan Element of the Comprehensive Plan every 6 years in order to maintain eligibility for grant programs through the State of Washington Recreation and Conservation Office (RCO). The city works with representatives of special agencies and districts in Kenmore, including A Regional Coalition for Housing (ARCH) and service and utility providers, as well as adjacent jurisdictions as the city develops the Comprehensive Plan. These organizations' representatives provide input and perspectives about their responsibilities and their relationship to Kenmore, and they serve as contact points to obtain information. Specific references from ARCH were used in this PROS Plan to coordinate the demand and need analysis with housing density and affordable housing opportunities in the city. A draft of the Comprehensive Plan Transportation Element is also provided to the Puget Sound Regional Council, as the Regional Transportation Planning Organization (RTPO), for certification. Review by the Washington State Department of Commerce and the State agencies occurs with every amendment to the Comprehensive Plan.

Elements of the Comprehensive Plan related to parks, recreation and open space include:

- Transportation Element
- Natural Environment Sub-Element
- Economic Development Sub-Element
- Capital Facilities Element

The demographic information used in the PROS Plan is also drawn from resources outlined in the Comprehensive Plan. These include the *2010 U.S. Census* data and the *2017 American Community Survey* from the U.S. Census Bureau (www.census.gov).

State of Washington Recreation and Conservation Office (RCO)

RCO is a state agency that manages grant programs aiming to create outdoor recreation opportunities, protect wildlife habitat and farmland, and help return salmon from near extinction. Since the agency began in 1964, it has awarded more than \$1.7 billion in grants to nearly 7,500 projects. Since 1990, the agency averages 230 grant awards, for a total of approximately \$60 million, every fiscal year. RCO requires government agencies to plan for their parks and open space needs, and adopt their plan, in order to apply for grants in the following grant programs areas:

- Boating Facilities Program (BFP)
- Land and Water Conservation Fund (LWCF)
- Non-Highway and Off-Road Vehicle Activities (NOVA)
- Washington Wildlife and Recreation Program (WWRP)

Parks, Recreation and Open Space Plan

Once adopted, a community's PROS plan is required to be updated every 6 years to maintain eligibility for those grant programs. RCO looks for a minimum of six elements in a plan, whether the plan supports a grant application for a capital project (facility development and land acquisition) or a noncapital project (architectural, engineering, planning, etc.). The six elements are:

1. Goals and Objectives
2. Existing System Inventory
3. Public Involvement
4. Demand and Need Analysis
5. Capital Facility Program
6. Plan Adoption (by the governing entity)

The Kenmore PROS Plan, once adopted, brings the city into compliance with all of these requirements.

RCO also plans for and tracks parks and open space needs on a state-wide level, and provides this information to the public. The Washington State Recreation and Conservation Plan 2018-2022 (www.rco.wa.gov) is one of the main resources used by cities to understand recreation trends and community priorities on a regional and state-wide level.

Existing Park Plans

Site specific master plans or concept plans have been developed for most of Kenmore's existing parks. These plans each included an extensive public process to identify what the community would like to see improved or added within the park, along with an analysis of each site to determine what types of facilities or improvements are suitable given the surrounding context. A Master Plan is a formal plan for a given park site that has been adopted by the Kenmore City Council. A concept plan has generally gone through the same process and review by the City Council, but has not been formally adopted.

The purpose of a master plan or concept plan is to express a long-term vision for the park, trail or open space that will guide future improvements. Features shown in the plan illustrate how different park elements could be implemented, and their relationship to other surrounding features. The ideas and improvements shown in a master plan or concept plan are implemented over time, and additional detailed design work is still needed before any construction could begin.

A copy of the existing park Master Plans or Concept Plans is included in Appendix A.

The Trust for Public Land

The Trust for Public Land is a national nonprofit organization with a mission to "create parks and protect land for people, ensuring healthy, livable communities for generations to come." The

Parks, Recreation and Open Space Plan

organization is a resource for recreation data analysis and mapping techniques to understand parks and open space needs across the country and help plan for those needs. They also help secure funding for parks and conservation and protect the lands needed to connect communities to the outdoor environment. Data available on their website (www.tpl.org) was used as a resource in developing the city's PROS Plan. Specifically, their #10MinWalk mapping tools and *ParkScore*® index were used to generate the walkability analysis for Kenmore. Information on their website was also used to help understand national trends in parks and recreation.

National Recreation and Parks Association (NRPA)

NRPA is one of the leading nonprofit agencies in the country for parks and recreation planning, education, and resources (www.nrpa.org). Their mission is “to advance parks, recreation and environmental conservation efforts that enhance the quality of life for all people.” The NRPA's three “Pillars” of Health & Wellness, Conservation, and Social Equity form the basis of their strategies to improve parks and recreation for all individuals across the country and ties directly to the national trends discussed in the PROS Plan.

The *2019 NRPA Agency Performance Review* was also used to evaluate and compare performance benchmarks. NRPA benchmarks measure parks, recreation and open space land and facilities against a given population size to form a basis of comparison across jurisdictions and agencies of a similar size.

Planning Process

Overview

The planning process, shown in Figure 2, began in 2015 with a public involvement process that included a number of events throughout the plan development. The Kenmore Planning Commission also reviewed and provided feedback on the plan throughout the process.

Once initial feedback was gathered from the early community outreach, an analysis of existing conditions and inventory of parks, recreation and open space facilities and programs was completed. The overall vision and goals for parks and recreation were also updated based on the community feedback received and recommendations provided by City of Kenmore Planning Commission.

A demand and need analysis was conducted to include several different methods for determining parks and recreation needs for the community, along with strategies for how to best meet those needs. Specific recommendations for recreation facility and program improvements were proposed and reviewed with the community and the Planning Commission as part of a draft PROS Plan.

The final Parks, Recreation and Open Space Plan will be adopted by the Kenmore City Council by Resolution with additional review and community outreach included through the adoption process.

The Planning Commission and City Council will also review specific components of this plan for future adoption into the City's Comprehensive Plan as an update to the Parks, Recreation and Open Space Element. This may occur at a later date to coincide with the City's Comprehensive Plan update process.

Figure 2: Outline of the planning process.



Public Involvement

Community engagement plays a critical role in the planning process for parks, recreation and open space in Kenmore. It informs the plan and ensures that the recommendations proposed reflect the interests, needs, and priorities of the community they serve. Results of the various community engagement activities conducted through this planning process are provided in Appendices B-D.

The public involvement process occurred from 2015 to 2019 and included the following:

- Imagine Kenmore Initiative (2015 / 2016)
- Walkways and Waterways Bond Survey (2016)
- Parks and Recreation Survey (2019)
- PROS Plan Survey and Open House (2019)

Imagine Kenmore Initiative (2015/2016)

The Imagine Kenmore Initiative was a research and community engagement process with outreach conducted between September 1 and October 6, 2015. The purpose of the initiative was to actively listen to the community's interests and long-term vision for the city, specifically around transportation and park improvements. Methods of communications and outreach included a dedicated project website and email address, email notifications, city newsletter releases, Facebook ads and event pages, notifications through schools, ads in the local newspaper, poster flyers, two banners at City Hall and on Bothell Way, park signs, and a dedicated computer station at Kenmore Branch Library.

As part of this initiative, the City of Kenmore hosted a community workshop on September 22, 2015. Information presented at the workshop included a 'Big Ideas' comment wall about park, pedestrian and bike improvement ideas, as well as interactive map stations. Participants were encouraged to comment or vote on proposed projects and suggest new ideas. In total, 63 attendees wrote 149 comments.

An online interactive map provided an opportunity for virtual public engagement: participants could place a geographic marker pin on the map to suggest, comment on, and 'like' or 'dislike' projects. The interactive map tool was open from September 1 through October 6, 2015, and was promoted through multiple marketing channels. In total, there were 94 unique commenters. A total of 249 comments were made, including 152 original comments, 84 reply comments, 13 replies disliking a particular comment, 923 likes and 12 dislikes.

To confirm the overall sentiment of the public, a statistically valid telephone survey was conducted in December 2015 to help finalize the results of the community outreach process and lead into the "Walkways and Waterways" ballot measure. 300 people responded to the survey. 66% of respondents felt that the city was doing a good or excellent job and 87% felt that the quality of life in the city was good or excellent. Building more recreational facilities was the number one thing respondents felt the city could do to improve parks and recreation facilities. Of the parks and

recreation facility options provided, improving waterfront access and protecting the natural environment were the top ranked priorities.

An outreach tabling event was held at the King County Public Library System's Kenmore branch library on September 17, 2015. The event lasted for two hours to coincide with library programming. Approximately 40 flyers were handed out, and ten comments were captured.

Finally, an online survey was conducted in 2016 with 328 individuals commenting about pedestrian, bike, and park improvements.

Walkways and Waterways Bond Survey (2016)

In April 2016, a statistically valid telephone survey was conducted to validate the results of the 2015 "Imagine Kenmore" outreach and ensure that the city was continuing to implement recreation facilities and programs that the community supported. The survey included 300 respondents and included a number of questions about how well the city represents community interests and priorities around parks, recreation and trail improvements within the city.

Kenmore Parks and Recreation Survey (2019)

In early 2019, the city conducted a statistically valid survey to update community preferences, needs, and priorities for parks and recreation facilities and programs in advance of starting the PROS Plan update. The survey was completed in March 2019 with 578 respondents. Questions asked about participants current use of the park system, how well the city maintains that system, and how well the existing system meets their needs. The survey also asked about recreation programming needs and priorities, as well as implementation strategies. This survey, as the most recent one conducted, was used heavily in determining the current demand and needs for parks and recreation services in the city.

PROS Plan Survey and Open House (2019)

An informal web-based survey was conducted as part of this PROS Plan update process in order to help determine priorities for recreation program and facility improvements with 532 respondents. Participants were asked what types of *facilities* they needed in their park system. Waterfront/beach access and an indoor swimming pool were the highest ranked needs, followed closely by nature trails, natural areas/reserves, and paved walking/biking trails. Lower ranked priorities included more skateboarding areas, non-motorized boat launch areas, and outdoor tennis or pickleball courts.

The highest ranked *recreation programs* needed included community events and outdoor water-related programming. Other programs needed included adult fitness and wellness, nature/environmental education, and community garden programs. Programs that had less interest

or need by participants included martial arts, tennis lessons and leagues, and programs that targeted only a specific age or ability.

A public open house was held in September, 2019 to allow the public an opportunity to review the recommendations proposed as part of the PROS Plan and offer feedback. Approximately 50 people attended the event. Residents engaged with city staff about their ideas for the future of Kenmore's park system and reviewed draft PROS Plan materials. Many community comments focused on protecting the natural environment, providing more places for kids to play, and improving walking trails or routes. Other comments ranged from turning Lakepointe into a park, providing more waterfront access, keeping athletic fields natural (i.e., no artificial turf and particularly at St. Edward State Park), not allowing additional construction projects in St. Edward State Park, providing more athletic fields, and providing more amenities in general in parks.

CHAPTER 2

EXISTING INVENTORY

Park Facilities

The City of Kenmore has 13 parks, recreation and open space facilities totaling over 146 acres of park land. Over 80% of this park land is forested, wetlands, or natural systems. Other parks and recreation providers within the city that have facilities open to the public include the State of Washington, King County, and Bastyr University. These facilities are listed in Figure 3, along with the improvements available in each park. The parks and open space areas are all located on Map 1. When combined with other jurisdictions, there are over 475 acres of park land within the city, not including recent acquisitions within the Swamp Creek wetlands system that are still in process. Parks and open space in adjacent cities, but in close proximity to Kenmore are also shown on Map 1 for reference, but not included in the inventory or other planning resources.

The Northshore School District and a variety of private operators such as fitness gyms, churches, clubs, and other organizations also have recreation facilities, but are not currently open to the public, though the school facilities are available for community use when reserved through the school district and outside of school hours. The school district facilities and private facilities not open to the public without a fee are not included in this inventory.

Figure 3: Kenmore's Park and Recreation System Inventory.

Parks, Recreation & Open Space Facilities	Boat Launch / Dry Moorage	Hand Powered Boat Launching	Water Access / Fishing	Playground	Skate Park	Playfield	Restroom (*Portable / ~Indoor)	Picnic Shelter	Picnic Tables	Paths	Hiking Trails	Paved Trails	Parking
Linwood Park				X						X			
Moorlands Park				X		X	X	X	X	X			X
Northshore Summit Park				X						X			
Squire's Landing Park		X	X				*X		X	X	X		X
Wallace Swamp Creek Park			X						X	X	X		X

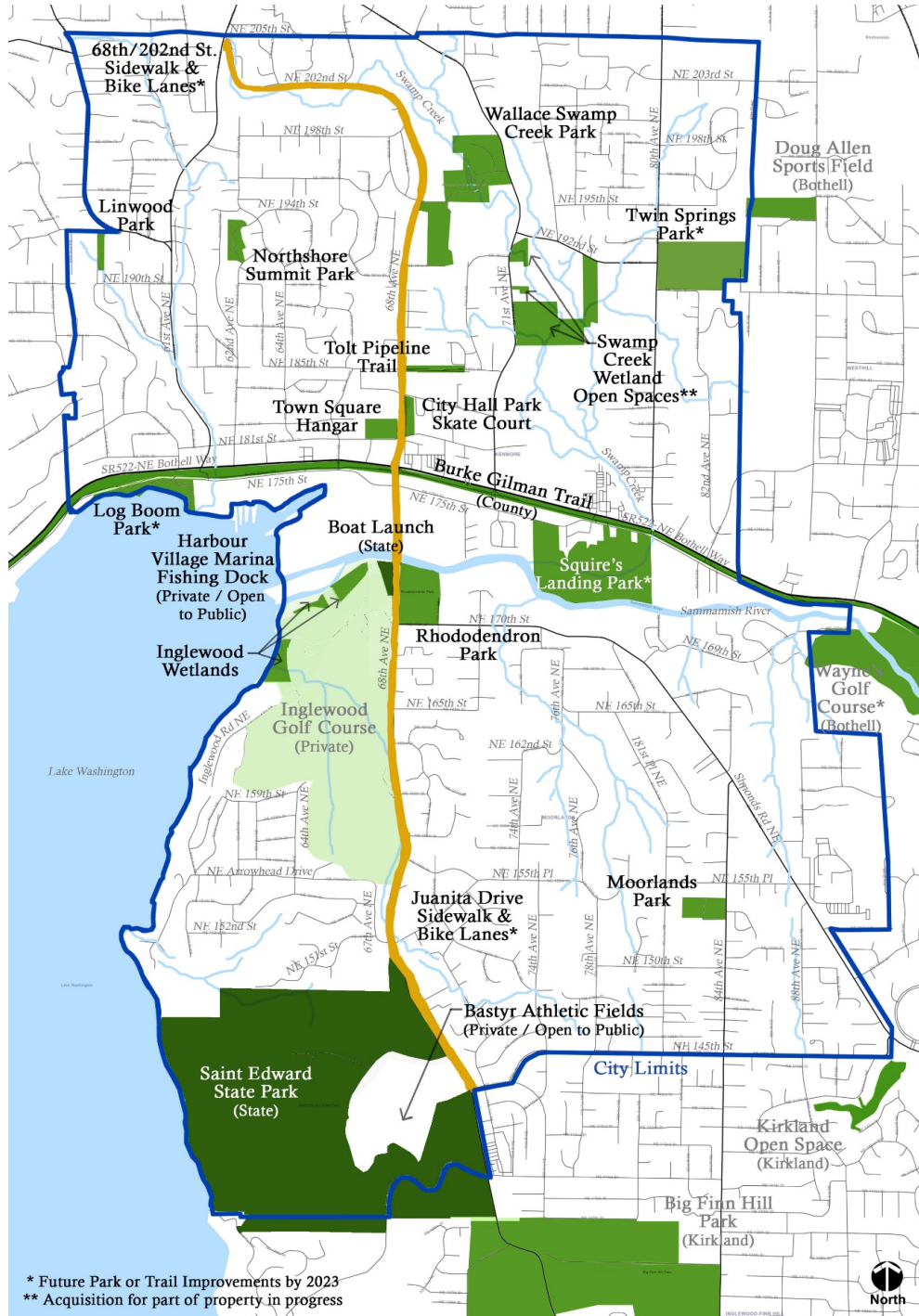
Parks, Recreation and Open Space Plan

Parks, Recreation & Open Space Facilities	Boat Launch / Dry Moorage	Hand Powered Boat Launching	Water Access / Fishing	Playground	Skate Park	Playfield	Restroom (*Portable /	Picnic Shelter	Picnic Tables	Paths	Hiking Trails	Paved Trails	Parking
Rhododendron Park & Senior Center		X	X	X		X	X	X	X	X			X
Log Boom Park	X	X	X	X			X		X	X			X
Twin Springs Park											X		X
City Hall Park & Jack Crawford Skate Park					X		~X		X	X			X
Town Center & Hangar Building							~X		X	X			X
Swamp Creek Wetland Open Spaces			X										
Inglemoor Wetlands			X										
Tolt-Pipeline Trail (1.3 miles)										X		X	
CITY TOTAL	1	3	7	5	1	2^{>}	6	2^{>}	7^{>}	11^{>}	4^{>}	1^{>}	8
WDFW Boat Launch	X												X
Saint Edward State Park			X	X		X	X		X		X	X	X
Bastyr Athletic Fields						X	*X						X
Burke Gilman Trail (2.5 miles)												X	
Harbour Village Marina			X				X		X				X
ALL JURISDICTION TOTAL	2	3	9	6	1	4^{>}	9	2^{>}	9^{>}	11^{>}	5^{>}	3^{>}	12

[>]See the Park Inventory and Valuation in the Parks and Recreation Impact Fee Rate Study Report (Appendix E) for more detail on the total number of each type of playfield (soccer, baseball, etc.) and the total number of picnic shelter, picnic tables, paths and trails in the park system.

* Portable restroom

~ Indoor restroom

Map 1: Kenmore's Park and Recreation Facilities

Park Classification & Service Area

The city's park system has been divided into four classes of park and recreation facilities used to analyze geographic demand as shown and described in Figure 4. These four park classifications were identified based on several key factors including: size, population served, function and type of amenities that are or will be made available in the future. The geographic service area, or the primary extent to which people are expected to walk or drive to access the park, is shown for each park classification type. A list of each park within the city and its associated classification and size is shown in Figure 5.

Special use amenities generally serve a specific function, like the skate park, water access, or the senior center and are included in all classifications of parks. Special use amenities in Kenmore are mostly located near the downtown for ease of access and accessibility to a wide range of users, in addition to being more easily accessible by transit and from the Burke Gilman Trail. While there are a number of special use amenities within park and recreation facilities in the city, there should be a focus on connecting these facilities to residential areas, transit and downtown. Connecting waterfront access areas to each other would create a stronger network of waterfront recreation in the city. Special use amenities may be facilities contained within Community or Regional Parks such as the Senior Center in Rhododendron Park or the Seminary and future Environmental Learning Center in Saint Edward State Park. Special use facilities in the city are shown on Map 5.

Figure 4: Park and Recreation Facility Classification Definitions and total Acres.

Classification Type	Geographic Service Area	Service Description
Regional	Citywide	Contains unique features or amenities that serve users beyond the city limits City Total = 44.91 acres All Jurisdiction Total = 362.83 acres
Community	$\frac{3}{4}$ mile radius (approx. 2-minute drive)	Serves a broad range of community needs to meet both active uses such as athletics and passive uses such as nature trails City Total = 40.2 acres All Jurisdiction Total = 47.4 acres

Parks, Recreation and Open Space Plan

Neighborhood	10-minute walk (approx. 1/2-mile radius)	Serves local need as a walk-to facility for essential park and recreation amenities - open areas, pathways and playgrounds City Total = 34.5 acres All Jurisdiction Total = 34.5 acres
Linear	Citywide	Linear facilities that serve as connectors for pedestrian users and/or wildlife habitat City Total = 26.4 acres All Jurisdiction Total = 30.9 acres

Regional Park

Regional facilities include facilities that have a draw beyond the city boundaries and include special features that may not be found in adjacent communities. As a result, their service area is considered to be citywide. Community and aquatic centers, sports complexes, or highly specialized uses like mountain bike trails are all examples of regional park facilities. Regional facilities should accommodate a large number of users with adequate support facilities to serve the intended use. Often, these facilities include multiple uses due to the larger size of many of these parks. Regional parks in the city are shown on Map 4. Saint Edward State Park is a good example of a regional facility with mountain bike trails, extensive forest and walking paths, and other unique recreation opportunities not generally found in neighboring cities. Other regional facilities in the city include Squire's Landing Park and Log Boom Park.

Community Park

Community parks (Map 3) and regional parks (Map 4) usually contain unique features, often with both active and passive recreation opportunities, and are larger in size to accommodate a variety of activities and interests. As such, they are considered destination parks. While they can also serve a neighborhood park function for local residents, it is expected that many residents will drive to these facilities. The service area for a community park can vary, from a 10-minute walkshed to citywide depending on the facilities included in the park, but some amount of parking is anticipated. Community parks in the city include Wallace Swamp Creek Park in the north end of the city, and the Town Center & Hangar Building, and the City Hall Park & Skate Park in the downtown area. Rhododendron Park & Senior Center is the only community park in the south end of the city. Community parks in the city are shown on Map 3.

Neighborhood Park

Neighborhood Parks are intended to serve a smaller, local need with a service area limited to a 10-minute walk from the park, or about a ½ mile. Most of the amenities within neighborhood parks are centered around family, passive type recreation activities such as walking paths, playgrounds and open lawn areas but ideally with enough open space for informal athletic use. Neighborhood parks in the city are shown on Map 2 and are mainly located in the northern half of the city with only one neighborhood park, Moorlands Park, located in the southern half of the city. Of these, all have recently conducted master plans except Linwood Park. Twin Springs park, while master planned, has not yet been improved or opened to the public. Based on the distribution and master plans available, implementing some level of improvements at Twin Springs Park and master planning and renovating Linwood Park should be considered a priority.

Linear Park

Linear park and recreation facilities are unique as they serve as connectors for pedestrian users and/or wildlife habitat. There are four linear park and recreation facilities in Kenmore, shown on the same Map 4 with regional parks. These parks include: the Burke Gilman Trail, Tolt-Pipeline Trail and other neighborhood connecting trails and the wetland open spaces along the Swamp Creek corridor between 73rd and 80th Avenue NE and NE 192nd Street and NE 181st Street. Parks and recreation facilities are connected east-west across the city through the existing Burke Gilman Trail and will soon be connected north-south through new multi-modal improvements along Juanita Drive NE and 68th Avenue NE. Additional connectivity should still be developed as opportunity allows, from residential areas to parks, school, downtown, the waterfront, and other major destinations, likely in partnership with the city's Public Works Department and along the Tolt Pipeline corridor. There are additional local trail connectors within neighborhoods, particularly in the north side of the city, that exist but are not well documented and not part of the total acreage or planning process.

Figure 5: Kenmore's Park and Recreation System Inventory: Size, Classification & Service Area.

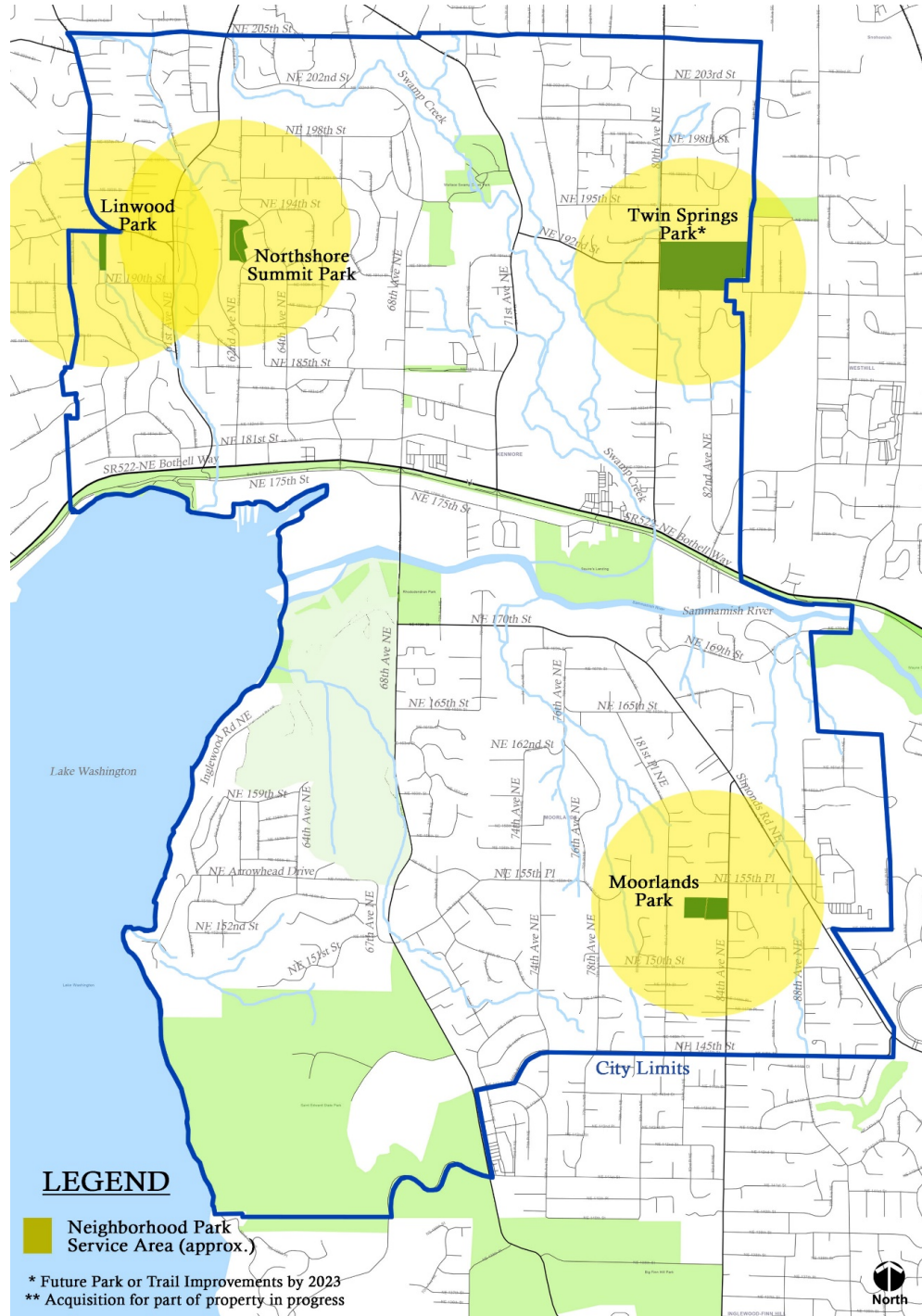
Parks, Recreation & Open Space Facilities	Total Acres	Acres of Critical Areas	Proposed Classification	Proposed Service Area*
Linwood Park	1.4	0	Neighborhood	10-minute walk
Moorlands Park	4.5	1.5	Neighborhood	10-minute walk
Northshore Summit Park	3.6	1	Neighborhood	10-minute walk

Parks, Recreation and Open Space Plan

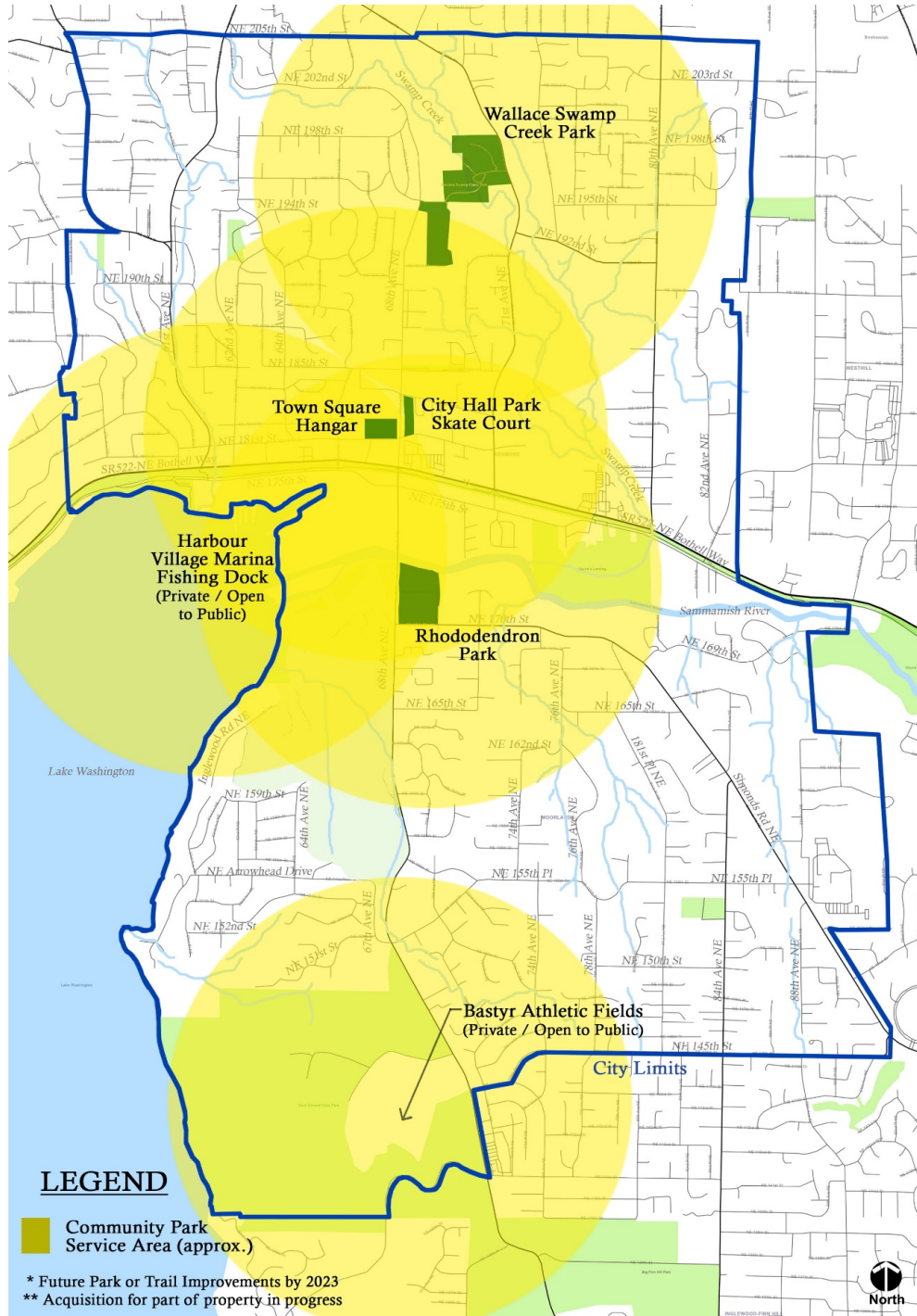
Squire's Landing Park	41.01	33.75	Regional	Citywide
Wallace Swamp Creek Park	25.5	25	Community	¾ mile radius
Rhododendron Park & Senior Center	12.5	8.5	Community <i>(future boathouse is anticipated to be a regional special use within the park)</i>	¾ mile radius
Log Boom Park	3.9	1	Regional	Citywide
Twin Springs Portal Park	25	24	Neighborhood	10-minute walk
City Hall Park & Jack Crawford Skate Park	1.7	0	Community	10-minute walk
Town Center & Hangar Building	0.5	0	Community	¾ mile radius
Swamp Creek Wetland Open Spaces (not including acquisitions in progress)	17	17	Linear	Citywide
Inglewood Wetlands	8.5	8.5	Linear	Citywide
Tolt-Pipeline Trail	0.9	0	Linear	Citywide
CITY TOTAL	146+	120+		
WDFW Boat Launch	1.92		Regional	Citywide
Saint Edward State Park	316		Regional	Citywide
Bastyr Athletic Fields	7		Community	¾ mile radius
Burke Gilman Trail (2.5 miles)	4.5		Linear	Citywide
Harbour Village Marina	0.2		Community	¾ mile radius
ALL JURISDICTIONS TOTAL	475+			

* 10-minute walk is approximately ½ mile.

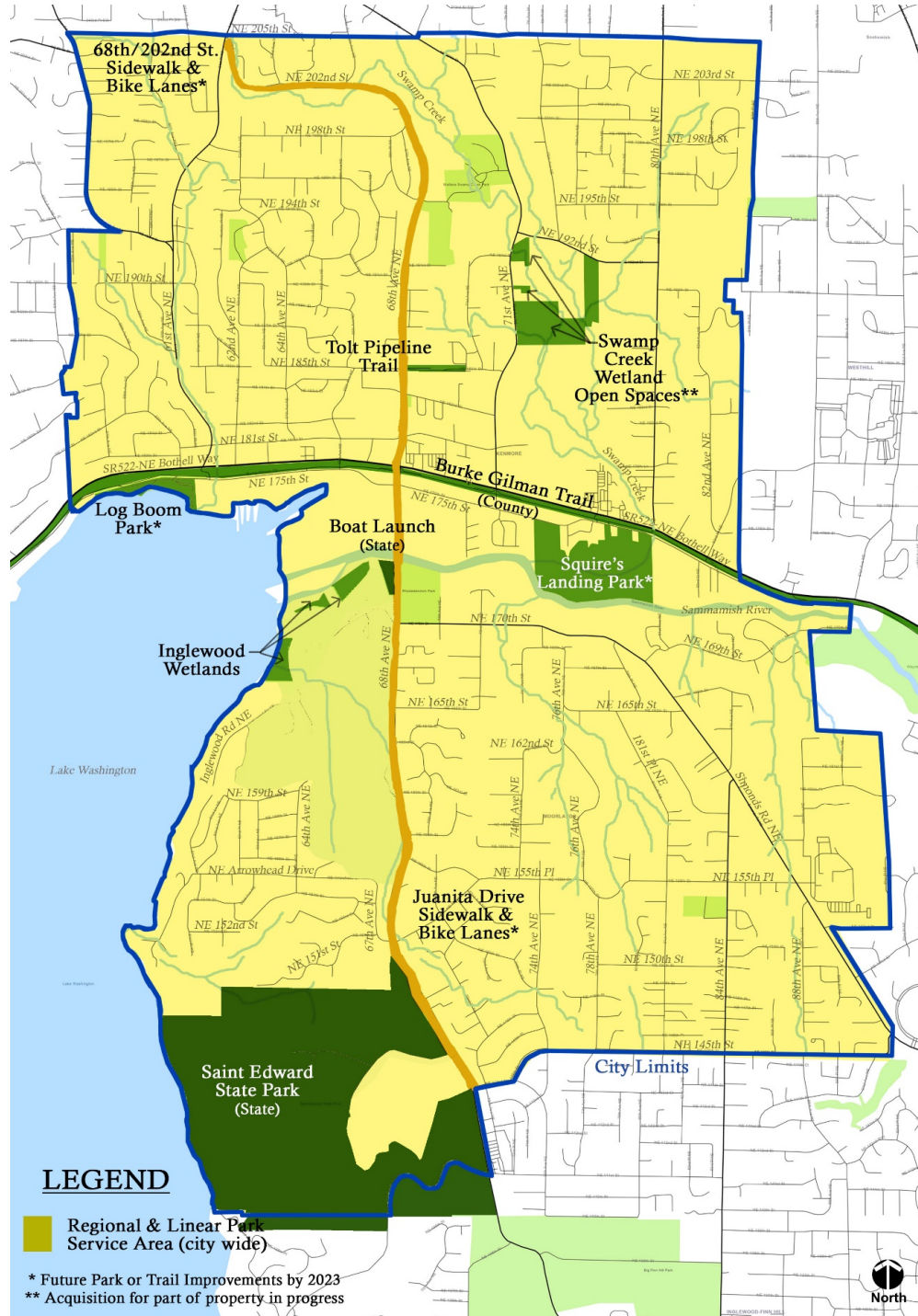
Map 2: Neighborhood Parks (1/2 mile service area or about a 10 minute walk).



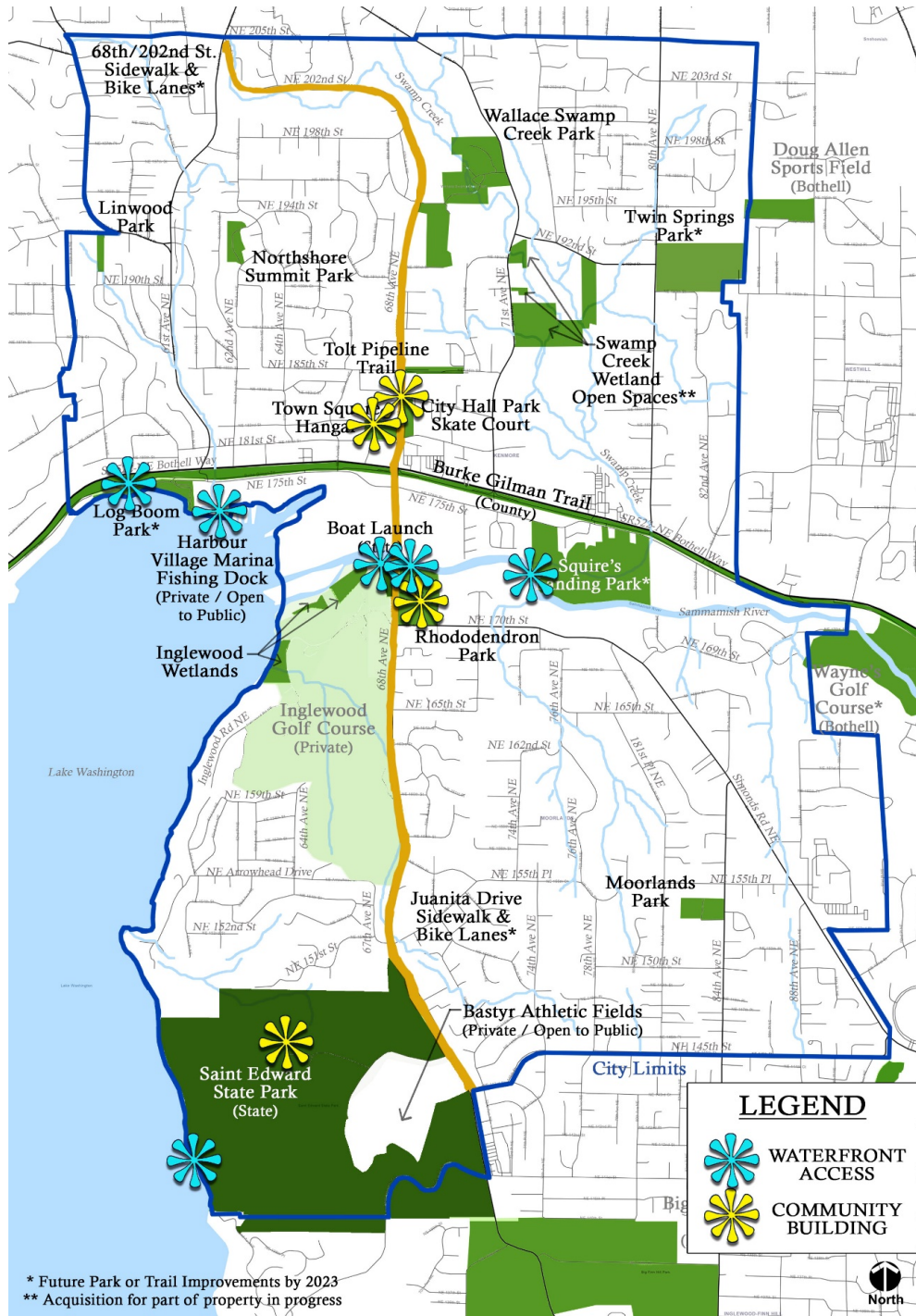
Map 3: Community parks (3/4 mile service area or about a 2 minute drive at 25 mph).



Map 4: Regional and Linear Parks (city-wide service area).



Map 5: Special Use Facilities (within all park classifications).



Park & Recreation Programming

The City of Kenmore helps organize a variety of programs and events in the city but partners with other organizations and jurisdictions to provide direct recreation programming. The city's main focus is on community events and park facility rentals, including the Hangar at Town Square. The city relies on the school district and other public, private, and non-profit organizations to provide all youth and adult sports leagues, summer camps, self-help or educational classes, cultural and performing arts events, and indoor fitness classes. Any future programming will follow this same model, with the city providing support, but other jurisdictions or organizations taking the lead role in any recreation programming.

The Hangar, opened in August of 2017, is the city's main indoor gathering space for recreation activities and events, providing an open space for the public to use on a drop-in basis during regular hours, or to rent for private events. Since its opening, there have been over 500 requests for reservations annually, up from just over 300 requests for other city-owned facilities the prior year, before the Hangar was built. There are an average of about 20 requests per week to be used mostly as a meeting space for various organizations. It is the central gathering space for a variety of community events, including:

- Movies at the Square (city event)
- #WhyILoveKenmore Summer Party (city event)
- Tree Lighting Festival and Holiday Market (city event)
- Fighting Hunger at the Hangar (non-profit event)
- Boy Scout Blood Drive (non-profit event)

The Hangar is also used for pop-up shops, music recitals, and just general community gathering throughout the year.

Summer camps in the city are mostly staffed and managed by other organizations and groups, but supported by the city through the use of city parks and open space areas. Camps are currently held almost exclusively at Rhododendron Park with the exception of a skateboarding camp, called Skate Like A Girl, held at the Jack Crawford Skatepark, and Camp Roots, holds environmental classes for youth held in St. Edward State Park. The YMCA also provides a summer lunch program with a variety of activities that are hosted in City Hall. The camps focused on youth athletics include:

- Basketball
- Flag football
- Soccer
- Baseball
- Cheerleading
- Golf
- Skateboarding

Camps for hand-carry watercraft sports have been held in the past, primarily by both the Kenmore Waterfront Activity Center and the Northshore YMCA. Both groups are which is also interested in possibly adding additional camps and/or improving water access as part of their existing camps.

In general, the city provides the location for camps and associated support facilities, like additional restrooms if needed, and helps advertise the programs to city residents. The partner organization provides everything else. Future expansion of camps and other programming would also be provided by others with minor support from the city.

Events offered by the city, free of charge and at a variety of locations, include:

- Beautify Kenmore – enhancing park maintenance in all parks and public spaces
- Seasonal Nature Walks – Wallace Swamp Creek Park
- 4th of July Celebration – Log Boom Park
- Kenmore Concert Series – Saint Edward State Park
- National Night Out Against Crime – City Hall
- Jack V. Crawford Day – Log Boom Park
- Kenmore Play Day – Rhododendron Park

Not all events occur every year, or they may occur at different times or season from year to year.

Events offered by partner organizations and communities include:

- Arts of Kenmore Art Show and Seasonal Exhibits
- Cedar Park Northshore Community Market
- Various Kenmore Community Club Events
- Various Kenmore Heritage Society Events
- Family Jewels Ball Crawl
- Hydroplane Cup
- KWAC Waterfront Activities Fair
- Bastyr Herb & Food Fair
- Kenmore Air Fly-in
- Various Neighborhood Block Parties
- Northshore Fire Department Pancake Feed & Safety Fair
- YMCA Summer Lunch Program – City Hall

Natural Resources

Kenmore's natural resources serve as a defining element in the overall character of the city. Of the 146 total acres of city-owned park land, 120 acres are natural areas – forests, wetlands, streams, and other natural environments. The abundance of wetlands, urban forests, streams and waterways are integral to the value of recreational amenities in the city. They also serve as critical habitat to urban wildlife, help manage stormwater, and create a visual and physical respite from the otherwise urbanized environment.

Many of the city's existing parks include natural areas which contribute significantly to the character of Kenmore's park system. Balancing the natural and built environments, and developing a park system that respects this balance, is one of the major goals of this PROS Plan.

In order to protect, restore, or enhance these systems they must be inventoried and the critical habitat defined, including priority habitats and species. Educating the community, especially Kenmore's youth, about the value of these systems is also important in fostering future stewardship to sustain these systems over time. An inventory of Kenmore's natural resources is provided in the Natural Environment Sub-Element of the city's Comprehensive Plan, along with the goals, objectives and policies the city has adopted to support these resources. This inventory consists of three primary systems in the city:

- Swamp Creek – with headwaters extending to Everett, there are 2.5 miles of shoreline along the creek corridor in Kenmore.
- Sammamish River – begins at the outlet of Lake Sammamish in Redmond and extends 1.8 miles through the city to its confluence at Lake Washington.
- Lake Washington – has a surface area of approximately 35 square miles with 3.5 miles of shoreline extending through Kenmore.

The importance of these systems to the community has also been validated over time. The 2016 survey conducted as part of the *Imagine Kenmore Initiative* ranked acquiring and protecting natural open space areas such as forested, creekside and wetland areas as the second highest priority for funding when compared to meeting other parks, recreation and multi-modal transportation improvements within the city. The more recent 2019 Parks and Recreation Survey ranked nature trail and natural areas/reserves as part of the top priorities for investment in the city's park system. Natural/environmental education programs also ranked within the top priorities for investment in programming for the city. The open house and public survey conducted specifically for this PROS Plan process also ranked natural systems as one of the top three priorities in the city and many comments conveyed during the public open house centered around protecting and educating the public about natural systems in Kenmore.

Refer to the Natural Environment Sub-Element included in Appendix F for additional details. Recommendations for the ongoing stewardship of Kenmore's natural resources within existing (or proposed) parks is included in this PROS Plan.

CHAPTER 3

VISION, GOALS & POLICY SUPPORT

Kenmore's Guiding Fundamentals along with the Vision, Goals, Objectives and Policy Actions described in this chapter set the tone for the PROS Plan and ultimately help guide decisions around parks and recreation for the city.

Guiding Fundamentals are specific to the parks and recreation system and establish the community-driven values and preferences to support the overall parks system. They provide overarching policy direction, as they affect all aspects of park and recreation services.

The **Service Vision and Mission** is applicable to the city organization and guides actions by city staff.

Goals are broad aspirations specific to Kenmore's parks and recreation system for how the park system would look in the future. The **Objectives** set the direction and the **Policy Actions** describe the detail for implementing the goal's vision.



Guiding Fundamentals

Four Guiding Fundamentals provide an overarching direction for the Plan, affecting the delivery of improvements to facilities and recreation programming:

- Principal Condition
- Key Values
- Obstacles
- Opportunities

Principal Condition

The city's **natural environment** is the "Principal Condition" of Kenmore's parks, recreation and open spaces. It is generally the characteristic used most when describing the city's overall park system. The city's natural environment consists of a system of interconnected wildlife habitat and corridors, ravines, woodlands, wetlands, waterway including Swamp Creek, the Sammamish River and Lake Washington.

Key Values

Key values for parks and open space and recreation programming are the qualities that are intrinsically valuable or desirable to Kenmore residents.

1. **Protect and Steward** – The value of stewardship embodies responsible planning and management of parks, natural open space and recreation assets by providing consistent high-quality maintenance. Conserving natural resources by acquiring land and restoring habitat is critical to preserving the natural character of Kenmore's park system. Environmental stewardship and interpretation educate the public about Kenmore's park system's principal condition—the natural environment.
2. **Partner** - Seeking partners is an efficient and cost-effective method to acquire, develop and maintain park, open space and recreation facilities. Potential partners include neighbors, **schools, other agencies**, funders, and organizations with shared key values.
3. **Create Balance** – Balance is a diverse park and recreation system with passive and active recreation opportunities for all ages, abilities, and interests. This also includes a balance between active facilities and natural systems within the park system, and a balance of spaces for organized play, programming or events and informal gathering or fitness.

4. **Instill Civic Pride** – Civic pride is loving where you live. Civic pride is reinforced when public spaces and services are available and well maintained, important cityscape views are preserved, and public spaces are created and filled with community gathering spaces with memorable site features such as public plazas, fountains, art, signage, and landscape design.

Obstacles

In 2015 and 2016, a public outreach effort called *Imagine Kenmore* was conducted. An asset inventory and condition assessment were conducted in 2018. A community interest and opinion survey and a demand and need analysis was conducted in 2019 as part of developing this plan. The broad public participation throughout these efforts revealed a series of obstacles for providing a healthy, viable and balanced park and recreation system that meets the needs for Kenmore residents now and into the future.

Lack of Access to the Waterfront – Since the city’s incorporation in 1998, Kenmore’s residents have lobbied for improved access to the city’s 7+ miles of shoreline and natural resources along Lake Washington, the Sammamish River and Swamp Creek.

Securing Assets for our Future Generations – It will be important to repair and replace physical recreation assets and maintain and restore natural park assets to ensure the park and recreation system is available for future generation to enjoy.

Lack of safe routes to parks - Kenmore needs safe pedestrian and bicycle routes that link residents from where they live to where they want to recreate. The Transportation Element of the City of Kenmore Comprehensive Plan identifies a Priority Pedestrian Network that includes pedestrian amenities along key routes to improve the walkability and safety of pedestrians in the city.

Unable to Stay and Play - Residents have a desire to stay and play locally – they have a need for facilities, programs and services nearby. Currently, residents travel beyond the city for a variety of recreation facilities and programs. To stay and play, residents need diverse recreation experiences in Kenmore’s park system, including active facilities and natural environments for more passive recreation.

Opportunities

The same process used to understand the obstacles to delivering a quality parks and recreation system also revealed several key opportunities.

Walkways and Waterways – Kenmore residents are poised to gain significant waterfront access and safe walking routes with the passage of Kenmore’s Walkways & Waterways Improvements bond measure in November 2016. Proposition 1 Walkways & Waterways Improvements is the first city bond measure ever on the ballot in the City of Kenmore.

Through an extensive community input process of the known as “Imagine Kenmore,” Kenmore residents confirmed that safe routes for pedestrians and cyclists and connecting residents with the

Parks, Recreation and Open Space Plan

city's public open space and waterfront are top priorities. The Walkways and Waterways bond measure includes new sidewalks and bicycle lanes on Juanita Drive NE and 68th Ave NE and public waterfront access and natural area improvements at Log Boom Park, Rhododendron Park, and Squire's Landing Park for water dependent recreation. These five projects included in the \$19.75 million bond measure reflect the results of public input.

Water-Walk Trail –There is an opportunity to connect Log Boom Park on Lake Washington with Squire's Landing Park at the confluence of Swamp Creek and the Sammamish River. This water-walk trail would require acquisition or dedication of privately-owned property in between to make this idea a reality. The city can pursue opportunities for public access when key properties on the central waterfront redevelop.

Downtown Kenmore -The Hangar and the Town Square plaza opened for use in 2017. This new civic facility has become Kenmore's gathering place for community events and for just hanging out. New multi-family housing has been developed nearby. City Hall Park and the Jack Crawford Skate Court create a great central location for active recreation. The City Hall Park Master Plan hasn't been fully completed and there is capacity for creating new park amenities that could serve to meet the needs of the new and existing downtown residents.

Safe Routes Network – The walkways planned along Juanita Drive NE and 68th Avenue NE provide a central on-street spine for a safe route network. The Burke Gilman Trail and a new Tolt-Pipeline trail create a start for an east-west spine for a network of on-street and off-road pedestrian and bicycle routes to connect the residential community to their park and recreation system. The city has begun to aggregate open space land along Swamp Creek corridor that could create an off-road north-south connection.

Partnerships – Kenmore relies on partnerships for providing park and recreation facilities, programs and services. Partners provide facilities, programs and services that provide for, activate and care for our park and recreation system. Creating new partnerships will provide a more sustainable park and recreation system for future generations.

Opportunities to Play – For Kenmore residents to stay and play, recreation program opportunities and sufficient facilities need to exist including community gathering spaces such as off-leash dog parks or community gardens. Adding these facilities to existing parks or new parks within the system will create a more diverse park system and provide greater opportunities for residents to stay and play.



Vision & Goals

The City of Kenmore's service vision and mission is...

{ Propelling Kenmore Upward –
We create a thriving community where people love where they live. }

The following seven goals represent the direction that Kenmore strives toward for the park, open space and recreation system:

1. Provide waterfront access
2. Provide safe routes to park, recreation & open space facilities
3. Preserve, maintain and enhance built and natural environments to ensure quality recreational opportunities exist
4. Create a balance of passive and active recreation opportunities in parks
5. Provide equitable opportunities for diverse and affordable arts and recreation programs and community and cultural events
6. Engage the community in parks, recreation and open space decisions and activities
7. Create a financially sustainable park and recreation system through partnerships and stewardship

Objectives and Policy Actions

Objectives provide direction and policies provide the action to support the Plan goals. These actions are specifically related to the implementation of a healthy, viable and balanced park and recreation system for Kenmore.

Goal P-1: Provide Waterfront Access

Objective P-1.1 Develop a Kenmore WaterWalk.

- Policy P-1.1.1 Develop a WaterWalk Master Plan for the location for the WaterWalk connecting Log Boom Park to Squire's Landing Park.
- Policy P-1.1.2 Inventory and identify public and private parcels from Log Boom Park to Squire's Landing Park.
- Policy P-1.1.3 Identify specific opportunities for joint development, partnership and other options for implementing a WaterWalk.
- Policy P-1.1.4 Identify and prioritize undeveloped or underdeveloped waterfront properties in the city's central core to consider for acquisition.
- Policy P-1.1.5 Pursue opportunities for public access when key properties on the central waterfront redevelop.
- Policy P-1.1.6 Develop a plan for extending the trail system at Squire's Landing Park along the Sammamish River and/or Swamp Creek.

Objective P-1.2 Establish and implement plans, development policies, regulations and incentives for waterfront access to retain views and create water dependent recreational opportunities in conjunction with private and public development.

- Policy P-1.2.1 Develop a Waterfront Master Plan to improve park activities and access (physical or visual) along the waterfront. View corridors, overlooks, access to shorelines along the city's lakes and streams, and other recreational amenities are examples of what might be included in a Waterfront Master Plan process.
- Policy P-1.2.2 Adopt development regulations and incentives that are consistent with and further the implementation of a Waterfront Master Plan.
- Policy P-1.2.3 Identify and retain important public access and view corridors to Lake Washington and the Sammamish River.

- Policy P-1.2.4 Implement master plans for waterfront parks that improve public access and water dependent recreational experiences.
- Policy P-1.2.5 Seek external funding sources to provide public access and ensure water dependent recreational opportunities exist.

Goal P-2: Provide Safe Routes to Parks, Recreation, & Open Space Facilities

Objective P-2.1 Identify and prioritize key connections from neighborhoods to downtown, the waterfront, parks and public facilities.

- Policy P-2.1.1 Prepare a safe routes plan which maps a network of pedestrian and bicycle connections from neighborhoods to downtown, the waterfront, parks, and public facilities.
- Policy P-2.1.2 Identify and create opportunities to provide connections to parks, trails and open space in adjoining cities.
- Policy P-2.1.3 Review development proposals for creating viewpoints, view corridors and easements for pedestrian and bicycle connections to parks, recreation and open space facilities.
- Policy P-2.1.4 Plan and develop an off-road north-south trail connection utilizing the Swamp Creek corridor as appropriate.
- Policy P-2.1.5 Acquire easements and develop the Tolt Pipeline Trail linking to adjoining cities.
- Policy P-2.1.6 Establish and implement development regulations and incentives for new development to provide pedestrian/bicycle routes.

Goal P-3: Preserve, Maintain and Enhance Built and Natural Environments to Ensure Quality Recreational Opportunities Exist

Objective P-3.1 Protect environmentally sensitive critical areas in parks and open spaces and provide opportunities for restoration, enhancement and public access.

Parks, Recreation and Open Space Plan

- Policy P-3.1.1 Identify opportunities to provide access, views, and education of environmental critical areas.
- Policy P-3.1.2 Establish and implement development regulations and incentives to provide access and protection to critical areas.
- Policy P-3.1.3 When developing parks, create a balance between habitat restoration, enhancement and public access.
- Policy P-3.1.4 Update Wallace Swamp Creek Master Plan and implement the plan including stream bank and habitat restoration.
- Policy P-3.1.5 Implement the Squire's Landing Park Waterfront and Natural Area Access project and continue habitat and riparian corridor restoration.
- Policy P-3.1.6 Seek funding sources to support efforts for restoration, enhancement and public access.
- Policy P-3.1.7 Develop vegetation management plans for parks with critical areas.
- Policy P-3.1.8 Identify resource management agencies and volunteer partners to steward critical areas in parks and open spaces.
- Policy P-3.1.9 Develop and install interpretive signage to inform and educate about environmental sustainability, the value and function of environmental critical areas and community history.

Objective P-3.2 Provide high quality maintenance and stewardship of Kenmore parks and open spaces that are sustainable, safe and attractive to use.

- Policy P-3.2.1 Evaluate park and recreation facilities to ensure safety and operational requirements are being met.
- Policy P-3.2.2 Develop an asset replacement schedule for recreation assets.
- Policy P-3.2.3 Replace assets prior to reaching the end of their expected life cycle.
- Policy P-3.2.4 Periodically conduct crime prevention through environmental design (CPTED) reviews of park and recreation facilities with the Kenmore Police Department.
- Policy P-3.2.5 Provide procedures, practices and resources to maintain and operate a quality park and recreation system.
- Policy P-3.2.6 Establish and adopt park maintenance standards and practices for the park and recreation system.
- Policy P-3.2.7 Conduct regular safety inspections of park and recreation facilities and correct any safety issues.
- Policy P-3.2.8 Use equipment, landscaping and design techniques that reduce long-term maintenance costs and increase safety for park users.
- Policy P-3.2.9 Establish appropriate new policies governing operations and use of park and recreation facilities.

- Policy P-3.2.10 Install park rules and regulation signs to inform and educate park users of appropriate use and conduct within Kenmore city parks.
- Policy P-3.2.11 Incorporate sustainable design for new or renovation to existing park and recreation facilities. For example, incorporate the use of low-impact development and green building best practices.
- Policy P-3.2.12 Incorporate sustainable practices when implementing recreation program offerings. For example, consider impacts of recreational programs scheduled in natural areas.

Goal P-4: Create a balance of Passive and Active Recreation Opportunities in Parks

Objective P-4.1 Preserve, develop, and enhance existing parks and open space to provide a balance between passive and active recreation opportunities, and acquire new parks to meet future growth needs.

- Policy P-4.1.1 Identify and prioritize undeveloped or underdeveloped properties for potential acquisition.
- Policy P-4.1.2 Complete master plans and development of park and recreation facilities as funding allows.
- Policy P-4.1.3 Implement the Log Boom Park Waterfront Access and Viewing project.
- Policy P-4.1.4 Implement the Rhododendron Park Boardwalk, Float and Boathouse projects.
- Policy P-4.1.5 Update Wallace Swamp Creek Park adopted Master Plan and implement improvements.
- Policy P-4.1.6 Implement the Twin Springs Master Plan.
- Policy P-4.1.7 Provide urban park amenities including public art and cultural elements in Kenmore's downtown.
- Policy P-4.1.8 Consider acquiring property to provide community park amenities such as athletic fields or gathering spaces such as a dog park or community garden.
- Policy P-4.1.9 Acquire lands that abut existing city or other publicly-owned park properties that provide the greatest value in augmenting and enhancing existing city parks.
- Policy P-4.1.10 Consider tools such as transfer of development rights, clustering development, development agreements, planned unit developments, easements, and public giving as alternatives to fee simple acquisition of park lands and open space.

Goal P-5: Provide Equitable Opportunities for Diverse and Affordable Arts and Recreation Programs and Community and Cultural Events.

Objective P-5.1 Provide Kenmore residents with information about current recreation programming in Kenmore

- Policy P-5.1.1 Support the efforts of organizations that offer recreation and arts programs and community and cultural events.
- Policy P-5.1.2 Publicize arts and recreation programs and community and cultural event opportunities in the city using the newsletter, web-page, and other marketing materials.
- Policy P-5.1.3 Promote private arts, recreation, and cultural programming and facilities within the city.
- Policy P-5.1.4 Consider providing park amenities to existing parks that support new trends in recreation, arts, and culture to continue to meet community need.
- Policy P-5.1.5 Support recreation, arts, and cultural providers in offering opportunities in Kenmore and define the city's role in providing programs for the community.
- Policy P-5.1.6 Ensure that all future capital improvement projects have an allowance for art and cultural elements.

Goal P-6 Engage the Community in Parks, Recreation and Open Space Decisions and Activities.

Objective P-6.1 Maintain and update the city Parks, Recreation and Open Space plan and conduct other appropriate master planning for Kenmore parks and recreation service delivery.

- Policy P-6.1.1 Conduct and prepare an inventory of public, non-profit, and private lands in Kenmore available for expanding the parks and recreation system.

Parks, Recreation and Open Space Plan

- Policy P-6.1.2 Conduct a public involvement process to assess community attitudes regarding park and recreation needs and opportunities in Kenmore associated with parks planning and improvement projects.
- Policy P-6.1.3 Conduct and prepare a demand-and-needs analysis for public parks and recreation needs in Kenmore.
- Policy P-6.1.4 Prepare level of service guidelines for the parks and recreation system.
- Policy P-6.1.5 Identify potential funding sources and strategies for implementing the plan including goals, objectives and policy actions.
- Policy P-6.1.6 Prepare a six-year Capital Improvement Plan for parks and recreation facilities.
- Policy P-6.1.7 Ensure integration of the Park, Recreation and Open Space plan with other city strategic plans.
- Policy P-6.1.8 Update the PROS plan a minimum of every 6 years.
- Policy P-6.1.9 Revise master plans as necessary as the community demand and need changes.
- Policy P-6.1.10 Review and update the city's park use ordinance.
- Policy P-6.1.11 Maintain a list of funding sources, acquisition, development and renovation projects.
- Policy P-6.1.12 Utilize a public engagement process during the park master planning process to identify programmatic needs and overall vision for each park.
- Policy P-6.1.13 Establish strategies and criteria for acquiring land for park and recreation facilities.

Goal P-7: Create a Financially Sustainable Park and Recreation System through Partnerships and Stewardship.

Objective P-7.1 Ensure sufficient resources are available prior to acquiring new land, developing or renovating park property or implementing new programs and events to sustain the resulting Kenmore park and recreation system.

- Policy P-7.1.1 Budget for long-term maintenance and operational costs in addition to the capital costs of park projects prior to proceeding with plans.
- Policy P-7.1.2 Develop and prepare six-year capital improvement program projects identifying priorities, specific projects, and capital costs.

Parks, Recreation and Open Space Plan

- Policy P-7.1.3 Identify and secure appropriate levels of funding to operate or support new city-sponsored recreational programs or facilities prior to making commitments to initiate and implement any new programs.
- Policy P-7.1.4 Utilize funding opportunities, emphasizing a regional approach, such as coordinating, and/or partnering with special service districts.
- Policy P-7.1.5. Identify and actively seek potential grant funding assistance from public and private sources for habitat restoration, acquisition, development, and renovation.
- Policy P-7.1.6 Require new development impacting park service delivery to pay its fair share of the costs of providing new park and recreation facilities as defined in the Parks and Recreation Impact Fee Rate Study Report (see Appendix E).
- Policy P-7.1.7 Seek partnerships to enhance opportunities for recreation programming at existing parks and recreation facilities.
- Policy P-7.1.8 Implement a city-wide policy for volunteers to help steward parks.

Objective P-7.2 Encourage multi-purpose and/or joint use of school, special district, government, non-profit and other similar agency facilities for civic, recreational, cultural and beautification activities.

- Policy P-7.2.1 Develop and execute joint use agreements when appropriate with other governmental and community service providers to maximize public use of existing public facilities.
- Policy P-7.2.2 Work cooperatively with local jurisdictions to evaluate the need and the financial ability to construct and operate an indoor recreation and aquatic center facility to meet community need.
- Policy P-7.2.3 Invite other local public agencies to participate in developing park master plans.
- Policy P-7.2.5 Cooperate with the state and other regional park providers to establish and implement park master plans for their facilities to ensure they are consistent with the city's vision and Comprehensive Plan.
- Policy P-7.2.6 Seek partnerships to enhance the visual beauty and character of the city including landscaping and public art in appropriate locations.
- Policy P-7.2.7 Provide sufficient resources to support and manage approved volunteer efforts.
- Policy P-7.2.8 Use neighborhood and other organizational volunteers to supplement park maintenance levels, where appropriate.
- Policy P-7.2.9 Work cooperatively with Bastyr University to extend the lease agreement for use of their campus athletic fields.
- Policy P-7.2.10 Secure additional easement for use of Seattle Public Utility's property for continuing the Tolt-Pipeline Trail.

CHAPTER 4

DEMAND & NEEDS ANALYSIS

The purpose of the Demand & Needs Analysis is to identify future needs for parks, recreation, and open space facilities and programs in Kenmore. The results of this analysis will then lead to a proposed level of service for parks and recreation facilities to support future growth in the city. The demand and needs analysis for Kenmore's park system considers population growth, walkability and ease of access to parks and recreation facilities; regional and national trends for recreation; and ultimately what kinds of improvements the community would like to see in the city's parks and recreation system. Each of the methods identified in Figure 6, below, is evaluated individually, though no single method can accurately account for all aspects of the community need. The city's geography, demographics, and park and recreation facility asset inventory and condition assessment were also used as background for this analysis.

Each section is divided into two parts – a description of the analysis itself and a summary of key findings related to that topic. ~~The summary of key findings at the end of this chapter provides an overview of elements that are generally consistent among all the different methods and topics analyzed as part of this process.~~

The different methods used to evaluate the demand and needs for Kenmore include the following:

Figure 6: Background information analyzed.

Type	Description
Recreation Trends	A summary of recent trends in parks and recreation locally, regionally, and nationally.
Community Interests	A summary of public outreach. What is important to the community and what types of parks and recreation facilities or programs they would like to see provided.
Benchmark Comparison	National and state benchmarks are used for providing park and recreation facilities, and a comparison between Kenmore's system and those benchmarks is provided.

Parks, Recreation and Open Space Plan

Population Growth	Comparison of existing and projected population over the course of the planning period.
Geographic Context	Types of parks and recreation facilities are available in Kenmore's parks and recreation system. Accessibility of parks and recreation facilities and identified gaps in walkability.
Recreation Programming	Evaluate current programs available against current participation, requests for programs not provided, and recreation providers who may be able to fill gaps in current programming.
Participation Rates	The level of participation in various recreation programs and current or anticipated growth trends.



Parks and Recreation Trends

Parks and recreation facilities are a key component contributing to the quality of life in Kenmore. They improve health (mental and physical), improve the economy (increasing property values and attracting new residents or development), and improve the environment (e.g. carbon sequestration, reduced heat island affects, and stormwater control) – among their many other benefits. Parks should be open and accessible to everyone, regardless of race, gender, language, age, sexual orientation, or economic status. As a result, they offer the unique opportunity to meet neighbors, celebrate community, and feel a connection one to another that might not otherwise happen.

National Trends

Nationally, trends in parks and recreation focus on three core areas outlined by the National Parks and Recreation Association (NRPA). NRPA collects annual service data from its membership jurisdictions, which includes local agencies. This data is compiled by NRPA into an annual publication to help park and recreation service providers understand current trends in parks and recreation facilities, services, and operating resources across the country. NRPA has created a summary of major trends in providing park and recreation services that they refer to as the three pillars:

- Health & Wellness
- Conservation
- Social Equity

Health & Wellness

Access to parks and recreation has a positive effect on community health and wellness, according to documentation and resources found on the NRPA website. Access to parks and recreation result in positive health benefits. This is especially important now as increasingly sedentary lifestyles lead to a host of chronic diseases.

An additional trend is a focus on active recreation for all ages, and in particular NRPA is seeing an increased interest in “life sports”, or sports that can be engaged in during all the different stages of our lives. Examples of life sports include tennis, pickleball, walking/hiking, and swimming. Walking consistently ranks as one of the highest desired and most used activity in park systems. Specialized sports and more social-oriented sports that appeal to specific ages not previously addressed are also a current related trend. These focus mostly on teens and young adults.

Parks, Recreation and Open Space Plan

Specialized sports include mountain biking, parkour, and climbing; while more social sports include disc golf, flag football, and kickball.

Specific sports that have grown nationally and regionally include beach volleyball and pickleball. Beach volleyball has been driven in popularity by its inclusion in recent years as a collegiate and Olympic sport. Pickleball appeals to a wide variety of ages and abilities and is an easy sport to learn. It's also generally a social sport given the close proximity of players (you can fit four pickleball courts on one tennis court).

Finally, NRPA continues to see a steady increase in athletic leagues, including youth sports, adult and senior sports, as well as sports that cater to people with disabilities. As demand for fields to operate these leagues continues to grow, fields need to be flexible enough to support these diverse sports and durable enough to withstand the intensity of use over time.

Conservation

Preserving our natural environment is not a new concept in parks and recreation. It's one of the founding principles for the earliest parks created across the nation through our National Parks system. Park systems today still play a critical role in preserving natural systems, protecting wildlife habitat, conserving traditional farmland and open spaces, supporting pollinator and migration routes, and supporting natural drainage systems and other green infrastructure systems.

Connecting people to the natural environment through education and trails has been a growing trend across the nation and consistently ranks as a top desire or need by Kenmore residents. Equally important is the need to engage youth in exploring and discovering our natural environment, creating the future stewards of the environment, who understand the role of our parks in preserving it.

There are a number of organizations and agencies that offer a variety of services, programs, and other support for the protection and restoration of, and/or education about, our natural environments. Partnering with other organizations, agencies, and community members to pool resources, talents, and efforts is a major trend we see both locally and across the country.

Social Equity

Social equity focuses on ensuring all people have access to park and recreation facilities and programs in our community. This includes people of all races, gender, age, income level, mobility, and interests. Parks and recreation facilities have the capacity to serve diverse needs and allow people to share and celebrate their diversity – fostering a greater understanding and acceptance of what makes us all unique – by providing space and programming for events, festivals, community gathering spaces, and other similar activities.

Ensuring accessibility in parks has become a major driver in maintaining and improving the parks system. This includes everything from accessible parking stalls and ramps to accessible trails and inclusive playgrounds.

State Trends

State trends are also an important factor to consider in analyzing parks and recreation needs in the community. State trends are researched and documented by the Washington State Recreation and Conservation Office (RCO) in Washington State's Recreation and Conservation Plan 2018-2022. Key themes from this plan include:

- Demonstrating how park and recreation facilities and recreation programs are vital public services by highlighting the economic benefits, and effectively communicating those benefits to others. Maintaining an accurate inventory of facilities and providing resources for funding recreation improvements are also important strategies.
- Sustaining the legacy of the entire state's park and recreation facilities by improving existing facilities to make sure they are relevant to today's interests. This includes pursuing regional solutions to parks and recreation and leveraging partnerships with those regional providers. Planning for recreation needs associated with growth and ensuring that residents are satisfied with recreation facilities are also important factors in ensuring parks and recreation facilities are relevant to community interests.
- Providing parks and recreation facilities that meet the need for our state's changing demographics. This includes an increasing diverse and older population. Recreation needs in the future will need to respond to this changing demographic and better reflect their interests.
- Improving equitable distribution of park and recreation facilities and services. This includes locating and building recreation facilities specifically for underserved populations, and creating the tools needed on a statewide level to assess the needs of those populations. It also means connecting more people to popular activities, like walking and experiencing nature, and when facilities are provided, ensuring they are designed to be safe, welcoming places for everyone to enjoy.
- Getting youth outdoors by providing a variety of activities to appeal to all types of individuals, including technology-based games or activities, maintaining and expanding athletic fields and other sports facilities for staying active, and supporting programs for youth. Youth engagement in recreation activities leads to a more engaged and active adult.

Local Trends

Locally, there have been a number of recent trends across communities and jurisdictions similar to Kenmore throughout the Puget Sound Region. Some of these have already been highlighted as national and state trends. However, some more specific park facility trends seen locally include:

- Increased demand for dog off-leash areas that provide amenities such as water, weather protection, benches and picnic tables, community reader/post boards, and agility equipment.
- Design of inclusive and universally accessible playgrounds, considering the abilities and interests of all children through sensitive design choices and a variety of play opportunities.
- Design of nature play and integrating natural elements, materials, and imagery into playground design, as well as the inclusion of spray parks in playground areas.
- Protecting and enhancing natural resources – often sharing the costs and resources with other organizations and community groups to maximize efficiency in overall natural resource management.
- Placing a high value on sustainable design and green stormwater infrastructure.
- Designing more flexible and mixed-use spaces to allow for a variety of activities and uses, as well as better adaptability to changing interest in recreation activities or programs over time.
- Support for new and emerging active recreation activities in the parks system – everything from sand volleyball and pickleball to remote control plane or drone flying areas, parkour, gaga ball, interactive ‘playscapes’ outside of playgrounds, and creative placemaking in the design and renovation of parks across the system.
- Including public art, outdoor gathering spaces and public fountains, interpretive educational signage about local history and the natural environment, and providing important civic views and view corridors.
- Accommodating E-bikes, car share drop-off areas, and other newer transportation modes in future parks planning efforts.
- Focus on keeping youth active – a new study completed through a partnership between the University of Washington’s Center for Leadership in Athletics, King County Parks, and The Aspen Institute found that less than 19 percent of youth in King County get the amount of physical activity recommended by the Centers for Disease Control and Prevention.

Parks and Recreation Trends Key Findings

1. Parks and recreation facilities need to be flexible to serve a diverse audience through broad community appeal. They should be accessible and welcoming to everyone.
2. Parks are becoming a key component in promoting climate resiliency, showcasing sustainable design strategies and implementing green infrastructure practices.
3. Parks are a catalyst for our youth to become the future stewards of our environment, offering a safe place to explore, discover, and understand the intricate balance of our ecology, especially within the urban fabric of our community.
4. Recreation facilities and programs need to support active lifestyles for all ages and abilities.
5. Parks can improve civic pride and create a sense of place by installing public art, outdoor gathering spaces, public fountains, interpretive displays of local history and the natural environment and protecting important views and view corridors.

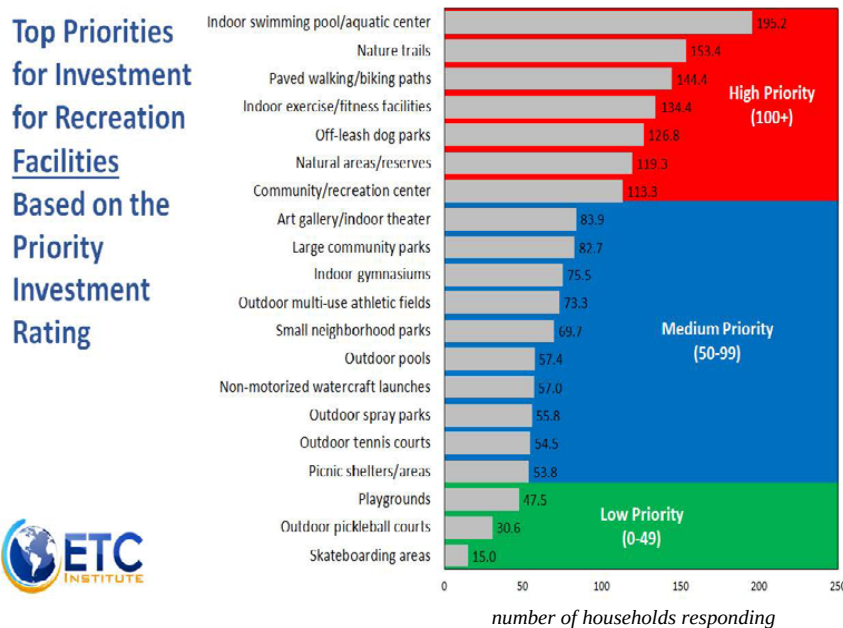
Community Interests

The City of Kenmore has conducted extensive public outreach to find out what facilities, amenities and programs they would like to see in the park system. While the city can analyze the physical improvements in parks and recreation, future growth and associated demographics of the community, and recent trends in parks and recreation, none of these methods can completely inform the city of what the community actually wants to see in its parks system. This feedback is a key component of the demand and needs analysis. Community outreach activities in support of this plan include the following:

- 2015 Imagine Kenmore Research & Engagement Plan
- 2016 Walkways and Waterways Bond Survey
- 2016 Imagine Kenmore Community Outreach Summary
- 2019 Parks and Recreation Survey and Open House

In the 2019 survey, 91% of respondents rated the physical condition of the park and recreation system as either “excellent” or “good”. Over 70% are satisfied with the number of city-owned parks and recreation facilities, and with the progress the city is making to improve those facilities. About 50% were satisfied with the number of recreation opportunities and the quality of recreation programs offered in the city.

Figure 7: Top priorities for investment for recreation facilities.

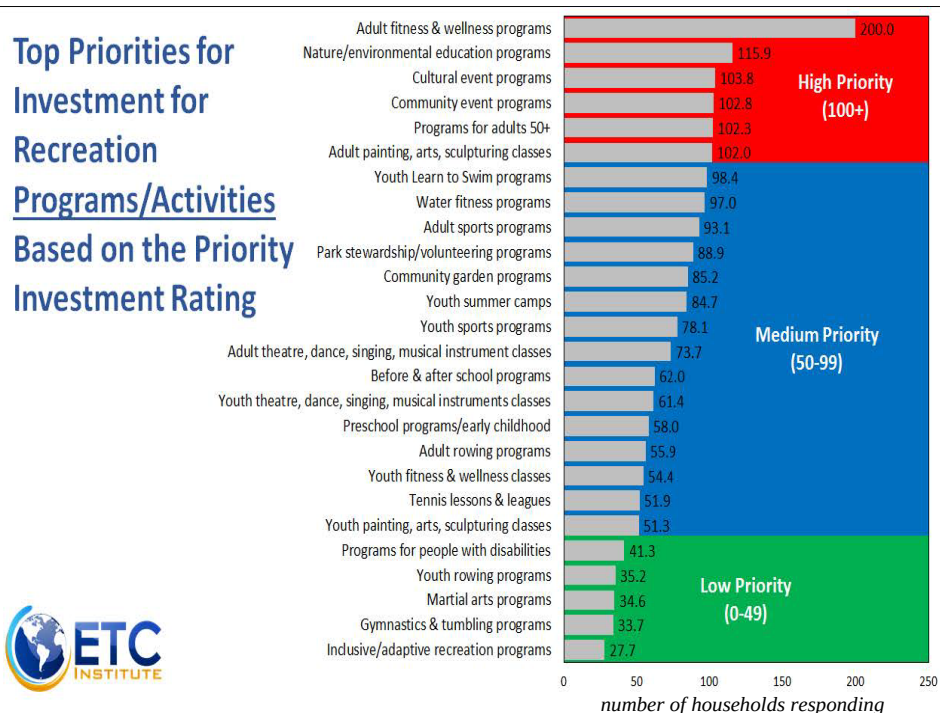


The most used facilities in the system were Log Boom Park, Rhododendron Park, and the Town Square and 63% of residents use the park system at least monthly. Respondents were asked what parks and recreation needs were not being met for facilities and programs. A variety of indoor recreation types, off-leash dog parks, trails, and athletic fields ranked among the top facilities as shown in Figure 7.

For programs, adult fitness and wellness, environmental education, and arts and culture programs ranked among the top needs by the community, see Figure 8. A complete summary of the community outreach results can be found in Appendices B-D.

The most recent informal survey conducted as part of this PROS Plan update reinforced these priorities with waterfront facilities and an indoor pool as the most needed facilities in the city, with nature trails, natural areas, and paved walking/biking routes rounding out the top five facility needs. Community events was ranked as the most needed recreation program, followed closely by outdoor water-related programs, adult fitness and wellness, and natural/environmental education programs.

Figure 8: Top priorities for recreation programs and activities.



Community Interests Key Findings

Specific key findings from the collective results of all of the public outreach conducted, with specific references to data and results from the 2019 survey, are outlined below.

Key Point 1 – Waterfront Vision

Waterfront activities, access to water, and protection of our natural environment along the waterfront are core guiding principles when it comes to community values for Kenmore residents. Among residents surveyed in the 2019 Parks and Recreation Survey, 87% of respondents were ‘somewhat supportive’ or ‘very supportive’ of acquiring additional shoreline properties to support water dependent recreation in the city, with the vast majority (70%) identifying as ‘very supportive.’

Key Point 2 – Diversity of Park Facilities

Among residents surveyed in the 2019 Parks and Recreation Survey, 79% of respondents were ‘somewhat supportive’ or ‘very supportive’ of acquiring additional properties for new parks and recreation facilities, with about half (52%) identifying as ‘very supportive.’ Of the different activities suggested for potential parks and recreation improvements, Figure 9 lists the top ranked facilities and programs.

Figure 9: Top ranked Facility and Program Needs.

FACILITIES	PROGRAMS / ACTIVITIES
• Nature trails	• Adult fitness and wellness programs
• Indoor exercise / fitness facilities	• Nature / environmental education
• Natural areas / reserves	• Cultural events
• Indoor swimming pool / aquatic center	• Community events
• Paved walking / biking paths	• Senior programs (50+)
• Off-leash dog parks	• Adult painting, arts, sculpting classes
• Community recreation center	

The greatest needs not currently being met include a pool/aquatic center and pickleball courts. These are followed closely by off-leash areas, indoor fitness/gyms, and outdoor tennis courts. The community had the least interest or need for additional skateparks or a spray park.

The most important facilities for residents closely mirror the needs and include, in order of priority:

1. Nature trails
2. Indoor swimming/aquatic center
3. Paved walking/biking paths
4. Off-leash area
5. Indoor fitness/gyms

The majority of residents also responded that the current recreation programs and activities do not meet their needs for all types of activities except community events, early childhood & before/after school care, youth sports and camps, and stewardship and education programs. Adult fitness and wellness programs were ranked as the most important programs needed.

Key Point 3 – Preserve and Protect the Natural Environment

Among residents surveyed in the 2019 Parks and Recreation Survey, 84% of respondents were somewhat supportive or very supportive of acquiring additional properties to preserve natural open space and wildlife habitat, with a majority (61%) indicating they were very supportive. The top three facilities needed by residents when asked for their preferences were nature trails, paved trails, and natural areas or reserves.

As noted above, nature trails are the number one facility desired and one of the highest needs not currently being met. This has been the case in nearly every survey conducted since 2013, and also mirrors the trends we see at the state and national level. Walking on trails is an activity that appeals to all ages and can accommodate all abilities, especially with some portions of those trails paved or meeting ADA accessibility requirements. Trails through natural areas further enhance the user experience and, when combined with interpretive signage, community stewardship programs, and other features, help educate the community on the value of natural systems and how they fit into the larger urban context of cities today.

Key Point 4 – Improve Connectivity

Time and again trails and walking routes are at the top of the list for desired recreation activities and they are also some of the most-used facilities. Walking paths was the most important feature to the community that could be added or improved in Kenmore's park and recreation park system based on the results of the 2019 Parks and Recreation Survey. In the Imagine Kenmore public outreach effort, connecting people from where they live to where they recreate was also identified as important. Safer routes to schools and public facilities and parks increase access to recreation for residents.

Creating walking paths and nature trails in parks and connecting residents to parks, natural areas, and the waterfront has consistently been one of the most important needs expressed by the community. This means more trails within parks, as well as more sidewalks and safe walking

routes between neighborhoods and parks – either as part of the roadway system or as separated trails and multi-purpose paths.

Key Point 5 – Recreation Activities

The most important recreation activities that the community would like to see in its park system include the following, though other facilities should still be improved as opportunities and funding allows:

- Trails, especially in natural areas
- Indoor swimming/aquatic center
- Dog park
- Additional new parks
- Indoor fitness and exercise

Benchmark Comparison

According to the National Parks and Recreation Association (NRPA), in 2019 the typical park and recreation agency across the country offers one park for every 2,181 residents, or about 10 acres for every 1,000 residents. The NRPA also updated in 2019 its database of benchmarks from across the country to compare industry trends and ratios of different types of parks and recreation facilities compared to the population. As stated above, this is generally expressed as a quantity of something per 1,000 residents and is a good way to gauge the quantity of parks and recreation facilities provided when compared to other jurisdictions nationally and regionally. Note that this comparison does not consider the quality of the facilities or the level of maintenance and access to those facilities.

The typical agency participating in the 2019 NRPA Agency Performance and Park Metric survey has a population on average of 39,183 people, which represents the median benchmark in the figures below and is about 58% larger than the total population of Kenmore (22,920 current population), though what each jurisdiction provides for parks and recreation facilities is as varied as the communities themselves. Figure 10 shows how Kenmore compares to other similar jurisdictions across the country in relation to total park land (acres) per population.

Figure 10: Comparison of the number of people for every park and park acres in the city.

	Number of People / Park	Acres / 1000 Population
National Median (all jurisdictions)	2,181	10.1
National Median for Similar Size Jurisdictions (20,000 – 40,000)	1,881	9.6
Pacific Northwest Median	1,746	4.1
City of Kenmore Parks Only (146 acres)	1,763	6.4
All Park and Recreation Facilities in Kenmore (475 acres)	1,528	20.7

Benchmark Comparison Key Findings

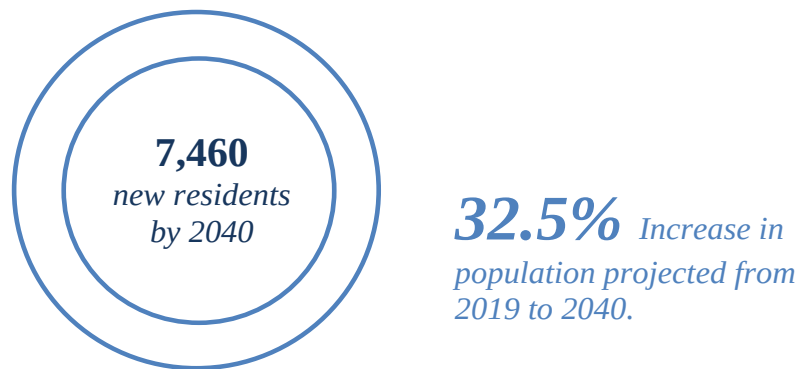
1. The City of Kenmore contains less than the national average of parks acreage in the system, but is on target with other jurisdictions in the Pacific Northwest region for city-owned facilities. When considering all publicly accessible parks and recreation facilities open to the public, the city exceeds the national and regional average.
2. The City of Kenmore is on par with other jurisdictions for some outdoor facilities, like playgrounds, tot lots, skateparks and courts, but is below average for other outdoor recreation amenities, specifically, community gardens, dog parks, spray parks, and multi-purpose courts. ~~As playgrounds are upgraded, enhancing and expanding play value for children with special needs and providing enhanced accessibility in all playgrounds should be considered. Opportunities for natural play should also be considered such as the one proposed in the Twin Springs Master Plan.~~
3. The City of Kenmore is below average for the number of indoor recreation facilities, except for senior centers. This includes a need for additional aquatic facilities and gyms. Some of this need can be met through outdoor improvements, like fitness stations and athletic courts and expanding the beach at Log Boom Park. This would not entirely replace the need for indoor facilities.
4. Parks in the city all generally contain the same types of facilities. Variation of types of facilities, overall character of park features, and including special interest facilities, especially at the larger parks, will help diversify the system. This will also allow greater flexibility to cater to diverse populations and changing trends in parks and recreation over time. Varying the character and types of activities in parks also helps foster a greater sense of ownership with the surrounding community and can help create a sense of identity or reinforce the neighborhood context of each park site. Some of these new uses to consider include pickleball, futsal, disc golf, parkour, and rock climbing.

Population Growth

Population Growth

The city's current population is 22,920 with a population forecast of 28,473 by the year 2035 as identified in city's Comprehensive Plan. Since the population projection data is not yet available beyond 2035 and this is 20-year plan, the rate of population increase is assumed to remain the same and is projected out at the same rate (1.5% average annual growth) to the 2040 planning period (see Figure 11). This results in an estimated population of 30,140 by the year 2040 (21 years x 1.5% annually is a 31.5% increase over the planning period). For the city's park system to keep up with demand based on this projected growth, the city would need to expand its park system or increase capacity at its existing parks to accommodate this projected growth. If you were to look only at this population increase, the demand for future parks by 2040 would increase at the same rate as population at 32.5%, creating a **need for 47.5 additional acres of new park land** (146 existing acres x 32.5%), or improved capacity in existing parks within the system to meet the needs generated by the increased growth. Of course, ~~this doesn't help define what people actually want to do in their parks. However,~~ this doesn't help define the activities and programs people want in their parks. It also doesn't account for availability of existing land to develop new parks, or the feasibility of expanding capacity and other improvements at existing parks.

Figure 11: Population projection.

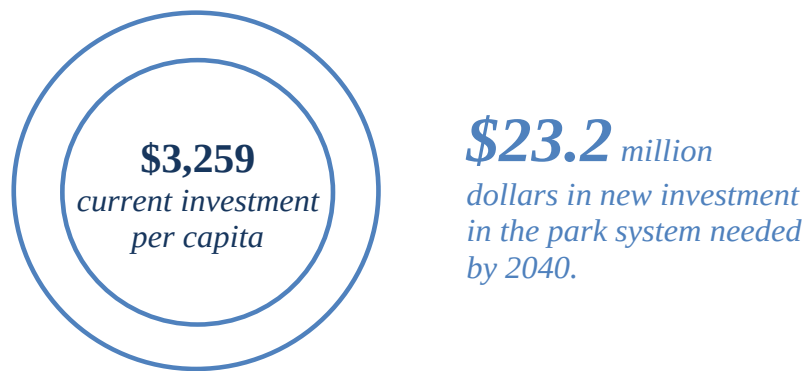


Parks Investment Per Capita

By considering the overall value of the existing park system, we can begin to see a more complete picture of both the park land itself and the improvements created on that land to meet the recreation

demands and needs of the community. The value of the existing park system (replacement value in 2019 dollars) is \$74.7 million, or \$3,259 per person per the 2019 Park Impact Fee Rate Study. This represents the current investment for parks and recreation facilities in the city. If the city were to invest the same amount in parks and recreation as they have existing today for every new resident projected into the future, the city would need to invest an additional \$23.2 million in the park system – that’s \$3,259 times the projected 7,120 new residents by the year 2040 (see Figure 12). This still assumes that all residents and visitors to the city have access to all parks in the system; and doesn’t help to determine what facilities are actually needed within those park lands.

Figure 12: Investment needed by 2040.

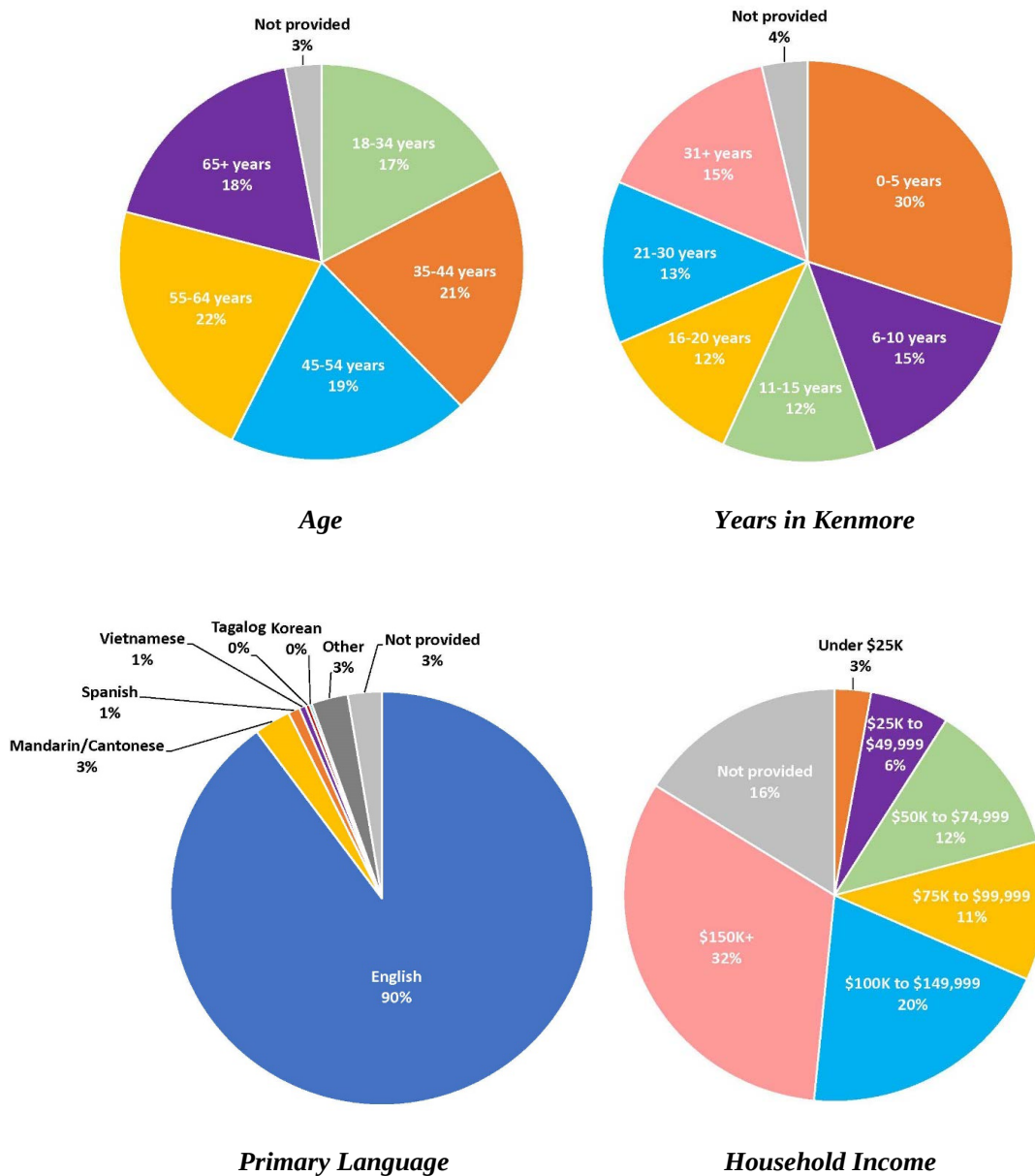


Demographics

Understanding the demographics of the existing population, described in previous sections, helps create a more complete picture of future needs in the city. It is also helpful to note that the respondents who participated in the 2019 Parks and Recreation Survey discussed previously generally mirror the overall city demographics in many ways. 40% were over the age of 65 and 45% had only lived in the City of Kenmore for 10 years or less. The majority of residents were Caucasian and spoke English. Asian languages make up the largest percentage of non-English speakers in the city.

When considering the demographics of the community, there is a large diversity of ages represented, with a need for recreation activities that appeal to older youth and active adults. There is also an expectation that the percent of seniors over the age of 65 will increase as the current population ages. According to the State of Washington Recreation and Conservation Office, ethnic diversity is increasing across the state, and state residents as a whole are aging with seniors outnumbering youth by the year 2040.

Figure 13: Demographics of 2019 Parks & Recreation Survey Respondents.



With these changing demographics, residents will likely be seeking different types of recreation activities than they may find today. New recreation activities that appeal to different ethnicities and a more diverse community should also be considered.

Population Growth Key Findings

1. Kenmore is a growing community with a variety of housing types throughout the city. With the majority of residents commuting to work in a single-occupancy vehicle, park and recreation facility improvements that support and encourage multi-modal transportation choices should be considered a high priority.
2. Higher density residential housing occurs mostly in downtown Kenmore, where the majority of assisted housing and senior housing is also located. Activities in this area should support healthy living, encourage active recreation, and focus on ease of access to recreation opportunities.
3. The population is mostly middle-aged and of a white ethnic background. However, other more diverse ethnicities are growing and are expected to continue to grow in the future. Recreation activities that appeal to older youth and active adults should be considered, along with a greater variety and flexibility in those activities to better respond to changing demographics and increasing diversity over time.

Geographic Distribution

The City of Kenmore has 13 parks, recreation and open space facilities totaling 146 acres with a variety of amenities including waterfront access, sports fields and courts, playgrounds, picnic areas, and open lawn areas. There are also a number of special use facilities such as the senior center and skate park. Over 80% of the park system is urban forest, wetlands, and other protected natural systems creating a strong natural backdrop to neighborhoods and communities throughout the city. There are also 7.5 miles of trails within the city's parks system, consisting of paved, crushed rock, or informal mulch surfaces and offering a variety of trail experiences. This doesn't include the 4 miles of new trail, consisting of a grade-separated sidewalk and a striped bicycle lane, along 68th Avenue NE and Juanita Drive NE from the north end of the city through to the south city limit to be completed by 2023.

**OVER 73% OF KENMORE RESIDENTS
LIVE WITHIN A 10 MINUTE WALK OF A PARK,
TRAIL, OR OPEN SPACE.**

Beyond the city's facilities, there are an additional 329 acres of park and recreation facilities which include: King County's Burke Gilman Trail, Saint Edward State Park, athletic fields within the Bastyr University campus, the Washington Department of Fish and Wildlife's motorized boat launch, and the Harbour Village Marina public boardwalk, pier and breakwater. The Bastyr University athletic fields are made available to the public through a lease agreement between the city and the University, which expires in 2025. These fields will need to be replaced or lease renewed in order to continue to meet the current demand for athletic fields in the city.

A number of elementary, middle and high schools are also generally open to the public during non-school hours, though on an informal basis and only as the Northshore School District policies and facilities management allows. Private parks and recreation facilities are generally limited to marinas, gyms, the Inglewood Golf Club, and the Aqua Club pool. Private organizations also reserve the use of sports field in Kenmore, which can affect the availability of fields for other users and especially non-organized sports users. School District fields generally have limited availability for non-school use except in the summer months. Field use is described further in the Participation Rates section. Private facilities require fees for use that may be limiting to some Kenmore residents. As a result, School District and private facilities are not considered further in assessing the demands and needs for recreation facilities in the city.

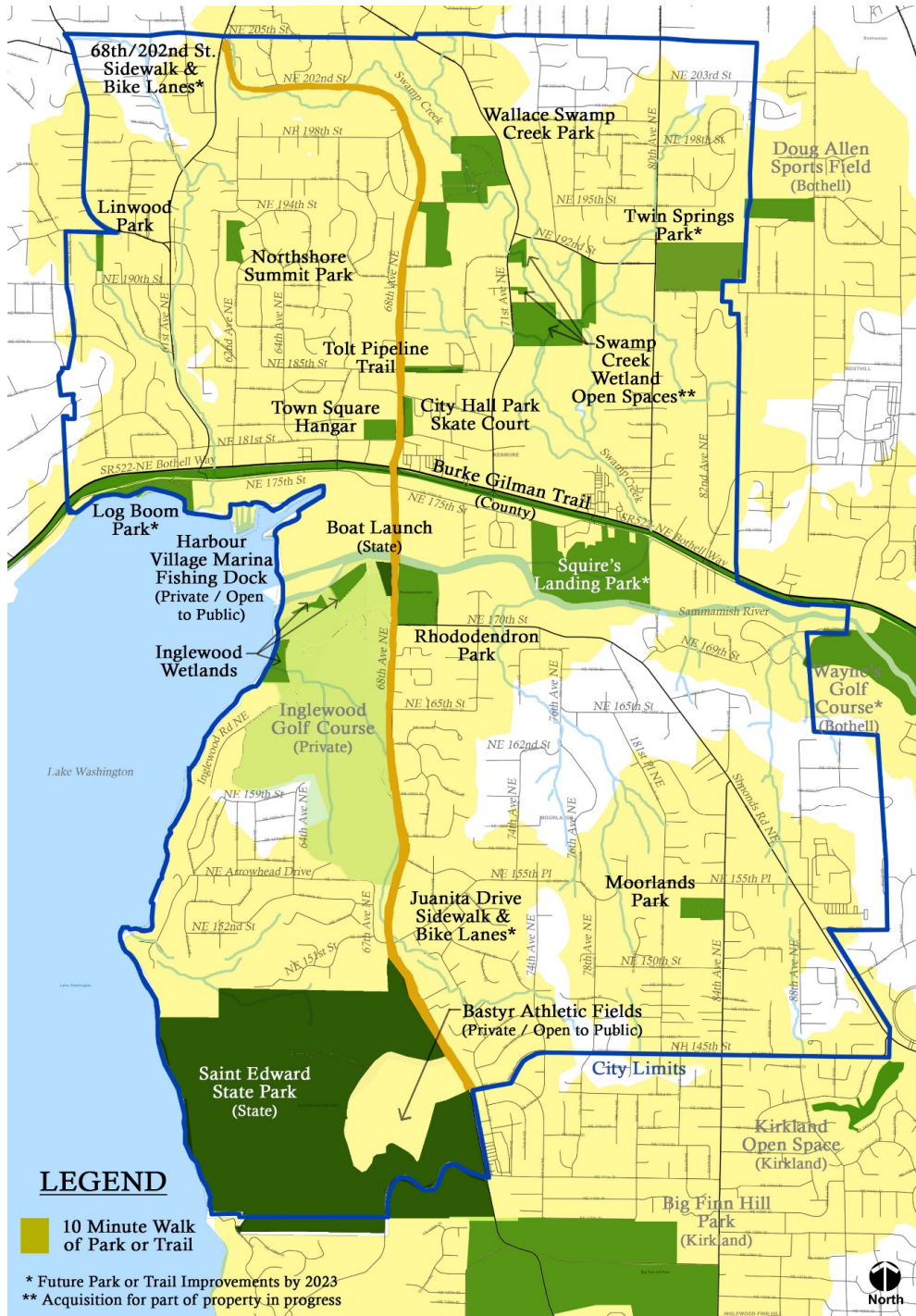
Walkshed Analysis

Recreation opportunities are generally accessible to the community with 73% of Kenmore residents living within a 10-minute walk of a park, trail, or open space, called a *walkshed*. A 10-minute walk is equivalent to about a ½ mile radius, though it is also important to recognize that not everyone can walk a ½ mile in 10-minutes. The existing *walkshed* in the city is shown in Map 6. With a fairly even distribution of parks throughout the city, most of the city falls within a current walkshed to a park, trail or open space. However, this doesn't necessarily mean that there is a sidewalk or other safe walking space, or an accessible route, between residential neighborhoods and the park system. For example, there are a number of local trail connections in the northwest portion of the city that are informal, often located on unimproved right-of-way or along utility easements. While these improve Kenmore's walkability, they are not always accessible and may not be perceived as publicly available routes. As such, these are not currently included in this planning process. Partnering with the city's Public Works department to develop safe walking routes to parks and recreation facilities should be a priority.

With safe walking routes developed, 72% of kids under the age of 19 and 79% of all low-income residents would be able to walk from their home to an *existing* park or open space in the city (see Figure 14). This goes a long way to meeting the needs of some of the most vulnerable populations with the greatest need for publicly accessible parks and recreation facilities.

Figure 14: Percent of Kenmore residents within walking distance of a park based on Trust for Public Land ParkScore® data. (Trust for Public Land; June 2019; www.tpl.org)



Map 6: Areas within a 10-minute walk (approximately ½ mile) of a park/recreation facility

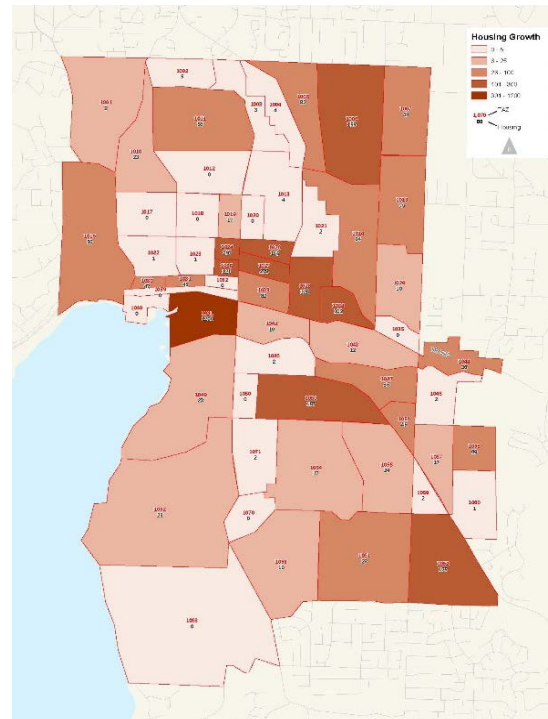
Housing Growth

Based on the demographics and projected population growth, we can expect the majority of new growth to occur in the Kenmore downtown where the highest housing density currently exists and is planned, and in the northeast and southeast corners of the city where new residential growth is expected as shown in Map 7. Localized growth will still occur in other areas of the city as well, creating a higher demand for parks and recreation facilities across the whole park system.

High density housing growth is generally focused in the urban core where access to parks and recreation facilities is historically **traditionally** limited. In Kenmore, however, there are three public parks and recreation facilities centrally located in the Kenmore downtown. These include the Hangar building, the Town Square outdoor plaza, and City Hall Park and Jack Crawford skate park. Combined, these facilities provide a variety of active and passive recreation opportunities, places for community events, and places to just gather. Active recreation is currently limited to the skate park, which mostly caters to youth though it does include beginner and more advanced areas.

Additional active recreation opportunities should be considered to appeal to a wider range of ages, ethnicities, and genders. These could include outdoor fitness stations, table tennis, bocce ball, basketball hoops, parkour features, and other activities that can easily fit into and reinforce the context of a vibrant urban center. Community gardens, demonstration gardens, and pollinator gardens can also be used to support passive recreation in an urban core with the added benefit of healthy living and enhancing the natural ecosystem where opportunities are generally the most limited. Just outside of the urban center, Wallace Swamp Creek Park, the Burke Gilman Trail and Tolt-Pipeline Trail are within a ¼ mile of downtown Kenmore. The Burke Gilman Trail provides paved multi-modal access to an extensive network of parks and recreation opportunities throughout the region.

Map 7: Map of housing growth areas in Kenmore.
The darker the red the more housing growth is expected in a given geographic area. (Kenmore Comprehensive Plan)



Low Income and Affordable Housing

The lowest income and most affordable housing areas of the city generally are located in the Kenmore downtown area as shown in Map 8. According to the Centers for Disease Control and Prevention (www.cdc.gov), low income populations are generally more susceptible to obesity and the associated health risks related to obesity. They are also least likely to be able to pay for gym memberships, athletic leagues, and other paid recreational opportunities, in addition to having a more limited access to transportation. Community gardens and outdoor fitness stations are good options to help offset these limitations.

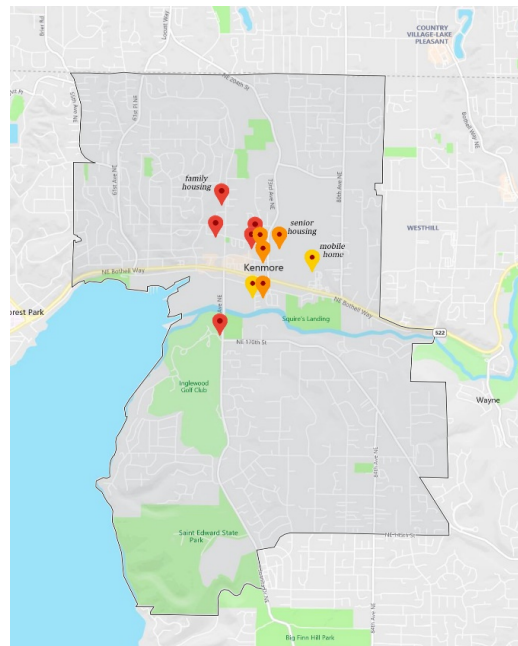
Park Distribution by Classification

Neighborhood parks are predominantly located in the northern portion of the city with only one, Moorlands Park, located south of the Sammamish River, creating a need for more neighborhood parks and associated facilities in the southern half of the city, though topography and natural systems in this area make acquisition for new parks challenging.

Community and regional parks are evenly distributed in the northern and southern areas of Kenmore. However, not all community and regional facilities have been developed to the same level, mainly due to environmental or other existing constraints. For example, Wallace Swamp Creek Park remains largely unimproved, and the master plan recommends mostly informal and passive recreation focused around the natural environment, such as trails, educational and interpretive elements and picnic areas.

Implementing proposed Walkways and Waterways waterfront access improvements at Log Boom, Squire's Landing and Rhododendron parks and upgrading facilities such as the pier at Log Boom Park will be important to help the city accommodate future growth and reduce long-term maintenance inherent as parks facilities near the end of their useful life. Accessibility improvements and improvements that expand capacity or increase flexibility and diversity of uses at existing parks should be a priority.

Map 8: Affordable housing in Kenmore.
(ARCH – A regional coalition for housing; June 2019; www.archhousing.org)



Available Lands and Potential Acquisition Areas

To have a fully walkable park system where every single household is within a 10-minute walk of a park or open space would require six additional parks if you consider only the distribution of parks and their associated walksheds. The approximate locations of the areas where parks are needed to provide walkable access to parks for all residents in Kenmore are shown on Map 9. Additional analysis is needed to determine if the areas shown are feasible for new park development even if land becomes available, and what kind of improvements could be provided given the type of land in the area (i.e., environmental restrictions, acres available, or topography). These, and other considerations, would need to be evaluated prior to any type of new acquisition as opportunity and funding may allow.

The highest priority should be given to areas near high density housing, low income populations and where new residential growth (of all types) is expected to occur. Areas that don't have access to other open space or recreation areas, like school facilities or protected open space areas, should also be considered as a priority for any new acquisition.

With vacant land almost non-existent in the city, much of the land available is limited by wetlands and other types of sensitive areas or is already developed. As a result, developing new parks will be extremely difficult and may require significant property consolidation efforts. Potential acquisition areas are shown with a service area equal to approximately a 10-minute walk, or a ½ mile circle.

Improving connections between parks, or looking at the development of linear parks within right-of-way or as part of natural systems could be another way to meet this need. Open space and access to recreation facilities at schools or at facilities owned by other organizations or jurisdictions can also be used to meet this need, provided access to these facilities remains available to the public. Easements or other forms of agreements between a property owner and the city for parks and recreational use, such as along the WaterWalk trail corridor or as with the use of fields at Bastyr University, could also be used in lieu of full acquisition.

With the addition of new parks in the areas shown, assuming at least one of these would be classified as a neighborhood park, there would be a more even distribution of parks across the city.

Map 9: Target park acquisition areas within walkability gaps; the darker the circle the higher the priority area for acquisition.



Geographic Distribution Key Findings

1. Kenmore has a great overall distribution of parks with few gaps remaining in the overall system. It also has the potential to be a highly walkable city with the majority of residents living within a 10-minute walk to an existing park or trail. Making those routes safe for walking allows everyone access to the park system without relying on single-occupancy vehicles. ~~This effort should be a priority of the plan's implementation and could be done in partnership with the City of Kenmore Public Works Department.~~
2. ~~Acquire new park land in areas~~ Access to parks is especially important where residential development (of all types) is expected to occur.
3. ~~Acquire park land or easements along Kenmore's waterways to create a~~ system of public spaces with waterfront access, ~~and—connected these public spaces with~~ a pedestrian/bicycle route along the water, ~~would expand opportunity.~~
4. ~~Acquire and develop at least two new parks—one in the Moorlands neighborhood generally north of NE 155th Street, and one in the northeast corner of the city generally around NE 203rd Street. Additional n~~ New parks in other gap areas should ~~still be acquired and developed~~ be considered as opportunity allows.
5. ~~Develop a master plan and implement renovations for Linwood Park, one of the only parks remaining in the city that hasn't been considered for any significant improvement since the city's incorporation.~~
6. ~~Prepare Twin Springs Park to open to the community for neighborhood level park use.~~
5. The quality of the parks system is high, and Kenmore has done a lot in recent years to upgrade, expand, and improve its parks. Implementing existing master plans for city parks and trails ~~and continuing to upgrade and expand existing parks~~ as opportunity and funding allows ~~would support this high quality.~~
6. Kenmore has an extensive network of natural systems, from waterways to wetlands and urban forests. However, there is very little public access to these areas and limited educational features that highlight these areas within the community. ~~Providing controlled access in a way that maintains the quality of the environment and includes educational and wayfinding features should be considered to the extent feasible.~~

Recreation Programming

The city's focus for recreation programming is on community events, which occur mostly in the following city-owned locations:

- The Hangar at Town Square / City Hall
- Rhododendron Park
- Log Boom Park
- Squire's Landing Park

Parking can be a problem at nearly all city venues for events, but it is especially difficult at Log Boom Park.

The city relies on partnerships with the school district and other public, private and non-profit organizations for all other recreation programming, though city-owned facilities are often used to host those programs. This partnership approach is expected to continue into the future, and all proposed recreation programming would be implemented in partnership with other jurisdictions, agencies, or organizations.

The Hangar, with its grand opening in August of 2017, is the city's main indoor gathering space for recreation activities and events, providing an open space for the public to use on a drop-in basis during regular hours, or to rent for a private event. Since its opening, there have been over 500 requests for reservations annually, up from just over 300 requests for other city-owned facilities the prior year before the Hangar was built. There is an average of about 20 requests per week for use mostly as a meeting space for various organizations. It is also used for pop-up shops, music recitals, and just general community gathering throughout the year.

Youth summer camps are held exclusively at Rhododendron Park with the exception of a skateboarding camp, called Skate Like A Girl, held at the Jack Crawford Skatepark. Camps for hand-carry watercraft sports have been held in the past by the Kenmore Waterfront Activity Center and the Northshore YMCA. In general, the city provides the location for camps and associated support facilities, like additional restrooms if needed, and helps market the programs to city residents. The organization provides everything else.

Log Boom Park is host to some city-sponsored events and programs. These are intended to be open events for all residents, like the 4th of July celebration, that draw a much larger audience. Saint Edward State Park is used for larger events, like concerts in the park that serve as a regional draw with the potential of 800 or more participants. Saint Edward State Park is the only facility large enough and with adequate supporting infrastructure to handle this capacity.

Recreation Programming Key Findings

1. ~~Continue to~~ The City has successfully partnered with other organizations and agencies to provide recreation programming in the city while the City focuses on community events.
2. ~~Actively seek out r~~ Recreation programming providers ~~to~~ could expand offerings to Kenmore residents, especially for adult programs and athletic leagues.
3. ~~Develop a method of t~~ Tracking participation in various programs ~~to~~ would support future planning efforts.
4. ~~Take an active role in advertising programs and events and specifically advertising and supporting participation by residents from more diverse backgrounds and low income needs. This could include translating marketing material into multiple languages, finding “ambassadors” in the various ethnic communities or communities representing special needs populations, and offering and advertising scholarships provided by the city for participation in third party programs.~~
4. ~~Ensure p~~ Program venues ~~are~~ should be accessible and have appropriate support facilities.
5. ~~Provide b~~ Better access and parking, along with other supporting infrastructure, ~~to~~ could facilitate and expand community events in Kenmore.

Participation Rates

The last approach considered to assess community demand for parks and recreation facilities is to determine who is currently using those facilities by evaluating the participation rates of residents in various recreation programs offered to the community. Participation rate is the number of people participating in an existing recreation program. Participation rates in Kenmore are available primarily for youth soccer and baseball, rowing and hand-carry watercraft sports, and aquatics. Data should continue to be tracked and updated from participating organizations where available.

Athletic Sports

Service areas for Northshore Little League (NLLL) for youth baseball and the Northshore Youth Soccer Association (NYSA) for youth soccer include all of Kenmore and extend into Bothell to the north and east of Kenmore's city limits. Many other outdoor recreation sports, like lacrosse, softball, and flag football, utilize the same or similar field size as these organizations.

In 2019, North Lake Little League had 279 players with a City of Kenmore address. Based on the number of Kenmore residents in the league and the number of games and practices played by an average team, Kenmore would need 4 baseball fields to serve the city's existing share of fields for the NLLL, if those fields were fully utilized. Under their current practices, the NLLL does not host games on Sundays which reduces the overall efficiency of programming any fields. If they continue to exclude Sundays for games, then Kenmore would need a total of 5 baseball fields to serve the same capacity of participants. Figure 15 shows the data supporting field use by NLLL. This data is based on the following:

- A practice is scheduled for one and a half hours
- A game is scheduled for three hours
- Average of one and a half practices per week per team for both the 2018 and 2019 seasons
- Average of two games per week for both the 2018 and 2019 seasons
- A weekend day has four available three-hour time slots
- A weeknight has one available three-hour time slot
- an 11-person average team size for both 2018 and 2019 seasons

The remainder of this study assumes full utilization of the fields and a total demand for 4 fields in the city. Between the city's current fields and other fields in the local area (school and adjacent jurisdictions), NLLL has been able to meet the current needs of Kenmore residents. Rather than turn kids away, North Lake Little League has coped by having teams share fields for practices and shortening scheduled time for practices to accommodate this growth on the existing fields. While the league is able to use these techniques to continue its operation, 1 additional baseball field would

be needed within the City of Kenmore to accommodate its share of fields to fully support the league without resorting to these additional measures.

Figure 15: North Lake Little League Field Need.

	2016	2018	2019
Players with Kenmore address	274	265	279
Players per game	20	20	20
Practices per week	37	36	38
Games per week	25	24	25
Number of 3-hour blocks of time needed per week (games and practices)	43.6	42.2	44.4
Number of fields needed excluding Sundays	5	5	5
Number of fields needed based on 2018 access to fields during preferred times only	6	6	6
Number of fields needed not excluding Sundays	4	4	4

Northshore Youth Soccer Association serves a larger area than NLLL. In 2019, 639 of NYSA players had Kenmore addresses. The NYSA has differential access to soccer fields according to seasonal natural lighting patterns. Kenmore's soccer fields are non-lighted, so soccer practices cannot be continued into the evening hours. The month of October is the last month in which evening practices are possible at non-lighted fields. The number of lighted fields that Kenmore would have to provide to fully satisfy field need for all months of youth soccer activity is also calculated. Figure 16 shows the data supporting field use for the NYSA. This data is based on the following:

- Average game length is one hour and 43 minutes
- Average practice length is one hour and 12 minutes
- Average team size is 11
- Three-hours available on lighted fields for practice per weekday
- Hours available on non-lighted fields for practice:
 - August – three-hours.
 - September – two-hours

- o October – one-hour
 - Each team plays one game per week
 - Each team has two practices per week

Based on the number of Kenmore residents in the league and the number of games and practices played by an average team, Kenmore would need 6 soccer fields to serve the city's existing share of fields for the NYSA. Between the city's current fields and other fields in the local area (school and adjacent jurisdictions), NYSA has been able to meet the current needs of Kenmore residents. NYSA has managed its growth by doubling up teams on fields, relying more on school fields, and going even further outside the city in order to meet their needs. While the league is able to use these techniques to continue its operation, 2 additional soccer fields would be needed within the City of Kenmore to accommodate its share of fields to fully support the league without resorting to these additional measures. In addition, to fully utilize any soccer fields provided, they would need to be fully lit fields due to the season and times of play, especially for practices that generally occur on weekdays which limits play time to late afternoon and evening hours.

Figure 16: Northshore Youth Soccer Association Field Need.

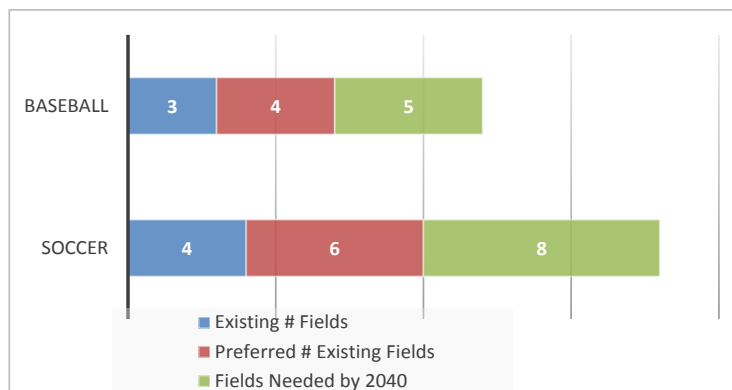
	2016	2018	2019
Players with Kenmore address	703	679	639
Players per game	20	20	20
Practices per week	-	124	116
Games per week		31	29
Number of 2-hour blocks of time needed per week (games and practices)	-	101	95
Number of fields needed per week if not lighted	-	10	9
Number of lighted fields needed per week	-	7	6

Most of the fields used by both organizations are located at existing school sites or outside of Kenmore. Only 1 baseball field and 1 soccer field (overlay) is available for use within the city's current park system at Moorlands Park. There are an additional 2 baseball fields and 3 soccer fields available to the city through a lease agreement with Bastyr University. School District fields are

prioritized for school use and so are not always available to support community need. Fields outside of Kenmore are also generally prioritized for their resident / organization use. Both organizations have had to accommodate increased growth in the community, and subsequently the demand for their programs, within the existing field capacity resulting in a reduced service, quality, or time available on the fields.

By extrapolating this data based on the projected 24% growth in overall population, an estimated 2 additional soccer fields and 1 additional baseball field are needed by the year 2040, see Figure 17. This is done by multiplying current number of fields needed by 24% (4 preferred baseball fields x 24% = 1 additional baseball field needed to accommodate future growth). This gross estimate assumes participation rates and the resulting field use continue at the same rate (per capita) as currently exists and that all of the fields currently available for use will continue to be available for use.

Figure 17: Youth sports field needs.



As growth continues in adjacent jurisdictions and demand for school field use also increases, the need for additional fields in Kenmore will only continue to grow. However, there is limited capacity for new fields within any of the existing city-owned parks. Focusing efforts on joint-use agreements with Bastyr University, Saint Edward State Park, and potentially the Northshore School District to support field expansion and field improvement ~~to~~ could help meet the future need. These agreements, along with new acquisition, should be pursued as opportunity and funding allows.

Rowing and Water Sports

The Kenmore Waterfront Activities Center (KWAC) is a local club focused on providing access and programming for water sports activities in Kenmore. Membership includes the Flying Dragon

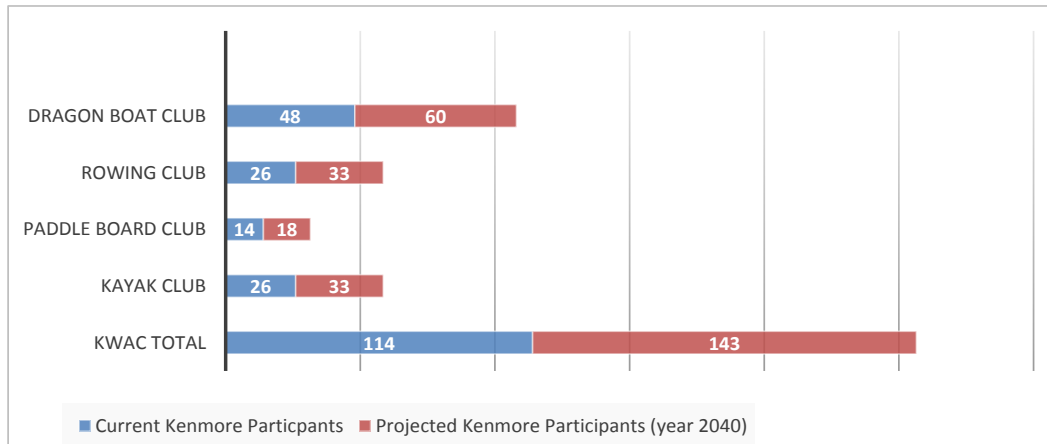
Parks, Recreation and Open Space Plan

Boat Club, the Canoe and Kayak Club, the Rowing Club, the Standup Paddle Club, Hui Wa'a O Puget Sound (an outrigger club), and 10 other organizations. They operate on a long-term lease out of Squire's Landing Park with occasional use of waterfront access at Rhododendron Park. Squire's Landing Park includes public boat storage and public access to the Sammamish River and Lake Washington. Rhododendron Park includes more informal access along the shoreline near the adjacent motorized boat launch. According to the 2018 Annual Report, there were a total of 114 Kenmore residents included within members in the various KWAC member organizations in 2018. Based on a projected 24% increase in population, we can expect approximately 142 residents to participate in Kenmore KWAC water sports programs members by the year 2035/40, and the Kenmore Rowing Club specifically expects to increase its membership to 100 participants. That could result in a total participation membership rate of about 200 Kenmore participants. See Figure 18 for participation membership rates through KWAC. Participation in KWAC activities is significantly higher than membership rates alone.

The Northshore School District also has a rowing program, based mostly out of Inglemoor High School but open to all four high schools. They had 91 students participating in 2018 and anticipate growing the program to include all Middle Schools with an estimated participation rate of about 500 students within the next 5 years.

Of course, this only accounts for the number of residents participating in organized clubs and programs and does not reflect the recreational users that also need water access for both motorized and non-motorized boating, swimming, fishing, and other water-related recreational uses. The city currently places a seasonal float in the water off the beach at Log Boom Park to support informal to launch hand-carry watercraft. A vendor is also under contract with the city to provide hand-carry boats and other waterfront activities for a fee (rental) at Log Boom Park on a seasonal basis. The number of people at the existing beach during the summer season often exceeds the existing capacity, with waterfront access spilling over onto the pier and non-designated shoreline areas. Expansion of the beach as shown in the Log Boom Park Master Plan would alleviate the capacity needs and provide better access to the waterfront for a variety of formal and informal uses.

If the proposed improvements in the Squire's Landing Park Master Plan were completed, it would meet the existing needs and support the projected growth in the KWAC program. Additional access on a more transient basis would be needed to further expand KWAC programs to new users, age groups, events, and programs. This additional access could be accommodated at Rhododendron Park and Log Boom Park once the proposed waterfront improvements to these parks are completed. Both sites can be used in some capacity today, but lack the support facilities, docks, ADA access, and other improvements to offer quality programming to all residents and organizations.

Figure 18: Participation Membership rates for non-motorized boating clubs.*

*Note that these numbers do not include participants in KWAC programming or participants in the Northshore School District rowing program.

The proposed waterfront improvements at Rhododendron Park will primarily serve the School District's expanding rowing program and will adequately meet their need for waterfront access, though additional boat storage would likely be needed if the program reaches its full potential. Shared use with other groups and individuals is anticipated at Rhododendron Park and accommodated in the design of the proposed improvements.

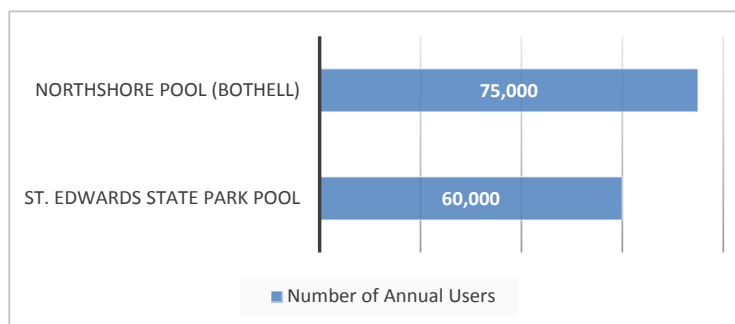
Motorized boating use is generally limited by the number of parking stalls available at the one motorized boat launch available in Kenmore. The boat launch is owned and managed by the Washington Department of Fish and Wildlife and is located off 68th Avenue NE. There are approximately 40 parking stalls and one boat launch ramp available at the site. There are no docks and no pedestrian ADA boarding areas or ADA access to the water at the boat launch. Part of the access drive for the boat launch is located on an easement within the adjacent Rhododendron Park and will be shared with the new proposed hand-carry boat storage and waterfront access in the park.

Aquatics

Previously, there was one aquatic center (indoor pool) at Saint Edward State Park that was closed in 2009 for renovation of the seminary building with no plans to reopen. Another pool at the Juanita Aquatic Center (Juanita High School in Kirkland) also closed in 2013. The one remaining public pool near Kenmore, the Northshore Pool, is now the North Shore Lagoon in Bothell and was renovated as part of the Anderson School redevelopment project, though it is still open to the public during select times.

A number of feasibility studies have been done over the years to determine the need and size of a proposed aquatic center, with the Northshore Aquatics Needs Analysis and Location Study one of the more recent studies completed in 2008. The previous pool at Saint Edward State Park had an annual participation rate of approximately 60,000 users (see Figure 19). The Northshore Pool prior to the renovations had a participation rate of approximately 75,000 users. In all cases, the previous pools were highly used and community feedback suggests that pool use is still a highly desired recreation activity for the community. The feasibility study suggested that any proposed aquatic center be a regional facility and developed in partnership with other jurisdictions.

Figure 19: Aquatic center use (prior to 2013).



Participation Rates Key Findings

1. An aquatic center would be highly valued by Kenmore residents and there is a need for facilities to support aquatic programming and recreation activities within the region. ~~Any new aquatic center should only be developed jointly with other jurisdictions to serve a regional need with Kenmore participating as part of this partnership approach.~~
2. A multi-purpose athletic complex ~~should be developed~~ – ~~developed~~ either by the city or jointly with other jurisdictions or organizations ~~-- to would~~ serve youth and adult athletic sports. ~~This could be through new acquisition, easements, or other forms of agreements in partnership with other agencies or organizations. Completing the proposed improvements for a multi sport field at Saint Edward State Park would meet the current needs and accommodate some of the projected growth in youth sports, but additional opportunities should still be considered, especially to accommodate adult sports and alternative sports that are growing in interest.~~ Some of this need could continue to be met in the short term through the use of the Bastyr fields, but use of the fields cannot be relied upon to meet all the city needs long-term without a more permanent agreement and field improvements in place.
3. Youth sports should continue to be a priority for the city to promote a healthy and active lifestyle early in life.

4. Water-based activities such as swimming, hand-carry boating, and stand-up paddle boarding are a defining feature of Kenmore's park system. Continue to develop waterfront access and implement proposed improvements at Squire's Landing Park, Rhododendron Park and Log Boom Park for swimming, hand-carry boating, stand up paddle boards, and other water-based activities as a defining feature of Kenmore's park system.

5.

CHAPTER 5**RECOMMENDATIONS**

The Demand & Needs Analysis from the previous chapter identifies future needs for parks, recreation, and open space facilities and programs, evaluated through a variety of methods. The plan recommendations are organized in broad topics that correspond to the major themes resulting from the demand and need analysis and that are reflected in the community input received throughout the process. Not all the key findings from the demand and needs analysis are reflected in the recommendations. The recommendations reflect the highest priorities from the key findings and relate to the seven PROS Plan Goals—and their objectives and policies—with each recommendation specifically tied to the goal(s) it relates to.

The seven goals represent the direction that Kenmore strives towards for the park, open space and recreation system:

1. Provide waterfront access.
2. Provide safe routes to park, recreation and open space facilities.
3. Preserve, maintain and enhance built and natural environments to ensure quality recreational opportunities exist.
4. Create a balance of passive and active recreation opportunities in parks.
5. Provide equitable opportunities for diverse and affordable arts and recreation programs and community and cultural events.
6. Engage the community in parks, recreation and open space decisions and activities.
7. Create a financially sustainable parks and recreation system through partnerships and stewardship.

The recommendations reflect opportunities and constraints available in the city, such as topographic limitations, availability of land, and other physical features. Specific implementation strategies (projects) are described within each recommendation. The recommendations and their implementation strategies represent a *fiscally unconstrained* context, so cost limitations are not accounted for or reflected in these recommendations. This project list forms the basis of the Capital Facilities Plan (CFP) described in the Implementation chapter that follows. The recommendations and the implementation strategies collectively meet the future needs of the community at the highest aspirational level to create a complete, quality parks system in Kenmore. The Implementation chapter identifies the project costs and establishes a priority for implementation

to reflect a *fiscally unconstrained* list that becomes the basis of the *fiscally constrained* 6-Year Capital Improvement Plan (CIP) and is directly tied to the anticipated funding available within that timeframe. Also, for each implementation strategy listed under a recommendation, there is a note to reference which projects are new, or which are carried forward from the 2015-2035 CFP.

Recommendation 1: Improve access to parks, recreation and open space facilities.

Improved access to Kenmore's park system has been a priority for the community through a number of surveys and outreach conducted since the previous plan was adopted. Access in relation to this plan means removing the tangible and intangible barriers that currently exist, or are perceived to exist, for all residents to enjoy a quality, safe, and inviting park, recreation and open space system in Kenmore. This includes removing physical barriers, improving ADA access, improving park entries and providing clear views and wayfinding into parks, providing additional parks so that everyone in the city can walk to a park or recreation facility, and providing the types of recreation residents want. Programming examples within this, and in partnership with others, could include walking maps noting safe routes to parks and a map of Kenmore's walkways and trails.

The implementation strategies (projects) listed below meet Goals 2, 4, and 5 and 6.

New Park Land. (Revised 2015 CFP Project). Acquire and develop property to support new parks, recreation, and open space to provide a recreation opportunity within a 10-minute walk of every resident in the city. Priority should be given in the Moorlands area and the northeast corner of the city where there are gaps in meeting this goal and where new residential growth is anticipated over time. However, other areas and lands should also be considered as funding and opportunity allows. Approximately 30 acres is assumed over the course of the 20-year planning period, primarily as neighborhood or community parks, but could also include linear parks, trails, open space or special use facilities. New parks should include a balance of active and passive uses.

Tolt-Pipeline Phase 2 (2015 CFP Project). Acquire and develop the missing link from 73rd to 80th. It includes acquisition, an easements or other use agreement and development of an elevated walkway over Swamp Creek Wetland.

Moorlands Park Property Expansion (2015 CFP Project). Acquire and develop property adjacent to Moorlands Park to accommodate future growth and provide a greater diversity of recreation

amenities and programming in this part of the city. Includes updating the park's Master Plan to include the new acreage.

Moorlands Neighborhood Trail Connection (New). Acquire and develop a new trail connecting Rhododendron Park to Moorlands Park, preferably separated from roadways as much as possible. The location of this trail has not been defined and will need to be determined at a future date.

Twin Springs Park (2015 CFP Project – Currently in CIP). Includes phased development to provide parking and trailhead elements that would allow the city to open the park to the public (Phase 1) for neighborhood level use. Additional improvements (Phase 2) would provide recreational elements suitable for the natural context of the park, such as informal play areas opportunities for natural play, picnicking, educational opportunities, and trails as shown in the adopted Master Plan.

Safe Routes to Parks (New). Dedicate funding to partner and support the city's Public Works Department in the development of safe walking routes to parks and recreation facilities. Costs for this are not included in the CFP at this time.

ADA and Universal Access (New). Dedicate funding on an on-going basis to provide for ADA and other accessibility improvements in parks to move the city towards a park system that provides universal access to all Kenmore residents. This could include physical improvements at parks, recreation and open space facilities, wayfinding improvements within those facilities or city-wide, and / or online resources, programs, and other materials that support understanding, accessibility, and use of the parks system for all residents regardless of age, ethnicity, language, culture, or ability. As playgrounds are upgraded, enhancing and expanding play value for children with special needs and providing enhanced accessibility in all playgrounds should be considered. Costs for this are not included in the CFP at this time.

Recommendation 2: Access to the waterfront

Kenmore is a city uniquely located where the Sammamish River meets Lake Washington. It is a community that identifies itself, in part, through its proximity to water, whether the lake or the river that bisects the city. As such, its residents highly value access to the water, visual and physical, as part of their recreational needs. This is a priority expressed in the community outreach and is reflected in every parks and recreation plan developed since the city's original incorporation. Examples of waterfront access projects include trails along the waterfront, expanding water access and beach areas, overlooks that offer a unique view of the water, or new public access along rivers and Lake Washington. Programming opportunities, in partnership with others, could include kayak or stand-up paddle board summer camps or year-round rentals and fishing events.

The implementation strategies (projects) listed below meet Goals 1 and 2.

WaterWalk Trail (Revised 2015 CFP Project). Acquire and develop land, easements, or other agreements to support the vision for a WaterWalk trail along Kenmore's waterfront connecting

Log Boom Park to Squire's Landing Park along Lake Washington and the Sammamish River. This also coincides with the Lake Washington Waterfront Park and the Sammamish River Waterfront Park projects listed below. Approximately 8,400 linear feet is still needed along the waterfront to accommodate the proposed trail corridor. Additional land may be needed to accommodate construction limits for grading, vegetation management, shoreline edge treatments, mitigation opportunities, and other features. This also assumes that a public trail would be required as part of any development agreement for the Lakepointe property so acquisition of property through this area is not included in the CFP. A feasibility study and conceptual site plan is needed as the initial phase of the project to consider alignment alternatives, trail design standards, constructability, and permitting or mitigation needs.

Lake Washington Waterfront Park (2015 CFP Project). Acquire and develop land, easements, or other agreements to provide additional access to Lake Washington, especially as it may support recreational opportunities along the WaterWalk from Log Boom Park to Squire's Landing Park. This could include visual access and/or physical access. Based on the previous PROS planning process, this assumes up to 10 acres.

Sammamish River Waterfront Park (2015 CFP Project). Acquire and develop land, easements, or other agreements to provide additional access to Sammamish River, especially as it may support recreational opportunities along the WaterWalk from Log Boom Park to Squire's Landing Park. This could include visual access and/or physical access. Based on the previous PROS planning process, this assumes up to 12 acres.

Log Boom Park Waterfront Access (2015 CFP Project, Currently in CIP). Improve and expand the beach area of Log Boom Park, including a hand-carry boat launch and other support facilities, as shown in the adopted Master Plan. A Walkways and Waterways bond levy project is currently underway as part of the 2019-2024 CIP.

Squire's Landing Waterfront Access (2015 CFP Project, Currently in CIP – Phase 2 New). Improve recreational amenities and develop the park per the approved Concept Plan for access to the Sammamish River. Phase 1 is focused on the west side of the park with new water access, trails, open space, educational opportunity, natural play area, picnic areas, and other features. A Walkways and Waterways bond levy project is currently underway as part of the 2019-2024 CIP. Phase 2 proposes to update the existing Concept Plan and develop an extension of the elevated walkway system (WaterWalk) to the east through the park, along with natural area restoration and enhancement.

Rhododendron Park (2015 CFP Project). Complete Phases 2 and 3 of the adopted Master Plan. Phase 2 includes the proposed boat house to support waterfront access and programming- an existing CIP project. Phase 3 would complete the remaining elements of the Master Plan.

Waterfront Programming (New - Programming Only). Support programming and community events along the waterfront and that provide direct access to the water. These include vendor opportunities at waterfront parks, water-related recreation for hand-carry or motorized boating,

and other opportunities as may become available within the city. Actively seek and facilitate partnerships for water-related programs, facilities, and use.

Recommendation 3: Support active and healthy lifestyles

An active lifestyle is an important part of healthy living and key to city residents being able to live, work, and play in Kenmore. This starts by educating the community on the value and importance of a healthy lifestyle and offering a variety of opportunities to stay active no matter one's age, ability or interest. The projects below are centered around more active sports or new facilities, but other projects such as the trails along the WaterWalk or through natural systems and providing for more variety of activities within the parks like sport courts, fitness stations, climbing walls, etc., are also related to this recommendation even though they are listed under other recommendations in this chapter. Programming ideas related to this, provided in partnership with others, could include hosted park walks and fun runs, yoga in the park, weekly fitness classes, and lunchtime health talks.

The implementation strategies (projects) listed below meet Goals 4, 5, and 6 and 7.

Aquatic/Community Center Partnership (Revised 2015 CFP Project). Pursue a partnership with neighboring cities and the Northshore School District to explore ways to acquire land and develop a joint aquatic/community/ center as a regional facility. This could include creating a new regional task force or multi-jurisdictional citizen advisory committee; updating the previous aquatic center feasibility study to consider new public/private partnership methods, community center programming, new opportunities, and other possible locations; and funding approaches to the project. Only 25% of the potential total cost is included in the CFP assuming other partners will contribute the remaining funding for acquisition and development.

Linwood Park (2015 CFP Project). Develop and implement a master plan to renovate Linwood Park to improve and expand amenities to improve access to opportunities in this area of the city.

City Hall Park Phase 2 (2015 CFP Project). Develop the north side of the City Hall to provide additional recreation amenities for community gathering for improved recreation and event programs. Includes an updated Master Plan and implementation. Potential improvement ideas include a small community garden, picnic shelter, outdoor stage, seating, public art, as well as more active activities such as table tennis, fitness areas, or similar activities.

Saint Edward State Park Ballfield Feasibility Analysis (2015 CFP – Currently in CIP). Assess impacts of developing a multi-purpose, ballfield at Saint Edward State Park. Based on the previous 2015 Athletic Fields CFP project, this CIP project is in a planning phase right now. The city has requested is considering a lease agreement with State Parks to redevelop the field. An

environmental impact statement (EIS) is being prepared in association with the city's requested lease agreement.

Bastyr Field Replacement or Development of Other New Fields (New). Develop a strategy for long-term replacement of the fields at Bastyr University. Initially, this would include extending the lease beyond 2025. However, to ensure the long-term availability of sports fields in the city, additional measures should be considered. A feasibility study and alternatives analysis are needed as the initial phase of the project to consider potential locations, partnerships, and development opportunities in the local and regional context. Acquisition/development of new fields are not included in the line item for this CFP project, but **could be** included as part of other park land acquisition and development projects.

Programming Support (New - Programming Only). Support recreation programming to ensure access to programs, classes and leagues offered by other organizations and jurisdictions. This includes dedicating staff to coordinating programming efforts, and producing marketing materials and other media releases that indicate where residents can go to find the different programs and events offered throughout the year; **supporting participation by residents from more diverse backgrounds and those with lower incomes**; and/or **providing offering and advertising scholarships provided by the city** for disadvantaged individuals to participate in **third party** programs and events who might not otherwise be able to participate. **Efforts could include translating marketing materials into multiple languages and finding "ambassadors" in the various ethnic communities or communities representing special needs populations.** Programming would continue to be provided primarily by other jurisdictions, agencies or organizations with the city in a supporting role. A separate fund should be considered to be able to respond to new opportunities for recreation programming. Funding for programming support is not currently included in the CFP.

Recommendation 4: Conservation of the built and natural environment

So much of what makes Kenmore unique and draws residents to want to live in the city is centered around the harmony that exists between the built and natural environments, the feeling of a city immersed in nature. Some of this is the proximity to water as noted above, but another major element that draws residents to the city is the abundance of natural areas . . . the streams, wetlands, forests and ravines that weave their way through the community and help define the character of the city. The preservation, restoration, and education about these natural systems is reflected in the projects listed below and provides the passive recreation needed to balance the active elements of this plan. Restoration and maintenance of the built environment is equally important to preserve the recreational value, safety, sustainability, and function of the park system as a whole. Programming opportunities, in partnership with others, could include volunteer planting and clean-up days or guided nature walks.

The implementation strategies (projects) listed below meet Goals **3 and 7**.

Swamp Creek Natural Areas / Open Space (2015 CFP). Continue to acquire land, easements, or other agreements to protect the natural areas and develop an elevated walkway/nature trail along Swamp Creek, including its associated wetlands, heron rookery and the forested buffers important to support those systems. Approximately 18 acres is assumed for this item based on a general evaluation of available lands and the extent of the natural systems remaining undeveloped along the corridor. An initial Phase 1 is currently underway to purchase about five acres along the Swamp Creek corridor. Future phases would include the purchase of just over 13 acres of land for an elevated walkway nature trail system and protection and/or restoration of the Swamp Creek Wetland.

Restoration of natural areas (New). Provide funding and volunteer coordination efforts to enhance and restore natural systems and open space areas within the park system on an on-going basis, including maintenance needs to support restoration efforts. Identify and cultivate long-term partnerships and volunteer events to support this effort. Costs for this are not included in the CFP at this time.

Educational opportunities around natural areas (New - Programming Only). Support educational opportunities, provided by other jurisdictions, organizations or agencies, that specifically target natural areas (wetlands, streams, urban forests, etc.). This could include programs, classes, clean-up days, and other services to engage residents in conservation of natural systems. Target opportunities for youth to support long-term stewardship within future generations of Kenmore residents (or beyond). Identify and cultivate partnerships to support this effort.

Operational and Maintenance Needs (New - Operational Only). Identify operational and maintenance costs associated with new capital projects, including long-term replacement, and account for those costs directly in the budgeting process.

Park Facility Major Repairs / Replacement (New). Create an on-going annual CIP project that would fund necessary major repairs and replacement for parks and recreation facilities. This strategy would include park facility repairs, renovation/restoration, and/or regular replacement for safety, functionality, or sustainability needs. Examples of projects of this strategy include: roof replacement on existing park structures, parking lot, access drive or court resurfacing, float/pier/boardwalk repairs, playground equipment upgrades or replacement, the replacement of subsurface soils and drainage improvements for athletic fields, upgrading irrigation systems to incorporate water-conservation technologies. Costs for this are not included in the CFP at this time.

Recommendation 5: Provide for a diverse range of parks, recreation and open space interests and ensure flexibility in the system to respond to changing interests over time.

While providing access to parks and recreation is an important factor in meeting the needs of the community, what happens in those facilities – the physical improvements, activities, and programs within each park – is equally important to creating a quality parks system for Kenmore residents. Improvements within parks should support opportunities for future programs, whether those programs are offered by the city or by others. They should be flexible to accommodate new trends or a shift in the demographics of the community over time, and they should be inclusive of all Kenmore residents. Improvements could include picnic facilities, multi-purpose courts and fields, or facilities to support new emerging sports like gaga ball courts and pickleball. Programming ideas, in partnership with others, could include more community celebrations and events, a diversity day with food trucks from around the world, or other similar events.

The implementation strategies (projects) listed below meet Goals 3, 5 and 6.

Community Events and Gathering (New - Programming Only). Actively engage and support a variety of events to encourage and celebrate diversity in the community. This could occur through partnerships with other organizations or recognizing cultural needs and interests in the planning process for new parks and recreation facilities. Transitory, or pilot projects, that allow for greater exploration of potential new trends in recreation facilities or programs could be another way to engage in a greater level of diversity within the park system before committing significant resources to a more permanent installation.

Community Engagement (New - Programming Only). Continue to integrate community involvement in every aspect of developing new parks and recreation facilities to ensure the park system continues to respond to community interests. Look for ways to incorporate placemaking into park projects, bringing a higher level of site-specific and neighborhood context to the development of parks and recreation in the city.

Public Arts and Culture (New). Create programming, community space, events, and/or other methods to celebrate the unique character or identity of Kenmore residents through public art and cultural enhancement of parks and recreation facilities throughout the city. An allowance for public art and culture within all capital projects should be considered but is not separately included in the CFP at this time.

Wallace Swamp Creek Park (2015 CFP). Develop and implement a Master Plan to support habitat enhancement, protection of sensitive areas, nature trails, picnic areas, interpretive education, and other similar passive recreation activities.

Off-Leash Dog Area (2015 CFP Project). Locate and develop a new off-leash dog area in Kenmore. It is assumed that this would occur at an existing park, but it could also be part of a new acquisition. It could be completed by the city or in partnership with another agency or community organization if feasibility and funding allow. This project should be considered when reviewing and updating park master plans. New acquisition for an off-leash dog area is not included in the CFP at this time.

Capacity Improvements at Existing Parks (Revised 2015 CFP Project). Develop and expand recreational opportunities at existing parks to add capacity, increase diversity in the types of

Parks, Recreation and Open Space Plan

amenities offered in the system, improve accessibility, and/or enhance the overall park experience. Amenities could include play areas, off-leash areas, plaza and gathering areas, picnic facilities, benches, sport courts, trails, public art, climbing areas, new sports or recreational uses, and/or any other similar improvements.

CHAPTER 6**IMPLEMENTATION**

Kenmore is making incremental progress towards creating a park and recreation system that addresses community needs and conditions. Chapter 6 describes the funding opportunities, financial resources, project costs, priorities for implementation, an existing level of service and an aspirational level of service if all recommendations of the updated PROS Plan are implemented. The implementation plan consists of a series of capital projects that are based on the overall vision and goals for the park system and the key findings in the demand and need analysis as they are reflected in the final recommendations. If implemented, these projects will respond to the needs of the community, meet or exceeds the proposed level of service, and result in a relevant and vibrant park, recreation and open space system well into the future.

Kenmore has made significant progress since the last PROS Plan update was completed in 2013. That plan identified many of the same goals, recommendations, and projects that are still relevant today and it's important to recognize the progress the city has already made. The accomplishments and projects completed, along with the respective timeframe they were completed, are shown below.

2014 – 2016 Accomplishments

- Ownership transferred to the city for the King County Portal Site, now known as Twin Springs Park
- Purchased 0.7 acres adjacent to Squire's Landing Park, enabling the Kenmore Waterfront Activity Center (KWAC) programming to begin
- Built City Hall Jack Crawford Skate Court
- Built Northshore Summit Park
- Installed a boarding float at Log Boom Park and contracted with a concessionaire for renting hand powered watercraft
- Replaced Log Boom Park Pedestrian Bridge connection to the adjacent marina
- Engaged the community through the Imagine Kenmore process to further identify and prioritize parks and recreation needs
- Community passed the Walkways & Waterways Bond Measure
- Play Day at Rhododendron Park began
- Skate Like a Girl Skateboarding Camp began

- Sky Hawks summer camps at Rhododendron Park began

2017 – 2019 Accomplishments

- Built the Tolt-Pipeline Trail between 68th and 70th Street
- Installed a boardwalk and float at Rhododendron Park
- Built Kenmore Town Square and Hangar Building
- Offered free room rentals for community to help program the Hangar
- Began For the Love of Kenmore Summer Event at the Hangar
- Began Movies @ The Square (Hangar Building Outdoor Plaza)
- Replaced the float at Squire's Landing Park
- Renovated Moorlands Park, including construction of the baseball field
- Developed a Master Plan for Twin Springs Park through a community engagement process
- Began National Skyscraper Day Workshops with LEGO at the Hangar
- Began STEM Fundamentals with LEGO at the Hangar
- Began Preschool Music & Movement Class at the Hangar
- Began Just Get Me Started at the Hangar – all ages art – make and take home - classes
- Offered Boat Cruise Adventures from Log Boom Park

2019 CIP Projects Underway

- Acquisition of 4.85 acres of Swamp Creek Natural Areas / Open Space
- Non-motorized transportation improvements along 68th Avenue NE and Juanita Drive NE for a complete north-south connection through the city (Transportation Capital Improvement Program)
- Twin Springs Phase I Trailhead
- Rhododendron Park Boardwalk and Float Mitigation Monitoring and Maintenance
- Rhododendron Park Boathouse
- Squire's Landing Park Replacement Float Mitigation Monitoring and Maintenance
- Squire's Landing Waterfront Access and Natural Area Access Project
- Log Boom Park Waterfront Access and Viewing Project
- St. Edward Ballfield Improvements Analysis of Feasibility (SEPA/EIS only)

Funding Strategies and Resources

The city's biennial budget includes a six-year Capital Improvement Program (CIP). The State Growth Management Act also requires that the city adopt a twenty-year Capital Facilities Plan (CFP). Within the CIP, park capital projects and funding sources are identified. Financing capital projects comes from a variety of sources, such as general funds, reserve funds, impact fees, real estate excise tax, grants, private sector support, limited general obligation and general obligation voter approved bonds. While the 6-Year CIP is fiscally constrained matching the funding currently available to the cost of the projects listed, the remaining CFP recommendations are not fiscally constrained and could be funded by a variety of methods as opportunity allows.

The following describes a list of potential funding sources for capital projects and operations.

Grant Programs

The principal public funding sources applicable to parks and recreation development are found in the categories of local, state and federal programs commonly referred to as "Statutory Funding". These may include but are not limited to funding assistance programs administered by the Recreation and Conservation Office (RCO) for the State of Washington, King County Youth Athletic Facilities, King Conservation District, US Army Corps of Engineers, and other agencies including public, private and non-profit organizations. Grants for funding park projects generally require matching city funds to be eligible for grant funding assistance and many of these programs are competitive, with more grant applications than the level of funding available. Grants enable the city to leverage or supplement other funding resources and, in some cases, one grant program may be used to match another grant program, especially if the programs are through different agencies or organizations.

General Fund

The general fund provides the operating capital for day-to-day operations of the city. The primary sources of revenue for this fund are property and sales taxes. The general fund can fund capital projects through interfund transfer.

Reserves

Reserves are accumulated over a period of years for specific projects. Contributions from reserves can be made either from donations, property sales or unspent year-end resources. The City Council designates by resolution the purposes for which reserve contribution or property sales will be

dedicated. General purpose reserves are not available to fund capital projects unless the City Council determines that they be utilized for a specific project. Reserves could potentially be used to fund ongoing major replacement needs for park improvements.

Impact Fees

Impact fees for parks were adopted in 2001 as a source for funding parks capital projects. Impact fees are authorized only for roads, parks, fire protection and schools. These fees can only be collected for system improvements which meet all of the following:

- Reasonably relate to the new development
- Do not exceed a proportionate share of the costs related to the new development
- Are used to reasonably benefit the new development
- Are not for existing level of service deficiencies.

The City of Kenmore's Park Impact Fee calculation and background information is included in Appendix E.

Real Estate Excise Tax (REET)

This is a tax levied on the sale of real property within the city. It is legally restricted for capital purposes, including park acquisition, renovation, and development. The Growth Management Act stipulates that the city must use the REET primarily for projects contained in the Capital Facilities Element of the Comprehensive Plan.

General Obligation Bonds

These bonds are proposed by a County or City Council for acquisition or development. These are voter-approved bonds typically repaid through an annual excess property tax levy. The maturity period of bonds is normally 15 to 20 years and generally corresponds to the expected life of the improvement. For a general obligation bond to pass it must receive at least 60 percent voter approval as well as pass a validation requirement. The validation requirement is for at least 40 percent of the number voting to have also voted in the previous general election.

Limited Term General Obligation Bonds (Councilmanic Bonds) and Levies

General obligation bonds are issued by the City Council without voter approval. Under State law repayment of these bonds must be financed from general revenues since no additional property taxes can be levied to support related debt service payments.

Levy Referendum Proposition 747, the statutory provision limiting the growth of regular property taxes to 1% per year can be waived by referendum approval of a simple (50%) majority of ballots cast. Voters can be asked to approve a resetting of the property tax levy rate that would adjust the amount of revenue the city can generate. The new total revenue that can be generated by resetting the rate would be subject to the same 1.0% limitation, however, and the total amount of revenue and the resulting property tax rate would start to decline again in accordance with the Proposition. The adjusted rate and revenue would finance specific capital improvement, maintenance and/or operations projects.

King County Parks Levy

In August 2019, King County voters approved a measure to renew the property tax levy supporting parks, trails, and open space in King County. The measure will replace the current levy that expires at the end of the year and generate an estimated \$810 million over six years, costing approximately \$7.60 per month for the owner of a home with an assessed property value of \$500,000. The revenue generated by this levy means county-wide investments in parks, trails, recreation, and open space protection for the benefit of all King County residents, no matter where they live.

Revenue Bonds

Revenue bonds encompass a broad category of mechanisms for financing. For the purposes of project development, revenue-bonding procedures may be used based on authorizing statutes or based on leasehold values of land, facilities and operating entities that create a cash flow. Cities also have authority to issue revenue bonds for utility purposes such as water service, sewer service, refuse and storm water drainage. The following are agreements possible through this funding method:

- Land lease/development agreements with private corporations for the development of commercial recreation.
- Land lease/development agreements with public and private entities for the development and operations of special events and entertainment facilities.

Parks, Recreation and Open Space Plan

- Concession or operating agreements for promotion and administration of festivals, pageants or cultural events.
- Land lease/development or co-development agreements for development and operations of a sports complex and sports tournament center.
- Land lease/development agreements for community recreation and aquatics center, family health and fitness centers, water slide parks, corporation picnic centers, and other forms of joint development projects.
- Operating and concession agreements for merchandising, food and beverage concessions and other retail sales venues linked to recreation activities.

Conservation Future Funds (CFT)

This tax is based on the Washington State's Current Use Taxation Law passed in 1970 which enabled counties to levy a tax of up to 6.25 cents per \$1,000 of assessed property valuation for the purpose of acquiring various types of open space. King County has levied the full amount authorized by the state and has collected the tax since 1987.

Donations

Gifts and donations from individuals, foundations, and business can also be used to supplement city resources for the improvement of its facilities. Philanthropic contributions from private donors may provide an excellent source of capital and operation funding as well as potential leverage for attaining matching funding.

Park Districts

Park and Recreation District Service Areas (PRSA). Section 36.68 Revised Code of Washington (RCW) provides for the creation of park and recreation service areas, which can consist of all or a portion of a county. PRSAs may include cities within their boundaries, although this is not a requirement. PRSAs may be initiated by passage of a county resolution or by petition. In either case, simple majority approval by voters within the proposed service area is required. If approved by 60% of the voters, PRSAs may issue bonds or enact special levies for the construction and maintenance of recreation facilities. PRSAs are considered to be taxing authorities in their own right, and any debt incurred, following voter approval, does not count against a city or county's debt limit. The statute allows a county to assign operational responsibility for facilities developed by a PRSA to a city through an interlocal agreement.

The closest example of a local PRSA is the Northshore Parks and Recreation Service Area (Northshore PRSA) that encompasses the Northshore School District boundary. The Northshore

PRSA may be used to help fund parks, recreation and open space facilities, but only those that will serve the entire PRSA boundary.

The Northshore Parks and Recreation Service Area was created to locate and develop a regional senior center in the mid-1980's. The Northshore Senior Center is now located in Bothell. The Northshore PRSA was also convened to conduct an aquatic facility needs analysis and location study in June 2008. Planning for a regional aquatic facility was not pursued after completing the aquatic facility study.

Metropolitan Park District. In 2002, the state legislature authorized the establishment of metropolitan park districts as special units of government that may be wholly independent of any involvement with a city, county, or any other local public agency or jurisdiction. Metropolitan Park Districts have their own independent taxing authority as a municipal corporation in the state of Washington. Like a PRSA, metropolitan park districts may provide recreational facilities that are specific to the district's boundaries in return for the district residents' agreement to pay the special development, operation and maintenance costs utilizing special financing devices. A metropolitan park district must be initiated by local government resolution or citizen petition following hearings on feasibility and cost studies of the proposed district's facility development or operation costs. The proposal must ultimately be submitted for voter approval (50%+1) including all provisions relating to any special financing agreements. The boundaries of the park district may coincide with city boundaries. A Board of Commissioners may be elected to oversee the park district, although an existing City Council may take the place of a separate Commission if a District's boundaries are contiguous with the city's boundaries.

User Fees

The fee structure typically preferred by recreation agencies is a system of individual activity fees. This reflects the common desire to offset certain traditional activities free of any fees or charges while allowing the city to defray operating costs and expenses for intensive activities such as league sports.

Additionally, there may be entrance fees for "special use" park facilities and entrance fees, plus activity fees, at other facilities such as sports parks and recreation centers. The actual fee schedule is a function of policy and may be subject to annual review. Adoption of user fee schedules should consider "market values" for recreation services, which have a modifying effect on the amount of user fees charged, and considerations for low-income populations through direct modification of fees or scholarship programs to offset fees. In addition, user fees typically do not offset all public costs for parks and recreation and, thus, should be considered an offset of some recreation program operations and maintenance expenses.

Joint Development / Joint Use Partnerships

Public/private or public/public partnerships designed to leverage each dollar through the added economics of joint development in areas of acquisition, operations and maintenance, infrastructure development, joint use parking/drainage, etc. Examples include commercial recreation, such as miniature golf or standard golf courses, aquatic centers, amusement parks, sports centers, theater or performing arts facilities, arenas and other forms of enterprise tied to recreation services.

While not actually considered joint development, there may be opportunities for maximizing facility value, such as joint use parking from an adjacent public or private facility that will result in reducing the effective cost of the new facility (parking, surface water retention, etc.) An example would be the Bastyr University ballfields where the university owns the land and the city manages the fields.

Existing Financial Capacity

The City currently has five sources of revenue to fund parks, recreation and open space facilities.

- 1) Park impact fees
- 2) City revenue
- 3) General obligation bonds related to park facilities
- 4) Surface water management capital facilities revenues related to park facilities
- 5) Grant programs

When combined, these five resources could result in approximately \$30 - \$40 million in revenue over the next 20 years, not including operations and maintenance funding. Below is a summary of each funding source as it relates to the city's current financial capacity. Each summary of existing revenue below is taken from the 2019 Park Impact Fee Rate Study Report.

Park Impact Fees

The city has collected \$430,748 of impact fees as of March 2019. Some of these funds have already been obligated for the future park facilities in the CIP and are deducted from the investment needed for growth to avoid double payment for the same facilities. This is described further in Appendix E.

Once the total adjustments are deducted from the future investment needed for growth as described in the Park Impact Fee Rate Study Report, the proposed impact fee is calculated to equal the amount of revenue needed to maintain the existing level of service. As a result, the projected revenue from the park impact fees through 2035 is \$14,119,197. Extrapolating this out to 2040 at the same rate annually results in a total approximate revenue of \$18,531,446.

City Revenue

Based on the city's last five-year historical park funding data and five-year future park facilities improvement plan, the city estimates it will contribute \$235,535 per year for the park facilities (growth and non-growth-related projects). These include:

- King County Levy \$ 53,335.00
- Real Estate Excise Tax (REET) \$ 180,000.00
- Donations \$ 2,000.00

If this same level of funding continues, this results in a total contribution of \$4,710,700 by the end of the planning period in 2040.

General Obligation Bonds

The city issued general obligation bonds to pay a portion of capital improvements at three park facilities: Squire's Landing Park, Log Boom Park, and Rhododendron Park. Total bond fund contribution for these facilities is \$8,300,000. New development activity will assume its proportionate share of this bond obligation through payment of property taxes as described further in the Park Impact Fee Rate Study Report.

Surface Water Management (SWM) Capital Facilities Charge

The city recently adopted a Stormwater Capital Facilities Charge (CFC). Funding collected through this resource will be considered for growth related capital projects, including but not limited to parks facilities.

Grant Programs

In addition to the funding sources listed above, it is anticipated that the city will continue to submit for parks and recreation grant funding through a variety of agencies. Up to \$5,000,000 in revenue could be received from various grant resources over the life of this plan.



Capital Facilities Plan

The Capital Facilities Plan below identifies proposed capital projects, acquisition and development of physical facilities within the park system, that correspond to the plan recommendations described previously. These projects have emerged from reviewing the results of the analysis of the community needs through this planning process. Each project is cross-referenced to the parks and recreation goal (or goals) that the project supports.

Figure 20 shows the short-term priorities included in the 6-year Capital Improvement Plan (CIP). This is the fiscally constrained list of projects and is updated annually to reflect the current funding available. The mid-term priorities are shown in Figure 21 and the long-term priorities are shown in Figure 22. The mid-term and long-term projects are not fiscally constrained and represent the aspirational goals for a complete, high quality park system that meets all the needs of the community for the future, however, these projects are not funded. Implementation will be dependent on future funding and as opportunity allows.

The priority of each project between short, mid, or long term and the addition or deletion of projects from this list is also subject to change as new opportunities arise, new partnerships are formed, or new funding becomes available. The cost of each project is included in the figures below, along with the project number and the goal each project supports.

The total cost of the short term, 6-year CIP (2019-2024) list, is \$11,747,000. The current CIP numbers associated with each project are shown in the figure below where applicable. With two new short term projects proposed, the total cost increases to approximately \$12 million to be included in the draft proposed 2020-2025 CIP for park facilities. The mid and long-term projects, when combined with the short-term projects, would result in a total cost of about \$200 million. Costs are based on 2019 dollars and include construction costs, permitting, design, sales tax and other associated planning and development costs. Escalation of costs over time is not included.

Figure 20: Capital Facilities Plan – Short Term (6-Year CIP).

CFP PROJECT NO.	PRIORITY	GOAL	CIP PROJECT NO.	PROJECT DETAIL	DRAFT 2020-2025 CIP Project Costs**
A			ACQUISITION		
A9	Short	3	P 31	Swamp Creek Wetland Acquisition – Phase 1	\$1,700,000*
D			DEVELOPMENT		
D11	Short	4, 5	P 1	Twin Springs Interim Use Plan	\$100,000
D5	Short	4, 5	P 6	Moorlands Park Improvements	\$50,000***
D6	Short	2, 3	P 18, P 18a	Rhododendron Park Boardwalk & Float Mitigation	\$96,000*** \$8,000***
D8	Short	2, 3	P 26	Squire's Landing Replacement Float Mitigation	\$16,000***
D8A	Short	1	P 27	Squire's Landing Waterfront Access Project	\$5,750,000
D4	Short	1	P 28	Log Boom Park Waterfront Access Project	\$2,740,000
D7	Short	4, 6	P 29	Saint Edward State Park Ballfield (SEPA/EIS Only)	\$800,000*
D6A	Short	1, 6	P 30	Rhododendron Park – Phase 2 Boatshed	\$487,000
D9	Short	2, 3	-	Swamp Creek Wetland Trail Access Point (NEW)	\$75,000*
D3	Short	4	-	Linwood Park (Master Plan) (NEW)	\$100,000*
			SUBTOTAL		
					\$11,922,000
R			REPAIR/REPLACEMENT (RENOVATION) PROJECTS		
X	Short	3, 5, 6, 7	-	Park Facility Repair / Replacement	Not Included

* Initial phase only, additional phases and costs are also included in mid or long-term projects.

** List of short-term projects is derived from the most recent CIP adopted by City Council in 2018. Projects and costs shown may be adjusted, added, or deleted annually as needed.

*** Completed projects.

Figure 21: Capital Facilities Plan – Mid-Term (7-12 Years).

PROJECT NO.	PRIORITY	GOAL	PROJECT DETAIL	2019 Total Cost*
A ACQUISITION				
1	Mid	14, 6	Bastyr Field Replacement (Feasibility Study)	\$ 150,000
5A	Mid	2	Moorlands Trail Acquisition (Rhododendron Park to Moorlands Park; location to be determined)	\$5,000,000
10	Mid	2, 6	Tolt Pipeline – Phase 2 (73rd to 80th)	\$1,230,000
19	Mid	3, 4, 5	New Park land Acquisition	\$5,560,785*
23	Mid	1, 2	WaterWalk Trail Acquisition – Phase 1 (Log Boom to Squire's Landing)	\$ 741,438
D DEVELOPMENT				
2	Mid	5	City Hall Park – Phase 2	\$ 620,000
3	Mid	4	Linwood Park (Implementation)	\$1,057,770
6B	Mid	5	Rhododendron Park – Phase 3	\$1,040,000
7	Mid	14, 6	Saint Edward State Park Ballfield Athletic Fields	\$7,000,000
9	Mid	2, 3	Swamp Creek Wetland Nature Trail	\$1,785,000
10	Mid	2, 6	Tolt Pipeline Trail Phase 2 (73rd to 80th)	\$ 350,000
11A	Mid	4, 5	Twin Springs Park Phase 2 Trails	\$1,716,000
11B	Mid	4, 5	Twin Springs Park Phase 3 (Nature Play, Shelter)	\$1,800,000
12	Mid	3	Wallace Swamp Creek Park (Master Plan, Implement)	\$1,281,500
13	Mid	4, 5	ADA and Universal Access	Not Included
15	Mid	5, 6	Dog Off-Leash Area	\$739,000
16	Mid	5	Existing Park Capacity Improvements (Expansion or New Features)	\$9,750,000*
18	Mid	3	Restoration of natural areas	Not Included
21	Mid	4, 5, 2, 6	Safe Routes to Parks (Partnership with Public Works)	Not Included
23	Mid	1, 2	WaterWalk Trail Development (Feasibility and Implementation)	\$5,000,000*
R REPAIR/REPLACEMENT (RENOVATION) PROJECTS				
X	Mid	3, 5, 6, 7	Park Facility Repair / Replacement	Not Included

* Initial phase only, additional phases and costs are also included in long-term projects.

Figure 22: Capital Facilities Plan – Long Term (13+ Years).

PROJECT NO.	PRIORITY	GOAL	PROJECT DETAIL	2019 Total Cost
A ACQUISITION				
5	Long	4, 5	Moorlands Park Expansion Acquisition	\$ 741,438
9A	Long	3	Swamp Creek Wetland Acquisition – Phase 2	\$4,655,000
14	Long	4, 6, 7	Aquatic/Community Center Partnership Acquisition (1/4 of Cost)	\$6,250,000
17	Long	1	Lake Washington Waterfront Park Acquisitions	\$7,414,380
19	Long	3, 4, 5	New Park land Acquisition	\$16,682,355
22	Long	1	Sammamish River Waterfront Park Acquisitions	\$8,897,256
D DEVELOPMENT				
5A	Long	2	Moorlands Trail Development	\$5,000,000
5B	Long	4, 5	Moorlands Park Expansion Development	\$1,650,000
8B	Long	1	Squire's Landing Waterfront Access – Phase 2	\$4,144,800
10	Long	2, 6	Tolt Pipeline trail – Phase 2	\$3,402,000
14	Long	4, 6, 7	Aquatic/Community Center Partnership Development (1/4 of Cost)	\$10,625,000
13	Long	4, 5	ADA and Universal Access	<i>Not Included</i>
16	Long	5	Existing Park Capacity Improvements	\$9,750,000
17	Long	1	Lake Washington Waterfront Park Development	\$10,000,000
18	Long	3	Natural Area Restoration	<i>Not Included</i>
19	Long	4, 5	New Park Land Development	\$45,000,000
21	Long	4, 5, 6	Safe Routes to Parks	<i>Not Included</i>
22	Long	1	Sammamish River Waterfront Park Development	\$5,000,000
23	Long	1	WaterWalk Trail Development	\$5,000,000
SUBTOTAL COMBINED: MID & LONG TERM				\$189,625,160
TOTAL CFP				\$201,457,160
R REPAIR/REPLACEMENT (RENOVATION) PROJECTS				
X	Long	3, 5, 6, 7	Park Facility Major Repairs / Replacement	<i>Not Included</i>

Level of Service

Level of service is a way of measuring the quantity and/or quality of the parks system in relation to the number of residents in the city. Level of service can be determined by any of the factors identified in the demand and needs analysis, but it is up to each city to determine what its level of service should be and how it should be measured.

The City of Kenmore has chosen to measure the level of service for parks, recreation and open space facilities in terms of the value of the current parks system per capita as this methodology was used in the Park Impact Fee Rate Study (May 2019). This method accommodates the *quantity* and the *quality* of parks, recreation and open space facilities by including the value of the park land and the facilities built within those parks. The level of service calculation is shown in Figure 23 below and only includes completed city-owned facilities. New facilities or lands that are currently in progress of acquisition or construction, like the Swamp Creek Open Space Phase 1 acquisition, are not included in this calculation.

The existing level of service, \$3,259 per capita, is the value of the current parks and recreation system divided by the total population of the city. ***In order to maintain at least the same level of improvements as new growth occurs, the proposed level of service must match the same value as the existing condition.*** This means that today, for every Kenmore resident the city has spent \$3,259 (in 2019 dollars) on park, recreation and open space land and facility improvements. This number is derived by dividing the total value of the park system by the total existing population. The total value of the existing parks system is shown in greater detail in Table 1 of the 2019 Parks and Recreation Impact Fee Rate Study Report found in Appendix E. As Kenmore continues to grow, the city will spend at a least the ***same amount per capita*** on future park, recreation, and open space land and facility improvements as exists today to accommodate this new growth. The projected future population in 2040 (30,140) is multiplied by \$3,259 per person to come up with a total value of the future park system if this proposed level of service is maintained over time.

Figure 23: Level of service calculation.

Category	2019 Existing Level of Service (value per capita)	2040 Proposed Level of Service* (value per capita)	2040+ Aspirational Level of Service** (value per capita)
TOTAL value per capita	\$3,259	\$3,259	\$6,702
TOTAL value	\$74.4 million	\$98.2 million	\$202 million

* Assumes at a minimum the same value, quantity and quality, of parks would be provided to accommodate new growth as currently exists for Kenmore residents.

Parks, Recreation and Open Space Plan

*** Assumes all projects (short, mid and long term) listed in the Capital Facilities Plan were completed by 2040, though recognizing many projects would likely extend beyond 2040. Proposed and aspirational calculations are based on 2040 population projection.*

The aspirational level of service shown in the figure below indicates the potential increase in the quantity and quality of parks and recreation facilities in the system if all of the proposed ideas and interests expressed by the community through the public process and identified by the demand and need analysis were completed as they are described in the 2020-2040 Park Capital Facilities Plan. The total value of all potential future projects is divided by projected future population in 2040 (30,140) to equal an aspirational level of service of \$6,702 per person. This aspirational level of service is not intended to indicate any current deficiency in the parks and recreation system but recognizes the long-term vision and potential for new opportunities to provide parks and recreation facilities in the future if additional funding or partnerships were available. Partnerships and acquiring new land as opportunity allows are two strategies that could be used to move the city closer towards these aspirational levels.

The existing and proposed level of service will increase as development projects are completed to keep up with growth in the community. This increase will be reflected as the PROS Plan is updated on a regular basis. The corresponding benchmark for the total park acres resulting from the level of service calculation, based on the assumptions for the projects listed in the Capital Facilities Plan, is shown in Figure 24.

The existing acreage benchmark is developed by dividing the total existing acres of parks, recreation and open space in Kenmore by the current population and multiplying that number by 1,000 resulting in a total of 6.4 acres per 1,000 residents. As with the level of service, ***the proposed benchmark is intended to match the existing level of improvements.*** Therefore, the proposed benchmark for future acres needed is developed by multiplying 6.4 acres times the projected future population (30,140) and then dividing by 1,000. The aspirational benchmark takes all of the proposed acres shown in the Capital Facilities Plan plus the existing acres of parks, recreation and open space, and divides those total acres by the future projected population in 2040 (30,140), then multiplies this number by 1,000 to so the resulting number represents the total acres per 1,000 residents if all of the projects shown in the Capital Facilities Plan were completed by 2040.

Figure 24: Benchmarks resulting from level of service calculation.

Category	2019 Existing Benchmark	2040 Proposed Benchmark*	2040+ Aspirational Benchmark**
TOTAL acres / 1000 residents	6.4	6.4	9.1
TOTAL acres	146 acres	193 acres	273 acres

Parks, Recreation and Open Space Plan

**Assumes at a minimum the same value, quantity and quality, of parks would be provided to accommodate new growth as currently exists for Kenmore residents.*

*** Assumes all projects (short, mid and long term) listed in the Capital Facilities Plan were completed by 2040, though recognizing many projects would likely extend beyond 2040. Proposed and aspirational calculations are based on 2040 population projections.*



Business of the City Council City of Kenmore, WA

Subject/Topic: 2020 Annual Docket for the Planning Commission

For Council Meeting Agenda of: 1/27/20

Department: Community Development

Prepared by: Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner

Initial & Date

Approved by Department Head:

OA 1/17/20

Approved by City Attorney:

Approved by Finance Director:

Approved by City Manager:

RBK

Proposed Council Action/Motion: Council authorization of the Planning Commission's 2020 docket.

Exhibits/Attachments:

1. Staff Analysis and Recommendations for the 2020 Docket
2. Private docket request: Mohajer-Jasbi et al.
3. Draft Docket/Work Program Prioritization List

At the January 27, 2020 City Council meeting, staff will review the proposed 2020 annual Planning Commission docket for Council action. Staff recommends that Council assign four projects to the Planning Commission:

- Parks, Recreation and Open Space (PROS) Element of the Comprehensive Plan. The PROS plan is currently being reviewed by Council, with adoption estimated 2/10/20. The next step to update the PROS Element of the Comprehensive Plan to reflect and be consistent with the adopted PROS plan.
- Housing Strategy Plan: Flexible re-use of tax-exempt or publicly-owned sites for affordable housing
- Housing Strategy Plan: "Missing Middle" housing
- Economic Development Strategy: Consider incentives to office development.

Staff recommends that as part of the consideration of flexible re-use of tax-exempt or publicly-owned sites for affordable housing, the Planning Commission also look at options for projects on private property designed to address affordable housing needs. This approach would allow some consideration of the one private request the City received for this year. Staff recommends against adding the full Comprehensive Plan and Zoning Map amendments request by Mohajer-Jasbi to the docket given the site-specific nature of the proposal and the upcoming consideration of residential densities as part of the 2023 Comprehensive Plan update.

See Attachment 1 for an analysis of all of the recommended projects against the docket criteria. After considering a project, the City Council has three options (KMC 19.20.060.D.3):

- Accept application for review by the planning commission in the current amendment cycle;
- Recommend delay of the amendment to the next amendment cycle; or
- Deny amendment based upon the threshold criteria analyzed in Attachment 1 or other findings of fact.

INFORMATION/BACKGROUND:

The annual docket review process, outlined in Chapter 19.20 of the KMC, determines which amendments to the City's Comprehensive Plan and related development regulations will be forwarded to the Planning Commission for their review and recommendation during the year. Private applicants have the opportunity to submit requests for amendments during an open docket application period, which, for 2020, occurred in November of 2019. The City received one private request for a Comprehensive Plan/Zoning amendment during this period from Mohajer-Jasbi et. al. (see Attachment 2).

A number of projects have been identified by staff, the City Manager, the Planning Commission, the City Council, and others as work program or potential docket items. Attachment 3 to this memo outlines all of these pending proposals and assigns potential years of consideration: either 2020 or 2021 and beyond (2020+).

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

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

Once the City Council sets the 2020 annual docket work program, the Planning Commission would spend the year reviewing and discussing the proposed docket amendments before making their recommendations to the City Council.

FISCAL CONSIDERATION: None at this time.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: City Council Goal 3: "Increase and preserve the options for affordable housing stock." City Council Goal 7: "Implement the Economic Development Plan..." City Council Goal 8: "Continue to implement a Parks Improvement Plan."

The docket is based on the adopted 2019-2020 Council goals and adopted 2019-2020 budget. At the January 2020 Council retreat, Council assessed goals including the addition of a new goal #3 related to climate and environmental sustainability. Council discussion at the retreat included consideration of implementing a city climate action plan. As part of the 2021-2022 biennial budget discussions, staff will prepare information assessing what actions the City has undertaken or is currently undertaking related to environmental sustainability and a strategy for furthering a climate action plan. An assessment of resources to implement the new goal will also be provided.

Attachment 1

Staff Analysis and Recommendations for 2020 Docket

	2019 Docket Item	Source	Recommendation	Analysis
1.	Housing Strategy Plan: Affordable Housing on Non-profit, publicly-owned properties	2016 Housing Strategy Plan, Tier 1 strategy	Add to 2020 docket	Meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Staff is prepared to handle this project with assistance from ARCH. • <i>It has been more than two years since the proposed amendment was considered.</i> This strategy has not previously been considered. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> This proposal would encourage development of affordable housing consistent with City Council goals. The Housing Strategy Plan is an implementation measure of the Comprehensive Plan. Comprehensive Plan Policy H-3.2.1 states, "Support efforts of private developers, both for-profit and not-for-profit, to preserve or develop affordable housing... Consider the following roles for the City's active participation: a. Whenever possible, integrate affordable housing plans into proposals for development of publicly-owned properties..." • <i>The public interest would best be served by considering the proposal in the current year.</i> This project could impact projects currently under consideration, including Sound Transit's potential transit-oriented development (TOD) at the Park and Ride.
2.	Housing Strategy Plan: "Missing Middle" housing	2016 Housing Strategy Plan, Tier 1 strategy	Add to 2020 docket	Meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Staff is prepared to handle this project with assistance from ARCH. • <i>It has been more than two years since the proposed amendment was considered.</i> This strategy has not previously been considered. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> This proposal would encourage development of affordable housing consistent with City Council goals. The Housing Strategy Plan is an implementation measure of the Comprehensive

Attachment 1

				Plan. Comprehensive Plan Policy H-1.2.7 states, "Encourage cluster residential development along with open space, consistent with the Land Use Element." Policy H-1.3.2 states, "Ensure zoning regulations accommodate a range of housing styles and types in appropriate locations..." • <i>The public interest would best be served by considering the proposal in the current year.</i> This project could help address the region's housing affordability crisis.
3.	Parks, Recreation and Open Space (PROS) Element of the Comprehensive Plan	City-initiated	Add to 2020 docket	Meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Staff currently is working on the Parks, Recreation and Open Space (PROS) Plan that provides background for updating the Comprehensive Plan Element. • <i>It has been more than two years since the proposed amendment was considered.</i> The last Parks Element update was completed in 2013. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> Park planning meets City Council Goal 6, "To continue to implement a Parks Improvement Plan." Comprehensive Plan Objective P-6.3 states, "Maintain and update the City Parks, Recreation and Open Space Plan..." • <i>The public interest would best be served by considering the proposal in the current year.</i> Given the recent update of the PROS Plan and the upcoming Comprehensive Plan review deadline in 2023, it makes sense to consider the Parks Element of the Comprehensive Plan this year. The updated Element will then be a component of the 2023 update.
4.	Economic Development Strategy: Office development incentives	2019 Economic Development Strategy	Add to 2020 docket	Meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Staff is prepared to handle this project following recommendations from a consultant (SkipStone) hired to consider this issue. • <i>It has been more than two years since the proposed amendment was considered.</i> While individual commercial zoning districts have been reviewed over the past several years, the issue of specific incentives to office development has not.

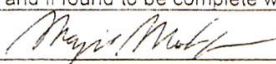
Attachment 1

				• <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> Increasing office development in Kenmore is an important goal of the Economic Development Strategy, City Council Goal 7. Comprehensive Plan Policy LU-25.2.4 states, "Use zoning, strategic infrastructure investment, and public facilities to stimulate business revitalization, retention, and creation." Policy LU-25.5.2 states, "Use zoning and infrastructure incentives to achieve redevelopment and infill in the Downtown." An implementation strategy is, "Supporting the development of office space..." • <i>The public interest would best be served by considering the proposal in the current year.</i> This project would build on work already underway by a consultant hired by the City Manager's office. The goal would be to implement land use recommendations related to office development as recommended by the consultant.
5.	Mohajer-Jasbi et al Private Docket Request	Private applicant	Consider one aspect of the request as part of Docket Project #1, above	Partially meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Given other priorities, staff does not recommend taking on the site-specific rezone request from the applicant. However, consideration could be given to the process for reviewing private requests to build affordable senior housing as part of Project #1, above. • <i>It has been more than two years since the proposed amendment was considered.</i> It has been more than 2 years since zoning on this property was considered. During review of the Land Use Element in 2021 (in preparation for the 2023 Comprehensive Plan update), it would be appropriate for the City to consider all residential densities as they relate to the population target the City must plan for. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> Increasing affordable senior housing in Kenmore would serve the public interest. Comprehensive Plan Policy H-2.1.3 states, "Support housing options and services that enable seniors to stay in their homes or neighborhoods." However, considering a rezone for a single parcel to a higher residential density than in any other City location at this time may raise concerns. Comprehensive

Attachment 1

				Plan Policy LU-2.6.3 states, "Locate zoning districts and prepare development regulations that result in gradual transitions between different building intensities." Too, approval of the proposed density change would not commit the proponent to developing affordable senior housing. Consideration of a special review process to consider private proposals for affordable housing could be included as part of Docket Project #1, above. • <i>The public interest would best be served by considering the proposal in the current year.</i> Consideration of residential densities is a very important part of the Land Use Element review that will occur in the next couple of years (Comprehensive Plan update is due in 2023). This private request would fit well with review of multifamily densities that may be needed as the City receives new residential targets.
--	--	--	--	---

Attachment 2

901	CITY OF KENMORE, WA Comprehensive Plan & Development Regulation Amendment Application		
18120 68 th Ave NE, Kenmore, WA 98028 425-398-8900 www.kenmorewa.gov			
2020 Docket Application			Application Deadline December 2, 2019 4:30 PM
Amendments (Fee \$200):			RECEIVED NOV 26 2019 CITY OF KENMORE Stamp Received
Comprehensive Plan Section to be Amended	Comprehensive Plan Map		
Development Regulation Section to be Amended	Zoning Map		
Site Specific Comprehensive Plan Amendment Information	Rezone from R24 to R48, increases base density from 18 to 36. With inclusion of 18 additional RD Units, parcel potentially adds 54 housing units. Anticipated to add about 54 to 69 residents. For details see ADDITIONAL DOCUMENTS section of the ATTACHMENT TO FORM-902		
Applicant: <u>MOHAJER-JASBI, et.al.</u>		Phone: <u>206-478-9119</u>	
Address: <u>PO BOX 82659</u>		City, St, Zip: <u>KENMORE, WA 98028</u>	
e-mail address: <u>mmjasbi@gmail.com</u>		Fax: _____	
Contact Person: <u>MAJID MOHAJER-JASBI</u>		Phone: <u>206-478-9119</u>	
Address: <u>PO BOX 82659</u>		City, St, Zip: <u>KENMORE, WA 98028</u>	
e-mail address: <u>mmjasbi@gmail.com</u>		Fax: _____	
Property Owner: (for site specific comprehensive plan amendments only)			
Address: <u>PO BOX 82659</u>		Phone: <u>xxx</u>	
e-mail address: _____		City, St, Zip: <u>KENMORE, WA 98028</u>	
Property Address:	<u>18703 68th AVE NE KENMORE, WA 98028</u>	Fax: _____	
Property Size:	<u>33110 SF, 0.76 ACRE [215' X 154']</u>	Parcel Number(s):	<u>0226049026</u>
Adjacent Land Uses:	<u>Residential Multi Family (North), Duplex (East), Apartments & Commercial Mini Storage Across</u>	Existing Use(s) on site:	<u>Duplex</u>
Existing Comprehensive plan designation:	<u>Residential Multifamily</u>	Proposed Comprehensive Plan Designation:	<u>Residential MF</u>
Existing Zoning Designation:	<u>R24</u>	Proposed Zoning Designation:	<u>R48</u>
I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge. I have read the application in its entirety and understand that my submittal will be reviewed for completeness and if found to be complete will be processed in accordance with KMC Title 19.			
Signature:			Date: <u>11/21/19</u>
Signature:			Date: _____

902	CITY OF KENMORE, WA COMPREHENSIVE PLAN & DEVELOPMENT REGULATION AMENDMENT CHECKLIST	
18120 68 th Ave NE, Kenmore, WA 98028 425-398-8900 www.kenmorewa.gov		

Staff use Area	Contact Name: _____ Amendments _____ Requested: _____	RECEIVED NOV 26 2019 CITY OF KENMORE Date Stamp
----------------	---	---

1	A Docket Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Unless one or more of the submittal requirements outlined in KMC 19.20.070 is waived by the Director of Community Development, an application that does not contain all of the submittal requirements so enumerated by December 2, 2019 by 4:30 PM shall be considered incomplete and ineligible for consideration in the annual amendment cycle. Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the Community Development Department, prior to your intake, to have the item(s) initialed as not required. Please submit the number of copies of each item requested below.		
	Appl	Staff	SUBMITTAL REQUIREMENTS
2	☒	☐	Amendment Application Form 3
3	☒	☐	Narrative clearly stating the proposal and what the amendment is attempting to accomplish 3 See Page-1 of ATTACHMENT TO FORM 902
4	☒	☐	Narrative indicating how the proposed amendment meets the criteria outlines in KMC 19.20.080 and 19.20.090 3 See Page-1 of ATTACHMENT TO FORM 902
5	☒	☐	Additional Documents 3 • Photographs, sections, petitions, letters of support which may explain your request, sketches etc. that may support your application. See Pages-2 to 26 of ATTACHMENT TO FORM 902 (Additional Documents & Attachments)
6	☒	☐	Pre-Screening / Threshold Review Fee \$200.00 1 time • Applicants whose amendment proposals are approved by the City Council pursuant to KMC 19.20.060(D) shall pay a fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal
	Appl	Staff	ADDITIONAL SUBMITTAL REQUIREMENTS (SITE SPECIFIC)
7	☒	☐	Legal Description See Page 3 Item-12 of ATTACHMENT TO FORM 902 3
8	☒	☐	Vicinity Map See Attachment-03 on Page 21 of ATTACHMENT TO FORM 902 3
9	☐	☐	Address labels of property owners within 1000 feet of the subject property will be required if application is accepted for review in 2020 3

ATTACHMENT TO FORM 902**Form 902****Item#3**

Parcel is a corner lot nestled in the existing mix of disparate developments, which include residential multifamily apartments, ministorage and some duplexes. The proposal is to change the Zoning of the Subject Parcel (#0226049026) from R24 to R48. Increased residential density provides for an economically viable Multifamily Project, targeted to seniors.

Form 902**Item#4**

The existing comprehensive plan and zoning designation for **the immediate area of and this parcel** has not been changed since the mid 90s. This is a new proposed amendment and has not been considered before [\(19.20.080 B\)](#). The City has an active planning department and dedicated staff that have accomplished much since its inception, to review this proposal [\(19.20.080 A\)](#). The proposed amendment potentially serves the public interest by providing additional housing serving the aging population, as well as potentially bringing new employment to the City serving that population, which will also increase the tax base; all of which are elements for public benefit consistent with and supporting the goals and policies of the comprehensive plan [\(19.20.080 D1\)](#). Based on the history of the booming economy of our metro area, and escalating construction costs, any delay negatively affects the economic viability of this proposal in serving this population segment [\(19.20.080 D2\)](#).

The addition of new housing and potential for creation of new employment in the City of Kenmore, which this proposed amendment provides, is consistent with the Growth Management Act and the countywide planning policies, where City of Kenmore in the Vision 2040 is identified as a **"larger city"** [\(19.20.090 A-1\)](#). This potential development advances the current land use of the subarea towards the objectives of the comprehensive plan, is beneficial to the City as a whole, and improves public welfare and safety [\(19.20.090 A-3\)](#).

This site specific proposed amendment, as stated above also is consistent with, and meets the policy objectives and goals criteria of Growth Management Act, Comprehensive Plan & Countywide Planning & Policies [\(19.20.090 B-1\)](#). The subject property is suitable for development in conformance with the multifamily residential classification being proposed [\(19.20.090 B-2\)](#). Its land mass and unique characteristics and its proximity to the downtown core, makes it an ideal candidate for the proposed use. The subarea in the vicinity is a mix of disparate developments of apartments, mini warehouse, public utility, electric substation, vacant land, and some duplexes, including a Church further up the street, all within less than 330 feet distance from subject property. (See Page 1-1). This proposed development is more compatible with the residential multifamily characteristics of the immediate neighborhood [\(19.20.090 B-3&4\)](#) and a desirable addition to the overall mix and variety of existing uses, driving toward fulfilling the goals of the growth management act and the comprehensive plan, which guide the development in our city. The sample conceptual development proposals provided in the attached documents attempt to demonstrate that the proposed amendment can meet the zoning map decision criteria of KMC 19.30.210 and 19.30.220 / Title-18. [\(19.20.090 B-5\)](#)

Form 902**Item#5 / Additional Documents**

The following information prepared in the format of FORM-212 SEPA Checklist further elucidates the value and impact of the Proposed Zoning change from R24 to R48.

Existing Mix of Disparate Developments



1-1

ADDITIONAL DOCUMENTS

A. BACKGROUND

1) Name of proposed project:

"XYZ" MULTI-DWELLING FACILITY

2) Name of applicant:

MAJID MOHAJER-JASBI

3) Address and phone number of applicant and contact person:

Majid Mohajer-Jasbi
PO BOX 82659
KENMORE, WA 98028
206-478-9119

4) Date checklist prepared:

AUGUST 05, 2019

5) Agency requesting checklist:

CITY OF KENMORE

6) Proposed timing or schedule:

Proposal is submitted to meet the required annual regulatory time window of the Comprehensive Amendment Process in 2019 – for completion in year 2020

7) Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?

YES. Subject to favorable market and financing conditions – develop and establish a Multifamily Housing Project targeted to seniors.

8) List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Parcel is NOT in an Environmentally Sensitive Area and has no known environmental issue. See Attachment-01 (on Page-19) King County Development Conditions Report.

9) Do you know whether applications are pending for governmental approvals off other proposals directly affecting the property covered by your proposal? If yes, explain.

None known at this time.

10) List any government approvals or permits that will be needed for your proposal, if known.

Requires a Comprehensive Plan Amendment and Zoning Change Approval.
If approved, requires going thru the planning and permit process for development and construction.

11) Give brief, complete description of your proposal, including the proposed uses and the size of the project and site.

The proposed uses is best viewed in light of its comparison to current uses
Proposal applies for Rezone of Subject Parcel from R24 designation to R48.
Subject Parcel is a 215' by 154' corner lot - 33,110 square feet.

- **Current** Zoning Designation R24
 - Base Density of 18-Units
 - Maximum Density of 27, with 9-Residential Density Incentive (RDI) Bonus Units
 - **Option-1:** 27-Unit multi-dwelling housing, with dedicated units for Low- & Middle-Income occupants
 - **Option-2:** 27-Unit Senior Housing Facility with Amenities, where, at least 9 units must be 600 square feet or less in size
- **Proposed** Zoning Designation R48
 - Base Density of 36-Units
 - Maximum Density of 54, with 18-Residential Density Incentive (RDI) Bonus Units
 - **Option-of-Interest Proposal:** 54-Unit Senior Housing Apartment with Amenities, where, at least 18 units must be 600 square feet or less in size, to gain the 18 additional Bonus Units.

Economic viability and units' affordability of the envisaged project as a Senior Housing Development necessitates a higher density. To this end, the proposed rezone request allows scaling the project to a maximum of 54 units.

For Details See:

<i>Attachment-02 (on Page-20)</i>	<i>Boundary & Topography,</i>
<i>Attachment-03 (on Page-21)</i>	<i>Vicinity Map</i>
<i>Attachment-04-27a (on Page-22)</i>	<i>R24Based, Conceptual Plan First Floor</i>
<i>Attachment-04-27b (on Page-23)</i>	<i>R24Based Conceptual Plan 2nd, 3rd, 4th Floors</i>
<i>Attachment-05-54a (on Page-24)</i>	<i>R48Based, Conceptual Plan First Floor</i>
<i>Attachment-05-54b (on Page-25)</i>	<i>R48Based Conceptual Plan 2nd, 3rd, 4th Floors</i>

12) Location of the proposal:

Subject Parcel: (NW) corner lot located at intersection of 68th Ave NE & NE 187 St.
Address: 18703 – 68th Ave NE. 98028
Legal Description: W 215 FT OF E 245 FT OF N 154 FT OF S 658 FT OF SE
1/4 OF SE ¼

B. ENVIRONMENTAL ELEMENTS**1) Earth****a. General description of the site**

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other ____

Site's slope is moderately rolling from it's lowest point (SE corner at the intersection of NE 187th and 68th Ave NE) toward it's highest point (NW corner), upward in both directions along the NE 187th street and 68th Ave NE. The southern and eastern boundaries have more gentle slopes than the northern and western boundaries. See iMap image, Attachment-02 (Page 20).

b. What is the steepest slope on the site (approximate percent slope)?

The steepest slope of the site is close to the northwest corner of the lot, where the average slope of the last 45 feet stretch is approximately 24%. This portion of the site may most likely be kept as open space and "recreation" area with minimal to no soil disturbance. See Attachment-02 (Page 20)

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

If approved, any necessary soil study will be submitted along with geo-tech report. It is reasonable to assume the soil type is similar to the Northlake Grove Apartment Site abutting on the north boundary of the parcel, with the exception that visual inspection and walking the parcel shows no sign of any wetland on this site. Roughly 75+% area of the lot, mostly on its northerly and west side is open space with no trees.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No, not in the immediate vicinity.

To the north of the subject parcel is the parking lot of the Northlake Grove 24-unit apartment complex built back in 1999. County records indicate the western-most portion of the parcel of this apartment and another parcel to the south and west of it are in Hazard area. However, the Hazard areas of these parcels are situated at least 55 feet due west of the northwest corner of the subject parcel. Other than this, applicant knows of no other soil issue in the vicinity. See Attachment-01 (Page 19).

- e. Describe the purpose, type, total area, and approximate quantities and total affected area off any filling, excavation, and grading proposed. Indicate source of fill.**

At a general high level conceptual consideration, excavation and earth movement will be kept to a minimum by situating the building structure on the southern portion of the parcel with it's walk-in entry access facing the NE 187th street boundary, and the parking area on the northern portion at an elevated level relative to the building, with it's ingress egress from eastern boundary off of 68th Ave as it is presently. By situating the building structure as such, and using most if not all of the earth movements from the southwest section of the site as fill for the southeast section of the site, eliminates the need for new fill and minimizes export of any fill off the site.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.**

As described in item (a) and (b) above, this site is moderately sloped upward from southeast corner of the parcel toward the northwest corner, with its steepest slope occurring in the last 45 feet stretch of the parcel. Site has the potential for erosion as a result of clearing and construction, if soil is left exposed during heavy or lengthy rain occurrence during construction. The northwest portion of the site may most likely be kept as open space and "recreation" area with minimal to no soil disturbance. Also, appropriate measures, whether temporary (during the clearing and construction), and/or permanent (for after completion) will be incorporated into the clearing and building plans to address this potentiality and safeguard against such event.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

Building structure footprint and its adjacent open parking space may potentially result in 72% to 80% covered impervious area, while the code allows up to 85%.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.**

Appropriate measures to reduce or control possible erosion will be incorporated into the clearing and building plans.

Such as:

- Limiting vegetation removal to the extent possible, particularly at the northwest corner section of the site, or replanting.
- Use of straw rolls, silt fence, etc. during clearing, construction
- Permanent retaining walls where necessary at possible cuts on the northern and western boundaries, as well as cut separating the parking area from the building structure.

2) Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.**

None, at this stage of rezone process.

At the time of future development, emission during the clearing, hauling, and construction, etc., except for the scale of project, will be no different than the type released during the present construction activity in downtown, approximately 1200 feet south of the subject parcel. Approximate quantities to be assessed at time of development.

After completion of the development, no extraordinary emissions will result from the operation and maintenance of a housing facility.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so generally describe.**

N/A. Applicant knows of no known source of off-site emissions or odor affecting the proposal.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:**

N/A.

3) Water

- a. Surface Water:**

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

N/A. None on site or in the immediate vicinity.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

N/A

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetland and indicate the area of the site that would be affected. Indicate the source of fill material.**

N/A

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.**

N/A

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

No.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

None, at this stage of rezone process.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes?**

N/A

- 2) Describe waste material that will be discharged into ground from septic tanks or other sources, if any.**

N/A

c. Water runoff (including storm-water):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

None, at this stage of rezone process.

Rain and Surface water will be collected in catch basins and thru gutter and downspout and drainage tied into retention tank with tie-down before releasing to storm water system service.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.**

No. However if by waste we include pollution or discharge from normal day to day use of transportation to and from the site, its management will be addressed thru the development drainage plan.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No. Not that is known at this time. Like any new development, with the increase in impervious area from present level to the estimated level of 72% to 80% of the site, there is likelihood for change in drainage pattern to be addressed at the time of development.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage patterns impacts, if any:

N/A. Drainage plan of any future development will address proposed measures.

4) Plants

a. Check the types of vegetation found on the site:

- ☒ **deciduous tree: alder, maple, aspen, other**
- ☒ **evergreen tree: fir, cedar, pine, other**
- ☒ **shrubs**
- ☒ **grass**
- ☐ **pasture**
- ☐ **orchards, vineyards or other permanent crops**
- ☐ **wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other**
- ☐ **water plants: water lilly, eelgrass, milfoil, other**
- ☒ **other types of vegetation (BERRY BUSHES)**

b. What kind and amount of vegetation will be removed or altered?

None at this stage of rezone process.

Whereas the estimated impervious area at the time of future development is estimated to be 72% to 80%, most vegetation except for the limited area to the northwest corner of the parcel need to be removed and area cleared.

The following counts are approximate quantities and no specific variety is identified:

- Line of 10 clumps of Poplar tree shoots grown from old tree stumps along he north boundary. The stumps are from early 2000's cutting of the original trees with damaged root system due to 1998-1999 parking construction activity of the adjacent parcel.
- four Birch trees in various locations
- along and close to western boundary three Evergreens and clump of Cedar trees.
- middle to south of parcel in various locations an Apple tree, Cedar, Sequoias, and other Evergreens.
- east and southeast a couple of Plumb trees, couple of Evergreens and a Birch tree
- south of the house middle of the yard, line of 5 Thuja Emerald trees
- north by the house, a couple of ornamental trees

c. List threatened and engendered species known to be on or near the site.

None.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

None at this stage. Will address at time of actual development.

e. List all noxious weeds and invasive species known to be on or near the site.

N/A.

King County iMap layer does not show any Noxious weeds at the site or vicinity.
Applicant does not have the knowhow to identify invasive plants at this time.

5) Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

- birds: hawk, heron, eagle, songbirds, other
- mammals: deer, bear, elk, beaver, other
- fish: bass, salmon, trout, herring, shellfish, other _____

None.

b. List any threatened and endangered species known to be on or near the site.

None

c. Is the site part of a migration route? If so, explain

Do not know.

d. Proposed measures to preserve or enhance wildlife, if any:

N/A.

e. List any invasive animal species known to be on or near the site.

N/A

6) Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

N/A at this stage

When developed, primary source of energy will be electric and gas – also exploring solar in the mix will be an option.

b. Would your project affect the potential use of solar energy by adjacent properties?

Most area along the 68th Ave corridor and vicinity of this parcel is forested with tall trees. Any future proposal for development bound by code restricted height limit will be no more limiting factor affecting the potential use of solar by adjacent properties than the existing tall trees.

c. What kind of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

N/A at this stage.

7) Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

1) Describe any known or possible contamination at the site from present or past uses.

None, that is known to applicant.

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Present source of heating is an underground oil tank with its fuel line connected to the house.

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

N/A

4) Describe special emergency services that might be required.

N/A, at this stage of rezone process.

5) Proposed measures to reduce or control environmental health hazards, if any:

N/A

b. Noise

- 1) What types of noise exists in the area which may affect your project (for example: traffic, equipment, operation, other)?**

Ordinary noise from traffic going thru 68th Ave NE, as a Neighborhood Connection Road, which is of no consequence.

- 2) What type and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.**

In light of the potential traffic noise related to Kenmore Vision 2040 growth, the long-term noise and traffic generated by potential new development at this site is minimal to inconsequential.

- 3) Proposed measures to reduce or control impacts, if any:**

N/A

8) Land and Shoreline Use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.**

Site is currently used as a duplex.

On the north side is "Northlake Grove" Apartments-(subsidized) with 24 units in 8, 3 story buildings consisting of (2-4BdRm, 5-1BdRm, 3-3BdRm, and 14-2BdRm Townhouse Units)

On the West side there is a side-by-side Duplex, one of 11 Duplexes and one Single Family home of the adjacent cul-de-sac, accessed from NE 187 Street, on the south boundary of this site.

Across from this site on the east side of the 68th Ave is a mini-storage, to the **north of which** is The TIMBERS AT KENMORE Apartments with 163 units in 12, 3-story buildings, and to the south of which is the Northshore Utility District's complex.

The proposal should not affect the current land uses of the nearby or adjacent properties beyond bringing more residents to the neighborhood.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. No.**

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access the application of pesticides, tilling, and harvesting? If so, how**

N/A

c. Describe any structures on the site.

Presently there is a two story, 1820 square feet duplex with an attached garage on site.

d. Will any structures be demolished? If so, what?

Not at this stage of rezone process.
Yes, when developed. The entire building and its attached garage will be demolished.

e. What is the current zoning classification of the site?

R24

f. What is the current comprehensive plan classification of the site?

R24

g. If applicable, what is the current shoreline master program designation of the site?

N/A

h. Has any part of the site been classified as a critical area by the city or county? if so, specify.

NO

i. Approximately how many people would reside or work in the completed project?

When fully developed, under R48 designation about 54 to 69 people will reside depending on unit occupancy, and potentially about 10 or 11 full time equivalent workers, work at the site

j. Approximately how many people would the completed project displace?

2 or 3, which is outweighed by the considerable number of housing units created. The present 1 and 2 bedroom units accommodate 3 residents.

k. Proposed measures to avoid or reduce displacement impact, if any:

Present occupying tenants will be given considerable advance notice to relocate to ensure minimal disruption.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Proposed future development will follow the letter of the regulatory requirements of the land use code to ensure compatibility.

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

N/A

9) Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Based on the proposed R48 zoning designation approximately 54 Market Rate units.

b. Approximately how many units, if any, will be eliminated? Indicate whether, high, middle, or low-income housing.

Two units will be eliminated. Units are rented at market rate, and applicant has no way of knowing its attribution as to high, middle or low-income.

c. Proposed measures to reduce or control housing impacts, if any:

Net housing impact is increase of approximately 52 units of housing stock in Kenmore, serving senior demographic. $[52 = 54 - 2]$.

10) Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Potential minimum height from average base elevation of the site, not including antennas, will be 42 feet but not to exceed the code allowed 60 feet height. Principal exterior building material(s) is not known at this time.

b. What views in the vicinity would be altered or obstructed?

The present view of tall trees will be changed to view of aesthetically pleasing building, which is much shorter in height than the existing trees. As depicted in Attachment-04 & Attachment-05, (Pages 22, 23, 24, 25) under either R24 or Proposed R48 Zonings the building footprint and expected height of the presented potential conceptual plans are the same. The building envelope of both conceptual plans from the "view" perspective of surrounding parcels is also the same. Also since the northern half of the parcel is used for parking, the conceptual plans, leave the east-&-west directional view of the northern half of the parcel practically unobstructed. Therefore, scaling of the proposed project should not be an imposing element.

c. Proposed measures to reduce or control aesthetic impacts, if any:

Proposed future development will follow the letter of the regulatory requirements of the Kenmore Building Standards and ensure it aesthetically fits and/or improve the character of the neighborhood.

11) Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

N/A.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

N/A

c. What existing off-site sources of light or glare may affect your proposal?

N/A

d. Proposed measure to reduce or control light and glare impacts if any:

N/A

12) Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

- Wallace Swamp Creek Park is 1850 feet to the north of the site.
- The Hangar at Town Square 1600 feet to the south

b. Would the proposed project displace any existing recreational uses? If so, describe.

No

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Per Code requirement a total of 45 square feet per unit or 2430 SF area of the open space in the northwest corner of the site could be designated as on site recreation area.

13) Historic and Cultural Preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

NO.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

NO.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archeological surveys, historic maps, GIS data, etc.

N/A

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A

14) Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

Site is a corner lot and presently has two driveway access points onto 68th Ave NE and is situated about 2000 feet north of Bothell Highway (522). Access regulations allow the proposal to continue vehicular access from 68th Ave. See Attachment-0427a & Attachment-0554a (Pages 22 & 24).

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

No. Approximate distance to the nearest transit stop is 1650 feet to the south at NE 181st Street and shy of 2000 feet on Bothell Highway (522)

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

Add at least 34, or more per code requirements and eliminate 2

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

The approved City of Kenmore "68 AVENUE PROJECT" addresses the necessary required improvements.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

NO.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non passenger vehicles). What data or transportation models were used to make these estimates?

Necessary Transportation Analysis will be provided at the time of actual development as needed. At this stage, it may suffice to address the question of "vehicular trip generation" and "peak volumes" in light of the relative intensity of these "measures" or "indicators" under the two alternative zoning designations of R24 and R48 for various development options/scenarios. Throughout the discussion advanced below we are reminded that the size of the site and other code requirements such as setback, height limitations, parking, impervious area, etc. are at play to ensure development that is Comprehensive Plan and Code compliant.

Current Zoning Designation R24:

Under this **AS IS** designation, site may be developed as:

- a. 18 Townhomes
- b. **27-Unit Multifamily Dwellings, which includes 9 additional "income driven" RDI Bonus Units**
- c. 27-Unit Senior Housing with amenities, which includes 9 additional "600 SF-or-less-driven" RDI Bonus Units.

Proposed Zoning Designation R48:

Under this **PROPOSED** designation, given land size, economic analysis, zoning code requirements, etc. this site may ONLY be developed as **OPTION(i)** defined below:

- d. 18 Townhomes - NOT possible unless downzoned
- e. 24 Townhomes? - at minimum density (65% of Base Density $0.65 \times 36 = 24$) NOT possible, land size and required setbacks are limiting factors
- f. 24-Unit Multifamily Dwellings (at minimum density) - market rate - even though possible may NOT be economical - land size, setbacks and parking requirements are limiting factors
- g. Above-24-to-36-Unit Multifamily Dwellings (up to base density of 36), at market rate - NOT possible - land size, setbacks and specially parking requirements are limiting factors.
- h. Above-36-to-54-Unit Multifamily Dwellings, which includes up-to 18 additional "income-driven" RDI Bonus Units - NOT possible - land size, setbacks and specially parking requirements are limiting factors.
- i. **54-Unit Senior Housing with amenities, which includes 18 additional "600 SF-or-less-driven" RDI Bonus Units.**

"Vehicular trip generation" and "peak volumes" of the Senior Housing occupancy in scenarios/options (c) and (i), are categorically different from and with all likelihood significantly lower than the population/demographic group(s) occupancy under other developmental scenarios/options. The target population under scenarios (c) and (i) are older, their activities are more confined to their place of residence, their trips for extended family and friends' visits to and from the site, and other off-site trips, are most likely during off-peak hours, while population and demographics under other scenarios, are much younger, include families with children, young mobile professionals, where more of their activities (work/life/family/school/shopping/other) are externally and off-site oriented, with relatively more peak-hours than off-peak hours of the Senior group..

The following analysis demonstrates, that Development Option (i) occupants under R48 generate less number of trips than the (b) occupants under R24, the existing zoning designation.

Average Family Size in Kenmore is 3.1. (See Attachment-06)(Page 26). Under scenario (b), total occupants on the average amount to 84 (27Units X 3.1=83.7) people. As noted in Land Use item 8-(i) above (Page -13), depending on occupancy mix, the maximum number of people residing at the facility at "full occupancy", is between 54 to 69. Even at the maximum upper limit occupancy level of 69, (i) will on average have 15 occupants less than (b) over time. Occupants, that each one on the average, as discussed above, generate lesser total and peak hour trips than occupants of (b). Therefore both in the aggregate [comparing 54 or 69 to 84 occupants] and at the margin [15 extra people], choice of Senior Housing under Proposed Zoning R48 is projected to generate less demand on the system than choice of Multifamily Dwelling under the present zoning of R24. Some of this lower trip generation advantage is offset by the trip generation of the 10 or 11 employees who will be potentially working at the site attending to the needs of the seniors. Yet, the net effect is expected to be in favor of the Proposed R48 Zoning.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.**

N/A

- h. Proposed measures to reduce or control transportation impacts, if any:**

See discussion advanced in item (f) above.

15) Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.**

Yes.

More number of people living in Kenmore, i.e. 69 at full occupancy, versus the current occupancy of 3 people at the site presently used as Duplex, increases the need for such public services, excluding schools and public transit.

b. Proposed measures to reduce or control direct impacts on public service, if any.

A well managed, operation with a well secured, facility should minimize the incremental impacts on the need for such services.

16) Utilities

a. Circle utilities currently available at the site:

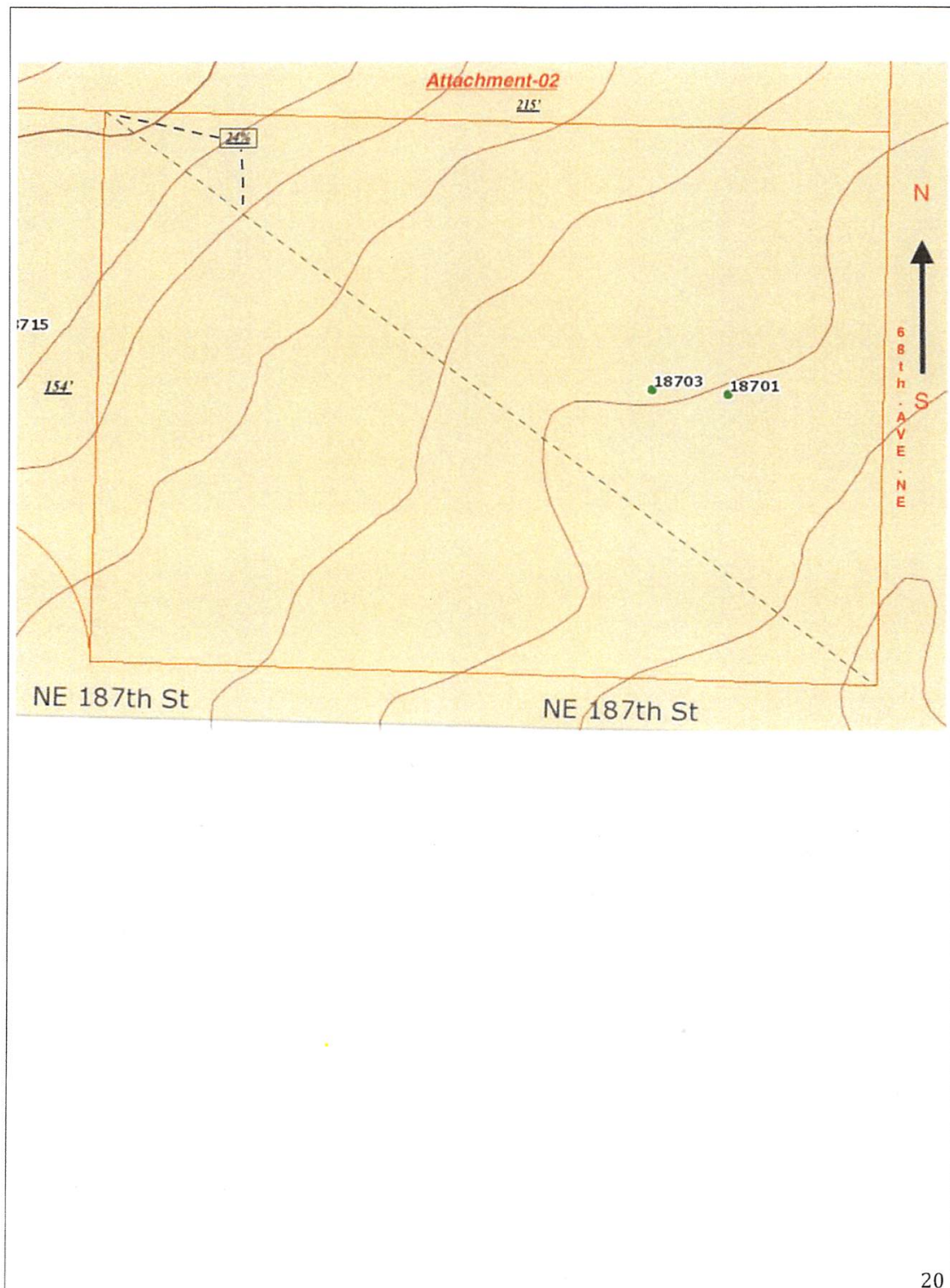
Electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other _____

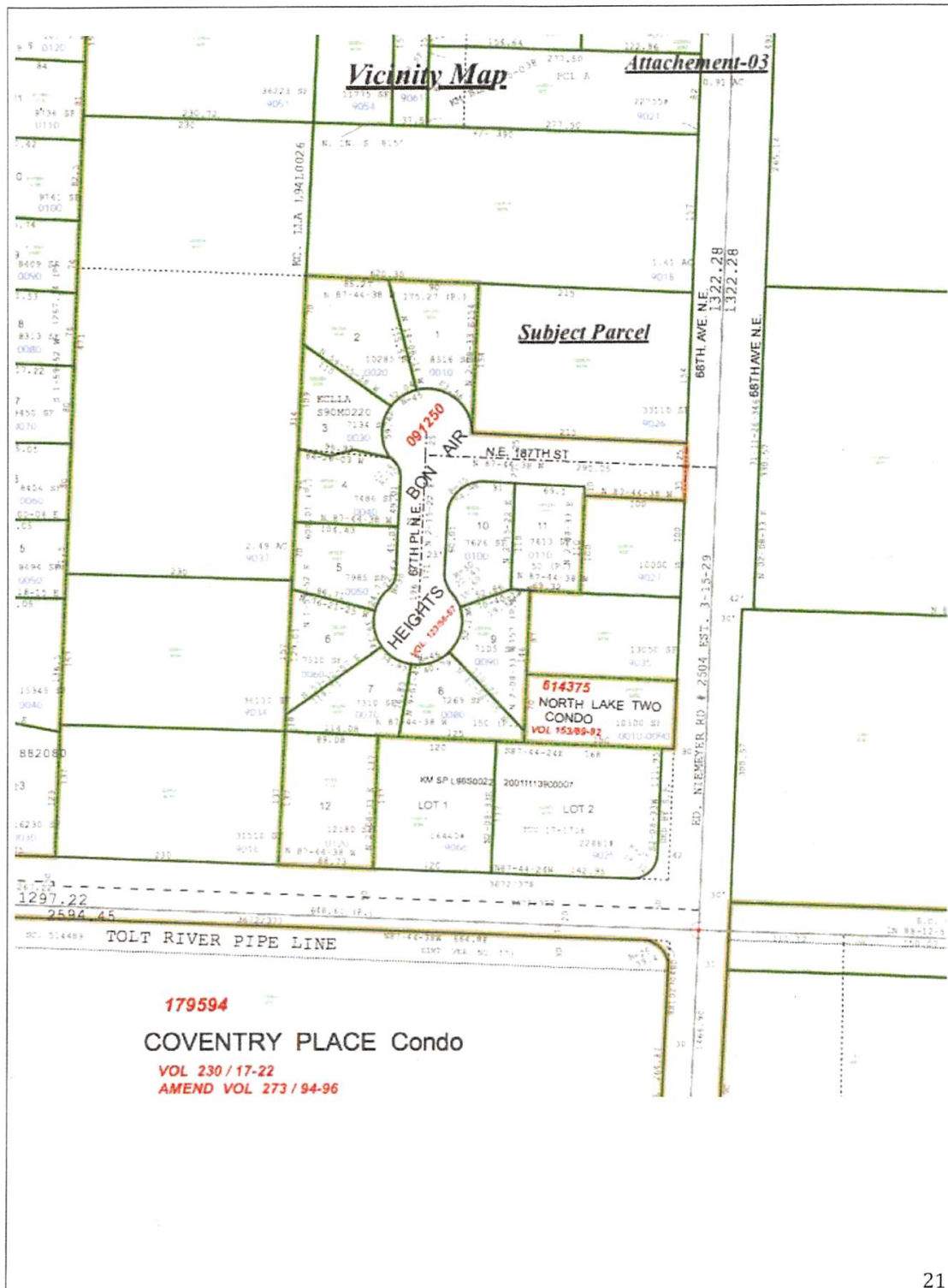
The above underlined items are currently available at this site.

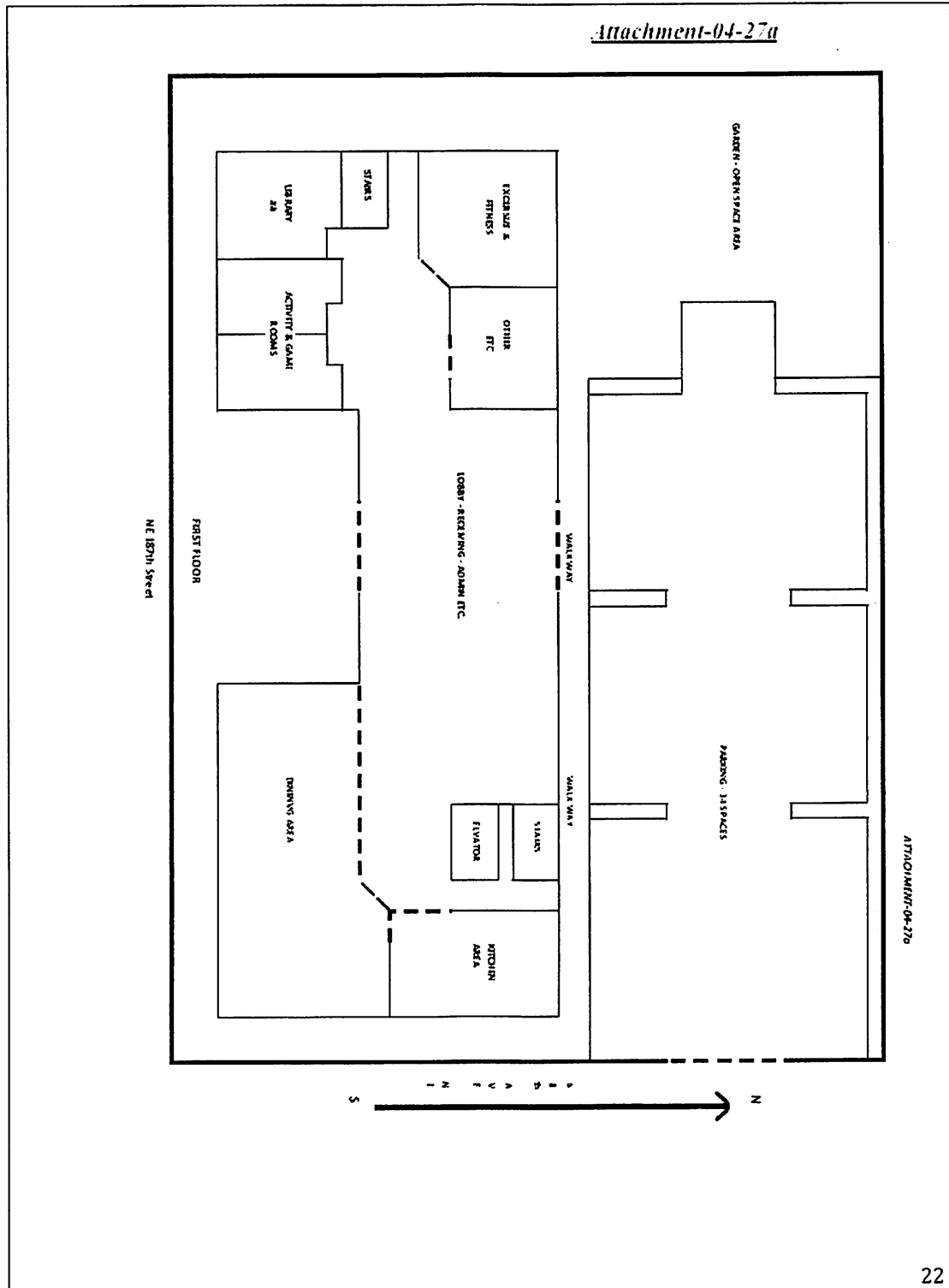
b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity, which might be needed.

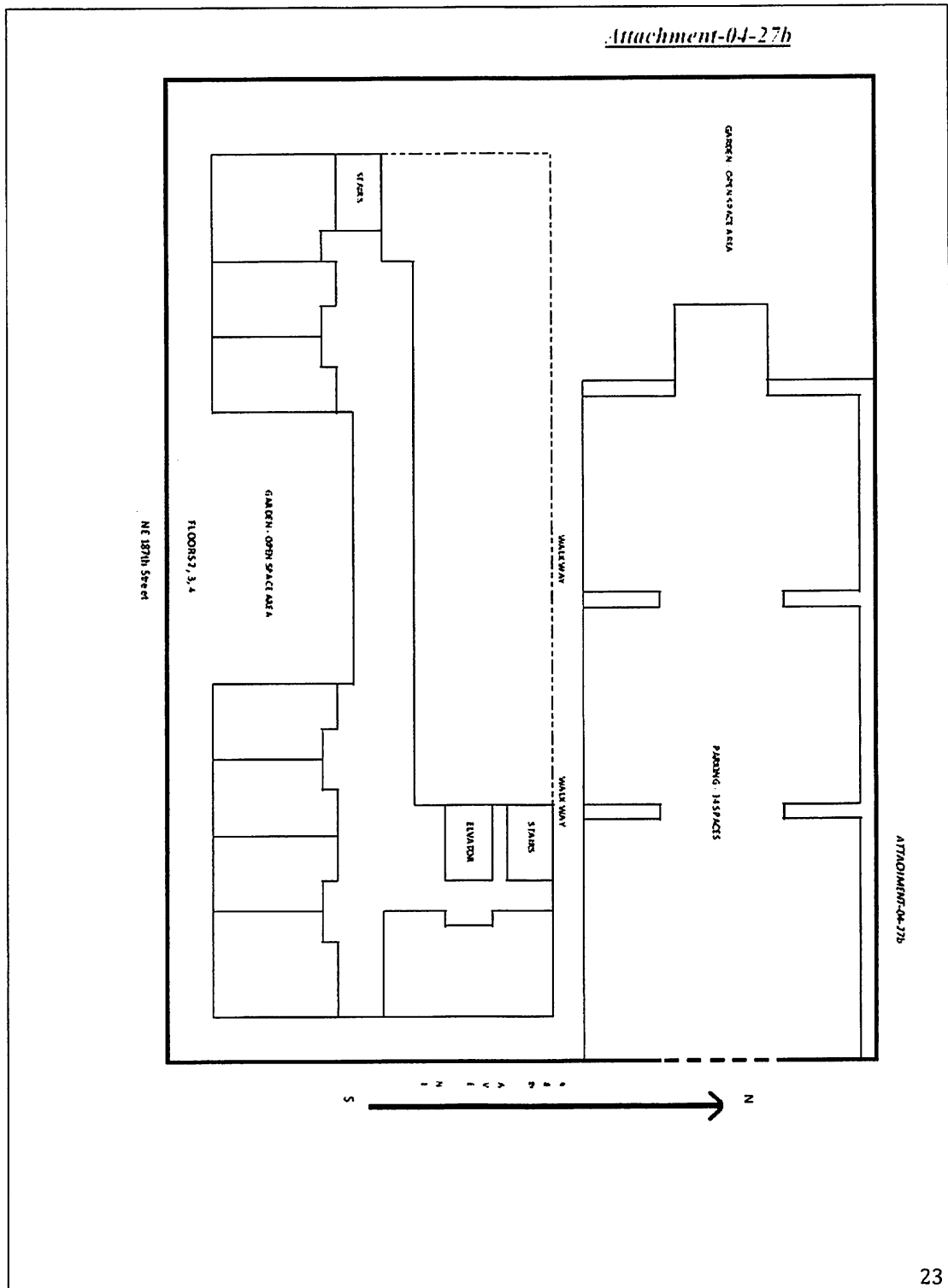
N/A at this stage of rezone process.

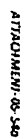


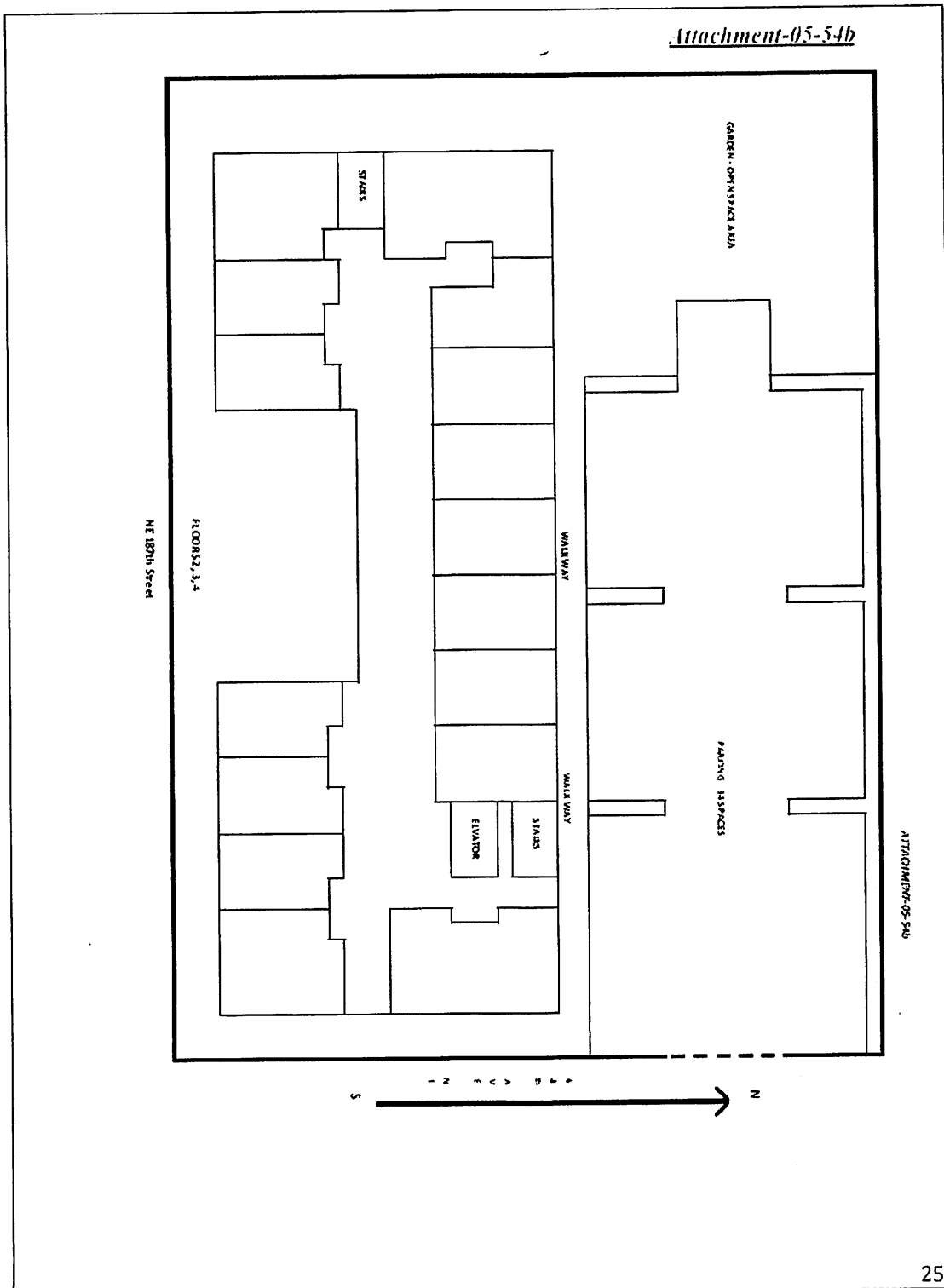








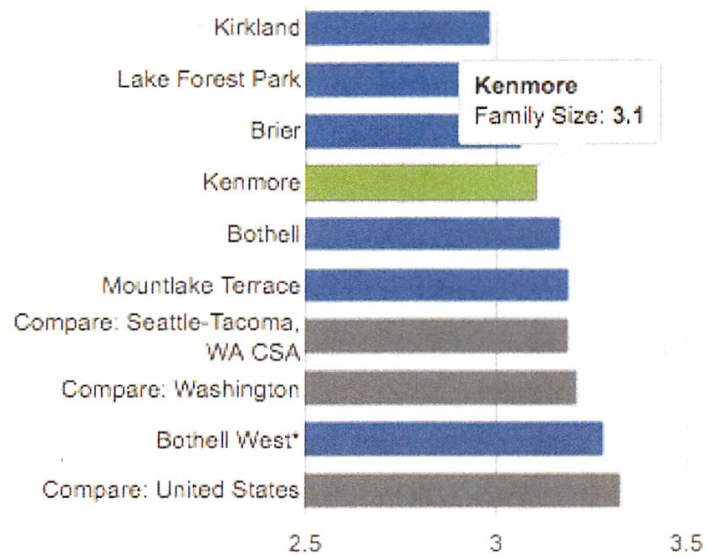




Attachment-06

Figure 14 is the average size of a typical family. Kenmore shows it has 3.1 average family size which is the 4th in average family size out of 10 total in the area. The city with the highest average family size in the area is [Bothell](#) [West](#) with a size of 3.3 is only about 5.9% larger.

Figure 14: Kenmore, WA Average Family Size



2020 DOCKET/WORK PROGRAM PRIORITIZATION

The “docket” is the Planning Commission’s annual work program. Zoning Code Section 19.20.080 provides threshold review criteria for selecting projects to be placed on the docket. Criteria include how long it has been since the issue was last considered (more than 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 2020 Planning Commission docket as recommended by CD staff continues two ongoing projects: the Parks Element of the Comprehensive Plan and Action 3.B.2 from the Economic Development Strategy, “Incentives for office development.” Completion of the manufactured housing communities project, Phase 2, is recommended for deferment to 2021 as court action continues.

Staff recommends that two new projects from the Housing Strategy Plan be included on the 2020 docket: Action A.1.b, “Flexible re-use of tax-exempt or publicly-owned sites through a special process to increase housing supply and enable more diverse forms of housing if linked to providing some affordable housing,” and Action A.1.c, “Consider provisions, including design guidelines, to allow some flexibility in single family neighborhoods for small scale housing(e.g. cottages, duplexes).”

A.1.b will dovetail with interest in developing affordable housing on local church properties and this action also may support TOD development at the Park and Ride as part of the bus rapid transit project.

Along with assigning the docket, 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 2020 are identified on the following page.

During the 2019 docket application period, the City received one private request for a Comprehensive Plan and Zoning Map amendment. Staff will be analyzing this request and making a recommendation for the City Council's formal docket review in late January.

Recommended 2020 Planning Commission Docket

The recommended 2020 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

- | | |
|------------|--|
| 12.B and C | Housing Strategy Plan: <ul style="list-style-type: none"> • Flexible re-use of tax-exempt or publicly-owned sites for affordable housing (Strategy A.1.b) • Flexibility in single family neighborhoods for small scale housing--e.g., "Missing Middle" housing such as cottages, duplexes (Strategy A.1.c) |
| 17. | Parks Element of the Comprehensive Plan |
| 20.A | Economic Development Strategy <ul style="list-style-type: none"> • Incentives for office development |
| 26. | Capital Improvement Program/Capital Facilities Plan amendments (particularly related to parks) |

Recommended 2020 Amendments to go directly to City Council

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

- | | |
|---|---|
| <u>Development Services:</u> | 18. Tree cutting penalties (align Titles 15 and 18) |
| | 22. Commercial change-of-use standards related to impact fees |
| | 27. 2018 State Building Code adoption |
| | 29. Minor code cleanup amendments |
| <u>Engineering & Environmental Services:</u> | 11. Revise street standards |
| | 28. Title 13, Utilities and Public Works, code cleanup amendments |
| <u>City Manager's Office:</u> | 23. Historic preservation code update |

Prioritization Chart

TBD = still to be determined

EES = Engineering & Environmental Services

CM = City Manager's Office

CD = Community Development

DS = Development Services

Item	Source	Need PC Review?	Recommend PC Review?	Amend-ment scope	Could it be grouped?	Lead Department	Year?
LAND USE							
1. Downtown uses	EDS*	Yes, if policy needed	Yes	Medium	Yes	CD	2021+
2. Revisit marijuana researcher locations (Bastyr)	Staff	No	No	Small	No	CD	2021+
3. Heavy manufacturing amortization	Staff	No	No	Medium	No	CM	2021+
4. Review of non-conformance standards (heavy manufacturing)	Staff	No	No	Medium	Yes	DS	2019
4. Land Use Element update (NEW)	State	Yes	Yes	Large	No	CD	2021
5. Expansion of the TOD District in downtown	Staff, EDS	No	Yes	Medium	Yes	CD	2022
TRANSPORTATION/TRANSIT							
6. Transit corridor parking standards	Staff	Maybe	Yes	Large	No	TBD	2022
7. CTR ordinance	State	No	Yes	Medium	Yes	CD	2021+

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
8. Airport Plan	State	Yes	Yes	Large	No	CD	2021
9. Transportation Element update	State	Yes	Yes	Large	Yes	CD/EES	2021/2022
10. Transportation impact fee study	State	No	No	Medium	Yes	CD/EES	2022
11. Revise street standards	Staff	No	?	Medium	No	EES	2020
HOUSING							
12. Housing Strategy Plan: A. Finish mobile home park regulations B. Review ADU standards Flexible reuse of tax-exempt or publicly-owned sites C. Missing Middle housing	Comp Plan	No	Yes	Medium	Yes	CD	2021+ 2019 2020 2020
13. Rent increase notification	Council	No	No	Small	No	CD	2019
SIGNS							
14. Banner program	Staff	No	No	Small	Yes	DS	2020+
13. Reed v. Town of Gilbert review (sign content)	Court	No	No	Medium	No	DS	2021+

SUSTAINABILITY							
14. Electric vehicle parking incentive	PC	No	Yes	Small	Yes	CD	2021+
15. Landscaping "Green factor"	PC	Maybe	Yes	Large	Yes	CD	2021+
16. Standards for alternative energy facilities	Comp Plan	No	Yes	Medium	Yes	CD	2021+
19. Recycling of building materials	Staff	No	No	Small	Yes	DS	2020+
PARKS							
17. PROS Plan Parks Element update	State	Yes	Yes	Medium	Yes	CD	2020
21. Park impact fee study	Staff	No	No	Medium	Yes	CD	2019
CRITICAL AREAS							
22. Rewrite/consolidate floodplain rules	Staff	No	No	Medium	Yes	CD	2018/ 2019
23. Critical area rules update	Staff/ State	Yes	Yes	Large	Yes	CD	2018/ 2019
24. Shoreline Master Program update	State	Yes	Yes	Large	Yes	CD	2018/ 2019
TREES							
18. Tree cutting penalties (align Titles 15 and 18)	Staff	No	No	Small	Yes	DS	2020
19. Protection for heritage trees	Staff	No	Yes	Medium	Yes	CD	2021+
27. Identify tree varieties appropriate under powerlines	Staff	No	No	Medium	Yes	TBD	2020+

(MOVED INTO PROJECT 11)							
ECONOMIC DEVELOPMENT							
20. Economic Development Strategy: A. Incentives for office development B. Address additional priorities	EDS	No	Yes	Medium	Yes	CD/CM	2020/ 2021 2021+
MISCELLANEOUS							
29. Coordinate setbacks/landscaping in commercial zones	Staff	No	No	Small	Yes	CD	2020+
21. Review general change-of-use standards	Staff	No	No	Small	Yes	TBD	2021+
22. Commercial change-of-use standards related to impact fees	Staff	No	No	Small	No	DS	2020
23. Historic preservation code update	Staff	No	No	Medium	No	CM	2020
24. Address franchise requirements	Staff	No	No	Large	No	TBD	2021+
34. School impact fee adjustments	School District	No	No	Small	Yes	CD	2019
25. Expand Multifamily Tax Exemption (MFTE) in downtown area(s)	Staff	No	No	Medium	No	TBD	2021+

A. TOD						DS	2018/ 2019
26. CIP/CFP amendments	Staff	Yes	Yes	Small	Yes	CD	2020?
27. Building Code adoption	Staff	No	No	Large	No	DS	2020
28. Title 13 code cleanup amendments (NEW)	Staff	No	No	Small	Yes	EES	2020
29. Development code cleanup amendments (NEW)	Staff	No	No	Small	Yes	DS	2020

*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.
2. Revisit marijuana researcher locations (Bastyr). State law has added a new class of marijuana business—a marijuana researcher—to the list of possible marijuana licensees. Bastyr may be interested in the future in becoming a marijuana researcher and the university has asked that we add this consideration to the list of possible future code amendments.
3. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses, potentially through property-owner agreements.
4. ~~Heavy manufacturing prevention, including review of non-conformance standards. This project would consider techniques to limit future heavy manufacturing on nonconforming sites, including tightening the nonconformance rules. (Currently, nonconforming uses may be expanded through the conditional use permit process.)~~ (CITY COUNCIL REQUESTED REMOVAL OF THIS PROJECT IN 2019)
4. **(NEW)** Land Use Element update. The overall update of the City's Comprehensive Plan is due in 2023 (although the State legislature likely will consider a bill this session to extend the update deadline to 2025). The County-directed land capacity analysis will be completed in 2020 and new OFM growth targets are expected in 2021, along with some census data. Beginning review of the Land Use Element in the latter part of 2021 should be the first step in the overall Comprehensive Plan update and should come before adjusting the Transportation Element in 2022.
5. Expansion of the Transit-Oriented Development (TOD) District. The City's TOD was established in 2015. In preparation for Bus Rapid Transit (BRT) in Kenmore in 2024, expansion of the TOD District would be considered.

TRANSPORTATION/TRANSIT

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

7. 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.

8. 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. This project could be combined with the Land Use Element update.

9. Transportation Element update. The Transportation Element was updated in 2014 as part of the 2015 Comprehensive Plan update. In preparation for the 2023 Comprehensive Plan update, the Transportation Element will need review.

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

11. Revise street standards. A list of possible amendments to the City's street standards is maintained by EES. This project also would include review of potential new regulations related to transit stops and stations.

HOUSING

12. Housing Strategy Plan follow-up. This project includes review of priority items from the Housing Strategy Plan. Phase 2 of the manufactured housing communities project was put on hold pending appeal of the Phase 1 ordinance. That appeal is ongoing and likely will not be resolved until 2021. For this reason, staff is recommending that the project be removed from the docket until 2021. The ADU review is underway and draft recommendations from the Planning Commission will be presented to the City Council in January. Two new strategies are recommended to take the place of the manufactured housing communities and ADU work in 2020: A.1.b Flexible re-use of tax-exempt or publicly-owned sites for affordable housing, and

A.1.c Flexibility in single family neighborhoods for small scale housing (e.g. Missing Middle housing such as cottages, duplexes). Considering flexible use of tax-exempt or publicly-owned sites for affordable housing is timely given interest in projects on church property and work on potential TOD at the Park and Ride. Consideration of Missing Middle housing builds on the panel discussion held in October 2019 and positions the City to address possible new state direction that may incentivize or mandate this type of development.

~~13. Rent increase notification.~~ (THIS PROJECT IS COMPLETE)

SIGNS

~~14. Banner program. This project would allow some banners, of limited type and term, in Kenmore.~~ (ORIGINALLY PROPOSED BY STAFF; NO LONGER NEEDED)

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

SUSTAINABILITY

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

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

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

~~19. Recycling of building materials. This code amendment would make recycling of some building materials mandatory. Although action on this project started in 2019, the uncertain market for recyclables necessitates a delay.~~ (PROJECT RESEARCHED, BUT NO PLACE TO TAKE RECYCLED MATERIALS SO PROJECT REMOVED)

PARKS

17. Parks Element update. The Parks, Recreation and Open Space (PROS) Plan update will conclude in early 2020. The Parks, Recreation and Open Space Element of the Comprehensive Plan should be updated as well during the 2020 annual review.

~~21. Park impact fee study. (THIS PROJECT IS COMPLETE)~~

CRITICAL AREAS

~~22. Rewrite/consolidate floodplain rules. (THIS PROJECT IS COMPLETE)~~

~~23. Critical area rules update. (THIS PROJECT IS COMPLETE)~~

~~24. Shoreline Master Program update. (THE CITY COUNCIL HAS APPROVED AMENDMENTS; THEY ARE UNDER REVIEW BY THE DEPARTMENT OF ECOLOGY)~~

TREES

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

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

~~21. Identify tree varieties appropriate under powerlines. When inappropriate trees are planted under powerlines, it may increase the likelihood of power outages and/or require more tree maintenance activities by PSE. (THIS PROJECT HAS BEEN COMBINED WITH PROJECT 11, STREET STANDARDS)~~

ECONOMIC DEVELOPMENT

20. 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 2019 docket, a review of incentives for office development (28.A) was scheduled. This work was dependent on recommendations from a consultant being managed through the City

Manager's office. Completion of the specific recommendations is now targeted for 2020. For this reason, staff recommends that identification of the actual project scope and work on it occur in 2020/2021.

MISCELLANEOUS

~~29. Coordinate setbacks/landscaping in commercial zones. Setback and landscaping requirements conflict in some commercial zones. These amendments would resolve these conflicts. (ORIGINALLY PROPOSED BY STAFF; NO LONGER NEEDED)~~

21. 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.

22. Commercial change-of-use standards related to impact fees. This project would clarify the relationship between commercial change of use and payment of impact fees.

23. Historic preservation code update. This code has not been updated for several years and adjustments are needed. In particular, a code amendment to provide more flexibility for change of use of historic properties could be considered.

24. Address franchise requirements. As a result of numerous recent franchise requests, it may be appropriate to consider a separate Municipal Code chapter outlining the franchise process and requirements.

25. Expand the Multifamily Tax Exemption (MFTE). The MFTE can be used in some parts of the downtown, but is not available in other areas of the City. Adding MFTE to the TOD District is complete. The City may wish to expand the MFTE to other parts of the City's downtown, including Lakepointe.

26. Capital Improvement Program (CIP)/Capital Facilities Plan (CFP) amendments, if necessary. Amending the CIP to add or remove significant capital projects requires Planning Commission consideration of Comprehensive Plan amendments. Significant new parks projects may require that the CIP/CFP be adjusted.

27. State Building Code adoption. Every three years the State Building Code Council revises the Building Code. The City must review, amend and adopt a revised code consistent with State requirements.

28. Title 13 code cleanup amendments. Staff has identified several minor code provisions in Title 13, Utilities and Public Works, needing revision.

29. Development code cleanup amendments. Staff has identified several minor code provisions in the Subdivision and Zoning Codes needing revision.

~~34. School impact fee adjustments.~~ (THIS PROJECT IS COMPLETE)