



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

City of Kenmore
City Council Meeting Agenda
7:00 p.m., Monday, March 16, 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.

IMPORTANT INFORMATION TO READ:

In keeping with the Local Health Officer Order, dated March 11, 2020, the City encourages older adults and individuals with underlying medical conditions (including employees) that are at increased risk of serious COVID19 not to attend in person the March 16, 2020 Regular City Council Meeting. Instead, the City encourages such persons to watch the meeting online at <https://kenmore.civicweb.net/Portal/>. In addition, at the March 16, 2020 meeting social distancing recommendations must be met (i.e., contact between people will be limited to within 6 feet from each other for 10 minutes or longer).

Events with fewer than 250 attendees are prohibited unless event organizers take the following steps to minimize risk:

Older adults and individuals with underlying medical conditions that are at increased risk of serious COVID-19 are encouraged not to attend (including employees);

Social distancing recommendations must be met (i.e., limit contact of people within 6 feet from each other for 10 minutes or longer);

Employees must be screened for coronavirus symptoms each day and excluded if symptomatic; and

Proper hand hygiene and sanitation must be readily available to all attendees and employees.

Environmental cleaning guidelines from the US Centers for Disease Control and Prevention (CDC) are followed (e.g., clean and disinfect high touch surfaces daily or more frequently)

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. 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.

VI. CONSENT AGENDA

- A. Total Check #s 44465 through 44576 in the amount of \$450,641.52.
Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account
Electronic Deposits Dated: 2/28/20 in the amount of \$152,730.52.
Payroll Check #10156 dated 2/28/20 in the amount of \$950.34.
[Checks](#)
- B. City Council Meeting Minutes of January 27, 2020, February 3, 2020 and
February 10, 2020
[1-27-20 Council Meeting](#)
[2-3-20 Council Meeting](#)
[2-10-20 Council Meeting](#)
- C. Receive and File the Music 4 Life Proclamation for April, 2020
[Proclamation](#)
- D. Cancel the March 23, 2020 Council Meeting
- E. Authorize the City Manager to Award the Contract for the Rhododendron
Boathouse Project to GenCap Construction Corp
[Agenda Item](#)
- F. Receive and File the Press Release for the 7th Annual Kenmore Hydroplane
Cup Event on April 4, 2020
(March 16, 2020 - This event has been postponed. Date to be TBD)

[Press Release](#)
- G. Move the Accessory Dwelling Unit Code Amendment Discussion to the Next
Regularly-Scheduled Council Meeting (TBD)
- H. Receive and File Memorandum from the Recreation Coordinator on Recreation
Programming
[Memo](#)
- I. Authorize the City Manager to Execute Contract No. 20-C2134 with
Earthworks Landscape Services, Inc. Right-of-Way Landscape Maintenance
[Agenda Item](#)

VII. BUSINESS AGENDA

- A. Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions - Rob Karlinsey, City Manager
[Agenda Item](#)

VIII. STAFF REPORT

- A. COVID19 Situation Report - Rob Karlinsey, City Manager

IX. COUNCILMEMBER INITIATIVES/REPORTS/COMMENTS

X. ADJOURNMENT



Voucher Certification and Approval

City of Kenmore
DATE RANGE:
02/22/2020-03/06/2020

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 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 44465 through 44576: \$450,641.52

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 2/28/2020: \$152,730.52

Payroll Check #10156 dated 02/28/2020: \$ 950.34

 3-10-20
City Manager / Date

 3/9/20
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
AFLAC	44465	02/28/2020	Employee Medical/Disability Plans	359.99
AMERICAN GENERAL LIFE GPO/4005	44466	02/28/2020	Life Insurance	279.92
AWC EMPLOYEE BENEFITS	44467	02/28/2020	Employee Health Insurance	62,628.02
AWC EMPLOYEE BENEFITS	44468	02/28/2020	Void	-
DEPARTMENT OF LABOR AND INDUSTRIES	44469	02/28/2020	City of Kenmore	3,289.64
DEPARTMENT OF LABOR AND INDUSTRIES	44470	02/28/2020	Void	-
EMPLOYMENT SECURITY DEPARTMENT	44471	02/28/2020	Paid Family & Medical Leave	1,222.73
ICMA RETIREMENT C/O ALLFIRST BANK/109964	44472	02/28/2020	City of Kenmore 401a Loan	16,955.85
ICMA RETIREMENT TRUST 457/304745	44473	02/28/2020	ICMA 457 Deferred Comp	5,737.70
LINCOLN NATIONAL LIFE INSURANCE	44474	02/28/2020	Life Ins/ADD & LTD	1,529.22
NATIONAL LIFE OF VERMONT	44475	02/28/2020	Life Insurance	123.17
STATE OF FLORIDA DISBURSEMENT UNIT	44476	02/28/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	44477	02/28/2020	Employee Charitable Contribution	53.00
BAKER, DAVID	44478	03/03/2020	NLC Conference Travel Advance	494.00
O'CAIN, MELANIE	44479	03/03/2020	NLC Conference Travel Advance	494.00
58 STARS TRAVEL	44480	03/06/2020	Councilmember NLC Conference Airfare	940.30
A+ CONFERENCING	44481	03/06/2020	2/25 Conference Call	7.66
AABCO BARRICADE COMPANY INC.	44482	03/06/2020	VMS Boards for Open House	1,485.00
ADAM TIEGS	44483	03/06/2020	TV Screen for Powerpoint @ State of the City 3/11	350.00
ALCALDE & FAY	44484	03/06/2020	Feb. Government Affairs Consulting	5,018.67
AURORA RENTS	44485	03/06/2020	Rental to Uncover Paved Over Catch Basin	528.71
BAKER, BRIDGIT	44486	03/06/2020	Code Compliance Training Per Diem	335.50

BAKER, DAVID	44487	03/06/2020	January-February Mileage Reimbursement	483.58
BASTYR UNIVERSITY	44488	03/06/2020	Jan. 24th Management Team Retreat Meals	351.45
BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	44489	03/06/2020	Frontier Cable19-C2095 Feb. Legal Svcs	2,212.28
BFI-4 LLC	44490	03/06/2020	Refund Deposit PRJ17-0030/ENG18-0592 Landscaping	14,848.89
BFI-4 LLC	44491	03/06/2020	Refund Deposit PRJ17-0030/ENG18-0592	11,503.10
BLUE FLAME HEATING, AIR & ELECTRIC	44492	03/06/2020	Cancellation of MEC19-0859	264.60
CADMAN MATERIALS, INC.	44493	03/06/2020	Asphalt for Sunken Catch Basin Repair	47.50
CANON FINANCIAL SERVICES, INC.	44494	03/06/2020	Feb. 2nd Floor Copier Lease	265.84
CASCADE PEST CONTROL	44495	03/06/2020	Rhododendron Park Monthly Pest Control	143.00
CASCADE RECREATION, INC	44496	03/06/2020	Memorial Bench Plaque	288.75
CCI SOLUTIONS	44497	03/06/2020	Hangar Bldg. Projector Repairs	858.00
CHASEWEST VENTURES, INC.	44498	03/06/2020	19-C2126 Organizational Health Consulting	25,406.25
COLUMBIA RIDGE LANDFILL	44499	03/06/2020	Feb. 5th Street Sweeper Debris Disposal	3,936.66
COMCAST BUSINESS	44500	03/06/2020	2/14-3/13 City Hall Internet/Cable	152.22
COMCAST BUSINESS	44501	03/06/2020	2/19-3/18 Hangar Bldg. Cable	137.26
COMCAST BUSINESS	44502	03/06/2020	2/10-3/9/20 Squire's Landing Internet	69.95
CONSOLIDATED PRESS	44503	03/06/2020	Winter Newsletter	4,349.92
CONTRACT LAND STAFF LLC	44504	03/06/2020	19-C2077 PW Facility Property Acquisition	1,391.00
CONTRACT LAND STAFF LLC	44505	03/06/2020	17-C1795 Parks Land Acquisition Svcs	2,145.83
CROSSROAD SIGN	44506	03/06/2020	Incubator Bldg. Parking Sign	385.00
CROWN PRODUCTS LLC	44507	03/06/2020	Pet Waste Bags	991.20
DAILY JOURNAL OF COMMERCE	44508	03/06/2020	Feb. Ads for Simonds Overlay	466.20
EARTHWORKS	44509	03/06/2020	17-C1780 Monthly ROW Landscaping	4,722.55
ECIVIS, INC.	44510	03/06/2020	Budgeting Software Renewal	3,000.00
FERGUSON ENTERPRISES INC #3011	44511	03/06/2020	Surface Water Project Materials	266.87
FERGUSON ENTERPRISES INC #3011	44512	03/06/2020	PW Yard Surface Water Drainage Proj. Materials	333.42
FRONTIER	44513	03/06/2020	2/28-3/27 City Hall Phone Svc	651.51
FRONTIER	44514	03/06/2020	2/19-3/18 Internet @ PW Office	111.98
FRONTIER	44515	03/06/2020	2/28-3/27 City Hall Phone Svc	468.28
FRUHLING SAND & TOPSOIL	44516	03/06/2020	Mud/Dirt/Concrete Dump Fees	1,157.17
GALLATIN PUBLIC AFFAIRS	44517	03/06/2020	Jan. Marketing/Media Relations Consulting	3,500.00
GLASS MASTERS LLC	44518	03/06/2020	Hangar Bldg. Window Cleaning	1,050.00
GOOD, MICHAEL J.	44519	03/06/2020	Volunteer Appreciation Event Musician	250.00
GRAINGER	44520	03/06/2020	Public Works Supplies	113.24
HONEY BUCKET	44521	03/06/2020	PW Yard & Squire's Landing Monthly Rental	383.90
IDAHO ASSOC. OF BUILDING OFFICIALS, INC.	44522	03/06/2020	Plans Examiner Job Posting	25.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	44523	03/06/2020	Jan. Legal Svcs - Council Mtgs	26,889.50
JASON'S CREATIONS	44524	03/06/2020	Artwork "Boards I Dot" for Skate Court	350.00
JEFF LUKE PHOTOGRAPHY LLC	44525	03/06/2020	Professional Photos/Council Group & Headshots	4,525.11

JET CITY PRINTING	44526	03/06/2020	2020 State of the City Luncheon Postcards	49.50
KING COUNTY FINANCE	44527	03/06/2020	Jan. Road Svcs - Signs/Signals & Adult/Juv. Detention	11,462.29
KING COUNTY RADIO COMM SERVICES	44528	03/06/2020	1/31-4/29/20 Emergency Radio Communications	300.30
LAKE CITY PICTURE FRAMING	44529	03/06/2020	Framing for New Council Photos	310.21
MANAGEMENT PARTNERS	44530	03/06/2020	Fiscal Forecast/Financial Sustainability Svcs	7,400.00
MARGARET FLYNN	44531	03/06/2020	20-C2132 FSP Graphics Services	650.00
MARIA SZABLYA RIVAS	44532	03/06/2020	Refund Hangar Rental Deposit from 2/22/20	150.00
MOTT MACDONALD GROUP, INC.	44533	03/06/2020	17-C1657 Jan. Squire's Landing Design/Permitting	51,245.72
MOTT MACDONALD GROUP, INC.	44534	03/06/2020	17-C1656 Jan. Logboom Design/Permitting Svcs	13,072.77
NATIONAL LEAGUE OF CITIES	44535	03/06/2020	2020 Membership Renewal	1,563.00
NORTH COAST ELECTRIC COMPANY	44536	03/06/2020	Maintenance Supplies	330.27
NORTHSHORE FIRE DEPT	44537	03/06/2020	Jan. Fire Marshal Plan Review	1,060.00
NORTHSHORE PARK & REC SERVICE AREA	44538	03/06/2020	Kenmore Interlocal Contribution - 17%	2,567.00
OFFICE DEPOT	44539	03/06/2020	Misc. Office Supplies	34.30
OFFICE DEPOT	44540	03/06/2020	Misc. Office Supplies	102.24
OFFICE DEPOT	44541	03/06/2020	File Folders	21.96
OFFICE DEPOT	44542	03/06/2020	Notebooks & Batteries	46.81
OLYMPIC ENVIRONMENTAL RESOURCES INC	44543	03/06/2020	Services for Spring Recycling Event	1,540.00
OSBORN CONSULTING INC.	44544	03/06/2020	19-C2012 Jan. 190th Culvert & 61 Embankment Svcs	24,213.82
PACE ENGINEERS, INC.	44545	03/06/2020	20-C2129 Jan. Engineering Consulting Svcs	4,413.25
PACIFIC AIR CONTROL, INC.	44546	03/06/2020	City Hall HVAC Repairs	1,826.00
PACIFIC TOPSOILS	44547	03/06/2020	Gravel/Rock Purchased & Vegetation Dump Fees	2,018.80
PAWS	44548	03/06/2020	January Animal Sheltering Svcs	197.00
PERTEET INC.	44549	03/06/2020	St. Edward Ball Fields Prof. Svcs thru 2/2/20	352.36
PHSI PURE HEALTH SOLUTIONS INC.	44550	03/06/2020	City Hall Filtered Water Service	101.09
PUGET SOUND ENERGY	44551	03/06/2020	1/14-2/13 Gas & Electricity Charges	3,800.76
PYRAMID CATERING & EVENTS	44552	03/06/2020	Catering Deposit 4/16 Volunteer Appreciation Event	925.00
QUALITY BUSINESS SYSTEMS / WELLS FARGO	44553	03/06/2020	2/5-3/4/20 1st Floor Copier Lease	675.53
RACHEL RISING	44554	03/06/2020	Deposit Refund Elizabeth Medalia Event 2/22/20	150.00
RFI ENTERPRISES INC.	44555	03/06/2020	City Hall Garage Door Programming Repair	365.20
SCORE	44556	03/06/2020	January Inmate Housing	41,641.00
SEATTLE TIMES	44557	03/06/2020	2/24 Ad for Simonds Overlay Project	191.78
SHANNON & WILSON, INC.	44558	03/06/2020	19-C2122 1/20-2/1 On-Call Geotech Svcs	3,846.90
SHANNON & WILSON, INC.	44558	03/06/2020	18-C1850 SMP/Critical Areas Update	279.00
SHERWIN WILLIAMS CO. #8099	44559	03/06/2020	Paint & Brushes for Covering Graffiti	57.96
SITEIMPROVE, INC.	44560	03/06/2020	Software Renewal/Support	3,353.90
SMS CLEANING, INC.	44561	03/06/2020	City Hall, Hangar, & PW Office Janitorial Services	6,495.00
SOUND SAFETY PRODUCTS CO.	44562	03/06/2020	Work Boots for Richard Sawyer	286.02

STAPLES ADVANTAGE	44563	03/06/2020	Maintenance Supplies	1,089.67
STARDOM SERVICES, INC.	44564	03/06/2020	Feb. Incubator Janitorial Svc.	555.00
T MOBILE USA, INC.	44565	03/06/2020	Staff Cell Phones & Data Plans	607.32
TOTAL LANDSCAPE CORP	44566	03/06/2020	Feb. Parks Landscape Maintenance Svcs	5,025.45
TRUGREEN	44567	03/06/2020	Moorlands Field Lawn Service	302.50
U.S. BANK PURCHASE CARDS	44568	03/06/2020	Streetsaver/Diamond Parking/R J Thomas Mfg/ETS Co. Volgistics/Dollar Tree/Signs.com/Surveymonkey Amazon/Costco/Starbucks/Paypal/Office Max K.C. Recorder/Webstaurant/WABO/ICC/Amazon Linkedin/Bothell Ski & Bike/All Battery Sales	12,762.90
U.S. BANK PURCHASE CARDS	44569	03/06/2020	Void	-
WA STATE DEPT OF TRANSPORTATION	44570	03/06/2020	Jan 68th/175th & 68th/181st Traffic Signal Maint. & De-Icer for Jan. Snow Event	1,439.49
WELLS FARGO FINANCIAL	44571	03/06/2020	2019 1st Floor Copier Annual Property Tax Pymt	81.67
WILLIAMS, KASTNER & GIBBS PLLC	44572	03/06/2020	17-C1736 Jan. Prof. Svcs/El-Sharawy	14,409.32
YSI INCORPORATED, A XYLEM BRAND	44573	03/06/2020	Stream Monitoring Equipment	90.20
4IMPRINT	44574	03/05/2020	W. Sammamish Bridge Giveaways	432.07
EMERALD PAVING, INC	44575	03/05/2020	Pavement Patch - 6363 NE 193rd PL	5,435.10
ENGINEER SUPPLY	44576	03/05/2020	Schonstedt Magnetic Locator w/ Case	709.00
DRS 457	DFT0000619	02/28/2020	DRS 457 Deferred Comp	263.91
DRS 457	DFT0000620	02/28/2020	DRS 457 Deferred Comp	1,645.00
AVIDIA HEALTH	DFT0000621	02/28/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000622-27	02/28/2020	Public Employees Retirement	30,974.47
NAVIA	DFT0000628	02/28/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000629	02/28/2020	Federal Taxes	17,682.46
CHOMIAK, LAUREN	10156	2/28/2020	Payroll	950.34
PAYROLL	Electronic Dep.	2/28/2020	Direct Deposit	101,648.53
TOTAL				<u><u>\$ 604,322.38</u></u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 03/06/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0014	AMERICAN PLANNING ASSOCIATION	1,336.00
0024	BAKER, DAVID	977.58
0037	BASTYR UNIVERSITY	351.45
0054	BULGER SAFE & LOCK, INC.	54.50
0064	CASCADE PEST CONTROL	286.00
0076	CITY OF BELLEVUE	13,236.25
0083	CITY OF LAKE FOREST PARK	48,111.00
0092	CODE PUBLISHING COMPANY	442.30
0099	CONSOLIDATED PRESS	4,349.92
0106	CROWN PRODUCTS LLC	991.20
0109	DAILY JOURNAL OF COMMERCE	466.20
0111	DEPARTMENT OF ECOLOGY	18,077.85
0121	REPUBLIC SERVICES	1,605.90
0130	EMPLOYMENT SECURITY DEPARTMENT	3,072.60
0137	FERGUSON ENTERPRISES INC #3011	600.29
0145	FRUHLING SAND & TOPSOIL	1,157.17
0151	CALPORTLAND COMPANY	783.49
0173	HOME DEPOT CREDIT SERVICES	233.66
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	38,263.61
0197	JET CITY PRINTING	424.60
0205	KENMORE HERITAGE SOCIETY	25.00
0213	KING COUNTY ANIMAL SVCS	875.00
0216	KING COUNTY FINANCE	500.00
0219	KING COUNTY FINANCE	25,421.59
0230	KING COUNTY RADIO COMM SERVICES	300.30
0233	KING COUNTY SHERIFF	12,584.56
0246	LAKE CITY PICTURE FRAMING	310.21
0251	LIGHTHOUSE CONSULTING INC	19,681.48
0261	PENDLETON CONSULTING LLC	4,200.70
0285	NORTHSHORE FIRE DEPT	1,260.00
0286	NORTHSHORE SCHOOL DISTRICT	95,157.00
0287	NORTHSHORE SENIOR CENTER	8,400.00
0288	NORTHSHORE UTILITY DIST	12,249.10
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	767.80
0300	OFFICE DEPOT	2,337.86
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	1,540.00
0310	PACIFIC TOPSOILS	2,458.85
0314	PETTY CASH CUSTODIAN	400.31
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00
0328	PUGET SOUND ENERGY	31,333.95
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0345	SEATTLE TIMES	857.97
0355	STAPLES ADVANTAGE	1,939.93
0357	STEWART MACNICHOLS HARMELL, INC.	10,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	12,305.90
0371	UNITED STATES POSTMASTER	1,817.64
0375	US POSTAL SERVICE (HASLER)	4,422.83
0385	WA ASSOC OF BUILDING OFFICIALS	70.00
0387	WA CITIES INSURANCE AUTHORITY	329,569.00
0401	WA STATE DEPT OF TRANSPORTATION	1,582.75

Vendor Purchasing Report

For Date Range 01/01/2020 - 03/06/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0405	WASHINGTON STATE OFFICE CASH MGMT	483.00
0412	COLUMBIA RIDGE LANDFILL	6,533.16
0424	ICMA RETIREMENT TRUST 457 / 304745	28,847.43
0425	DRS 457	9,539.27
0426	AFLAC	719.99
0428	BANK OF AMERICA 941	88,546.62
0429	AWC EMPLOYEE BENEFITS	123,169.74
0431	DEPARTMENT OF RETIREMENT SYSTEMS	155,008.60
0432	DEPARTMENT OF LABOR AND INDUSTRIES	7,776.94
0434	UNITED WAY OF KING COUNTY	265.00
0436	NATIONAL LIFE OF VERMONT	246.34
0448	UPS STORE KENMORE	13.44
0450	AURORA RENTS	2,214.04
0515	NATIONAL LEAGUE OF CITIES	1,563.00
0685	PACE ENGINEERS, INC.	11,102.75
0690	BUILDERS EXCHANGE OF WASHINGTON INC	174.30
0692	HDR ENGINEERING, INC	60,046.14
0696	AMERICAN GENERAL LIFE GPO/400S	559.84
0699	BANNER BANK DB	333.99
0743	BANNER BANK NO	3,091.38
0764	OUSLEY, NANCY	86.08
0781	QUALITY BUSINESS SYSTEMS INC.	1,418.26
0791	NORTHSHORE ROTARY CLUB	231.00
0807	CASCADE RECREATION, INC	288.75
0817	GRAINGER	1,895.43
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVER MARK, LLC	310.20
0858	A+ CONFERENCING	93.77
0892	JACOBS ENGINEERING GROUP	17,252.24
0899	SHRED IT USA LLC	80.80
0912	ALCALDE & FAY	10,037.34
0913	KENMORE ELEMENTARY PTA	1,250.00
0981	COMCAST BUSINESS	728.77
0994	GORDON THOMAS HONEYWELL	4,008.67
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	100.16
1047	SARAH ROBERTS	23,322.51
1114	PHSI PURE HEALTH SOLUTIONS INC.	101.09
1116	FRONTIER	2,463.54
1123	AM TEST, INC	225.00
1140	PAWS	581.00
1148	AGORA REFRESHMENTS	112.64
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	2,500.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	1,375.00
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	7,047.24
1293	THE WATERSHED COMPANY	9,287.50
1299	VERIZON WIRELESS	526.66
1309	BANNER BANK BAKER	1,714.70
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2,100.00
1322	AABCO BARRICADE COMPANY INC.	1,485.00
1331	KBA INC.	2,045.44
1339	STATE OF WA DEPARTMENT OF LICENSING	0.44
1345	SHERWIN WILLIAMS CO. #8099	57.96
1356	KARLINSEY, ROB	150.08
1357	KENMORE COMMERCIAL LLC	10,101.12

Vendor Purchasing Report

For Date Range 01/01/2020 - 03/06/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1358	ALPHAGRAPHS	265.36
1372	AAA PRINTING	922.14
1385	CITYWORKS/ AZTECA SYSTEMS INC.	4,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	167.70
1403	OSBORN CONSULTING INC.	70,934.24
1431	BRIEN, GAYLYNN	50.00
1452	CITY OF KENT	500.00
1459	FLEMINGS HOLIDAY LIGHTING LLC	5,174.70
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	25.00
1504	SCORE	76,975.77
1555	LINCOLN NATIONAL LIFE INSURANCE	2,887.03
1581	STARDOM SERVICES, INC.	1,110.00
1606	GALLATIN PUBLIC AFFAIRS	7,000.00
1657	STEWART TITLE COMPANY	258,326.30
1673	KPFF CONSULTING ENGINEERS	46,334.35
1689	MOTT MACDONALD GROUP, INC.	167,500.02
1704	BANNER BANK RK	3,853.46
1711	SOFTWAREONE, INC.	11,360.34
1712	SITEIMPROVE, INC.	3,353.90
1718	RESOURCE EXPLORATION, LLC	20,000.00
1738	MUNIMANAGE, LLC	5,280.00
1754	RFI ENTERPRISES INC.	365.20
1762	BAKER, BRIDGIT	335.50
1814	YSI INCORPORATED, A XYLEM BRAND	1,789.98
1816	NAVIA	8,580.75
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	1,351.06
1838	AVIDIA HEALTH	500.00
1884	CADMAN MATERIALS, INC.	47.50
1889	WILLIAMS, KASTNER & GIBBS PLLC	25,636.03
1901	NORTH COAST ELECTRIC COMPANY	1,198.23
1908	VAUGHAN, KENT	400.00
1914	MCNAMARA SIGNS	1,420.29
1930	T MOBILE USA, INC.	1,377.60
1945	GLASS MASTERS LLC	1,050.00
1960	WALTER E. NELSON CO.	408.87
1964	EARTHWORKS	9,445.10
1970	CROSSROAD SIGN	385.00
1980	HRA VEBE TRUST	18,182.55
1985	CONTRACT LAND STAFF LLC	8,004.74
1993	HYAS GROUP, LLC	3,750.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50.00
2004	RED BARN ENGINEERING, INC.	12,062.50
2009	O'CONNOR CONSULTING GROUP, LLC	14,000.00
2024	DFR LAW GROUP, LLC	600.00
2048	SMS CLEANING, INC.	12,990.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2081	SHANNON & WILSON, INC.	10,010.90
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2119	PIONEER TOWING COMPANY	138,000.00
2120	LAKEPOINTE, INC.	24,000.00
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	85,802.33
2143	ERIK D PLUMBER LLC	165.00
2156	ASSOCIATED PETROLEUM PRODUCTS INC.	1,536.49
2157	SOUND SAFETY PRODUCTS CO.	286.02
2161	BENNETT GOLD, TOBIN	4,035.47
2167	APWA/WA CHAPTER	1,500.00
2175	ELECTRONIC BUSINESS MACHINES	459.37
2176	CANON FINANCIAL SERVICES, INC.	531.68

Vendor Purchasing Report

For Date Range 01/01/2020 - 03/06/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2209	MORUP SIGNS, INC.	456.51
2211	PRECISION FUEL SOLUTIONS	1,237.50
2214	CAROLYN LAW	6,312.50
2221	O'REILLY/FIRST CALL	58.27
2222	GRADE, INC.	1,030.24
2236	COMCAST	5,145.26
2242	MARY'S PLACE	7,334.00
2247	EMERALD PAVING, INC	4,941.00
2249	KING COUNTY BAR ASSOCIATION	250.00
2252	TRUGREEN	302.50
2253	CHANCERY CIVIC LLC	11,208.60
2254	U.S. BANK PURCHASE CARDS	20,990.46
2259	MINUTEMAN PRESS	9,941.08
2270	LAKESIDE INDUSTRIES	914.10
2283	VSS INTERNATIONAL INC.	72,923.00
2285	QUALITY WATER FINANCIAL	131.90
2295	ALL THINGS HR, LLC	70.00
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	11,232.00
2312	GOOD, MICHAEL J.	250.00
2313	MANAGEMENT PARTNERS	13,930.00
2318	PIXEYES GRAPHICS & DESIGN	780.00
2327	PACIFIC AIR CONTROL, INC.	1,826.00
2333	NORTHEND TRUCK EQUIPMENT CO., LLC	1,062.33
2334	NORTHSHORE YOUTH SOCCER ASSOC.	44.00
2335	DEBO, ALEXANDER	150.00
2336	CHRISTEN ESTATES, LLC	15,000.00
2337	HUANG, ANGELINA	7,500.00
2338	58 STARS TRAVEL	940.30
2339	EE-NA ENTERPRISES, LLC	1,147.75
2340	MOJO STRATEGIES	10,125.00
2341	ALLIANCEONE RECEIVABLES MGMT INC	350.93
2342	RAINBOW TOWING	302.50
2344	DZHENKOV, PETAR	275.00
2345	DEOL, GUR RAJ	275.00
2346	DILLON, MARGARET	550.00
2347	HOUSING AUTHORITY OF KING COUNTY WA	3,525.00
2348	ARROWHEAD PARK VISTA CONDOMINIUM ASSOCIATIC	2,150.00
2349	SSI & MHA CORPORATION	9,755.00
2351	ENGINEER SUPPLY	709.00
2352	EARTHCAM	15,715.73
2353	NORTHSHORE SCHOOLS FOUNDATION	1,000.00
2355	BUREAU VERITAS	9,900.00
2356	KEIM, JEANNIE	150.00
2357	4IMPRINT	432.07
2359	PRECISION PLUMBING AND HEATING	165.90
2360	O'CAIN, MELANIE	494.00
2361	BFI-4 LLC	26,351.99
2362	CHASEWEST VENTURES, INC.	25,406.25
2363	IDAHO ASSOC. OF BUILDING OFFICIALS, INC.	25.00
2364	JASON'S CREATIONS	350.00
2365	ADAM TIEGS	350.00
2366	CCI SOLUTIONS	858.00
2367	MARGARET FLYNN	650.00
2368	JEFF LUKE PHOTOGRAPHY LLC	4,525.11
2369	MARIA SZABLYA RIVAS	150.00
2370	PYRAMID CATERING & EVENTS	925.00
2371	RACHEL RISING	150.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 03/06/2020

Vendor Set Vendor Set 01 Total: 2,755,863.83

VI. A. Total Check #s 44465 through 44576 in the amount of \$450,641.52. ...

**City of Kenmore
City Council Regular Meeting
Minutes
January 27, 2020**

(Council photographs took place between 7:00-7:30 p.m.)

CALL TO ORDER - Mayor David Baker called the meeting to order at 7:30 p.m.

ROLL CALL

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik (Absent)
Councilmember Corina Pfeil
Councilmember Melanie O’Cain

FLAG SALUTE

AGENDA APPROVAL

Mayor Baker stated that Item H: *Authorize the Acquisition of Permanent and Temporary Easements on the Lakepointe, Inc. and Pioneer Towing Properties* on the Consent Agenda will be pulled and rescheduled to another meeting.

PRESENTATION

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

CITIZEN COMMENTS

John Hendrickson
5919 NE 202nd Lane
Kenmore, Washington 98028

Mr. Hendrickson spoke against the improvements at the St. Edward ballfields.

Majid M. (Last name spelling not confirmed)
6411 NE 190th Street
Kenmore, Washington 98028

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Mr. Majid read a handout to the Council regarding the Planning Commission's docket on Affordable Housing.

Tracy Banaszynski
5863 NE 197th Street
Kenmore, Washington 98028

Ms. Banaszynski spoke against the improvements at the St. Edward ballfields.

Sara Solum Hayashi
14619 81st Avenue NE
Kenmore, Washington 98028

Ms. Haysaski spoke in favor of Consent Item C, the recommendation that Jennifer Dixon be selected as the Artist.

Phyllis Finley
5962 NE Arrowhead Drive
Kenmore, Washington 98028

Ms. Finley spoke about the PROS Plan and asked for five corrections to be made to the document.

Ann Aagaard
16524 104th NE
Bothell, Washington 98011

Ms. Aagaard spoke against the improvements at St. Edward ballfields.

RECESS TO EXECUTIVE SESSION

The meeting recessed to Executive Session at 8:01 p.m. to discuss Potential Litigation per RCW 42.30.110 (1) (i) for approximately 20 minutes.

RECONVENE BACK TO REGULAR SESSION

The meeting reconvened to regular session at 8:21 p.m.

POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

MOTION: Councilmember O'Cain made a motion to extend time to review FCC Form 394 to February 29, 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

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transfer request, Councilmember Curtis seconded the motion. The motion passed unanimously.

CONSENT AGENDA

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

The consent agenda included the following items:

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

Authorize the City Manager to Execute a Contract with Construction Management Services with KBA, Inc. for the West Sammamish River Bridge Project

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

Authorize the City Manager to Enter into a Design Contract (20-C2135) with the Artist (Jennifer Dixon)

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.

Authorize the City Manager to Execute Contract No. 19-C2121 with Olympic Environment Resources for Recycling Event Project Management for 2020 and 2021

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

City Council Meeting Minutes of November 25, 2019 and December 9, 2019

Authorize the City Manager to Execute Contract 20-C2133 the Northshore School District Lease Agreement for Rhododendron Park Boathouse

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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

BUSINESS AGENDA

Review Proposed Changes to the Parks, Recreation and Open Space (PROS) Plan - Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner

Director Bent and Principal Planner Anderson explained that on January 13, the Council requested several changes to the recommended Parks, Recreation and Open Space (PROS) plan. The 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 the February 10, 2020 Council Meeting.

To reduce the number of pages to review, the appendices have not been included in Attachment 1 in the Council packets. 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:

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January 27, 2020

-
- 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.

MOTION: Councilmember Curtis made a motion to remove Moorlands Trails from the PROS Plan, Mayor Baker seconded the motion. The motion passed unanimously.

MOTION: Councilmember Curtis made a motion to change the amount for the St. Edward ballfields from \$7 million to \$3.5 million, Councilmember Pfeil seconded the motion. The motion passed unanimously.

This item will come back for action at the February 10 Council Meeting.

2020 Annual Docket for the Planning Commission - Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner

Director Bent and Principal Planner Anderson reviewed the proposed 2020 annual Planning Commission docket for Council action. Staff recommends that Council assign four projects to the Planning Commission:

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- 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 in the Council packet 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.

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:

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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.

MOTION: Councilmember Curtis made a motion to approve the 2020 Annual Docket for the Planning Commission, Mayor Baker seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at approximately 9:10 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Regular Meeting
Minutes
February 3, 2020**

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 Corina Pfeil
Councilmember Melanie O’Cain

FLAG SALUTE

AGENDA APPROVAL

BUSINESS AGENDA

Status Update on the Environmental Impact Statement (EIS) Process for the St. Edward Ballfield Project and Options for Next Step - Debbie Bent, Community Development Director and Bryan Hampson, Development Services Director

City Manager Karlinsey, Director Bent, Director Hampson and Principal Planner Anderson explained that at the January 2020 Council retreat, staff noted that State Parks had recently completed the Phase 1 scoping process for the SEPA Environmental Impact Statement (EIS) process for the St. Edward ballfield project.

The purpose of scoping was to narrow the focus of the EIS analysis to significant environmental issues and to identify reasonable alternatives, including mitigation measures. Scoping also invites public participation. Attachment #3 is the EIS Scoping Summary Report.

The conclusion of Phase 1 scoping provides an opportunity for Council to consider options prior to authorizing further expenditures for Phase 2 related to the EIS. Before proceeding with Phase 2 of the EIS (draft EIS and final EIS), staff is requesting Council direction on potential options. Council concurred with the City Manager’s recommendation to hold a

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February 3, 2020

special meeting February 3rd to allow public comment, review potential options and provide Council direction.

Potential Options:

At the Council retreat, staff outlined three potential options. No direction on potential options was requested by staff or given by Council at the Council retreat

1. Continue with the EIS process: Continuing with the EIS process is consistent with Council direction given May 2018. The outcome of the EIS SEPA process will help inform the City's decision on the critical area buffer variance permit application and the State Park Commission's decision on a long-term 20-year lease with the City to allow ballfield improvements and ongoing maintenance. The SEPA scoping document also notes that the EIS is not the only document that State Parks decision makers (State Parks Commission and staff) will consider and that other information sources like written comments received during the EIS scoping document will also be considered.

Continuing with the EIS will require an additional estimated \$131,747 of city funds to be allocated to the current park capital improvement budget of \$200k (total budget \$331,747). Council direction on an amended CIP budget would be brought forward at a future meeting. Council direction at a future meeting will also be required to authorize a new Interagency Agreement with State Parks outlining the cost and terms for reimbursement of Phase 2 EIS costs.

2. Reduce the number of alternatives considered in the EIS: Reducing the number of alternatives is not anticipated to significantly reduce the cost for EIS Phase 2. The question for Council to consider is whether there is a preference for turf versus grass, or lighting versus no lighting to focus on for the EIS analysis. If Council selects this option, Council direction on alternatives is needed.

The preliminary list of alternatives outlined in the draft scoping summary (Attachment #3) are as follows:

- Artificial turf with field lighting
- Artificial turf with no field lighting.
- Improved natural turf with field lighting.
- Improved natural turf with no field lighting.
- No action – how the field is currently used (existing grass, no lighting)

3. Stop the project. The policy question for Council consideration: Are there other capital projects that have a higher priority for resource allocation, given anticipated project costs and no funding allocated in the six-year CIP for the ballfield project beyond the EIS.

Background on EIS Process:

- May 2018, Council direction to proceed with a SEPA EIS for the St. Edward Ballfield Project.

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February 3, 2020

-
- 6/10/19 Council authorized approval of an Interagency Agreement Contract 19-2061 (see Attachment #1) for reimbursement of EIS Phase 1 costs to State Parks in the amount of \$65,105.
 - 6/11/19 A SEPA lead agency agreement (Contract 19-2062) was executed designating State Parks as the SEPA lead agency for the EIS process (see Attachment #2).
 - 7/31/19 state parks issued a SEPA Determination of Significance (DS).
 - 8/13/19 State Parks hosted a public meeting on EIS scoping and held a public comment period 8/1/19 to 8/30/19.
 - 9/9/19 Council authorized amendment #1 to the Interagency Agreement Contract 19-2062 in the amount of \$7,300 (total contract amount \$72,405)
 - 11/13/19 State Parks provided a draft scoping summary document to the City outlining issues that need to be analyzed in the EIS. (see Attachment #3).
 - 1/16/20 State Parks consultant (Watershed Company) provided a draft scope and budget for Phase 2 of the EIS process (see Attachment #4)
 - 1/27/20 Council authorization for Amendment #2 to Contract 19-2061 in the amount of \$9,300 for Phase 1 EIS costs (total contract \$81,705).

Project Status: A Critical Area Buffer Variance Permit Application was submitted to the City on 7/28/17. The variance permit review process and decision are on hold pending the outcome of the SEPA EIS process. An updated Real Property Application was submitted to State Parks on 2/27/19 requesting a long-term lease. The State Parks Commission decision on the lease application is on hold pending the outcome the SEPA EIS process.

On 11/9/15 Council direction to staff was to move forward with SEPA documents and work with State Parks to secure a long-term lease. On 1/22/16 a Memorandum of Understanding (Contract 16-C1507) was executed between the City and State Parks to prepare a long-term lease whereby the City improves the ballfields and manages and maintains them.

Capital Improvement Budget: The adopted Park Capital Improvement Program (Ordinance 19-0497) allocates \$200k in 2019 for the EIS (REET funds and RCO grant funds) and \$500k as a placeholder in 2024 (park impact fee funds). The cost estimates to complete the EIS is now \$331,747. Additional City funds (\$131,747) will need to be allocated to the CIP budget in the current biennial budget to complete the EIS.

EIS Costs: \$331,747

Phase 1 (gap analysis and scoping): \$99,892

- Contract 19-2061 Interagency Agreement for reimbursement of Phase 1 EIS Consultant costs (Watershed Company) to State Parks \$81,705.
- Amendment #7 to Task 35 Contract 12-C1082 with Perteet \$18,187 (City's on call consultant) to respond to gap analysis questions from State Parks consultant

Phase 2 (draft and final EIS): \$231,855

- Staff received a scope and budget proposal from State Parks consultant (Watershed Company) on 1/16/20 for completing Phase 2. Cost not to exceed \$191,855.

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- Staff anticipates that additional consultant resources will be needed to respond to questions, comments, data requests during the EIS process. Staff estimates \$40k.

Project Expenditures to Date: \$420,655 (includes Phase 1 EIS costs).

Estimated Project Costs: Project costs estimates were last provided to Council 7/23/18. Both cost estimates assumed \$300k for completing an EIS.

- Grass fields and no lighting: \$5,450,510.
- Turf fields with lighting: \$7,071,910.

Grant Status:

- 1/14/19 Council gave direction to pursue reallocation of the \$611k King County Youth grant funds from the St Edward ballfield project to the Rhododendron boathouse project. The reallocation is pending.
- 11/18/19 Council update on withdrawal from the RCO 2016 grant agreements for \$750k. Withdrawal due to the project being unable to meet grant requirements for completing the project by 2024, or securing tenure of the property by March 2020, and permitting and environmental review taking longer than anticipated. Grant funds are therefore no longer available to match City funds for EIS costs as anticipated in the adopted CIP.

Citizen Comments on the EIS Process for the St. Edward Ballfield Project.

Mayor Baker opened the meeting for public comment. Comments were received from the following people:

Elizabeth Mooney	Danny Howe
Glenn Rogers	Mandie Neher
Mike Suarez	Nathan Dowell
David Dowell	Trish Lundeen
Susan Carlson	Scott VanCleave
Dylan Mason	Jeff Bryan
Peter Lance	Phyllis Finley
Tray Banaszynski	Frances Hill
Cody Pzinter	David Stokes
Sara and Violet Canheresi (spelling not confirmed)	Chris Finge
Malia Caracoglia	Chris Rothmier
The Holes Family	Russ Porter
Whitney Neugebauer	Jeff Rash
April Rose	Vicki Grayland
Karen Prince	Greg Slayden
Annaliese Stelzer	Beth DeVoe
Terminello	Dakota Rash
	Keith Dunbar

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Barbara Lau
Russ Goldberg

Ceilidh Sachs
Mike Satterlee

Council Discussion and Possible Direction on the EIS Process for the St. Edward Ballfield Project

Council and staff engaged in a discussion. The options on the table are to 1. Continue with the EIS, 2. Reduce the EIS and 3. Stop the EIS and therefore the project.

MOTION: Councilmember Curtis made a motion to go with Option 3 and Stop the Funding for the EIS, Councilmember Pfeil seconded the motion. The motion passed 4-3-0 with Councilmember Srebnik, Mayor Baker and Deputy Mayor Herbig voting no.

ADJOURNMENT

The meeting was adjourned at approximately 9:45 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Special & Regular Meeting
Minutes
February 10, 2020**

SPECIAL MEETING CALL TO ORDER – Mayor David Baker called the meeting to order at 6:00 p.m.

JOINT MEETING WITH NORTSHORE SCHOOL DISTRICT – Council and Northshore School District met to discuss a new high school dragon boat program, high school rowing, shell house update, aquatic center, school athletic fields and the potential for a partnership between the City and District, levy bond cycle, and to provide jurisdiction/agency updates.

REGULAR MEETING CALL TO ORDER - Mayor David Baker called the regular meeting to order at 7:22 p.m.

ROLL CALL

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Melanie O’Cain

FLAG SALUTE

Mayor Baker presented Debbie Bent, Community Development Director, with letter he received from Department of Ecology acknowledging the City’s efforts on Shoreline Master Program Update.

AGENDA APPROVAL

There were no objections and agenda was approved as submitted.

CITIZEN COMMENTS

Vicki Grayland
20308 73rd Ave NE
Kenmore, WA 98028

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February 10, 2020

Ms. Grayland was happy to hear the discussion with the School Board and that it was an open meeting. She encouraged staff to consider the power of volunteers.

Fernell Miller
18514 57th Ave NE
Kenmore, WA 98028

Ms. Miller spoke about her experiences growing up in Kenmore and taking swimming lessons in the area. She is a PE teacher with Northshore School District and would like to be included in conversation for park programming.

Nadia Regina Silver
18230 70th Ln NE
Kenmore, WA 98028

Ms. Silver was disappointed to not see a recognition of Black History Month at this meeting.

Tracy Banaszynski
5863 NE 197th ST
Kenmore, WA 98028

Ms. Banaszynski provided written comments and requested the PROS plan be removed from the consent agenda to allow for more discussion and to revise the plan to include salmon recovery and stewardship for salmon. She was also in support of proclaiming February Black History Month.

Phyllis Finley
5962 NE Arrowhead Dr.
Kenmore, WA 98028

Ms. Finley requested that the PROS plan not be left on the shelf and it be revised to include accurate date of all types of participation, both active and passive.

Bob Black
8232 NE 166th ST
Kenmore, WA 98028

Mr. Black spoke about the 84th and Simonds Road project on the council's agenda. He was not in favor of the staff proposal and would like to see a better solution such as a wire stand quad traffic light.

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Cody Painter
7735 NE 199th ST
Kenmore, WA 98028

Mr. Painter was not in favor of the council's vote of not pursuing the athletic field improvements at the St. Edward State Park ballfields.

Karen Prince
15122 65th Ave NE
Kenmore, WA 98028

Ms. Prince was glad to hear a conversation between City Council and Northshore School District. She also encouraged Council to look into the power of volunteers. She also mentioned that Council could consider a taxing authority for field improvements.

John Hendrickson
5919 NE 202nd Ln
Kenmore, WA 98028

Mr. Hendrickson spoke in favor of the Council's decision to stop the St. Edward ballfields project but condemned Councilmembers who voted in favor of the project. He recommended the City look into the Lakepointe location.

Mike Satterlee
5909 NE Arrowhead Dr
Kenmore, WA 98028

Mr. Satterlee, as the KB Fastpitch President, spoke about the need for baseball fields in the area. He appreciated the City having an open conversation with the School Board.

TRAINING WITH WASHINGTON CITIES INSURANCE AUTHORITY
WCIA Executive Director, Ann Bennett presented "City Council Dos and Don'ts".

CONSENT AGENDA

Councilmember O'Cain requested that Item G: *Approve Resolution 20-334 to Adopt the Final 2020 Parks, Recreation, and Open Space (PROS) Plan* be removed from consent agenda to answer her questions and for further discussion as a business item.

MOTION: Deputy Mayor Herbig made a motion to approve the consent agenda, minus Item G, which was seconded by Mayor Baker. The motion passed unanimously (Councilmember Marhsall was not present for the vote).

City of Kenmore - City Council Meeting Minutes
February 10, 2020

BUSINESS AGENDA

Consent Agenda Item G: Approve Resolution 20-334 to Adopt the Final 2020 Parks, Recreation, and Open Space (PROS) Plan

Community Development Director Bent explained background and timeline of the Planning Commission discussion and review process which has been going for several months. The City is currently working on the PROS plan to meet State mandated deadlines and an additional public hearing would be required if Council makes a substantive change to plan. Councilmember O’Cain wanted to see salmon habitat restoration be considered more thoroughly in plan and requested language changes in existing goal #3 (adding ‘restore’). She also requested a new goal be added that specifically addresses salmon habitat restoration. Councilmember Curtis was not in favor of changing minor wording in plan at this stage of the process. Councilmember Marshall was in favor of Councilmember O’Cain’s changes as they are minor changes to plan. Councilmembers had further discussion of salmon habitat restoration being addressed in Appendix F.

MOTION: Councilmember O’Cain made motion to add a new goal (#8 on page 30) to PROS Plan to specifically address salmon habitat restoration which was seconded by Councilmember Herbig. Following discussion, motion failed 6-1-0 with Councilmember Marshall voting no.

Ms. Bent clarified the purpose of the PROS Plan to Council and explained that habitat restoration is included as part of various sections but is not a separate goal and that adding this goal would be considered a substantive change which will require a public hearing. Councilmember Pfeil was in favor of changes and Councilmember Srebnik clarified if adding this goal would cause further revisions to natural element section. Parks Project Manager Colaizzi explained the overarching goal of the PROS plan and that the salmon habitat recovery is a means to goal. Council discussed putting salmon habitat recovery language in a separate location which passed; the PROS plan will be on the consent agenda at the meeting on February 24th.

MOTION: Councilmember O’Cain made a motion to add an amendment to include habitat restoration on page 138 of the PROS plan per staff recommendation which was seconded by Councilmember Pfeil. The motion passed 6-1-0 with Councilmember Curtis voting no.

Walkways and Waterways Park Project Update: Log Boom Park and Squire’s Landing Park
Parks Project Manager Colaizzi introduced Shane Philips, of Mott MacDonald and they presented the most recent design for Log Boom and Squire’s Landing Park updates.

STAFF REPORT

City Engineer Vicente presented 84th Avenue NE and Simonds Rd Intersection changes

City of Kenmore - City Council Meeting Minutes
February 10, 2020

COUNCILMEMBER REPORTS, COMMENTS, & INITIATIVES

ADJOURNMENT

The meeting was adjourned at approximately 10:10 p.m.

David Baker, Mayor

ATTEST:

Tela Whiteman, Acting City Clerk

City of Kenmore, Washington Proclamation

WHEREAS, the benefits of participation in school-based instrumental music activities can last a lifetime; and

WHEREAS, research now shows that students who participate in instrumental music programs do better in math, science, history, literature, international languages, reading and writing, even in computer science and other academic disciplines; and

WHEREAS, music education is an integral part of a well-rounded education that prepares students for success in life by teaching teamwork and discipline; and

WHEREAS, the cost of owning or renting an instrument is a barrier preventing students of low income families from participating in instrumental music; and

WHEREAS, many adults have lovingly-used musical instruments that they no longer use stored in their garages, attics or closets and come to realize that their highest and best use is to put these instruments back into play; and

WHEREAS, *Music4Life*™ (www.Music4Life.org) is a non-profit organization that has been repairing and providing ready-to-play musical instruments to participating public school districts for use by students in need since 2007; and

WHEREAS, numerous community events are being held in the Puget Sound area during April and May to bring public attention to this need; and

WHEREAS, *Music4Life* guarantees that all instruments will be used exclusively for the benefit of students in the school district for which they are donated; and

WHEREAS, *Music4Life* has provided approximately 3,500 musical instruments to children in the greater Seattle area, including those attending Auburn, Bremerton, Edmonds, Everett, Highline, Kent, Marysville, Northshore, Seattle and Shoreline Public Schools, in addition to nearly 11,000 recorders to very young students;

NOW THEREFORE, I David Baker, Mayor of the City of Kenmore, on behalf of the City Council, do hereby want to proclaim:

April, 2020 as *Music4Life* Month

in Kenmore, Washington and encourage all our citizens to donate any lovingly used musical instruments they may have to www.Music4Life.org.

IN WITNESS WHEREOF, signed this 16th day of March, 2020.

Signed: _____
David Baker, Mayor

Attested: _____
Kelly M. Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Rhododendron Park Boathouse
 Bid Award (Bid# 19-C2112)

For Council Meeting Agenda of: 3/16/2020

Department: Community Development

Prepared by: Rob Sayre-McCord, Parks Project Manager

Initial & Date

Approved by Department Head: DA 3/16/20

Approved by City Attorney:

Approved by Finance Director: RJK

Approved by City Manager:

Exhibits/Attachments:

- 1) Fundraising Committee Memorandum of Intent

Proposed Council Action/Motion:

Motion to authorize the City Manager to award the contract for the Rhododendron Boathouse Project to GenCap Construction Corp for \$1,195,826

INFORMATION/BACKGROUND: At the 3/16/20 Council meeting council is being asked for a motion to authorize the City Manager to award the contract for the Rhododendron Boathouse project to GenCap Construction Corp for \$1,195,826. The deadline for awarding a bid is 4/6/20.

On 3/5/20, Council voted to accept the staff recommendation that the City move forward with the construction of the full boathouse. The budget gap of \$340,000 will be entirely funded from fundraising by the fundraising committee. The City will commit \$340,000 of Strategic Opportunity Funds, to fund the budget gap at the time of bid award, to be paid back with the funds raised by the fundraising committee.

The fundraising committee is comprised of members from the George Pocock Rowing Foundation, Kenmore Rowing Club and Northshore School District Athletic Booster Clubs. The committee has already raised \$50,000 and would need until October 2021 to raise the full amount. The fundraising committee's Memorandum of Intent (MOI) to the City outlines their commitment to raise the funds and commitment to provide regular reports to the Council on the status of fundraising efforts (see Attachment #1).

FISCAL CONSIDERATION: The City will commit \$340,000 of Strategic Opportunity Funds, to fund the budget gap at the time of bid award, to be paid back with the funds raised by the fundraising committee. The Strategic Opportunity fund budgeted 2020 end-fund balance is \$3,200,363.

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 S1889 – \$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

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

2019 adopted Council goals:

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

ATTACHMENT
1



City Of Kenmore, Washington

Memorandum of Intent

Date: March 10th, 2020

To: Kenmore City Council

From: George Pocock Rowing Foundation, Kenmore Rowing Club, Northshore School District Athletic Booster Clubs

Regarding: Fundraising for the Kenmore Boathouse Project

Dear Kenmore City Council,

We are representatives of the private, public, and nonprofit community stakeholders in the proposed Kenmore Boathouse Project at Rhododendron Park.

The George Pocock Rowing Foundation (GPRF) is a 501-c-3 non-profit organization with a 36-year history of service in the Northwest. The GPRF is working towards a future where every youth has the opportunity to row and pursue excellence, both on and off the water. In pursuit of that vision, the GPRF mission is to build and support high quality programs and facilities that promote access to rowing, excellence in rowing, and use rowing as a means to foster physical activity, health, leadership, and community engagement. The Kenmore Boathouse project represents a unique opportunity to establish and sustain a rowing community at the North end of Lake Washington for both youth and adults for generations to come, and the Pocock Foundation is proud to be a part of the committee that will bring this boathouse (and the community that follows) to life.

The Kenmore Rowing Club has brought the sport of rowing to the Northshore community. The new Kenmore boathouse will provide a space to house our equipment and serve as a focal point to build this community, where both juniors and adults work together and cheer for each other's success. KRC is dedicated to the vision and completion of the boathouse and will dedicate time, energy, and finances towards this goal.

The Northshore School District Athletic Booster Clubs are parent-supporter organizations dedicated to providing the best possible athletic opportunities for Northshore students. The Northshore Booster Clubs recognize the tremendous opportunity the Kenmore Boathouse presents to help grow the high school rowing teams and assist their athletes in achieving excellence.

Collectively, the above groups have come together to form an ad hoc fundraising committee for the purpose of raising the needed funds to construct the Kenmore Boathouse. At the October 7th, 2019 Kenmore City Council meeting, Council directed our organizations to

18120 68th Ave NE, Kenmore, WA 98028

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Fax: (425) 481-3236

cityhall@kenmorewa.gov

www.kenmorewa.gov

initiate a fundraising campaign to fill the projected \$100,000 gap between the allotted project budget and the projected final cost. We are aware that the gap between the project budget and the current apparent low bid now stands at \$340,000. At the March 9th, 2020 Kenmore City Council meeting council gave direction that, to complete this project, our groups would need to raise \$340,000 by October 1st, 2021. By signing this non-binding Memorandum of Intent, we are publicly committing our support and effort to meeting this fundraising goal. By the above date, the Boathouse Fundraising Committee will make every effort to donate, in one lump sum, the full \$340,000 to the City of Kenmore as reimbursement for expenses incurred during project construction. In exchange, the City of Kenmore agrees to proceed with construction of the boathouse and will pay project costs up front while they await reimbursement from the fundraising committee's capital campaign.

X

Executive Director, George Pocock Rowing F...

X

President, Kenmore Rowing Club

X

President, Northshore School District Boost...

X

City Manager, City of Kenmore

18120 68th Ave NE, Kenmore, WA 98028

Office: (425) 398-8900

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Media Contacts

Jan Shaw-Race Director

425-478-1196

Janetshaw4994@comcast.net

Sammamish Slough Race Returns to Kenmore for its Seventh Year

The 7th Annual Kenmore Hydroplane Cup Event Ready for April 4th, 2020

Get ready to hear the nostalgic sounds of hydroplanes!

On April 4th title sponsors **192 Brewery** and **US Plywood Supply** with the Seattle Outboard proudly presents the 7th Annual Kenmore Hydroplane Cup. **Seattle Water Sports** is providing 2 boats with drivers on the water for race security and water support. **Jet City Printing** is providing posters for advertising. The 2 and 3 cylinder outboards will leave the Kenmore Boat Launch for a timed exhibition race around a buoy at the entrance to the slough upriver past the boat launch, and Squires Landing, around the bend to the right and around another buoy at the Kenmore City Limits, and back to the Kenmore Boat Launch. Only one boat at a time will be on the river. The Vintage Inboards will be doing a show and shine at the Kenmore Boat Launch—Also an Unlimited will be parked at the Boat Launch for a photo opportunity. This will be the first year of a Jet Sprint Boat owned by the Swindall Brothers of Tacoma on display. Bring your cameras—take your picture in one of their boats. This change was made to accommodate the construction on the waterway.

We have had an average of 25 boats for the last few years, this year we are expecting increasing entries. We have had an overwhelming response from the boating community.

The opening ceremonies will start at 10 am with races starting at 12 noon and running until about 4 pm. We will have in attendance past unlimited drivers. Kenmore Native, Kay Myers Brewer will be announcing the river race with Jim Olsen assisting. Debbie Myre is back doing the National Anthem and Water Blessing. Admission is free for the event. The best viewing areas will be the 68th Ave bridge walkway and Squires Landing.

This historic event has brought the community to the banks of the Sammamish Slough since 1938 and ended in 1976. The idea to reintroduce the event 6 years ago came after local artist, Amberly “Gaul” Culley organized the Sammamish Slough race exhibit at Kenmore City Hall in 2013. Amberly and Jan Shaw restarted the event that year with great community support and has continued moving father up the river each year.

On Friday, April 3th, the community is invited to the 7th Annual Hydro Happy Hour at the 192 Brewery . Hydroplanes will be on display at this location. Come meet drivers past and present at this event. Parking is limited, so plan ahead.

Derek Wyckoff and his crew at 192 Brewing Company are excited to celebrate the history of the slough race by starting off the event with a Hydro Happy Hour. They are a great venue to go grab a micro brew beer and order something off the menu that will definitely satisfy you and enjoy their cozy and rustic atmosphere. US Plywood Supply, C&M Trophy, and Hydroplane and Race Boat Museum also have sponsored this event for the last 5 years. Please welcome back Pierre’s Dock, Jet City Printing and Mark Lord of Seattle Watersports

This year bring your family out to create your own Sammamish slough memories.

192 Brewery and Derek Wyckoff, US Plywood Supply and Don Swanson, and the Seattle Outboard Association and all of our community sponsors look forward to seeing you all out at the 7th Annual Kenmore Hydroplane Cup. This will be an exciting event so please grab your friends and family and come on down to watch history once more in the making!

Seattle Outboard Association has a Facebook Event page setup, check it out!

Article written by Jan Shaw and Ana Cappelletti co- race chairmen



City Of Kenmore, Washington

Memorandum

To: Rob Karlinsey, City Manager
From: Rita Moreno, Recreation Coordinator
Date: February 28, 2020
Subject: Recreation Programming

One of the goals of the Recreation Coordinator position is to create and maintain a recreation brochure. On March 9th I will be presenting our new recreation brochure. This brochure features our city parks, trails and hiking, facility rentals, events and more. Another goal is to help nonprofit and for profit organizations develop new recreation programs. Below is a chart with new recreation programming for 2020 as well as returning programs that have decided to expand their offerings in our city.

2020 Recreation Programming	Program description	Location
Camp PlayOut (new)	Outdoor Summer Camp @ Moorlands ages 6-12	Linwood
Nature Friends Outdoor School (new)	Year-round program for ages 3-6, focus on free time and seasonal nature curriculum	Linwood
Incrediflix (New)	Children will work in age appropriate groups and go through all of the steps that Hollywood producers go through from "Action" to "That's a Wrap!" Programs focus on creativity, cooperation, and fun!	Hangar
Preschool Music and Movement (New)	child and parents sing, move, dance, and play instruments	City Hall
Skate Like a Girl (returning)	Youth skate camp	Jack Crawford
Skyhawks Camps (returning)	Outdoor camp @ Rhododendron	Rhododendron
SUP Summer Camp (new)	Stand up paddle board youth camp	Log Boom Park
SUP Yoga (new)	Stand up Paddle board Yoga- need a spot where we can store paddle boards	Squires
Super Tots Soccer (New)	Soccer Camp for ages 18 months - 5yrs, develop motor skills and self-confidence; older classes focus more on developing core soccer skills and personal focus.	Rhododendron
Yoga in the Park (New)	fitness class for all fitness levels	Rhododendron

In 2019 we had over 2,761 youth and adults participate in our recreation programs which included Skate Like A Girl, Skyhawks, WhatsSup, and YMCA Summer Lunch. For 2020 we have added more programming and we are looking forward to another successful summer.

VI. I. Authorize the City Manager to Execute Contract No. 20-C2134 with ...

FISCAL CONSIDERATION:

Proposals were received in March and the lowest responsible bidder was Earthworks Landscape Services, Inc. (who is also the current contractor) The base price for all work included in the contract is \$68,062.50, however for additional work that may come up we have included the ability to add work by discretionary request and for the contract to not exceed \$75,000 annually.

The 2019-2020 Biennial Budget allocates \$117,500 annually for right of way maintenance which includes landscape maintenance, as well as other types of right of way maintenance.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Provide effective and efficient services.

Section 3. Requested Services

3.01 Duration of Services

The total duration of any contract resulting from the RFP will be a 2-year contract with the potential for renewal for additional, 2-year terms.

3.02 Performance Expectations

If the Contractor has had a contract terminated for default during the past five (5) years, all such instances must be described. "Termination for default" is defined as notice to stop performance due to the Contractor's non-performance or poor performance, and the issue was either (a) non-litigated; or (b) litigated and such litigation determined the Contractor to be in default.

Submit full details of all terminations for default experienced by the Contractor during the past five (5) years, including the other party's name, address and telephone number. Present the Contractor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the Contractor's proposal if the facts discovered indicate completion of a Contract resulting from this RFP may be jeopardized by selection of the Contractor.

If the Contractor has had a contract terminated for convenience, non-performance, non-allocation of funds or any other reason, which termination occurred before completion of the contract during the past five (5) years, describe fully all such terminations, including the name, address and telephone number of the other contracting party.

A Contractor response that indicates the request information will only be provided if and when the Contractor is selected as the apparently successful Contractor is not acceptable. Restricting the Contractor's response to include only legal actions resulting in termination for default is also not acceptable. The City reserves the right, but is not obligated to, reject any proposal not including the appropriate performance information per this section.

3.03 Request for Proposal Deliverables

The Contractor's proposal must include the following items:

- A. Proposal – Form #1**
- B. Company Information – Form #2**
- C. Client References – Form #3**
- D. Price Proposal Sheet - Form #4** Shall include all direct and indirect costs to complete tasks identified in Section 3.04 Scope of Services. Itemized pricing for units of accomplishment and various tasks.
- E. Attachment "A" – NON-COLLUSION CERTIFICATE**
- F. Examples of Past Work**

3.04 Scope of Services

Responsibilities

1. The Contractor shall provide all supervision, labor, equipment, technical expertise, safety equipment, and service operations to complete the project. All work shall be

performed under the supervision of a qualified maintenance supervisor and completed by:

- a. Cost effective use of manpower, equipment and materials
 - b. Attention to environmentally sound practices and procedures;
 - c. Application of the best management practices to natural resources;
 - d. Providing visible comparable services throughout the corridor.
2. A designated City Project Manager shall have sole authority to approve all phases of the project including quality of work and shall not authorize payment until in his or her opinion the work has been satisfactorily completed.
 3. The Contractor shall ensure that employees comply with all City of Kenmore and Washington State Industrial regulations and practices.
 4. The Contractor's personnel shall conduct themselves in a workmanlike manner at all times. Personnel shall be courteous, neat in appearance, and wear visible Contractor identification.
 5. All work shall be performed to Kenmore City Code, Chapter 8.05 Noise. The Contractor shall ensure all Contractor personnel comply with all relevant OSHA, WISHA and Labor and Industries worker safety regulations at all times they are on the project site. The work for the Contract shall be completed above ground.
 6. By signing the PROPOSAL FORM (Form #1), the Contractor agrees that he/she is familiar with the plans and site of the work, the local conditions affecting the performance of the work, the cost of the work at the place where the work is to be done, proposes and agrees with the time stipulated, to provide and furnish any and all labor, materials, tools, expendable equipment and all utility and transportation service necessary to perform the work.

Scope of Work

The general scope of work is to include the landscape maintenance of landscapes along the SR522 Right-of-Ways(ROW) and NE 153rd PL/NE 155th ST (Juanita DR NE to 84th Avenue NE) and some adjoining side streets within the City of Kenmore. The contractor shall furnish all labor, tools, equipment, materials, supplies, supervision, transportation, traffic control (traffic control plans along SR 522 will need prior approval from the City and the Washington Department of Transportation, traffic control plans along NE 153rd PL NE/NE 155th ST are approved by the City), and other items necessary for the complete maintenance and landscaping in accordance with the provisions herein, of the following Rights-of-Way within the City of Kenmore.

1. SR522 North ROW between the 6100 Block and 8400 block (from curb to back of sidewalk);
2. SR522 South ROW between the 6000 Block and the 6800 block;

3. East side of 68th Ave NE between NE 175th ST and NE 185th ST;
4. West side of 68th Ave NE between NE 175th St and NE 181st ST;
5. South sided of NE 181st ST between 67th Ave NE and 68th Ave NE;
6. NE 181st ST between 68th Ave NE and 73rd Ave NE (both sides);
7. 73rd Ave NE between NE 175th ST and NE 181st ST (both sides); and
8. NE 153rd PL/NE 155th ST North ROW from Juanita DR NE to 84th Avenue NE

The maps in Attachment C demonstrate the work areas. They are for general information only. Note that SR 522 improvements are complete from 61st to 65th Avenues NE and the aerial map are not up to date for this segment.

- A. The areas to be maintained within the ROW include, but are not limited to landscape beds, trees, shrubs, ground covers, tree squares, and hardscapes including sidewalks, bases of walls, and paved areas.
- B. The Contractor shall replace, at Contractor's own expense, any groundcover, trees, shrubs or other plant materials requiring replacement through negligence resulting from Contractor's failure to provide maintenance in accordance with the provisions herein. Plant materials supplied by the Contractor shall be of top quality condition and shall be guaranteed by the Contractor for one year.
- C. Contractor's operations and activities pursuant to a contract awarded from this RFP shall be under the control and supervision of the City's Public Works Operations Manager or designee (City Project Manager).
- D. Prior to beginning work, the Contractor shall submit the work schedule to the City's Project Manager. The schedule must look-ahead at least three months. Any changes to the schedule must be submitted to the City Project Manager at least a week BEFORE the work dates are modified. The Contractor shall establish a routine work schedule such that, to the extent possible, work shall be performed on the same day and time each visit to complete the contract work and shall be included in the proposal. **Maintenance activities may be performed between the hours of 7:00 AM and 3:00 PM, Monday through Friday, on the exterior ROW. Maintenance activities that require traffic control on SR 522 will be limited to the hours between 9:00 AM and 3:00 PM.**
- E. If additional work or services is desired either by the City or the Contractor, a Discretionary Work Request Form shall be used. The additional work or services requested should be specified by the City and the Contractor shall provide a quote on the cost of providing such additional work services. Written approval by the City must be obtained prior to the start of any additional work.
- F. **The Contractor will notify the City prior to every visit and provide the City with a documented summary of work completed after each visit. This should be received by the City via email within one week of the work being completed. The summary of work completed shall include:**

- a. Date;
- b. Arrival Time and Departure Time;
- c. Staff onsite;
- d. Detailed report of work completed;
- e. Notes/Comments (to include any items requiring attention or that may need a discretionary request to have the work completed – property damage, hazards, etc.).

This reporting is a contract requirement. The cost of preparing and submitting the summary is required and payment for this work is incidental to the bid items. The current summary must be submitted in order to be paid for the payment period's work.

The general descriptions of the landscaping and maintenance services to be provided in the contract are as follows.

Landscape Beds

The Contractor shall maintain all trees, shrubs and groundcover of the parks in a healthy, growing condition, by performing the following operations:

Pruning & Shrub Trimming

1. Tree pruning shall be done so as to keep the natural shape of the tree (no shearing or tip cutting). Branches shall be cut back and/or limbed up to keep out of the travelled roadway as well as the pedestrian travelled sidewalk. Thinning cuts may also be made (including removal of suckers) Pruning cuts shall be made back to a lateral or the trunk. Pruning shall be done under the supervision of a certified arborist.
2. The Contractor shall be responsible for notifying the City of any significant tree hazards including, but not limited to: dying or dead trees, significant broken limbs or damage, disease and insect infestation.
3. The Contractor shall cut back shrubs and ground cover to prevent encroachment into shrubs, trees, buildings, retaining walls, fences, utility vaults, sidewalks, and roadway. They shall be trimmed at the inside edge of the curb or sidewalk. In order to keep new growth from protruding over the curb or preventing site distance for vehicular traffic, the shrubs will need to be trimmed per the schedule outlined below. All shrubs are to be trimmed per the schedule to maintain the shape of the shrub. Growth of new sprouts, suckers, etc. are to be trimmed frequently so that each shrub maintains its shape and maintains an ornamental, neat and structured appearance.
4. Trimming of ALL shrubs on 153rd/155th will occur once per month year-round.
5. Major pruning of any deciduous trees shall be done in the dormant season. Minor pruning can be done at any time.

Bed Maintenance

1. Landscape beds and tree squares shall be kept free of weeds, trash, and debris. Weeding of ALL landscape beds on 153rd/155th will occur once per month year-round.
2. Weeding shall be done mechanically. Chemical applications may be used on a limited basis. The City reserves the right to limit the use of specific herbicides and/or application of said herbicides. **All pesticide applications must be approved by the City prior to any application. All pesticide applications shall be done in compliance with all federal, state, and local laws by a Washington State Department of Agriculture licensed applicator.**
3. Any damage to desirable plant material due to Contractor negligence or misuse of pesticides will be remedied by the Contractor at their expense, in a timely manner. Where irrigation is available, this will include negligence in failing to provide adequate water supply to support healthy plant growth.
4. The Contractor may need to remove dead or damaged plants and replace with the same plants of equivalent size, condition, and variety after obtaining written approval from the City. This will be done at the expense of the City unless plant damage or death was due to the Contractor's negligence in which place the replacement will be at the Contractors expense. The replacement plant materials supplied by the Contractor shall be of top quality condition and shall be guaranteed by the Contractor for one year.

Attachment F shows the maintenance aesthetic expected for maintenance of shrubs, sidewalk and weed management.

Mulching

1. All landscape beds and tree square shall be mulched on an annual basis (February/March). Mulch shall be WSDOT Wood Chip Mulch Specification or approved equal.

Irrigation

Irrigation does exist within the project limits; however, the City of Kenmore will be responsible for all irrigation maintenance and operations except for any damage caused by the maintenance activities of the contractor. The contractor will be expected to report any damage to the City whether at fault or not.

Hard Surfaces

Sidewalks, driveways, wall bases, curbs, and other hard surfaces shall be kept free of leaves, litter, and debris. The use of power blowers is acceptable; however, accumulations of debris must be removed from the site and not blown into adjacent property, street surfaces, fence lines, or planting beds.

Traffic Control

Traffic control will be minimal, but if traffic control is necessary to perform any work in the contract, it shall be in accordance with the current issue of the MUTCD (Manual for Uniform Traffic Control Devices) will be required. The Contractor shall submit a traffic control plan to the City. The City shall get Washington State Department of Transportation approval for work along SR 522 before the City will approve and return to the Contractor. The Contractor shall not deviate from the approved traffic control plan. Traffic control shall be included in the service it is needed for.

Personal Protective Equipment

The Contractor shall have staff equipped with all of the necessary personal protective equipment at all times. The Contractor will be required to have staff wear reflective vests while doing any work under the contract.

Discretionary Work Requests

A Discretionary Work Request (DWR), Attachment "E", shall be used for any work to be completed above and beyond work included in the executed contract. Work shall be done on a time and materials basis. A DWR must be approved by the City before work may commence. Examples of work that may be done via a DWR could be, but not limited to, planting installation, mulching, major irrigation repairs, etc.

Form #4
City of Kenmore, Washington, SR522/153/155 ROW Landscaping Services RFP
Price Proposal Sheet

Name of Contractor: Earthworks Landscape Services

The following price proposal sheet contains a frequency for each specific service. The Contractor shall submit prices based on frequencies listed.

NE 153rd PL/NE 155th ST

Description of Work	Estimated Frequency (Annual Total)	Number of Labor Hours Per Year	Cost Per Frequency (Include Labor & Materials)	Annual Cost
Mulch (WSDOT Spec. Wood Chip Mulch)	1(February)	# N/A	\$ 3,888.00	\$ 3,888.00
Trees: Pruning/Trimming	4	# 18	\$ 198.00	\$ 792.00
Trim ALL Shrubs	12	# 32	\$ 96.00	\$ 1,152.00
Weed ALL landscape beds and keep them free of weeds	26	# 78	\$ 108.00	\$ 2,808.00
Litter Control	26	# 39	\$ 54.00	\$ 1,404.00
Leaf/Debris Cleanup	26	# 52	\$ 72.00	\$ 1,872.00
Hard surfaces (Blowing)	26	# 39	\$ 54.00	\$ 1,404.00

Annual Cost for 153rd/155th	\$ 13,320.00
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SR 522 with connecting side streets

Description of Work	Estimated Frequency (Annual Total)	Number of Labor Hours Per Year	Cost Per Frequency (Include Labor & Materials)	Annual Cost
Mulch (WSDOT Spec. Wood Chip Mulch)	1 (February)	# N/A	\$ 9,459.00	\$ 9,459.00
Trees: Pruning/Trimming	4	# 64	\$ 576.00	\$ 2,304.00
Shrub trimming	6	# 192	\$ 1,152.00	\$ 6,912.00
Weeding	26	# 416	\$ 576.00	\$ 14,976.00
Litter Control	26	# 78	\$ 108.00	\$ 2,808.00
Leaf/Debris Cleanup (Weekly in November and December)	12	# 128	\$ 384.00	\$ 4,608.00
Hard surfaces (Blowing)	26	# 208	\$ 288.00	\$ 7,488.00
Annual Cost for SR522			\$ 48,555.00	

Grand Total Annual Cost for 522/153rd/155th ROW Landscape Services	\$ 61,875.00
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Discretionary Request Hourly Rates

Irrigation Technician Hourly Rate	\$ 65.00
Landscape Maintenance Laborer Hourly Rate	\$ 36.00



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions Move to: Ratify the Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions	For Council Meeting Agenda of: March 16, 2020 Department: City Manager's Office Prepared by: Dawn Reitan, City Attorney; and Rob Karlinsey, City Manager <u>Initial & Date</u> Approved by City Attorney: D.R. via email Approved by Finance Director: _____ Approved by City Manager: <u><i>[Signature]</i></u> Attachments Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions
Expenditure Required N/A Amount Budgeted N/A Appropriation Required N/A	
<u>INFORMATION/BACKGROUND:</u> Given the pandemic state of emergency caused by the novel coronavirus and the resulting COVID-19 disease in our region, the city manager recommends that the Kenmore City Council ratify the Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions, included as an attachment to this agenda bill.	

City of Kenmore

Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions

WHEREAS, the outbreak of the novel coronavirus (COVID-19), and its rapid progression in Washington state continues to threaten the life and health of its people as well as the economy of the state, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, on March 5, 2020, the City Manager issued the *City of Kenmore Proclamation*, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, on March 11, 2020, the World Health Organization classified the global spread of COVID-19 as a pandemic, and urged all governments to take action now to stem the spread of the disease; and

WHEREAS, on March 11, 2020, the Governor issued the "*Proclamation By The Governor Amending Proclamations 20-05, 20-06 And 20-07, 20-08*", dated March 11, 2020 (Proclamation 20-08), which found that COVID-19 spreads easily from person to person and may result in serious illness or death, and continues to spread in the state with cases expected to double every five to seven days, without any expectation of ending soon; and

WHEREAS, the Governor's Proclamation 20-08 also identified stringent social distancing as necessary to curtail and limit the opportunities for disease transmission, and prohibited: 1) private and public schools from in-person educational, recreational and other programs; and 2) gatherings of 250 people or more until April 24, 2020, unless extended beyond that date; and

WHEREAS, on March 11, 2020, the Local Health Officer for Public Health – Seattle & King County issued the *Local Health Officer Order*, dated March 11, 2020, which limited public events of fewer than 250 people, except under certain circumstances, with the intent to mitigate and slow the spread of COVID-19 in the community; and

WHEREAS, on March 11 the Centers for Disease Control and Prevention (CDC) issued *CDC's Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020, which recommends "extensive community mitigation activities" to slow the spread of, and minimize morbidity and mortality caused by, COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency due to the COVID-19 pandemic; and

WHEREAS, federal, state and local proclamations, recommendations and orders have the intended purpose of containing, mitigating and slowing the transmission of COVID-19, and include, among other things, social distancing measures, such as, limiting public events and recommending that individuals stay at home to reduce exposure to and transmission of COVID-19; and

WHEREAS, COVID-19 has severely impacted the local economy, resulting in thousands of employees working from home, the cancellation of numerous public events, significant reductions in tourism and demand at restaurants, coffee shops, and other local businesses, increased employee lay-offs, and reduction in work-hours; and

WHEREAS, the social distancing and self-isolation mitigation measure needed to slow the spread of COVID-19 will likely result in continued reductions in employment and household income, thereby leaving large numbers of residential tenants unable to pay rent and increasing the risk of eviction; and

WHEREAS, on March 12, 2020, the President and Chief Executive Officer of Puget Sound Energy (PSE) issued a press release which declared that PSE would not be disconnecting customers at this time due to economic hardship on local businesses and residences from COVID-19, and

WHEREAS, on March 15, the Governor expanded protections against COVID-19, and ordered a temporary closure of all restaurants, bars and entertainment and recreational facilities; and

WHEREAS, the City anticipates that the Northshore Utility District will soon pass a resolution temporarily suspending all residential water service terminations in response to COVID-19; and

WHEREAS, the Rental Housing Association of Washington recently posted an announcement acknowledging that King County is experiencing the highest rate of COVID-19 illness in the country, and stating that the rental housing industry recommends a 30-day hold on writs of restitution for King County, which would prevent physical evictions of local citizens during the emergency period; and

WHEREAS, the economic impacts of COVID-19 have increased the risk of residential tenant evictions due to loss of income and/or employment, however, residential evictions would dramatically undermine the containment and mitigation measures needed to slow the transmission of COVID-19; and

WHEREAS, residential tenant evictions would negate the ability of tenants to self-isolate, would increase their risk of contracting and/or spreading COVID-19, and would put them, and high-risk individuals (older adults and individuals with underlying medical conditions), at greater risk from COVID-19; and

WHEREAS, the City Manager finds that ability to self-isolate at home during this COVID-19 emergency is critical to containing, mitigating and slowing the transmission of COVID-19, and that residential tenant evictions severely undermine state and local emergency COVID-19 response efforts; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, under the emergency powers authorized under KMC 8.30.060.A, the City Manager is empowered to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster”; and

WHEREAS, Art. XI, Sec. 11 of the Washington State Constitution gives the City broad police powers to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws”; and

WHEREAS, the City Manager finds that establishing a temporary moratorium on residential tenant evictions is reasonably related to the protection of life, health and property, and is intended to contain, mitigate and reduce the exposure and transmission of COVID-19 in the Kenmore community by imposing a temporary moratorium on residential tenant evictions;

NOW, THEREFORE, THE CITY MANAGER OF THE CITY OF KENMORE, WASHINGTON, HEREBY PROCLAIMS, MAKES, AND ISSUES AN EMERGENCY COVID-19 RULE AS FOLLOWS:

1. Recitals. The recitals set forth above, which are incorporated herein by reference, are adopted as findings in support of the emergency rule established by this proclamation.
2. COVID-19 Pandemic and Public Health Emergency Rule: Temporary Moratorium on Residential Tenant Evictions: The City Manager hereby

makes, issues, and adopts the emergency rule set forth on Exhibit 1, "COVID-19 Pandemic and Public Health Emergency Rule: Temporary Moratorium on Residential Tenant Evictions", attached hereto and incorporated by reference.

3. Effective date. This proclamation and emergency rule shall be in full force and effect upon signature of the City Manager, and ratification by the City Council.

Dated this 16th day of March, 2020.

Signed _____
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk



Exhibit 1

**COVID-19 Pandemic and Public Health Emergency Rule:
Temporary Moratorium on Residential Tenant Evictions**

1. PURPOSE:

A. The purpose of this Rule is to protect the health and safety of persons, provide emergency assistance to the victims of the COVID 19 emergency and establish procedures relating to mitigation of the pandemic illness and public health emergency currently taking place, which pose a continuing risk to the health and safety of staff and the community at large.

B. The purpose of this Rule is also to implement a containment and mitigation tool for the protection of the Kenmore community, by imposing a temporary moratorium on residential tenant evictions, and therefore reducing exposure to and transmission of COVID-19.

2. SCOPE: The temporary moratorium imposed under this Rule applies to all tenant evictions from residential dwelling units within the City's boundaries.

3. DEFINITIONS:

A. "City" means the City of Kenmore.

B. "Eviction" or "evictions" mean any and all acts or conduct taken by a landlord or owner to expel or cause a tenant to vacate a residential dwelling unit within the City.

C. "Landlord" means the owner, lessor, or sub-lessor of a residential dwelling unit or property of which it is a part, and in addition means any person designated as representative of the owner, lessor, or sub-lessor, but not limited to an agent, a resident manager, or designated property manager.

D. "Moratorium" means the prohibition, delay and/or suspension of an activity.

E. "Owner" means one or more persons, jointly or severally, in whom is vested: a) all or any part of the legal title to property containing a residential dwelling unit; or b) all or part of the beneficial ownership, and a right to present use and enjoyment of the property containing a residential dwelling unit.

- F. “Rental Agreement” means all agreements which establish or modify terms, conditions, rules, regulations, or any other provisions concerning the use and occupancy of a residential dwelling unit.
- G. “Rental Premises” means a residential dwelling unit, appurtenances thereto, grounds, and facilities held out for the use of tenants generally and any other area or facility which is held out for use by the tenant.
- H. “Residential Dwelling Unit” means a residential structure or that part of a residential structure which is used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, including, but not limited to, single-family residences and units of multiplexes, apartment buildings, and mobile homes.
- I. “Tenant” means any person who is entitled to occupy a residential dwelling unit primarily for living and dwelling purposes under a rental agreement.

4. REFERENCES:

- A. Art. XI, Sec. 11 of the Washington State Constitution
- B. Chapter 7.05 RCW – Local Health Departments
- C. Chapter 7.08 RCW – Combined City-County Health Departments
- D. Chapter 70.26 RCW – Pandemic Influenza Preparedness
- E. RCW 38.52.070 – Emergency Powers
- F. Chapter 8.30 KMC – Emergency Operations Plan
- G. City of Kenmore Comprehensive Emergency Management Plan
- H. Washington Department of Health: doh.wa.gov
- I. Public Health – Seattle & King County: www.kingcounty.gov/depts/health.aspx
- J. *City of Kenmore Proclamation*, dated March 5, 2020
- K. *Proclamation By The Governor Amending Proclamations 20-05, 20-06 And 20-07, 20-08*, dated March 11, 2020
- L. Public Health – Seattle & King County, *Local Health Officer Order*, dated March 11, 2020
- M. *CDC’s Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020

5. EMERGENCY RULE - TEMPORARY MORATORIUM IMPOSED:

- A. There is hereby adopted and imposed a temporary moratorium on all tenant evictions of residential dwelling units within the City by landlords and/or owners of said residential dwelling units for the time period set forth in Section 7 of this Rule.
- B. A landlord or owner of a residential housing unit shall not issue a notice of termination or initiate an eviction action or otherwise act to evict a tenant during this temporary moratorium. Further, no late fees or other charges due to late payment of rent shall accrue during the moratorium.
- C. For any pending residential tenant eviction, it shall be a defense that the eviction of the tenant would occur during the moratorium. Given the public health emergency and public safety issues, a court may grant a continuance for future hearing date in order for the eviction action to be heard after the moratorium.

6. EXCEPTION TO MORATORIUM: The temporary moratorium imposed under Section 5 of this Rule shall not apply to evictions relating to the protection of life and safety, including, but not limited to, circumstances where a tenant threatens another tenant or other person(s) with a firearm or other deadly weapon, or some other unlawful use of a firearm or other deadly weapon on the rental premises, or for physically assaulting or placing another person in immediate physical danger on the rental premises.
7. DURATION: The temporary moratorium imposed in Section 5 of this Rule shall be in full force and effect upon signature of the City Manager, and ratification by the City Council, and shall not expire until 11:59 p.m. on April 24, 2020. Provided, however, the City Manager shall have the authority, in his discretion, to extend the temporary moratorium for additional time periods based on public health necessity.

Dated this 16th, day of March, 2020:

Signed

Rob Karlinsey, City Manager

Attested

Kelly Chelin, City Clerk