City of Kenmore

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

City Council Regular Meeting

ON-SITE

MONDAY, MARCH 25, 2024 - 7:00 PM

In addition, we try to provide access to the meeting virtually:
ZOOM LINK: https://kenmorewa-gov.zoom.us/j/86014736276
ZOOM PASSWORD: march
Or One tap Mobile: US: +12532050468,,86014736276#
Or Telephone Dial US: +1 253 205 0468
Webinar ID: 860 1473 6276
ZOOM PASSWORD: march
SIGN UP FOR VIRTUAL PUBLIC COMMENT HERE: www.kenmorewa.gov/virtualpubliccomment
If you have technical difficulties accessing the meeting virtually, please contact the Deputy City Clerk at mkang@kenmorewa.gov.
Technical Difficulties - If the virtual component of the meeting disconnects, and we cannot resolve technical difficulties to reconnect the virtual component, the in-person meeting will continue at City Hall if there is a quorum of the body to conduct business.

Land Acknowledgement to Honor First Peoples

We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.

I. CALL REGULAR MEETING TO ORDER - 7:00 PM

II. ROLL CALL

III. LAND ACKNOWLEDGEMENT

IV. FLAG SALUTE

V. AGENDA APPROVAL

VI. PROCLAMATIONS

A. Sexual Assault Awareness Month
PROCLAIMED
Proclamation - Sexual Assault Awareness Month, April 2024

B. Child Abuse Prevention Month
PROCLAIMED
Proclamation - Child Abuse Prevention Month, April 2024

VII. RECOGNITION

A. Recognizing Erika Del Villar, Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee
RECOGNIZED

VIII. WHERE'S THE FUN?

IX. PUBLIC COMMENTS

Welcome to the Council's meeting. Please address your comments to the Mayor and Council. You'll have three minutes to speak. If there are more than 20 speakers, time will be reduced to two minutes per speaker. The Clerk will call your name when it's your turn. The Presiding Officer may choose to alternate between in-person and online comments. Please state your name and city of residence and keep within the allotted time. To make every person feel welcome and safe here; please refrain from booing, clapping, heckling, yelling, or other interruptions. The meeting is recorded for transparency. Thank you for being here, and for sharing your input respectfully.

VIRTUAL PUBLIC COMMENT PRE-REGISTRATION PROCESS: To provide public comments virtually, please fill out the Virtual Public Comment Request Form in advance of the meeting. The form opens Tuesdays at 12:00 Noon and closes Mondays at 12:00 Noon. You will be confirmed by the City Clerk. If you are having difficulty, please reach out to the City Clerk at awarhol@kenmorewa.gov.

X. CONSENT AGENDA
APPROVED BY UNANIMOUS CONSENT

A. Authorize the City Manager to execute Contract No. 23-C2991 with Confluence Environmental Company, in an amount not to exceed $265,000, for environmental mitigation monitoring and stewardship services.
Agenda Bill - Contract with Confluence Environmental Company
Attachment 1 - Contract No. 23-C2991 Scope of Work and Fees
Attachment 2 - RFP 23-C2991

B. Authorize the City Manager to execute Interlocal Agreement 24-C3024 with the Washington State Department of Commerce to accept grant funds totaling $110,000 to develop an Electric Vehicle Infrastructure Plan.
Agenda Bill - Interlocal Agreement 24-C3024
Attachment 1 - Interlocal Agreement 24-C3024

C. Authorize the City Manager to execute Interlocal Agreement 24-C3027 with the Washington State Department of Natural Resources to accept

grant funds totaling $105,200 to develop an Urban Forestry Management Plan and street tree inventory.
Agenda Bill - Interlocal Agreement 24-C3027

XI. PRESENTATION

A. State of the College: The Cascadia Roadshow, presented by Cascadia College President Dr. Eric Murray
PRESENTED
Presentation

XII. STUDY SESSION

A. Human Services Needs Assessment Preliminary Report, presented by Housing and Human Services Manager Tambi Cork and HMA Senior Consultant Dr. Megan Beers, *for discussion*
PRESENTED AND DISCUSSED
Agenda Bill - Human Services
Attachment 1 - Presentation
Attachment 2 - Community Survey Results (corrected 3/25)

XIII. STAFF REPORTS

A. Affordable Housing Discussion Schedule, presented by Community Development Director Debbie Bent and Housing and Human Services Manager Tambi Cork
REPORTED AND DISCUSSED
Presentation - Affordable Housing Discussion Schedule
Memo - Update on Permanent Supportive Housing and Other Affordable Housing Topics

XIV. COUNCILMEMBER REPORTS & COMMENTS

XV. ADJOURNMENT

UPCOMING MEETINGS

A. Monday, April 8, 2024 7:00 PM - City Council Regular Meeting
Monday, April 15, 2024 7:00 PM - City Council Regular Meeting
Monday, April 22, 2024 7:00 PM - City Council Regular Meeting
Friday, April 26, 2024 - Saturday, April 27, 2024 - City Council Retreat (offsite)

NOTICE OF POTENTIAL QUORUMS

Click here for information about Potential Quorums of the City Council. Now

found on the City website under City Council Meetings.

City of Kenmore, Washington
Proclamation

WHEREAS, sexual assault is a pervasive and deeply troubling widespread issue affecting individuals of all ages, genders, and backgrounds; and

WHEREAS, trauma inflicted by sexual violence extends far beyond the immediate physical harm, often resulting in long-term emotional and psychological consequences for survivors and their loved ones; and

WHEREAS, individual and community impacts of sexual violence are rooted in and compounded by racism, sexism, heterosexism, and other forms of oppression. Black, Indigenous and other people of color, people living in poverty, LGBTQ+ people, elders, people with disabilities, and other people targeted by oppression are disproportionately affected by sexual violence in significant and complex ways; and

WHEREAS, the goal of Sexual Assault Awareness Month is to raise public awareness about sexual violence and educate communities on how to prevent it, as well as an opportunity to honor the resiliency and healing of survivors; and

WHEREAS, Sexual Assault Awareness Month presents a reminder for us to come together as a society to confront this issue, challenge harmful attitudes and behaviors, and foster a culture of respect, consent, and equality; and

WHEREAS, working together as a community, we can help alleviate the trauma of sexual violence by ensuring supportive resources are available to all survivors, while standing up to and actively disrupting harmful attitudes and behaviors that contribute to sexual violence.

NOW THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, join advocates and communities through King County and Washington State in taking action to prevent sexual violence by standing with survivors and proclaiming **April 2024** as **Sexual Assault Awareness Month**. Together, we commit to a safer future for every person in our community. Kenmore.

IN WITNESS WHEREOF, signed this 25th day of April 2024.

Signed: _____ Attested: _____

Nigel Herbig, Mayor Anastasiya Warhol, City Clerk

City of Kenmore, Washington
Proclamation

WHEREAS, all children deserve to grow up in a safe and nurturing environment to ensure they reach their full potential and become confident and successful adults; and

WHEREAS, our children are our most valuable resource and will shape the future of Kenmore and beyond; and

WHEREAS, child abuse and neglect continue to be significant issues affecting families and communities where the consequences of child abuse extend far beyond childhood, often leading to long-term physical, emotional, and psychological harm that can persist into adulthood; and

WHEREAS, it is everyone's collective responsibility to protect the well-being of our children, provide support for families in crisis, and empower communities to prevent and address child maltreatment; and

WHEREAS, Child Abuse Prevention Month serves as a reminder of the importance of coming together as a society to raise awareness, promote prevention strategies, and support survivors of abuse and neglect; and

WHEREAS, by fostering strong partnerships among families, educators, healthcare providers, law enforcement, and community organizations, we can create safer environments where children can thrive and reach their full potential.

NOW THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **April 2024** to be **Child Abuse Prevention Month** throughout the City of Kenmore, and call upon all residents to join in efforts to build a brighter future for our children.

IN WITNESS WHEREOF, signed this 25th day of March 2024.

Signed: _____ Attested: _____

Nigel Herbig, Mayor Anastasiya Warhol, City Clerk

City Council Agenda Bill
City of Kenmore, WA

Subject/Topic: Log Boom Park and ƛ̓aẋʷadis (Tl' awh-ah-dees) Park Walkways and Waterways projects Professional Services Contract 23-C2991 with Confluence Environmental Company for Environmental Mitigation Monitoring and Stewardship Services. **Proposed Council Action/Motion:** Motion to authorize the City Manager to execute Contract 23-C2991 with Confluence Environmental Company in an amount not to exceed $265,000.	**For Council Meeting Agenda of:** 03/25/2024 **Department:** Community Development Department **Prepared by:** Maureen Colaizzi Parks Project Manager **Initial & Date** **Approved by Department Head:** DB 3/11/24 **Approved by City Attorney:** N/A **Approved by Finance Director:** MM, 3/12/24 **Approved by City Manager:** RGK 3/12/2024 **Attachments/Exhibits:** Attachment 1: Contract 23-C2991 Scope of Work/Fee Attachment 2: RFP No. 23-C2991

Summary: Staff recommends that Council approve a motion authorizing the City Manager to execute professional services Contract 23-C2991with Confluence Environmental in an amount not to exceed $265,000 for mitigation monitoring and Stewardship for the Log Boom Park and ƛ̓aẋʷadis (Tl' awh-ah-dees) Park Waterfront Access Projects from 2024 through 2028 which includes an initial contract amount of $254,909 plus $10,091 contingency if required.

Information/Background: Mitigation monitoring and reporting is required for 5.5 acres of mitigation/restoration areas at ƛ̓aẋʷadis (Tl' awh-ah-dees) Park and Log Boom Park associated with the recently completed Walkways and Waterways projects. Environmental Stewardship with volunteers involved in quarterly maintenance work parties at the mitigation/restoration areas will help to ensure mitigation performance measures are met. In addition, this month staff is set to solicit bids from contractors from the MSRC Small Works Roster for monthly routine maintenance activities of the 5.5-acre mitigation/restoration areas with an engineer's estimated of $50,000 per year for two years for work beyond what is appropriate for volunteers. Once the lowest responsible bid is determined, Contract 23-C2992 will be presented to Council for approval in April.

Contract 23-2991 with Confluence Environmental Company: See Attachment 1 for Contract 23-C2991 Scope of Work and Fee Schedule of $254,909 for five years monitoring and stewardship services for 5.5 acres mitigation/restoration areas at the two park sites. City Council authorization gives the City Manager authority to approve an additional $10,091 in contingency for the full amount of $265,000 if required.

The consultant fee for four years of monitoring and stewardship services of the 0.93-acre Log Boom park mitigation/restoration areas is $97,755 (annually between $27,300-$22,500). The fee for five years for the 4.62-acre ƛ̓aẋʷadis (Tl' awh-ah-dees) Park mitigation/restoration areas is $157,154 (annually between $34,200-$28,000) for a total of $254,909.

Additional budgeted costs towards monitoring and volunteer stewardship outside the contract may include invasive species waste removal, new plantings, tools, materials and supplies averaging less than $5,000 per year.

RFP 23-C2991 Selection Process: Confluence Environmental Company was selected through Request For Proposal (RFP) No. 23-2991 (Attachment 2) In January, the City advertised in the Seattle Times and the Daily Journal of Commerce seeking a proposal from an experienced team who can provide five years of monitoring and reporting for 5.5 acres mitigation and restoration areas associated with Log Boom Park and ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park Walkways and Waterways projects. The request also included services to develop a 5-year quarterly volunteer stewardship program including oversight of volunteers involved in maintenance activities of the mitigation/restoration areas to meet monitoring requirements. Staff received two proposals and conducted interviews with Marine Surveys and Assessments and Confluence Environmental Company.

Mitigation Monitoring and Maintenance Budgeting: In 2017, it was estimated that mitigation maintenance and monitoring for the two Walkways and Waterways parks projects would be $40,000/year for 10 years for a total of $400,000 per project ($800,000 total). These costs do not include routine park operation and maintenance outside of mitigation areas, . The complexity and size of mitigation and restoration at ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park increased and the time required for mitigation monitoring at Log Boom Park decreased.

Approximately a quarter of the budget ($200,000+/-) is needed for mitigation monitoring and maintenance at Log Boom Park and three quarters ($600,000+/-) is needed for ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park. The cost of monitoring and maintenance needs are higher at the beginning of mitigation plant establishment and lessen towards the end of the monitoring periods as plantings become established. Therefore, more than $40,000 per year for up to three or more year may be needed for ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park project budget. The CIP budgets will be updated in 2024 in preparation for the 2025-26 biennium budget to reflect the known costs of Contract 23-C2992 and the bids from ITB 23-C2992 once received.

Fiscal Consideration: A budget adjustment is not required at this time.

The authorized amount of $265,000 is within the six-year CIP budget for these projects: $1,690,000 for P-27 ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park and $320,000 for P-28 Log Boom Park Walkways and Waterways projects.

City Council Priority:
No. 2. Implement the adopted Climate Action Plan, promote environmental stewardship, including water, air, forest and habitation restoration and preservation.

No. 9. Foster community engagement, participation, and fun.

CONFLUENCE
ENVIRONMENTAL COMPANY

City of Kenmore: Mitigation Monitoring/Reporting & Volunteer Stewardship Services

Scope of Work

City of Kenmore (Client) has requested this scope of work (Exhibit A) from Confluence Environmental Company (Confluence; Prime Consultant) and Mid Sound Fisheries Enhancement Group (Mid Sound; Sub Consultant) to conduct mitigation monitoring, reporting, and volunteer stewardship effort at ƛ'axʷadis and Log Boom parks in the City of Kenmore. Completion of this work will include five tasks:

- Project Management
- 2024 Monitoring
- 2025 Monitoring
- 2026 through 2028 Monitoring
- Volunteer Stewardship Program Leadership

The following information provides details for each task.

TASK 1. PROJECT MANAGEMENT

This task includes communication with the Client by way of two virtual meetings per month, regulatory agency coordination (e.g., addressing agency comments), work authorization set-up, preparation of progress reports and invoices, managing the project schedule and budget, and quality control and assurance.

Assumptions

- The contract is budgeted for a 5-year period.
- Virtual meetings with the Client will be with 1 Confluence staff member up to twice per month.
- Regulatory agency coordination will involve up to 1 hour meeting per year.

Deliverables

- Monthly invoices
- Meeting notes, agendas, and update emails

TASK 2. 2024 MONITORING

This task includes Year 2 monitoring at Log Boom Park and Year 1 monitoring at ƛ̓axʷadis Park. Monitoring includes an annual site visit for both parks to be conducted by 4 field staff over 3 days, an annual report for each park, and quarterly site visits by a wetland scientist to inform the maintenance and volunteer work party scope of work. The number and location of transects established during monitoring will provide a representative assessment of the planting area. Results from the monitoring will be compared to existing reports for the parks based on previous monitoring efforts. Annual monitoring in 2024 is expected to begin in the spring or summer (i.e., May through July) with a report completed for each park within 2 months of the field visit. Draft monitoring reports will be reviewed by the Client prior to submission to the regulatory agencies. Annual monitoring reports will be submitted to the regulatory agencies by October 31st of each year. Based on a memo dated January 10, 2024, from Reilly Rosbotham, City of Kenmore Development Services, both parks have the same monitoring report deadline.

Cross-training opportunities with Mid Sound will be provided during 2024 monitoring to find efficiencies during later monitoring years. However, the current budget estimate provided (Exhibit B) does not currently assume Mid Sound employees would be used. This adjustment can be made in coordination with the Client.

Assumptions

- Monitoring at Log Boom Park is expected to take 1 day for 4 wetland scientists.
- Monitoring at ƛ̓axʷadis Park is expected to take 2 days for 4 wetland scientists.
- Drone imagery for ƛ̓axʷadis Park is included for 2024 monitoring and will be used to provide a record of overall site conditions and tracking of the habitat benches along Swamp Creek compared to the Year 0 drone imagery already collected.
- Drone imagery is not needed at Log Boom Park.
- Use of herbicide is not included in this task at this time. If the need is identified during monitoring, Mid-Sound Fisheries has staff certified in the use of herbicides and this service could be added to the contract.
- Quarterly site visits will require 1 wetland scientist for up to 2 hours to visit both parks, and will include reporting after the visit.
- The Client is expected to attend the quarterly site visit to discuss focus areas.
- Confluence will address 1 round of comments from the Client for each monitoring report.

Deliverables

- Draft Mitigation Monitoring Report separated by park for internal Client review

- Final Mitigation Monitoring Report separated by park for distribution to the regulatory agencies
- All reports will be provided in Word and PDF formats. No hard copies will be provided.

TASK 3. 2025 MONITORING

This task includes Year 3 monitoring at Log Boom Park and Year 2 monitoring at ƛ'axʷadis Park. The team will conduct annual monitoring and prepare a report for each park, comparing the results of previous monitoring to confirm for the regulatory agencies whether the parks are on-track for meeting the performance standards articulated in the mitigation plans. Prior to quarterly maintenance and volunteer work party events, a wetland scientist will review the project sites and provide areas for the work parties to focus maintenance efforts. Annual monitoring will include a stem count in Year 2 at ƛ'axʷadis Park. Use of transects to collect vegetative cover data after Year 1 is proposed because locating individual plants may become too difficult. Annual monitoring reports for each park will be submitted to the regulatory agencies approximately the same time as the 2024 Monitoring.

Assumptions

- Monitoring at Log Boom Park is expected to take 1 day for 4 wetland scientists.
- Monitoring at ƛ'axʷadis Park is expected to take 2 days for 4 wetland scientists.
- Drone imagery is not needed at ƛ'axʷadis Park or Log Boom Park for 2025 monitoring.
- Use of herbicide is not included in this task at this time. If the need is identified during monitoring, Mid-Sound Fisheries has staff certified in the use of herbicides and this service could be added to the contract.
- Quarterly site visits will require 1 wetland scientist for up to 2 hours to visit both parks, and will include reporting after the visit.
- The Client is expected to attend the quarterly site visit to discuss focus areas.
- Confluence will address 1 round of comments from the Client for each monitoring report.
- All reports will be provided in Word and PDF formats. No hard copies will be provided.

Deliverables

- Draft Mitigation Monitoring Report separated by park for internal Client review
- Final Mitigation Monitoring Report separated by park for distribution to the regulatory agencies

TASK 4. 2026 THROUGH 2028 MONITORING

This task includes Year 4 and Year 5 monitoring at Log Boom Park and Years 3-5 monitoring at ƛ'axʷadis Park. The team will conduct annual monitoring, comparing the results of previous monitoring to confirm for the regulatory agencies whether the parks are on-track for meeting the performance standards articulated in the mitigation plans. Year 5 monitoring at Log Boom park will result in successful closeout of the mitigation site, and will include a site visit with regulatory agencies to confirm that the project has met permit requirements. Year 5 monitoring at ƛ'axʷadis Park will include a site visit with Ecology staff to confirm successful establishment of mitigation sites and a wetland delineation to confirm the establishment of the wetland creation areas. Annual monitoring reports for each park will be submitted to the regulatory agencies approximately the same time as the previous monitoring reports.

Assumptions

- Monitoring at Log Boom Park is expected to take 1 day for 4 wetland scientists for each of the 2 years remaining for mitigation requirements.
- Log Boom Park monitoring will not be needed for 2028 or beyond.
- Monitoring at ƛ'axʷadis Park is expected to take 2 days for 4 wetland scientists for each of the 3 years remaining under the contract.
- Drone imagery for ƛ'axʷadis Park is included for 2026 monitoring and will be used to provide a record of overall site conditions and tracking of the habitat benches along Swamp Creek compared to the Year 0 and Year 2 drone imagery.
- Drone imagery is not needed at Log Boom Park.
- Use of herbicide is not included in this task at this time. If the need is identified during monitoring, Mid-Sound Fisheries has staff certified in the use of herbicides and this service could be added to the contract.
- Site visit with regulatory agencies will occur during the 2028 monitoring year (Year 5) over 4 hours at ƛ'axʷadis Park and will include reporting after the visit.
- The Client is expected to attend the site visit with regulatory agencies.
- Monitoring needs at ƛ'axʷadis Park will continue beyond the contract.
- Quarterly site visits will require 1 wetland scientist for up to 2 hours to visit both parks, and will include reporting after the visit.
- The Client is expected to attend the quarterly site visit to discuss focus areas.
- Confluence will address 1 round of comments from the Client for each Mitigation Monitoring Report and the Wetland Delineation Report.
- All reports will be provided in Word and PDF formats. No hard copies will be provided.

Deliverables

- Draft Mitigation Monitoring Report separated by park for internal Client review

- Final Mitigation Monitoring Report separated by park for distribution to the regulatory agencies
- Draft Wetland Delineation Report for ƛ'axʷadis Park for internal Client review
- Final Wetland Delineation Report for ƛ'axʷadis Park for distribution to Ecology staff

TASK 5. VOLUNTEER STEWARDSHIP PROGRAM LEADERSHIP

Mid Sound will lead and manage quarterly (4/year), 3-hour work party events for five (5) years (2024-2028) at ƛ'axʷadis Park and four (4) years (2024-2027) at Log Boom Park. This task will include recruiting, onboarding and training volunteers; promoting the volunteer program; vetting and organizing volunteers; development of volunteer work party scope of work using the HCSPs and monitoring plans; and coordinating work party dates/durations with the Client.

Confluence time under this task includes coordination not covered under previous tasks. This effort will include developing adaptive management recommendations (i.e., work plan) for items to be addressed by the maintenance crew and/or volunteer work party events. Confluence will also keep in regular communication with Mid Sound in preparation for work party events and during set up. Confluence will also provide educational tools to be used by volunteers such as a guide for invasive species identification.

There are three steps to this task:

1. **Stewardship Outreach Plan.** The plan will consist of an introduction and plan purpose; site assessment; and stewardship recommendations modeled after the Green Cities Partnership Urban Forest and Natural Area Stewardship Planning Guide. The Stewardship Outreach Plan will be adopted as an appendix of the HCSP and serve as a model for what stewardship looks like for the parks.

   Other information will include:
   - Proposed strategies for volunteer engagement, recruitment, retention, and involvement.
   - A proposed approach for the creation of adaptive scopes of work for habitat restoration events at each project site. Mid Sound will create scopes of work appropriate for volunteers in coordination with Confluence so that monitoring information guides and supports volunteer stewardship.
   - Protocol for coordinating with the Client regarding work party scheduling to avoid conflicts with City-sponsored events. For example, Mid Sound will coordinate work party dates with the appropriate person at the City of Kenmore for approval before promoting them.

2. **Community outreach and recruitment of volunteers.** Mid Sound will tap into an extensive volunteer database and engage in additional outreach to the Kenmore

community and surrounding communities to be outlined in the Stewardship Outreach Plan (see Task 5.1).

Mid Sound will engage the Kenmore community through support from Sno-King Watershed Council's Swamp Creek Habitat Restoration Project (led by Mid Sound's Co-Executive Director). Swamp Creek Habitat Restoration Project has a core group of regular volunteers working in Wallace Swamp Creek Park and at their 175th St./Swamp Creek South site (an eastern portion of ƛ'axʷadis Park). Sno-King's volunteers will be encouraged to attend work parties that Mid Sound will lead at ƛ'axʷadis Park and Log Boom Park. Possible synergies between Mid Sound and Sno-King include sharing volunteer email lists, coordinating scheduling of work parties in Kenmore so they do not conflict, and the Mid Sound co-executive director attending Mid Sound's work parties to connect volunteers across projects.

Work parties will begin with educational instruction relevant to the scope of work for that day and cover safety protocols including safe tool use. Volunteers will be supervised throughout work parties by Mid Sound staff to ensure that environmentally sensitive areas and native plants are not harmed. If needed, volunteers can be broken into smaller, supervised groups for easier scaffolding and support or smaller groups of experienced volunteers can be recruited to support work that may be more technical or challenging for beginning volunteers. In either case, all tools will be manual and safety protocols strictly enforced. At the end of each work party, volunteers will help clear the work site of tools and debris and gather in a circle for reflection. Mid Sound will develop a scope of work for quarterly volunteer work party events, in collaboration with Confluence, to ensure annual reporting performance measures are achieved.

3. **Lead and manage work parties.** Volunteer habitat restoration work parties will connect Kenmore residents and residents from nearby communities to their local parks. In addition to learning about restoration methods, safe tool use, and plant identification, volunteers will be invited to connect to the larger aims of ecosystem recovery and developing community resilience identified in the Stewardship Outreach Plan and HCSP. These onboarding methods for volunteers will be modified according to the level of experience for different volunteers. The volunteers can be separated into smaller groups depending on the need for an educational overview of the site.

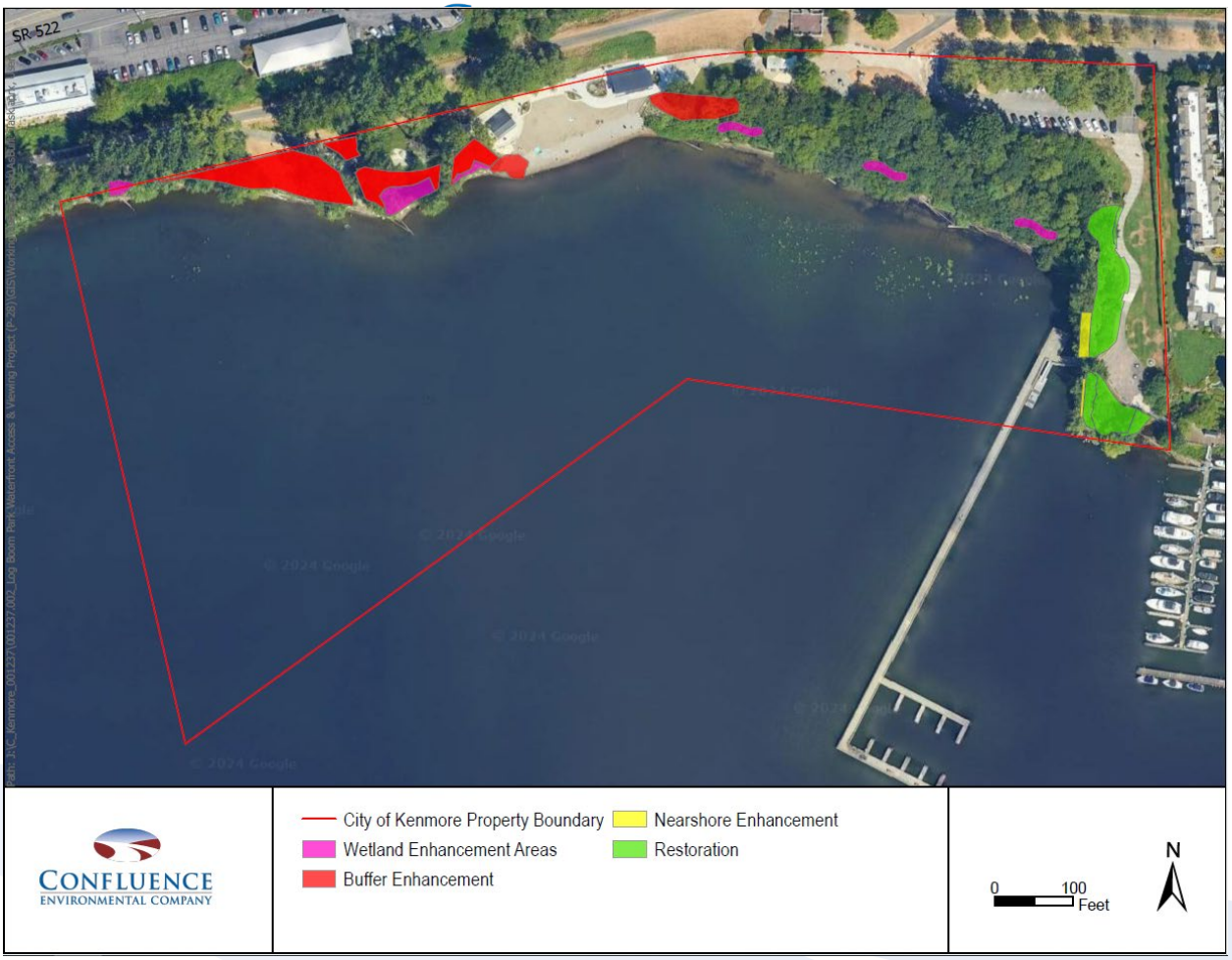
   During the planning sessions with Confluence prior to the work party events, areas will be identified that can safely be addressed by volunteers through a work plan. This will include incorporating the adaptive management recommendations developed by Confluence and creating strategies for smaller groups for those areas. Mid Sound will set up the site prior to volunteers arriving into work areas accessed by smaller groups identified in the work plan.

Assumptions

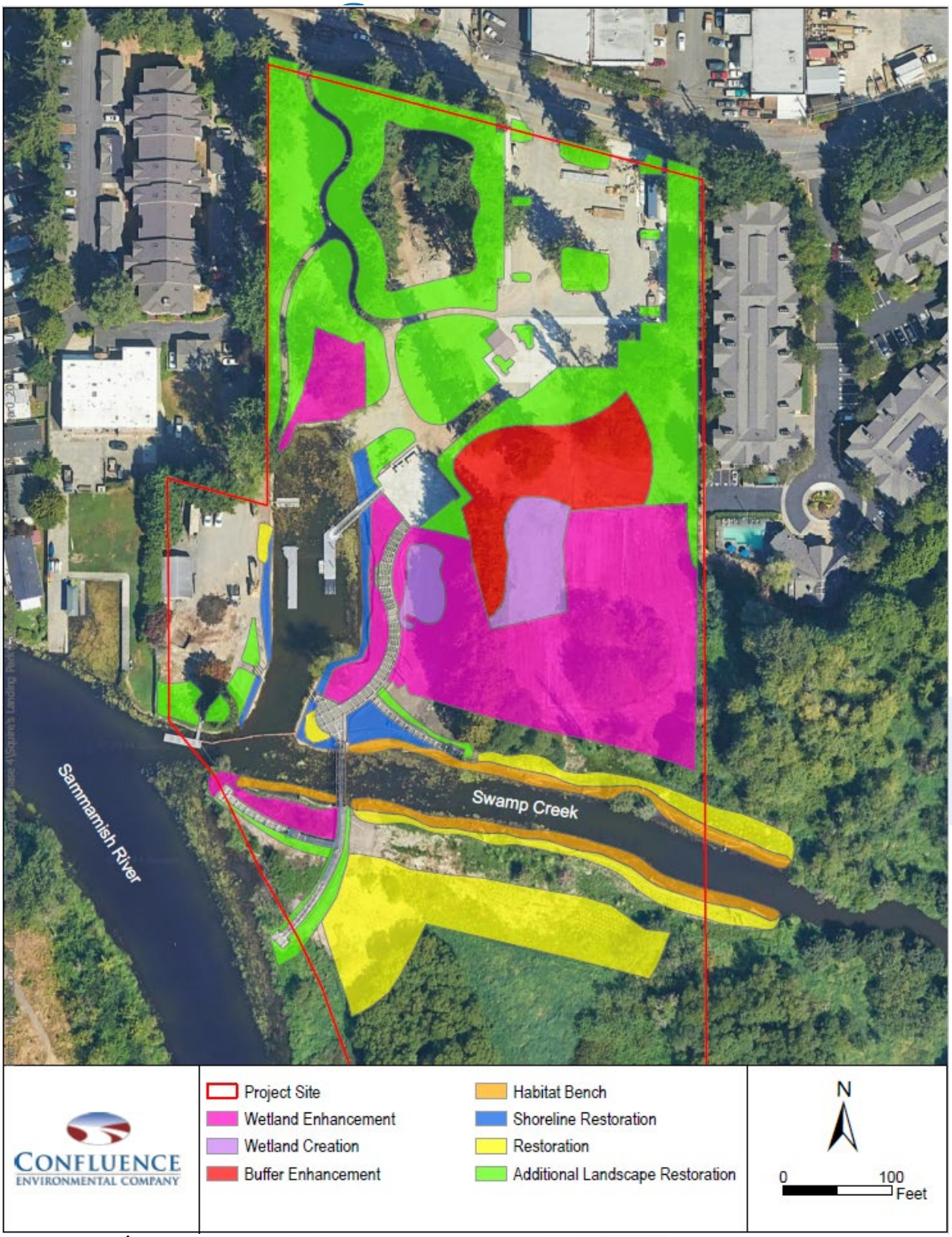
- Confluence uses a 10% markup for subconsultants to manage the contract and provide insurance.
- The Stewardship Outreach Plan will be approximately 8 pages and will be adopted as an appendix to the HCSP.
- All maps and site assessments included in the Stewardship Outreach Plan will be from pre-existing sources (refer to Survey Maps below).
- The Stewardship Outreach Plan deliverable includes one round of revision based on consolidated, non-conflicting feedback from the Client and Confluence.
- A final Stewardship Outreach Plan (PDF format) will be supplied after feedback is incorporated into the draft plan. Assumes 2 weeks to prepare the final plan.
- The Client will provide right-of-access, publicize work parties, and purchase plants and other materials (e.g., topsoil, mulch, seed).
- Quarterly habitat restoration work parties will occur at the 2 park locations in Kenmore on separate days.
- Cost for each work party was estimated at 25 hours for the Mid Sound Project Manager. This estimate assumes an 8 hour day for the work party; 10 hours preparation, including volunteer recruitment and coordination, scope of work development, coordinating with Confluence to ensure restoration activities support monitoring results, volunteer snack procurement, and so on; and 7 hours follow up, including volunteer hours tracking, L&I, reporting, and volunteer retention efforts, including thanking volunteers. Billing will be based on actual time spent, not this planning estimate.
- Mid Sound will remove and dispose of invasive plant material after each work party – anticipating Pacific Topsoil for the clean waste, and transfer station for noxious weeds. Alternatively, Mid Sound can provide a truck for providing tools during the volunteer work party.
- The Client will pay for the cost of disposing of invasive plant material.
- The Client will provide a volunteer tool trailer or will haul disposing of invasive plant material after each work party. Mid Sound has one truck available for either effort.
- Reports following each work party to include total number of volunteers, collective hours worked, written summary of work completed, and a minimum of 3 images featuring volunteers.

Deliverables

- Draft Stewardship Outreach Plan for Client Review
- Final Plan



Survey Map: Log Boom Park



Survey Map: ƛáx̌ʷadis Park

ATTACHMENT 1

Confluence Environmental Company

City of Kenmore

LB & TI monitoring Fee Schedule

Task	Labor Classification	Confluence: Managing Senior	Confluence: Project Scientist I	Confluence: Project Scientist III	Confluence: Staff Scientist	Confluence: Subtotal	Mid Sound Fisheries: Co-Executive Director	Mid Sound Fisheries: Project Manager	Mid Sound Fisheries: Operations	Mid Sound Fisheries: Subtotal	Confluence: Editor	Confluence: Accounting	Confluence: Subtotal	Labor Total	Direct Expenses	LBP	TI Pk	Total Price	LBP Annual Cost	TI Pk Annual Cost
Task 1 PM		10		40		$ 8,800				$ -		60	$ 6,600	***$ 15,400***		***$ 6,160***	***$ 9,240***		$ 1,540	$ 1,848
Task 2 2024 Monitoring																				
LB Monitoring - Yr 2		26	10	26	26	$ 13,520				$ -	4		$ 460	$ 13,980		$ 13,980	$ -			
TF Monitoring - Yr 1		36	20	36	36	$ 19,520				$ -	6		$ 690	$ 20,210		$ -	$ 20,210			
Task 3 2025 Monitoring																				
LB Monitoring - Yr 3		22	10	26	26	$ 12,720				$ -	4		$ 460	$ 13,180		$ 13,180	$ -			
TF Monitoring - Yr 2		24	20	40	36	$ 17,800				$ -	6		$ 690	$ 18,490			$ 18,490			
Task 4 2026-2028 Monitoring																				
LB Monitoring - Yrs 4-5		8		60	52	$ 17,000				$ -	12		$ 1,380	$ 18,380		$ 18,380	$ -			
TF Monitoring - Yrs 3-5		30	60	126	52	$ 40,420				$ -	18		$ 2,070	$ 42,490		$ -	$ 42,490			
Drone Imagery																				
LB Monitoring - Yrs 2 and 4			16			$ 2,080				$ -			$ -	$ 2,080		$ -	$ 2,080			
Monitoring Subtotal														***$ 128,810***		***$ 45,540***	***$ 83,270***		$ 11,385	$ 16,654
Task 2.5 Volunteer Stewardship Program																				
LB Volunteer		10				$ 2,000	150	340	50	$ 37,600			$ -	$39,600		$ 39,600	$ -			
TF Volunteer		20				$ 4,000	250	415	75	$ 52,225			$ -	$56,225		$ -	$ 56,225			
Total hours		186	136	354	228		400	755	125		50	60								
Billing Rate		$ 200	$ 130	$ 170	$ 100		$ 80	$ 65	$ 70		$ 115	$ 110								
Markup on subconsultants 10%										$ 8,983				$ 8,983		$ 4,491	$ 4,491			
Stewardship Subtotal														***$ 104,808***		***$ 44,091***	***$ 60,716***		$ 11,023	$ 12,143
Subtotals		$ 37,200	$ 17,680	$ 60,180	$ 22,800	$137,860	$ 32,000	$ 49,075	$ 8,750	$ 98,808	$ 5,750	$ 6,600	$ 12,350	$ 249,018		$ 95,791	$ 153,226			

Direct Expenses	Rate	Units	Direct Expenses
Submeter GPS System	$ 200	14.00	$ 2,800
Drone - Mavic	$ 450	2.00	$ 900
Mileage	$ 0.67	1800	$ 1,206
Printing flyers for volunteer recruitment	$110.25	1	$ 110
Internal Printing/Copies - plotter 36"x24"	$ 2.50	50	$ 125
Reimbursable Direct Expense Subtotal			$ 5,891
Direct expense total			***$ 5,891***

Stewardship Annual Budget	LBP	TI Pk
	$ 11,023	**$ 12,143**
	per year /4 yr	per year /5 yr

Total Contract Annual Costs	
2024	$ 55,453.50
2025	$ 56,493.50
2026	$ 55,453.50
2027	$ 56,493.50
2028	$ 31,014.75

	LBP	TI Pk	Total Price	
Total Fee Estimate	**$ 97,755**	**$ 157,154**	**$ 254,909**	**$ 254,909**
	Four Years	**Five Years**		

City of Kenmore
Request for Proposals (RFP)
ADDENDUM 1 Issued 1/23/24
Changes in RED

RFP Number:	23-C2991
RFP Title:	Mitigation Monitoring/Reporting & Volunteer Stewardship Services
Date Issued:	Tuesday, January 16, 2024
Submittals Due:	**Monday, February 5, 2024 9:00 AM** Submittals shall be delivered electronically no later than 9:00 AM on Monday, February 5, 2024. Proposals shall be marked and referenced as "RFP #23-C2991 Mitigation Monitoring/Reporting & Volunteer Stewardship Services". Proposals submitted after the deadline date and time will not be accepted. Only proposals submitted electronically will be accepted. Proposers should request confirmation that the proposal has been received.
Publication Dates:	Seattle Times, Daily Journal of Commerce Tuesday, January 16, 2024 Monday, January 22, 2024
Electronic Submittal:	bids@kenmorewa.gov

Section 1 – GENERAL INFORMATION

1.0 NOTICE: Notice is hereby given that the City of Kenmore, Washington (the City) seeks Proposals in response to this Request for Proposals (RFP) #23-C2991. Proposal submitted in response to this RFP must be filed with the City electronically by 9:00 AM on Monday, February 5, 2024. The City encourages submittals from a team that demonstrates a commitment to equal employment opportunity.

1.1 PURPOSE: The City is seeking a proposal from an experienced team who can provide five years of monitoring and reporting for 5.55 acres mitigation and restoration areas associated with two recently completed park waterfront access improvement projects described in Section 1.6. The proposal must also include services to develop a 5-year quarterly volunteer stewardship program including oversight of volunteers involved in restoration activities to meet monitoring requirements.

1.2 BUDGET: The budget for this RFP is $250,000 for a 5-year contracting period (2024-2028). $150,000 is available if contracts are authorized for another 5-year extension through 2033 for a total project budget of $400,000.

1.3 SCHEDULE
(These dates are estimates and subject to change by the City)

Event	Date
RFP Release	January 16, 2024
Deadline to Submit Questions	January 26, 2024 3:00 PM
Submittals Due	February 5, 2024 9:00 AM
Submittal Evaluation Complete	February 12, 2024
Finalist Interviews	February 14-15, 2024
Selection	February 19, 2024
Contract scope development	February 19 through March 1, 2024
City Council authorize contract execution	March 2024
Execute contract	Late March/Early April 2024

1.4 DURATION OF SERVICES The initial term of services shall be from the date of contract execution in 2024 through 2028. The Contracts may be extended through 2033 as described further in Section 2.0 Scope of Work/Services & Cost Proposal.

1.5 BOILERPLATE CONTRACT TEMPLATE:
Attachment C is the City Contract Template that will be used after Selection and the Contract scope and cost proposal is refined and accepted by the City for execution by both parties after Council authorization as described in Section 1.3 Schedule.

1.6 PROJECT DECSCRIPTIONS

Site Location: Log Boom Park, 17415 61st Ave NE, Kenmore, WA 98028
(3.9 Acre Parcel 1126049148)

Park Improvement Project: 1.5-Acre Lake Washington Waterfront Access Project Completed June 2022 For more project details and background history visit: www.kenmorewa.gov/wwlb. 0.11 acres off-site mitigation was constructed as part of the ƛ̓aǰʷadis (Tl' awh-ah-dees) Park project.

0.93 Acres Volunteer Stewardship: RFP scope proposal for this project includes four (4) years (2024-2027) volunteer stewardship of 0.93 acres onsite mitigation and restoration areas as described in Figure 1 and depicted in Figure 2. Year 0 and Year 1 maintenance and monitoring is complete. See Attachment B.

1.04 acres Monitoring/Reporting: RFP scope proposal for this project includes four (4) years (2024-2027) monitoring and reporting for 0.93 acres onsite compensatory mitigation and restoration areas and 0.11 acres off-site compensatory mitigation at ƛ̓aǰʷadis (Tl' awh-ah-dees) Park.

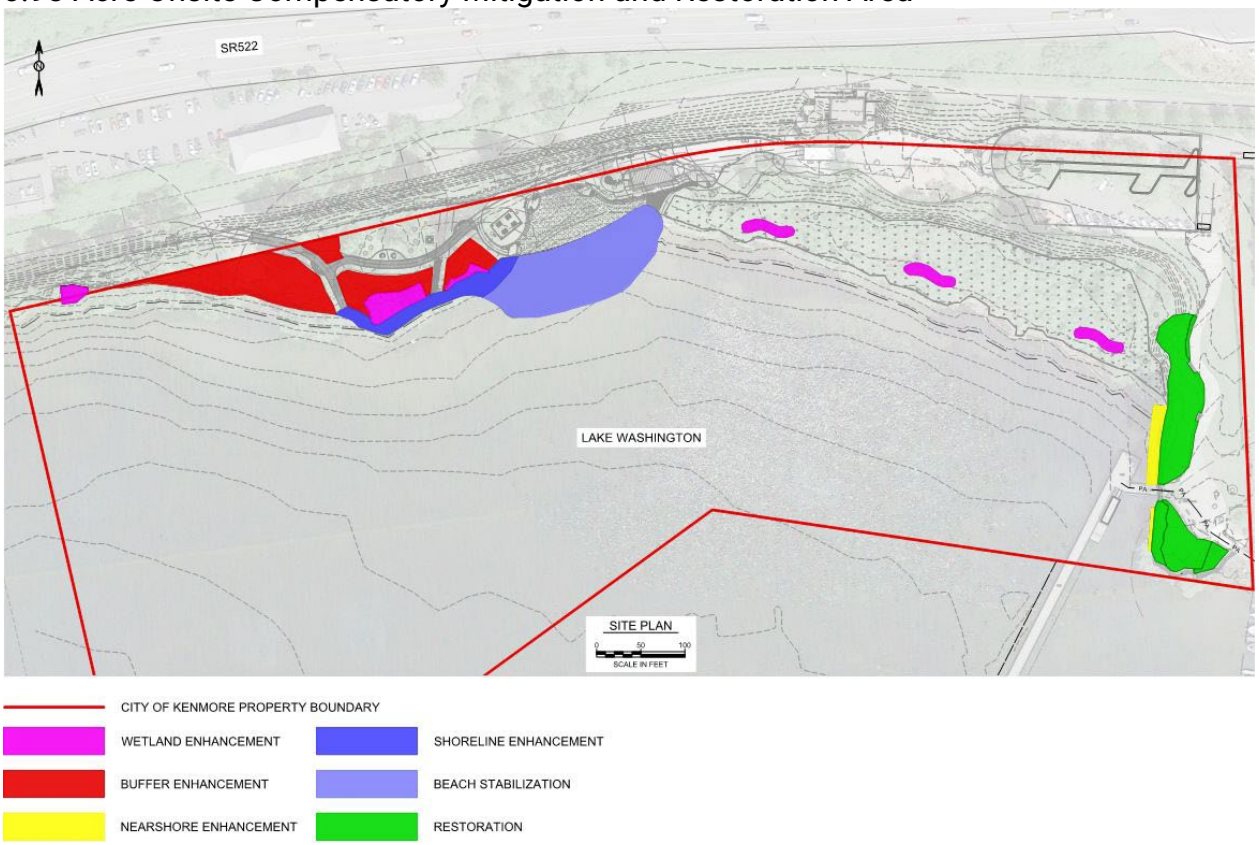
- Figure 1 describes the monitoring/reporting schedule.
- Figure 2 depicts 0.93 acres on-site mitigation.
- Figure 4 depicts Habitat Bench mitigation which includes 0.11 acres of off-site mitigation associated with the Log Boom Park project.
- Attachment C includes Monitoring Performance Standards as part of the approved Habitat Conservation and Stewardship Plan (SCSP).
- Four (4) years of RFP mitigation monitoring/reporting begins in 2024 beginning with Year 2 monitoring through Year 5 monitoring in 2027.
- There is no requirement for a Year 5 wetland delineation/survey exhibit for this project.

Figure 1 Log Boom Park Project
RFP 4-Year Monitoring/Reporting & Volunteer Stewardship Schedule

Year	Year	Monitoring Period	Reporting	Submit	Stewardship
0	2022	Jul 21-Jun 22	Complete	Approved	Complete
1	2023	Jul 22 -Jun 23	Complete	Approved	Complete
2	**2024**	**Jul 23-Jun 24**	**Jul-Sep**	**Due 10/31/24**	**RFP Apr–Dec**
3	**2025**	**Jul 24-Jun 25**	**Jul-Sept**	**RFP**	**RFP**
4	**2026**	**Jul 25-Jun 26**	**Jul-Sept**	**RFP**	**RFP**
5 *	**2027**	**Jul 26-Jun 27**	**Jul-Sep**	**RFP**	**RFP**
	2028	**N/A**	**N/A**	**N/A**	**N/A**

*No Wetland Delineation/Survey Required

Figure 2: Log Boom Park Water Access Project
0.93 Acre Onsite Compensatory Mitigation and Restoration Area*



*See Figure 4 Habitat Bench Mitigation for the project's 0.11 Acre Off-Site Mitigation

Site Location: ƛaxʷadis (Tl' awh-ah-dees) Park, 7515 NE 175th Street, Kenmore WA 98028 (Parcels 4164100216, 4164100210, 4164100205, 4164100200, 4164100195, 41641001700)

Park Improvement Project: 6.12-acre Water Access project was complete in April 2023 and included the construction of 0.11 acres of off-site mitigation associated with the Log Boom Park project. For more project details and background history visit: www.kenmorewa.gov/wwtl.

4.62 Acre Volunteer Stewardship: The RFP scope proposal is for volunteer stewardship to begin May 2024 for five (5) years through the end of 2028 for 4.62 acres which includes on-site mitigation and restoration areas and 0.11 acres off-site mitigation.

- Year 0 maintenance and monitoring is complete.
- Year 1 maintenance is anticipated to be complete at the end of April 2024.
- See Figure 3 for monitoring/reporting and Stewardship schedule.
- See Figure 4 for a depiction of the 4.62-acre mitigation areas.

4.51 Acres Monitoring/Reporting: RFP scope proposal for this project includes the first five (5) years (2024-2028) monitoring and reporting of 4.51-acre compensatory mitigation and restoration areas associated with the project's 10-Year monitoring/reporting requirements. Monitoring/Reporting for this project does *NOT* include 0.11 acres of the site's Habitat Bench mitigation which is associated with the Log Boom Park project.

- Attachment D is the approved Year 0 monitoring report.
- Attachment E includes project monitoring performance standards as part of the approved Habitat Conservation and Stewardship Plan (HCSP) for the project.
- Figure 3 describes the Monitoring/Reporting Schedule.
- Figure 4 depicts 4.51 acres of the project's compensatory mitigation and restoration areas. Depicted Habitat Bench mitigation includes 0.11 acres of off-site mitigation for Log Boom Park project that is not included in the RFP scope proposal for this project.

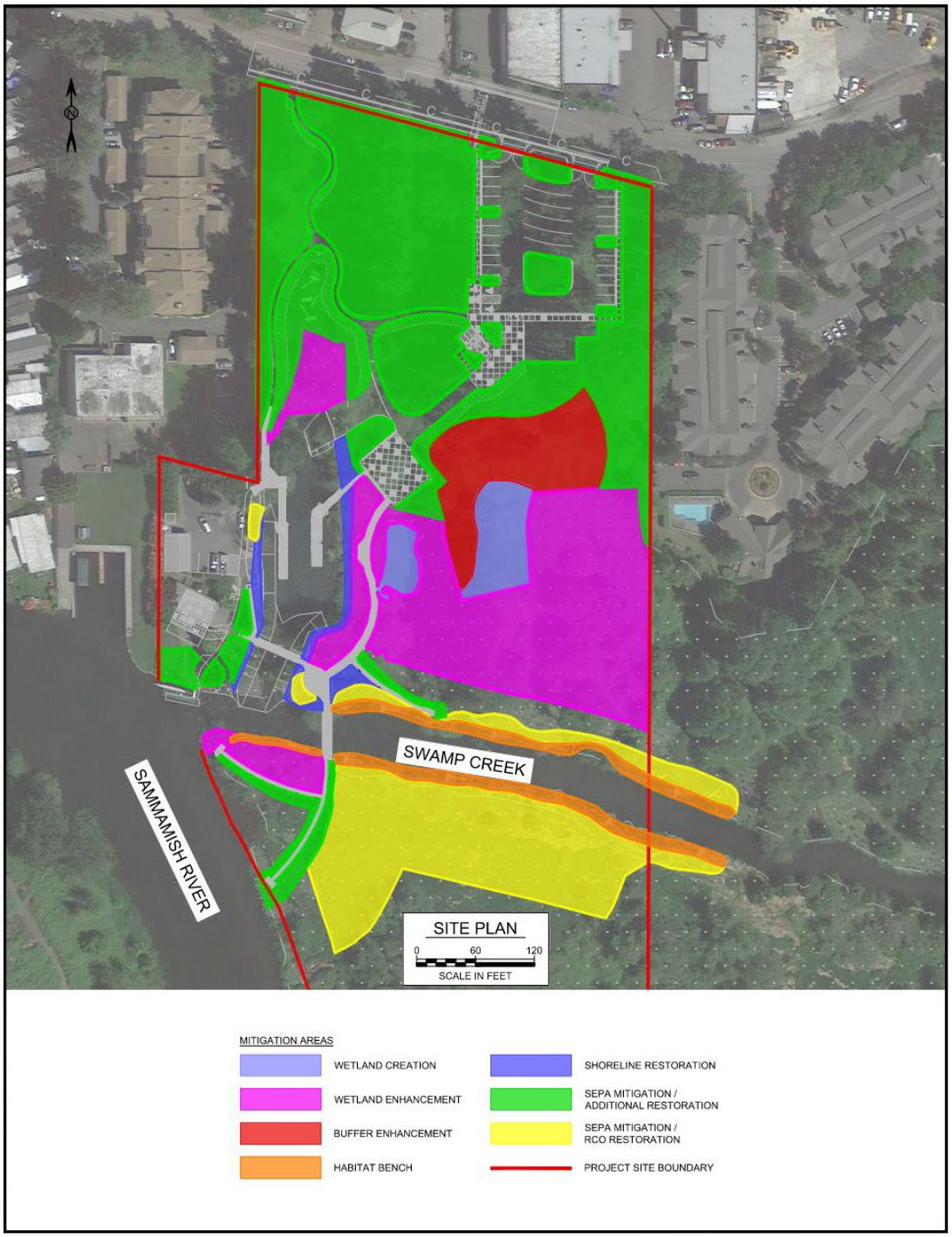
Figure 3: ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park Project
RFP 5-Year Monitoring/Reporting & Stewardship Schedule

Year	Year	Monitoring Period	Report	Submit	Stewardship
0	2023	Dec 21-Apr 23	Complete	Approved	N/A
1	**2024**	**Apr 23-May 24**	**July-Aug**	**Due 8/31/24**	**RFP May-Dec 2024**
2	**2025**	**May Jun**	**July-Aug**	**RFP**	**RFP**
3	**2026**	**May-Jun**	**July-Aug**	**RFP**	**RFP**
4	**2027**	**May-Jun**	**July-Aug**	**RFP**	**RFP**
5 *	**2028**	**May-Jun**	**July-Aug**	**RFP**	**RFP**
6	**2029**	May-Jun	July-Aug		
7	**2030**	May-Jun	July-Aug		
8	**2031**	May-Jun	July-Aug		
9	**2032**	May-Jun	July-Aug		
10 *	**2033**	May-Jun	July-Aug		

*Wetland Delineation/Survey + Survey Exhibit Required Year 5 and Year 10

The City may negotiate to extend contract terms with the RFP awarded team to perform scope of work from 2029 through 2033.

Figure 4: ƛ̓aǰʷadis (Tl' awh-ah-dees) Park Water Access Project
4.62 Acre Compensatory Mitigation and Restoration Areas*



*Habitat Bench Mitigation Area includes 0.11 acres Off-Site Mitigation (Log Boom Park Project)

1.7 Qualifications:

The City is seeking a team for a team with expertise in wetland biology, land survey and volunteer stewardship services. The team will be selected based on its qualifications, experience, and ability to efficiently (in terms of cost, time, and resources) and effectively perform the services requested as detailed below. The preference is that one team will provide services for all contact work for RFP# 23-2991. The RFP contract(s) will be based on a time and materials basis with a not to exceed budget.

Monitoring and reporting scope must include a qualified Wetland Biologist(s) with expertise to complete wetland delineations, compensatory mitigation monitoring and reporting to comply with required permit conditions from multiple agencies, approved mitigation plans and the Habitat, Conservation and Stewardship Plans (HCSP) for both park sites. The HCSP's include methods, performance measures and documentation requirements needed to address permit conditions from the various regulatory agencies related to compensatory mitigation and restoration. The team must be experienced in adaptive environmental assessment and management techniques to review project sites' mitigation and restoration areas and develop scope of work for quarterly volunteer work party events to ensure annual reporting performance measures are achieved. The scope must include wetland delineation expertise to complete a Year 5 wetland survey and survey exhibit using GPS and GIS tools with submeter accuracy to capture the wetland delineation for reporting and recording of created wetlands at ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park. The Log Boom Park Project does not require a wetland delineation or survey exhibit.

Volunteer Stewardship scope must include team members with experience and expertise in developing and implementing a 5-year volunteer stewardship plan including management of volunteers related to quarterly work party events from 2024 through 2028*

*The City may negotiate to extend contract terms with the RFP awarded team to perform monitoring/reporting, volunteer stewardship for years 2029 through 2033 and land surveying to complete a final 10 Year wetland survey and survey exhibit for ƛ̓aǰ̓adis (Tl' awh-ah-dees) Park project.

Section 2 – SCOPE OF WORK/SERVICES & COST PROPOSAL

Proposals shall be formatted with the hierarchy shown in Figure 5 5 Approach and Budget Response Format in Section 3 Submittal Requirements for scope of work and cost proposals for a period of five years from 2024 through 2028. The City may negotiate to extend contract terms with the RFP awarded team to perform scope of work through 2033.

2.0 Mitigation Monitoring, Reporting & Volunteer Stewardship
Contract 21-C2991(Consultant Professional Services)

Task 2.1 Project Management: This task includes but is not limited to:

- Time for monthly communication with the City. Assume a minimum of two virtual meetings per month.
- Regulatory agency coordination including addressing agency comments.
- Work authorization set-up and monitoring.
- Preparing progress reports and invoices.
- Managing budget and schedule.
- Quality control and assurance.

Task 2.2 Year 1 Monitoring/Reporting:
This task includes 2024 Year for ƛaxʷadis (Tl' awh-ah-dees) Park only.

Monitoring: The team will conduct annual monitoring after Year 1 maintenance (April 15, 2023 -April 15, 2024) and prepare a report. Prior to quarterly (four times per year) maintenance and volunteer work party events, the team will review project sites and provide scope of work.

Annual monitoring site work will include, but is not limited to:

- The site monitoring can be completed by two field staff in two days.
- Conduct a complete stem count and determine survivability for installed shrubs and trees.
- Document invasive species percent cover.
- Qualitatively assess the site for general health and condition of installed and volunteer plants and approximate location and percent cover of weedy plants such as Himalayan blackberry, reed canary grass, or knotweed, and the presence of trash and debris.
- Note wildlife use.
- Photograph the mitigation sites from established ground and aerial points of view to document plant growth during the remainder of the monitoring period. Arial images with the use of a drone is desirable for report documentation.

Following field work, the team will produce a report that documents the findings of the mitigation monitoring conducted in Year 1. The reports will discuss results of a stem count, invasive species presence, detailed mitigation site conditions, and compare the results to the performance standards specified in the Mitigation Plan. Recommendations for maintenance or adaptive management needs will be made if appropriate. Photographs taken of vegetation development will be included in the report.

Annual monitoring methods and findings will be summarized and will include, but are not limited to:

- Provide tables with tree and shrub survival or cover, as appropriate, by species.
- Compare monitoring results with the as-built report.
- Document invasive species and weed and percent cover.
- Provide a general plant health assessment.
- Discuss any wildlife use of the area, specifically herbivore and avian species.
- List recommendations for vegetation maintenance and/or invasive plant removal.
- Present photo documentation of the mitigation site.

Deliverables:

- Draft report (pdf and Word) for internal City review.
- Final report (pdf and Word).

Assumptions:

- Consultant will use the HCSP's final "as-built plan" and/or Year 0 report for mitigation boundaries, photo points, and other project features.
- The City will provide right-of-access.
- The site monitoring shall be completed by qualified field staff.
- Year 1 monitoring includes a complete stem count to determine mortality of installed plants.
- The team will assist City in addressing comments from regulatory agencies.

Task 2.3 Year 2 Monitoring: This task includes Year 2024 for Log Boom Park and Year 2025 for ƛaxʷadis (Tl' awh-ah-dees) Park.

The team will conduct annual monitoring (once a year) and prepare a report. Prior to quarterly (four times per year) maintenance and volunteer work party events, the team will review project sites and provide scope of work.

Annual monitoring will include a stem count in Year 2. Use of transects to collect vegetative cover data after Year 1 is proposed because locating individual plants may

become too difficult. The number of transects and location will provide a representative assessment of the planting area. Annual monitoring in Year 2 is expected to begin in the spring/summer (i.e., May through July) with a report completed within two months of the field visit. Annual monitoring reports shall be submitted to the regulatory agencies for review by October 31st of each year.

Deliverables:

- Draft report (pdf and Word) for internal City review.
- Final report (pdf copy)

Assumptions:

- The site monitoring can be completed by two field staff in two days.
- The team will use the HCSP's final "as-built plan" and/or Year 0 report for mitigation boundaries, photo points, and other project features.
- The City will provide right-of-access.
- The site monitoring shall be completed by qualified field staff.
- Year 1 monitoring includes a complete stem count to determine mortality of installed plants.
- City will submit the Final report to the regulatory agencies by the required reporting deadlines.
- The team will assist City in addressing comments from regulatory agencies.

Task 2.4: Year 3, 4 and 5 Monitoring: This task includes Year 2025-2027 for Log Boom Park and Year 2026-2028 for ƛaxʷadis (Tl' awh-ah-dees) Park

The team will conduct annual monitoring data comparable to Year 2 monitoring described above during Year 3, 4 and 5. Data collection efforts will entail monitoring transects to determine the percentage of vegetative cover of installed or volunteer native plant species. Annual monitoring is expected to begin in the spring/summer (i.e., May through July) with a report completed within two months of the field visit. Year 5 monitoring will include a site visit with regulators to confirm successful establishment of mitigation sites and wetland delineation and survey records. Annual monitoring reports must be submitted to the regulatory agencies by October 31st each year.

Deliverables:

- Draft report (pdf and Word) for internal City review.
- Final report (pdf copy) addressing the City's comments to be delivered electronically to the City Project Manager for the project site.
- Draft Wetland Delineation Survey (pdf) for internal City review.
- Final Survey (pdf and GIS Vector Shapefile) for each project site.

Assumptions:

- The City will provide right-of-access.

- The site monitoring can be completed by two field staff in two days.
- Scope to include coordination with the maintenance team contracted for Contract 23-C2992 Mitigation Planting Maintenance Task Needs regarding invasive species removal and adaptive management.
- On behalf of the City, the Team will submit the Year 5 monitoring report and wetland delineation survey (as required) to the regulatory agencies.
- The city will coordinate and schedule with regulators for the Year 5 site visits (and if applicable Year 10) site visits.
- The Year 5 (and if applicable Year 10) regulator site visit will require 2 hours of prep time and will last one-half day.

Task 2.5 Volunteer Stewardship Program Leadership: Provide a scope and cost proposal for developing a Volunteer Stewardship Program to manage and lead quarterly (4/year) 3-hour work party events for a duration of five (5) Years (2024-2028) at ƛaxʷadis (Tl' awh-ah-dees) Park and four (4) years (2024-2027) at Log Boom Park from 2024-2027.

. Proposal to including but not limited to:

- Develop a Volunteer Stewardship Plan for each project site.
- Lead community outreach and volunteer recruitment.
- Developing scope of work for volunteer involvement.
- Leading and managing volunteer quarterly work parties.

Deliverables:

- Draft Stewardship Outreach Plan (pdf and Word) for internal City Review.
- Final Plan (pdf and Word copy).
- Conduct community outreach and procurement of volunteers.
- Lead and manage work parties.

Assumptions:

- The team will use the HCSP and Monitoring Reports for developing volunteer work party scope of work.
- The city will provide right-of-access.
- Team to coordinate work party dates/duration with City.
- The City will publicize work parties.
- The work parties shall be led by qualified field staff.
- The City will purchase plants and other materials (topsoil, mulch, seed).

The Volunteer Lead and team may be responsible for any number of tasks related to the volunteer program including but not limited to:

- Promoting the Volunteer Program
- Recruiting Volunteers
- Vetting, Organizing, and Segmenting Volunteers

- Onboarding Volunteers
- Volunteer Training
- Activating and Scheduling Volunteers
- Onsite Volunteer Management
- Volunteer Hours Tracking
- Volunteer Program Data Management
- Regular Volunteer Communication and Outreach
- Community Outreach & Partner Relationship Engagement

Section 3 – SUBMITTAL REQUIREMENTS

3.0 SUBMITTAL REQUIREMENTS:
One electronic copy of no more than 30 pages total (pdf). All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Records Act (Chap. 42.56 RCW) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or are otherwise privileged. Qualifications submitted under the RFP process shall be considered public records and with limited exceptions will be subject to disclosure under state law.

Responses to this RFP must include the following in all responses:

3.1 Demonstrate experience in working with public organizations, federally monitored projects, other permitting agencies.

3.2 A statement describing demonstrable experience and expertise in providing the services described above.

3.3 Identification of the individual(s) in charge of the team designated to perform the services described above. Identify the individual who will administratively manage the contract.

3.4 Resumes for the individual(s) to be assigned to the team designated to provide the services described above.

3.5 Recent Project Examples: Submit a representative of prior project examples in Washington State within the last five years with examples of work performed. For each of the projects, include the name, title, and phone number of a responsible, local reference associated or familiar with the project:

- No more than five (5) completed projects providing Monitoring and Reporting services.
- On more than five (5) completed projects providing Volunteer Stewardship services.

3.6. Use Figure 5 Approach and Budget Response Format to provide proposed approach, schedule, and cost proposal for providing the services described In Section 2.0 above. Cost proposal should include: (1) a breakdown of total cost per task; (2) the team member(s) and/or position(s) needed, number of hours, and hourly rate for each task; (3) other costs needed to support the project.

Figure 5. Approach and Budget Response Format

2.0 Monitoring, Reporting & Community Stewardship
Contract 21-C2991 (Consultant Professional Services)
Task 2.1 Project Management
Task 2.2 Year 1 Monitoring
Task 2.3 Year 2 Monitoring
Task 2.4 Year 3, 4 and 5 Monitoring
Task 2.5 Volunteer Stewardship Program Leadership

REQUIRED SIGNATURE PAGE FOR PROPOSAL

I, the undersigned, having carefully examined the Request for Proposal and Addenda, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any consultant or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the City to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to City of Kenmore, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to City of Kenmore.

Signature _____

Printed Name _____

Firm Name _____

Address _____

Phone _____

UBI No: _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH PROPOSAL

SECTION 4 -EVALUATION

4.0 EVALUATION PROCEDURES
Submittals will be evaluated by a Selection Committee. The Selection Committee will consider the completeness of a Team's submittal and how well the qualifications of the team meet the needs of the City as outlined in this RFP.

4.1 EVALUATION CRITERIA: Submittals will be evaluated based upon the responsiveness of the proposal to this RFP. Evaluations will be based on criteria outlined herein, which may be weighted by the City in any manner it deems appropriate. Interviews through the online TEAMS platform will be held with selected Teams based on an evaluation of the submitted proposal. All submittals will be evaluated using the same criteria and weighting.

Evaluations of the proposal will be based on the criteria listed below:

- Team's approach to Kenmore Mitigation, Monitoring/Reporting and Volunteer Stewardship
- Team's past experience performing similar work.
- Cost proposal
- Evidence of past performance and references

4.2 QUESTIONS
Questions regarding this RFP project may be directed to the Kenmore City Clerk via e-mail at bids@kenmorewa.gov. Please place "RFP 23-C2991 Kenmore Mitigation Maintenance, Monitoring/Reporting and Volunteer Stewardship" in the subject line. The deadline for questions is January 26, 2024 3:00 PM. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

All questions and answers will be posted on the City's website at https://www.kenmorewa.gov/government/departments/finance-administration/working-with-the-city/requests-for-proposals.
It is the responsibility of individual agencies to check the website for any amendments or Q&A's related to this RFP.

SECTION 5 - CODE OF CONDUCT POLICY - COMPETITIVE SOLICITATIONS

5.0 DEFINITIONS

Solicitations: method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications, Request for Information, or any other method of obtaining competitive offers.

Blackout Period: The period between the time a solicitation is issued by the City and the time the City awards the contract.

Lobbying: The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking, or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

5.1 CONDUCT OF PARTICIPANTS

After the issuance of any solicitation, all bidders, proposers, contractors, agencies, or individuals acting on their behalf are hereby prohibited from lobbying any City employee, official, or representative at any time during the blackout period.

5.2 SANCTIONS

The City may reject the submittal of any bidder, proposer, contractor, and/or team who violates the policy set forth herein.

5.3 REJECTION OF SUBMITTALS

The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by agencies in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

5.4 RFP ADDENDUMS

The City reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. In the event that it becomes necessary to revise any part of this RFP, the City will issue the addenda on the City's website (https://www.kenmorewa.gov/government/departments/finance-administration/working-with-the-city/requests-for-proposals).
It is the agencies' responsibility to confirm whether any addenda have been issued.

5.5 QUALIFICATION MODIFICATION & CLARIFICATIONS

The City reserves the right to request that any team clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of the submittal.

Modification of a submittal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed, and submitted in the same form and manner as the original submittal.

5.6 EXCEPTIONS

If a team takes exception to any term or condition set forth in this RFP and/or any of its Exhibits and Attachments (including Insurance Requirements), said exceptions must be clearly identified in the response to this RFP. Exceptions or deviations to any of the terms and conditions must not be added to the proposal pages but must be submitted in a separate document accompanying team's proposal and identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.

5.7 QUALIFICATION SIGNATURES

An authorized representative must sign submittals, with the team's address, telephone, and email information provided. Unsigned submittals may not be considered.

5.8 CONTRACT AWARD

The City reserves the right to make an award without further discussion of the submittals. The team selected as the apparently successful team will be expected to enter into a contract with the City. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

The City reserves the right to award multiple contracts to multiple agencies for this scope of service if it is in the best interest of the City or use a contract different from the sample City contract.

SECTION 6 - TERMS & CONDITIONS

6.0 EQUAL OPPORTUNITY EMPLOYMENT
The successful team(s) must comply with the City of Kenmore equal opportunity requirements. The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation.

6.1 TITLE VI
It is the City of Kenmore's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

6.2 INSURANCE REQUIREMENTS
The selected team(s) shall maintain insurance that is sufficient to protect the team's business against all applicable risks, as set forth in the City's Standard contract (available upon request).

6.3 INDEMNIFICATION
The selected team will be required to indemnify the City in the manner identified in the City's Standard contract (available upon request).

6.4 BUSINESS REGISTRATION AND TAXATION
If applicable, the team(s) awarded the contract will be subject to City of Kenmore Business Registration and Business Taxation as presented in the Kenmore City Code.

6.5 NON-ENDORSEMENT
As a result of the selection of a team to supply products and/or services to the City, the team agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the City.

6.6 NON-COLLUSION
Submittal and signature of a proposal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the team has not induced or solicited others to submit a sham offer, or to refrain from proposing.

6.7 COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the team(s) ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

6.8 OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by the team and submitted to the City shall become the property of the City.

6.9 CONFIDENTIALITY OF INFORMATION

All information and data furnished to the team by the City, and all other documents to which the team's employees have access during the term of the Contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

6.10 FEDERAL DEBARMENT

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov). Any team currently debarred or suspended by the Federal government or having an "active exclusion" will be automatically disqualified.

City Council Agenda Bill
City of Kenmore, WA

Subject/Topic: Electric Vehicle Infrastructure Plan Grant, Washington State Department of Commerce.

For Council Meeting Agenda of: March 25, 2024

Department: Public Works, Env Services Division

Prepared by: Nina Rasmussen, Climate Action Plan Program Manager

	Initial & Date
Approved by Department Head:	RS 3/11/24
Approved by City Attorney:	N/A
Approved by Finance Director:	MM 3/11/24
Approved by City Manager:	RK 3/11/24

Exhibits/Attachments:
- Agreement 24-C3024

Proposed Council Action/Motion:
Authorize the City Manager to execute Interlocal Agreement 24-C3024 with the Washington State Department of Commerce to accept grant funds totaling $110,000 to develop an Electric Vehicle Infrastructure Plan.

Summary:
The City of Kenmore intends to contract with the Washington State Department of Commerce to receive funds not to exceed $110,000 for the creation of an EV Infrastructure Plan. The work will be completed through the use of a consultant.

Information/Background:

Vehicle electrification is an important aspect of addressing climate change. The purchase and use of electric vehicles (EVs) has become increasingly popular and requires added infrastructure to support this shift as well as future demand. As part of the City of Kenmore's Climate Action Plan, the development of an EV Infrastructure Plan has been identified as an implementation item. This action was initially brought to the City Council as part of the Climate Action Annual Report and 2024 workplan presented at the October 23, 2023 Council meeting and approved at the November 20, 2023 Council meeting.

An EV Infrastructure Plan would allow for short- and long-term strategic planning of EV charger placement, while taking into account proximity to other chargers, high-volume/traffic areas, potential partnerships with commercial property owners, community input, among other

factors. A consultant will be contracted with to identify and analyze existing policies, codes, and utility incentives, assess fleet and Public Works Operations Center needs, engage the community on preferences and concerns, and develop recommendations and a report of next steps.

Fiscal Consideration:
No match is required for this grant. Full funding for the project is covered by the $110,000 grant from the Washington State Department of Commerce.

City Council Priority or Budget Objective Being Addressed:

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

Interagency Agreement with

City of Kenmore

through

Growth Management Services

Contract Number:
24-63610-211

For

2023-2025 Climate Planning Grant

Dated: Date of Execution

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Face Sheet

Contract Number: 24-63610-211

Local Government Division
Growth Management Services
2023-2025 Climate Planning Grant

1. Contractor City of Kenmore 18120 68th Ave NE Kenmore, WA 98028		**2. Contractor Doing Business As (as applicable)** N/A	
3. Contractor Representative Nina Rasmussen Climate Action Plan Program Manager (425) 398-8900 ext. 6197 nrasmussen@kenmorewa.gov		**4. COMMERCE Representative** Noelle Madera Climate Operations Team Lead 509-818-1040 noelle.madera@commerce.wa.gov PO Box 42525 1011 Plum St. SE Olympia, WA 98504	
5. Contract Amount $110,000	**6. Funding Source** **Federal:** ☐ **State:** ☒ **Other:** ☐ **N/A:** ☐	**7. Start Date** Date of Execution	**8. End Date** June 30, 2025
9. Federal Funds (as applicable) N/A	**Federal Agency:** N/A	**ALN** N/A	
10. Tax ID # N/A	**11. SWV #** SWV0007160-00	**12. UBI #** 601-883-200	**13. UEI #** N/A

14. Contract Purpose

For the development of the Growth Management Act (GMA) climate change and resiliency element requirements related to the implementation of HB 1181 and climate related implementation activities.

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope or Work and Attachment "B" – Budget.

FOR CONTRACTOR	**FOR COMMERCE**
_____ <insert name>, <insert title>	_____ <insert name>, <insert title>
_____ Signature	_____ Date
_____ Date	**APPROVED AS TO FORM ONLY** **BY ASSISTANT ATTORNEY GENERAL** **APPROVAL ON FILE**

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed **one hundred ten thousand dollars ($110,000),** for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the attached Scope of Work and Budget.

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 24-63610-211. A receipt must accompany any single expenses in the amount of $50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Grant Start Date
COMMERCE will pay the Contractor for costs incurred beginning July 1, 2023, for services and deliverables described under this Agreement.

State Fiscal Year Payments
COMMERCE will reimburse Contractor for State Fiscal Year 2024 (July 1, 2023-June 30, 2024), and State Fiscal Year 2025 (July 1, 2024-June 30, 2025), based on the expenses incurred under this Contract.

Invoices and End of Fiscal Year
Invoices are due at a minimum of June 15, 2024 and 2025, if not submitted at more frequent intervals.

Final invoices for a state fiscal year may be due sooner than the 15th of June and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

Line Item Modification of Budget

A. Notwithstanding any other provision of this contract, the Contractor may, at its discretion, make modifications to line items in the Budget, hereof, that will not increase the line item by more than fifteen percent (15%).

B. The Contractor shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item in the Budget (Attachments B) hereof, that would increase the line item by more than fifteen percent (15%). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this contract that would cause one or more budget line items to exceed the 15 percent (15%) threshold increase described above.

C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email or regular mail), and such written approval shall amend the Project Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.

D. Nothing in this section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in Section 3 of this contract, nor does this section allow any proposed changes to the Scope of Work, include Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

5. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by COMMERCE and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. “Subcontractors” shall mean subcontractors of any tier.

6. ENSURE COORDINATED CLIMATE COMMITMENT ACT BRANDING

COMMERCE received funding from Washington’s Climate Commitment Act (CCA). To strengthen public awareness of how CCA funding is used, the Office of the Governor is directing state agencies that administer funding or manage a CCA-supported program to ensure consistent branding and funding acknowledgments are used in all communications and included in funding agreements and contracts. The “Climate Commitment Act” logo and funding acknowledgment make it easy for consumers and the public to see how the state is using CCA funds to reduce climate pollution, create jobs, and improve public health and the environment, particularly for low-income and overburdened populations.

The following provisions apply to all contractors, subcontractors, service providers and others who assist CONTRACTOR in implementing the climate planning grant.

Logo requirements. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at climate.wa.gov/brandtoolkit.

- Any WA Department of Commerce climate planning grant website or webpage that includes logos from other funding partners.
- Any WA Department of Commerce climate planning grant media or public information materials that include logos from other funding partners.

Funding source acknowledgement. This standard funding language must be used on websites and included in announcements, press releases and publications used for media-related activities, publicity and public outreach.

"The WA Department of Commerce climate planning grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

7. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

8. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.

B. "COMMERCE" shall mean the Washington Department of Commerce.

C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.

E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

F. "State" shall mean the state of Washington.

G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

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

3. AMENDMENTS

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

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;

ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority

prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

A. Stop work under the contract on the date, and to the extent specified, in the notice;

B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;

C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;

E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;

F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and

G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.

B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management

practices.

C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.

D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.

E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

Steps/Deliverables	Description	End Date
Action 1	Conduct an analysis to identify existing policies, codes, and utility incentives pertaining to electric vehicles.	March 31, 2024
Step 1.1	Issue RFP and select consultant. (No grant funding is requested for this step).	January 31, 2024
Step 1.2	Identify and review relevant plans, policies, codes, and incentives applicable to electric vehicles.	February 29, 2024
Deliverable 1	**A report summarizing current plans, policies, codes, and incentives relevant to electric vehicles.**	**March 31, 2024**
Action 2	Assess transition for city fleet vehicles.	June 30, 2024
Step 2.1	Compile summary of existing fleet.	April/May, 2024
Step 2.2	Meet with applicable city staff to inform vehicle and infrastructure needs with considerations for new Public Works facility.	April/May, 2024
Step 2.3	Perform EV market assessment	May 31, 2024
Deliverable 2	**Compile phased fleet recommendations in a dynamic workbook tool.**	**June 30, 2024**
Action 3	Map EV infrastructure in the city and develop recommendations.	August 31, 2024
Step 3.1	Compile current EV charging infrastructure into 1-2 maps.	July 31, 2024

Steps/Deliverables	Description	End Date
Step 3.2	Assess opportunity areas for charging and compile into 2-3 maps.	July/August 2024
Step 3.3	Engage the community on desirable charging locations and preferences.	July/August 2024
Deliverable 3	**A report utilizing the created maps to show recommended next steps.**	**August 31, 2024**

Attachment B: Budget

Grant Objectives:	Commerce Funds
Deliverable 1. Create a report summarizing current plans, policies, codes, and incentives relevant to electric vehicles.	$25,000
Deliverable 2. Dynamic workbook tool to include phased fleet recommendations.	$40,000
Deliverable 3. Create a report utilizing the created maps to show recommended next steps.	$45,000
Contract Total:	**$110,000**

City Council Agenda Bill
City of Kenmore, WA

Subject/Topic: Urban Forestry Management Plan Grant, Washington State Department of Natural Resources.

For Council Meeting Agenda of: March 25, 2024

Department: Public Works, Env Services Division

Prepared by: Nina Rasmussen, Climate Action Plan Program Manager

	Initial & Date
Approved by Department Head:	RS 3/11/24
Approved by City Attorney:	N/A
Approved by Finance Director:	MM 3/11/24
Approved by City Manager:	RK 3/11/24

Exhibits/Attachments:

- None

Proposed Council Action/Motion:
Authorize the City Manager to execute Interlocal Agreement 24-C3027 with the Washington State Department of Natural Resources to accept grant funds totaling $105,200 to develop an Urban Forestry Management Plan and street tree inventory.

Summary:
The City of Kenmore was awarded a grant from the Washington State Department of Natural Resources to receive funds up to $105,200 to develop an Urban Forestry Management Plan and a street tree inventory. The grant funds will be used to hire a consultant to complete the plan and interns to perform the street tree inventory.

Information/Background:

Protection of local canopy has multi-faceted benefits, including carbon sequestration, improved stormwater management, habitat preservation and restoration, watershed protection, and improved quality of life for residents, among others. As such, the creation of an Urban Forestry Management Plan is an identified action in the Climate Element of the Comprehensive Plan. In addition to these climate and resilience aspects, maintaining and growing tree canopy is a public priority. This action was initially brought to the City Council as part of the Climate Action Annual Report and 2024 workplan presented at the October 23, 2023 Council meeting and approved at the November 20, 2023 Council meeting.

The purpose of the project is to better inform City staff on high-priority planting areas and to help strategize for long-term canopy needs. The project serves to help the City prepare for and mitigate climate impacts, bolster resiliency, and protect the natural environment.
Additionally, noting species, health, size, and other attributes of individual trees through a public tree inventory will serve as a means to quantify carbon sequestration, keep track of significant and exceptional trees in the Kenmore community, and prioritize care and maintenance. Both aspects of the project will help Kenmore grow the local canopy through a thoughtful and strategized approach.

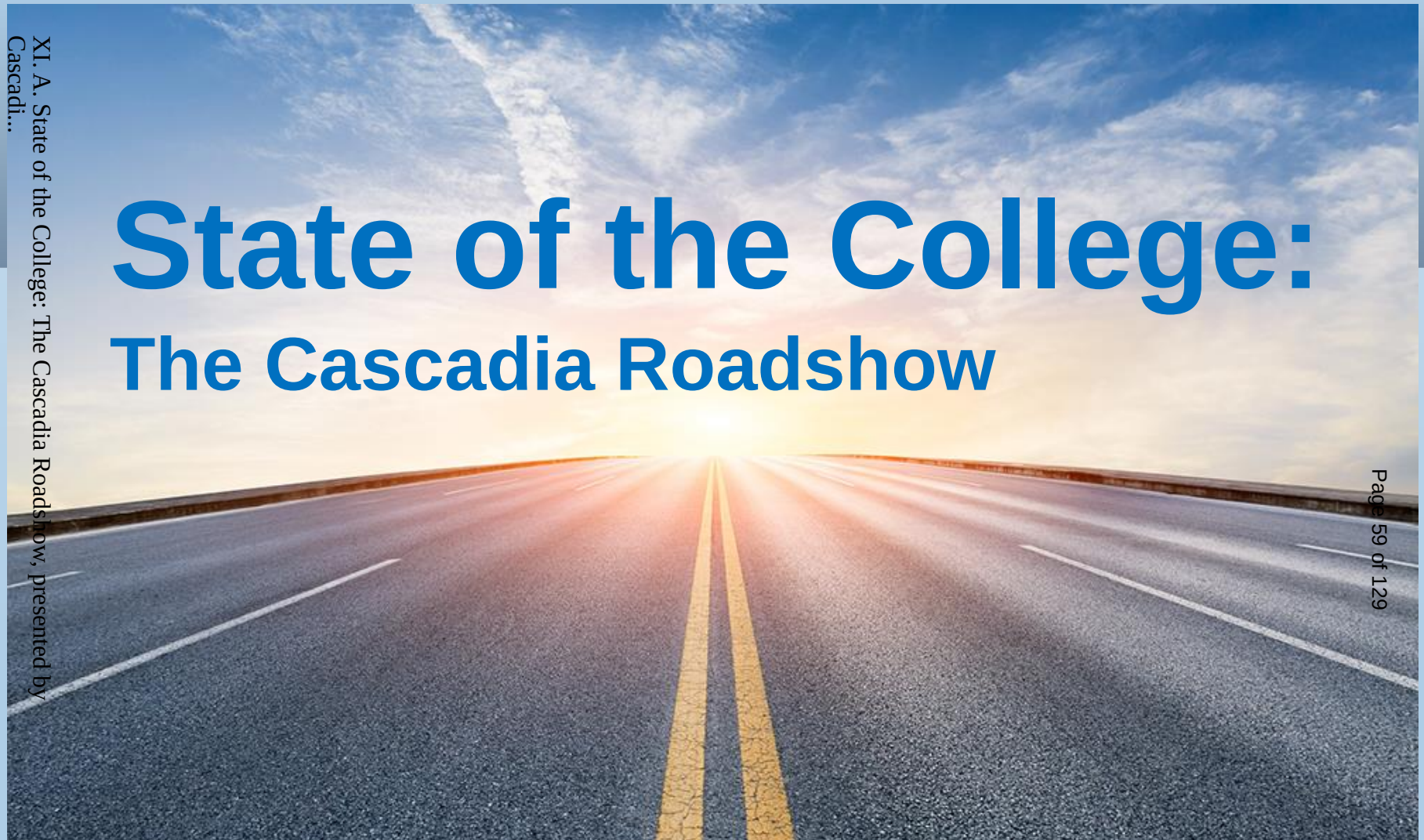
Fiscal Consideration:
No match is required for this grant. Full funding for the project is covered by the $105,200 grant from the Washington State Department of Natural Resources.

City Council Priority or Budget Objective Being Addressed:

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

State of the College:

The Cascadia Roadshow



Our Success Story

Overview

Student Success

Equity & Inclusion

Access

Growth

1

Student Success

Compared to the other 33 community and technical colleges in Washington

Student Success

- Cascadia has highest percentage of students who transfer to a 4-year university
- After-college earnings for Cascadia students are 9% higher
- Our business graduates earn $16,000 more per year five years after entering college
- Information technology graduates earn $11,000 more per year

Measured using other metrics

Student Success

- New academic transfer paths to UW Bothell
- Increase in student retention
- Highest percentage of success in math and English remediation
- Highest retention rate

2

Equity & Inclusion

Rapid Growth in Programs

Equity & Inclusion

Cascadia Scholars

Wrap-around support, including mentors and scholarships, for historically marginalized students

16 students year one (2021-22)
53 students year two (2022-23)
100+ students year three (2023-24)

Rapid Growth in Programs

Equity & Inclusion

E&I Foundations Course

- Cascadia Employees
- CTC Employees
- Leadership Eastside

Students of Color Conferences

Increase in staffing

- 2 FTE + interns and student workers
- 5 FTE + interns and student workers

3 Access

Guided Pathways

Access

A set of strategies and software designed to make higher education more accessible…

…and more equitable
…and increase student success

by rethinking recruiting, onboarding, retention, and measurable outcomes

Location-Specific

Access

Kenmore Grant Program, called the "Cascadia Academy"

Redmond Together Center

4 Growth

It’s all around us!

Growth

Innovation Hall

Joint Cascadia-UW Bothell STEM building opens for classes this winter quarter

Cascadia’s Gateway Building

Consolidates all student services under on roof
Currently in design phase
Expect construction funding in 2025

Thank you.

Questions?

City Council Agenda Bill
City of Kenmore, WA

Subject/Topic:

Human Services Study Session

For Council Meeting Agenda of: 3/25/2024

Department: City Manager's Office

Prepared by: Tambi Cork, Housing and Human Services Manager

	Initial & Date
Approved by Department Head:	SLL, 3/14/24
Approved by City Attorney:	N/A
Approved by Finance Director:	N/A
Approved by City Manager:	RK, 3/14/24

Proposed Council Action/Motion:

No proposed action. Review and discussion only.

Attachments/Exhibits:

1. Presentation
2. Community Survey Results

Summary:

The first phase of the City of Kenmore's Human Services Needs Assessment community engagement process concluded in March 2024, and included a community survey, focus groups and key stakeholder interviews. The City contracted with Health Management Associates (HMA), a national research and consulting firm, to conduct this qualitative and quantitative research. HMA will present the results and initial findings of the assessment at tonight's meeting.

The results from the community survey, focus groups, and key stakeholder interviews will inform future strategic planning for human services. The results will be used to develop guiding principles and funding priorities for human services grant funding, a four-year human services strategic plan and workplan for the 2025-2026 biennium.

This is the first Human Services Needs Assessment commissioned by the City of Kenmore, as directed in February 2023 when the City Council approved a plan to address growing Housing and Human Services needs in Kenmore.

Information/Background:

The Kenmore City Council approved a plan to address growing Housing and Human Services needs in Kenmore on February 13, 2023. This plan included bringing on a Housing & Human Services Manager position to develop key community partnerships and conduct a Human Services Needs Assessment to lay the groundwork for how the City approaches human services moving forward. In 2024, the City is funding twenty-nine programs at seventeen agencies, including homelessness

outreach, mental health, and other human services. These funds are allocated from the General Fund at a rate of $7.53/capita ($181,370 in 2024) and one-time special projects funding (formerly known as ARPA funding).

What are Human Services?

Human services are the delivery of social services and behavioral health services aimed at addressing the safety, wellbeing and self-sufficiency of residents across the lifespan, often with specific focus on the needs of vulnerable populations. These programs improve overall quality of life through prevention, intervention, treatment and recovery services. The City of Kenmore serves as a planner, facilitator, and funder for these support systems that help connect people with resources and solutions during times of need. This includes collaboration with agencies providing support and services for: children and families, seniors, income supports, transportation, aging and disability, housing, food security, homelessness, physical and behavioral health, and positive youth development.

What is a Human Services Needs Assessment?

The Human Services Needs Assessment has gathered input from community members and key stakeholders about human service needs in Kenmore to inform future strategies. Outreach included interviews and focus groups, as well as a community survey. The information gained – drawn from data and lived experience - on the broad spectrum of human service needs and gaps in service are essential to developing human services strategies that are responsive to the needs of all community members. The assessment will also provide a touchstone for monitoring progress towards desired goals and objectives for the City's Human Services team and the community.

***Draft* DEIA Statement**

The Kenmore Human Services Needs Assessment and future planning and implementation efforts are rooted in the City of Kenmore's commitment to Diversity, Equity, Inclusion and Accessibility. *The City of Kenmore strives to be an open, inclusive, and welcoming place for all. The City Council and staff are committed to prioritizing diversity, equity, and inclusion and enacting change at the local level.* Housing and Human Services has a dedicated set of deliverables within the Kenmore DIEA Strategic Plan, which are rooted in the priority to advance human services by centering marginalized communities in responding to community needs.

Guiding Principles

The following principles have guided the work of the Human Services Needs Assessment. Feedback, refinement and prioritization of these principles will be a component of ongoing community engagement work.

1. **DEIA Centered:** Community needs are approached with an awareness of the role of systemic inequities that need to be addressed when moving human services initiatives forward.
2. **Partnership:** Maximize and enhance existing collaboration and build new relationships with the individuals, the community and service providers serving Kenmore to advance human services work
3. **Community Engagement:** Promote a culture of participation in assessment, planning and implementation of human services initiatives

4. **Responsibility:** Steward funds and resources to maximize effectiveness in addressing most pressing needs
5. **Transparency and Trust:** Build trust with community and partners through honesty, inclusivity and regular public updates on human services work
6. **Strengths and Opportunities:** Recognize and elevate the existing strengths in the Kenmore community and identify opportunities to address existing gaps
7. **Short- and Long-Term Focus:** Identify both immediate action items and long-term goals

Human Services Needs Assessment – Community Engagement Update

The City of Kenmore has partnered with Health Management Associates (HMA) to conduct a needs assessment so that the City can better understand the broad spectrum of human needs within the community and equitably respond to those needs through the support of human services and partnership with human services providers. This assessment has gathered input from community members and key stakeholders about human service needs in Kenmore and will be used to inform future strategies.

The first phase of the Human Services Needs Assessment concluded in February 2024 with a community survey. The survey was conducted January 5 – February 2, 2024 and 676 Kenmore residents participated. HMA consultants and HHS staff will present the results and findings from the survey and other community engagement mechanisms at tonight's Council meeting.

Human Services Needs Assessment – Next Steps

Another round of staff-led community engagement on guiding principles and funding priorities will take place during April and May 2024, including a Town Hall meeting on Monday, May 6. Staff will return to the City Council on May 20, 2024 with a full draft of the Human Services Needs Assessment, including actionable short- and long-term strategy recommendations. Strategic planning work for the 2025-2026 biennium will take place from May through September 2024, and the strategic plan, 2025-2026 human services grant funding recommendations, and a 2025-2026 human services work plan, will be presented to Council as part of the biennial budget process.

In the short term, based on feedback already collected, staff have identified and recommend three immediate action items:

1. Create a term-limited Human Services Advisory Group of community members, partners, and people with lived experience to work alongside staff on strategic planning and 2025-2026 human services grant funding recommendation.
2. Commence an education campaign, potentially in collaboration with UW Bothell students, to increase awareness of existing support programs
3. Continue relationship development and trust building with underrepresented community groups

Fiscal Consideration:

Costs for this Human Services Needs Assessment and strategic planning work were included in the Housing and Human Services funding plan adopted by Council in February 2023. However, future funding needs for human services will be brought forward during the 2025-2026 biennium budget preparation process and as a part of the four-year strategic plan.

City Council Priority or Budget Objective Being Addressed:

Priority #1: Increase and preserve the options for affordable housing
Priority #5: Implement the Diversity, Equity, Including and Accessibility (DEIA) Strategic Plan
Priority # 7: Support public safety and social justice reform
Priority #9: Foster community engagement, participation, and fun
Priority #10: Support the post-pandemic recovery process

HMA

Kenmore Human Services Needs Assessment: Initial Themes

March 25, 2024

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AGENDA

- Background
- Methodology
- Demographics
- Results and Key Themes
- Next Steps

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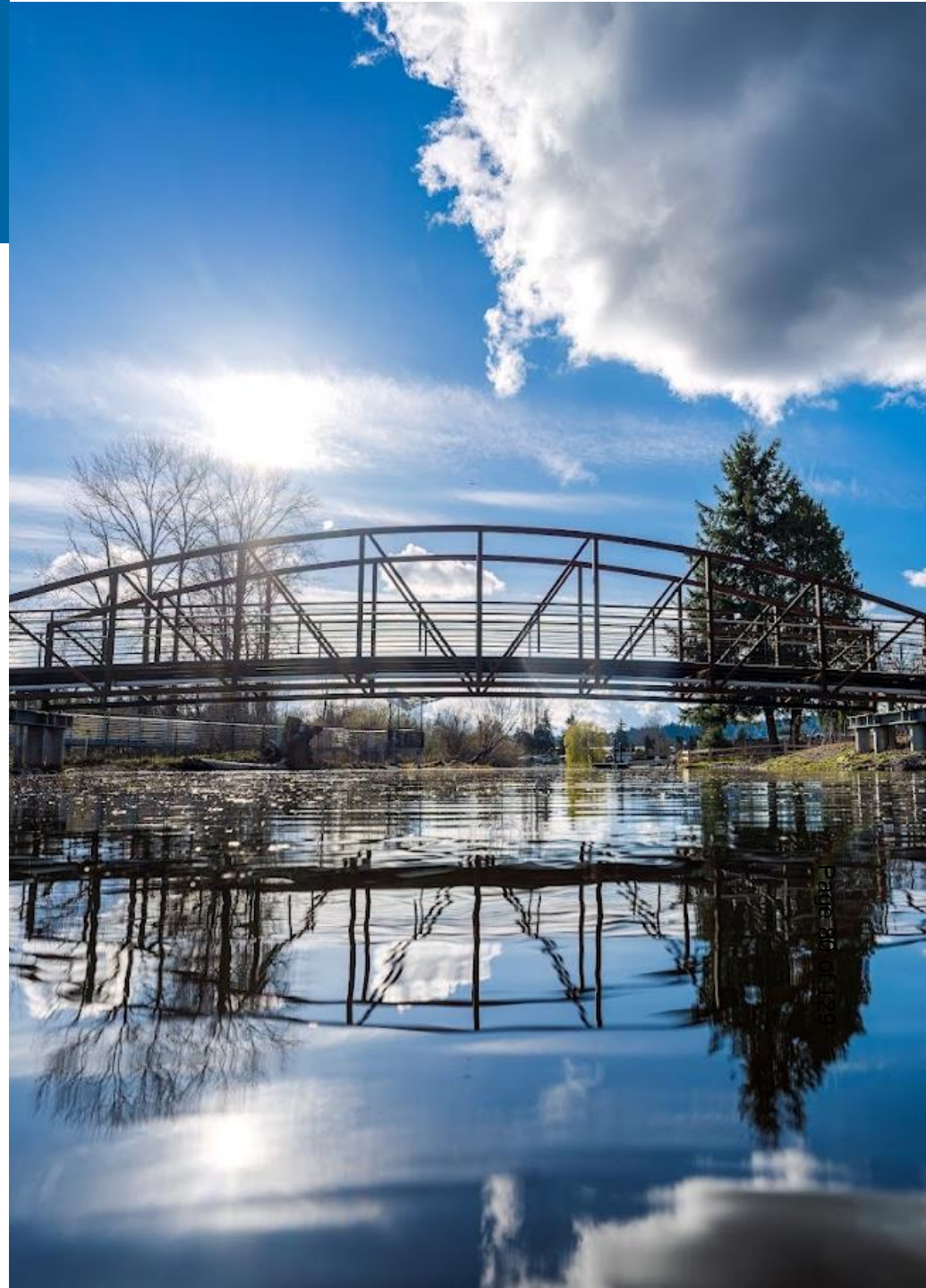
BACKGROUND

Human Services History

Guiding Principles

- DIEA Centered
- Partnership
- Community Engagement
- Responsibility
- Transparency and Trust
- Strengths and Opportunities
- Short- and Long-Term Focus



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METHODOLOGY

Community Survey

- Jan/Feb 2024
- Electronic and paper copies
- Translation

Key Informant Interviews and Focus Groups

Review of Public Data

- 2021 Healthy Youth Survey
- American Community Survey
- Regional needs assessments and reports

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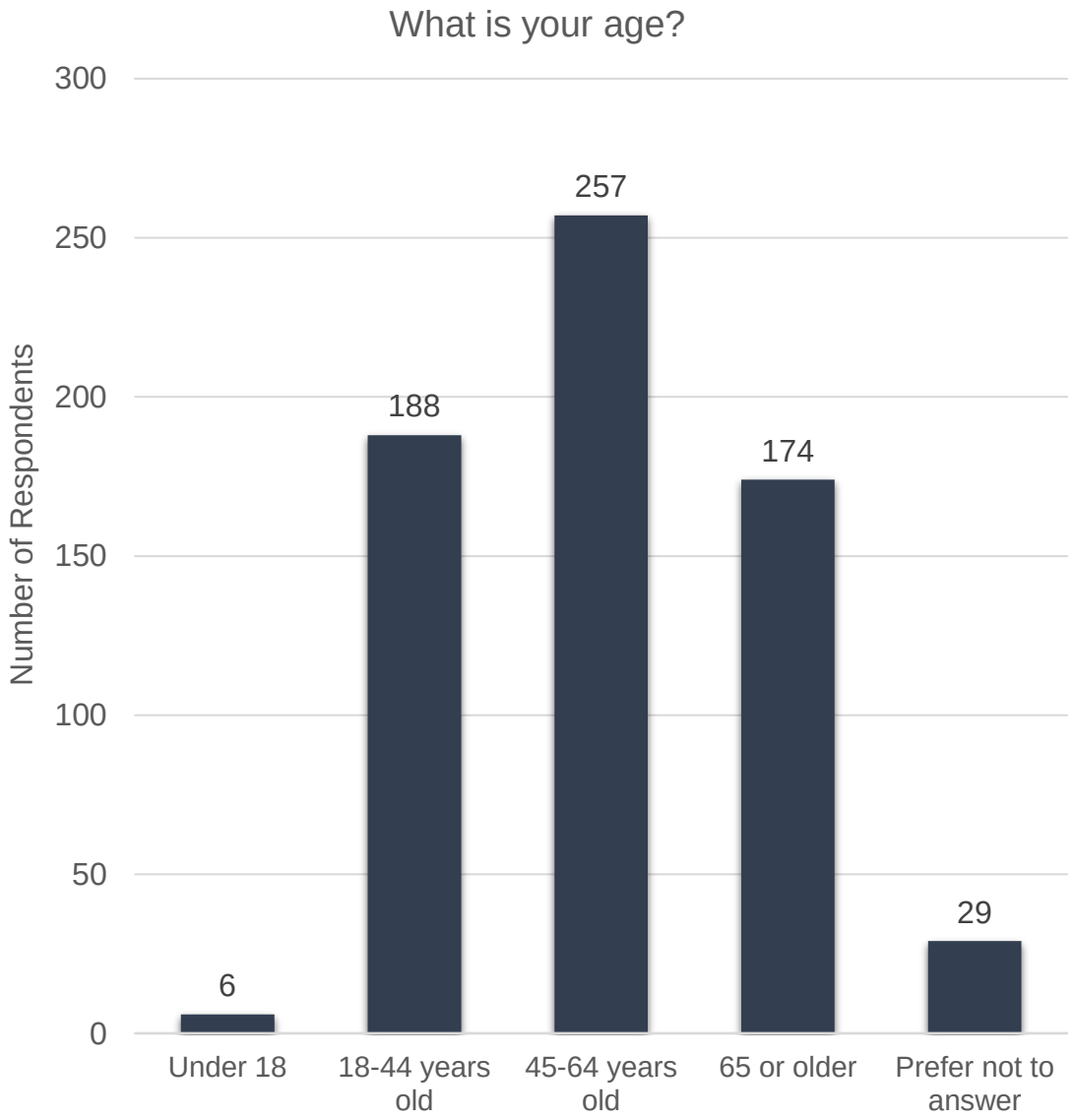
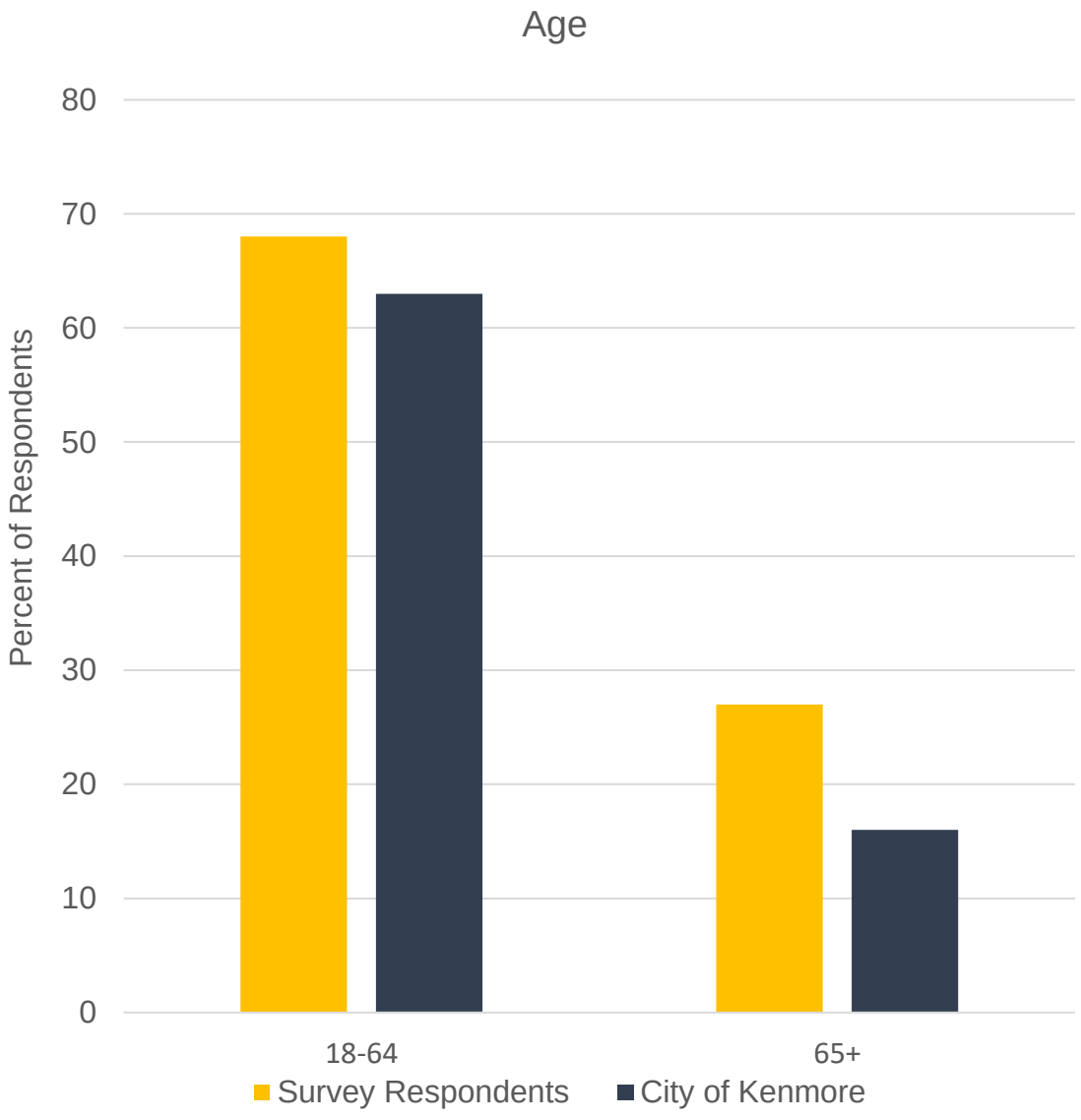
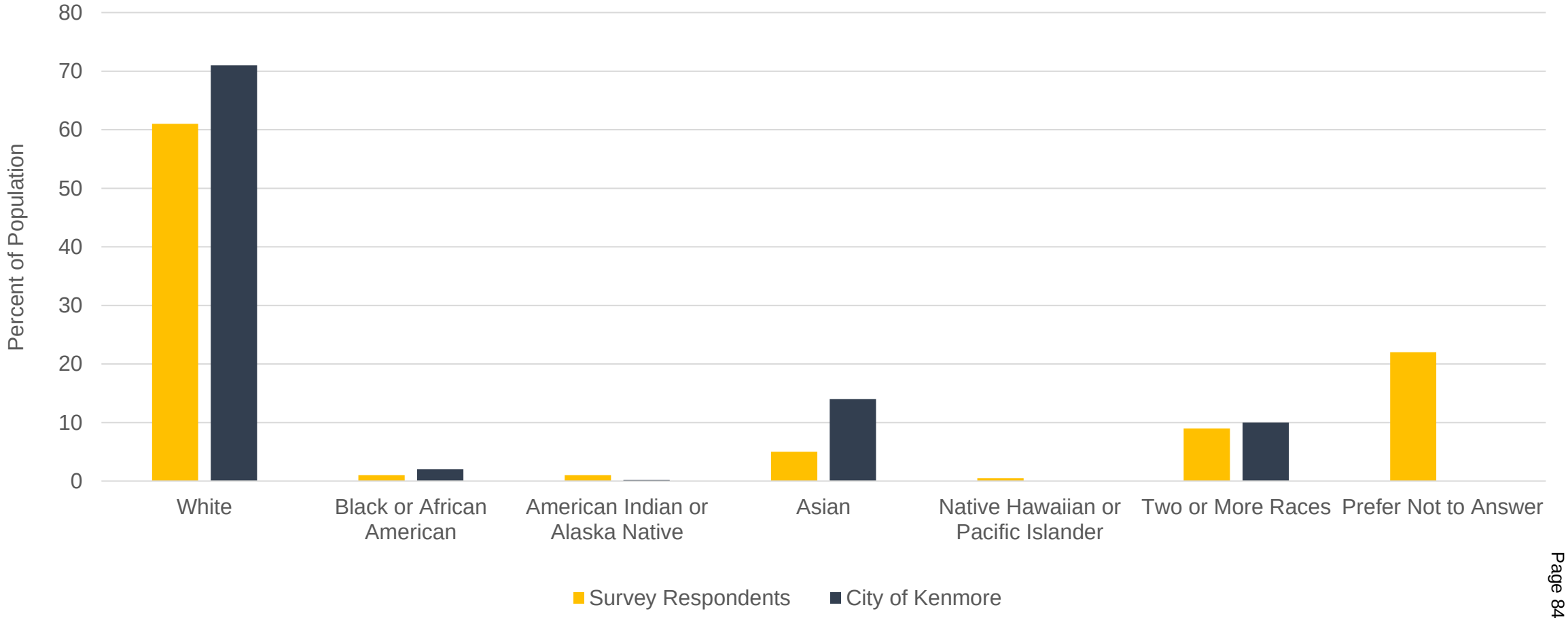
SURVEY DEMOGRAPHICS

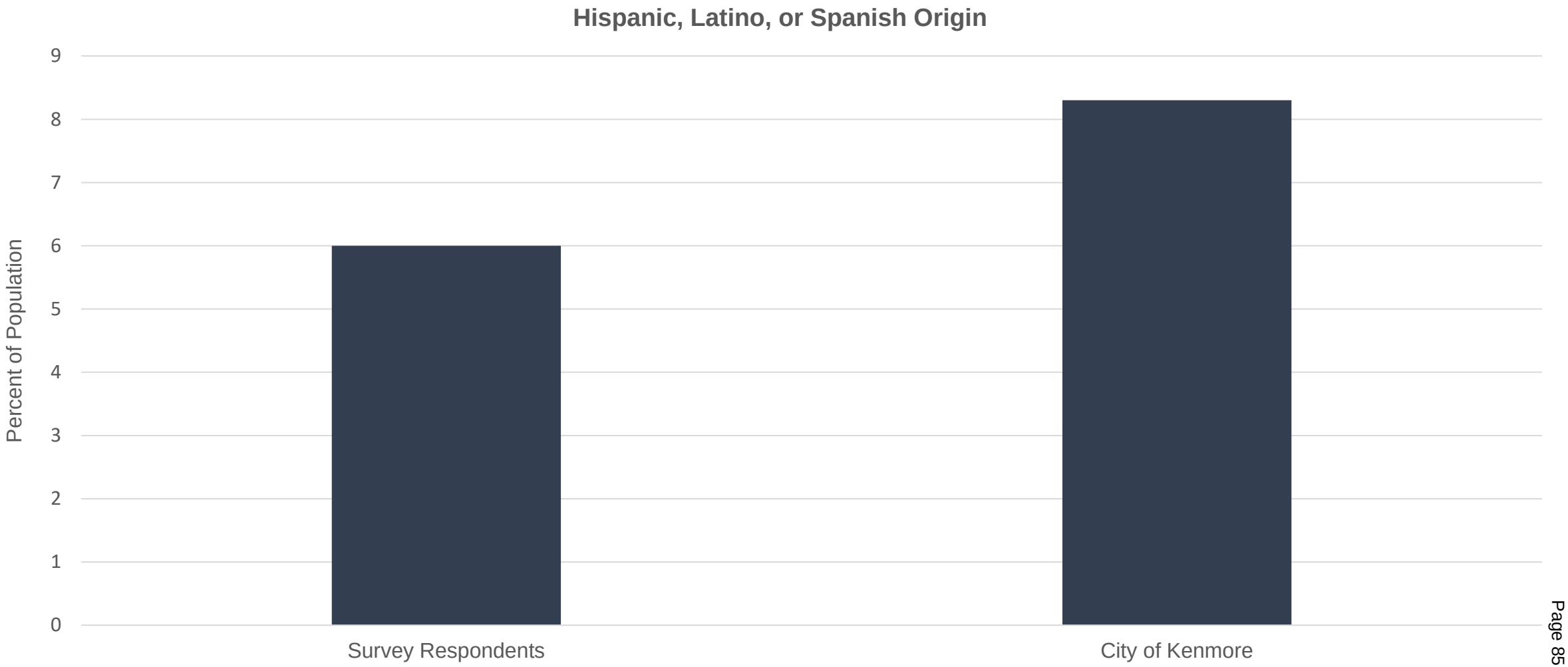




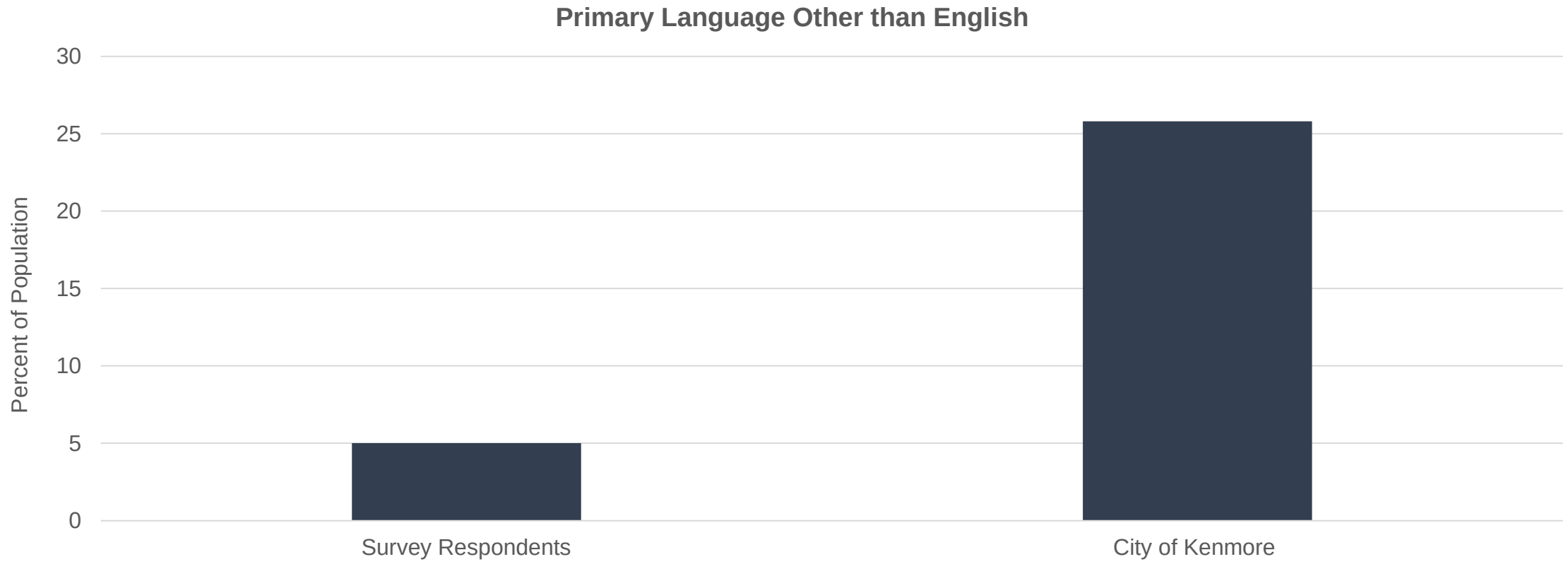
Survey Demographics/City of Kenmore: Age



Survey Demographics/City of Kenmore: Race



Survey Demographics/City of Kenmore: Hispanic, Latino, or Spanish Origin

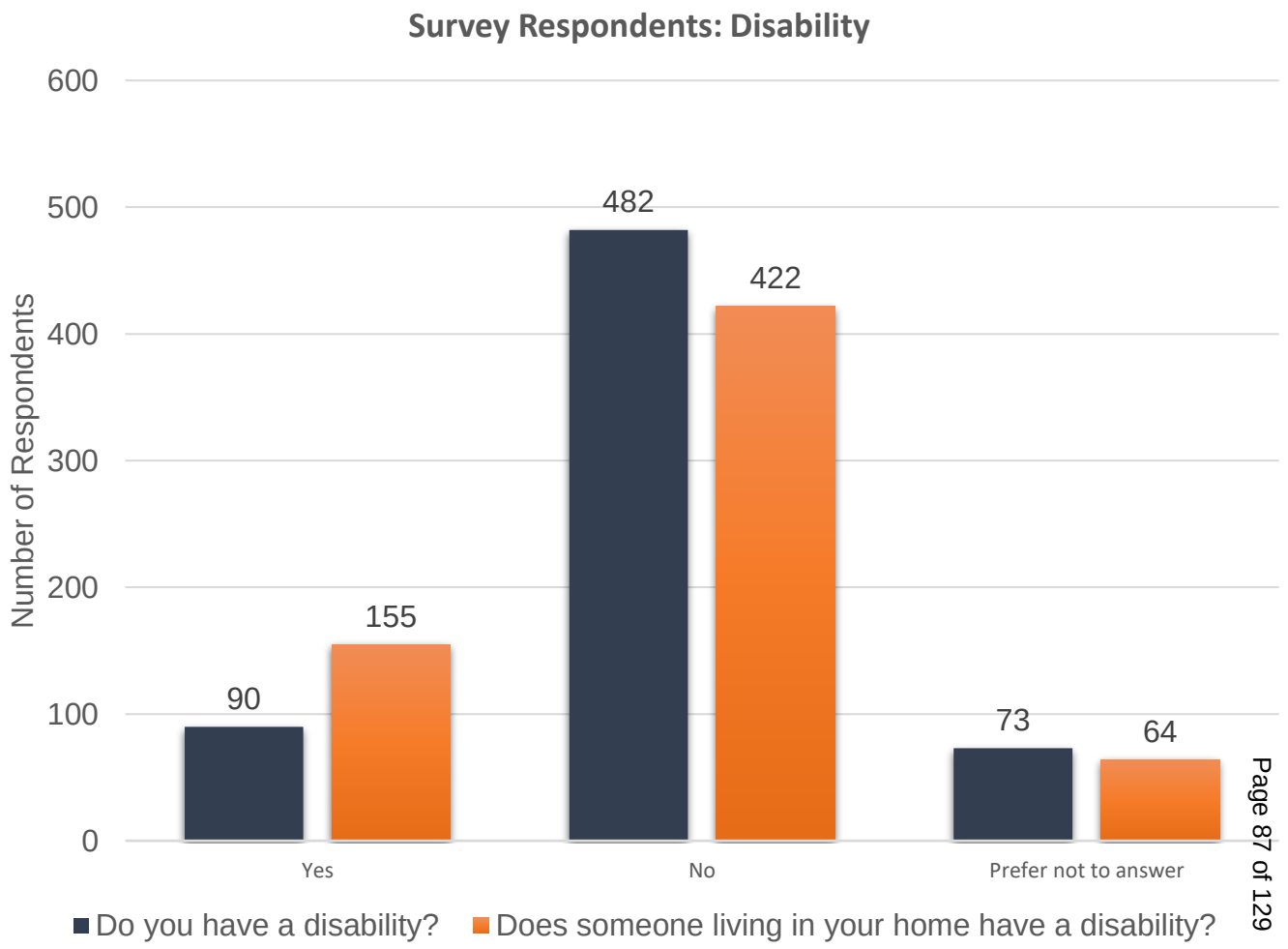


Survey Demographics/City of Kenmore: Primary Language Spoken at Home

Survey Demographics/City of Kenmore Comparison

7%: Percent of City of Kenmore Residents Under 65 with a Disability

14%: Percent of Survey Respondents with a Disability



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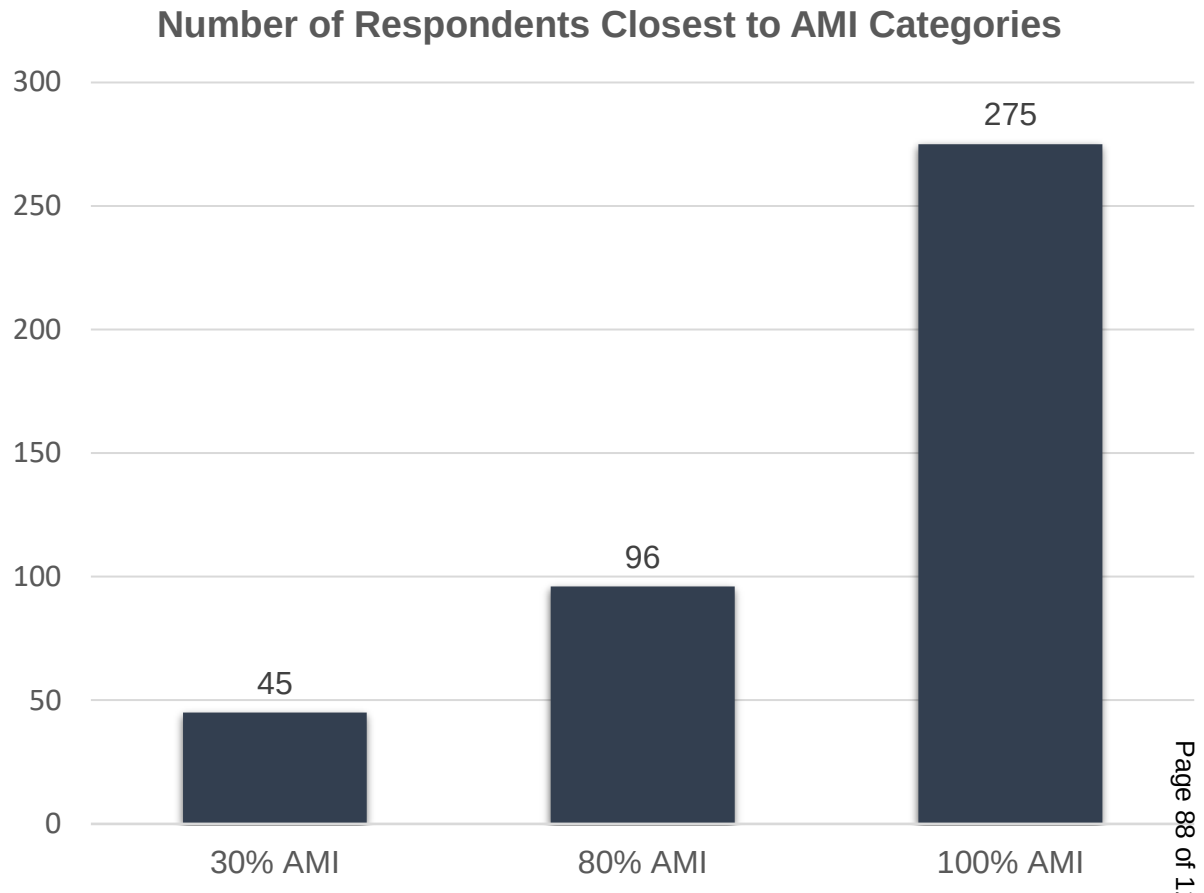
Income of Survey Respondents

21% at 80% AMI or below

7% at 30% AMI or below



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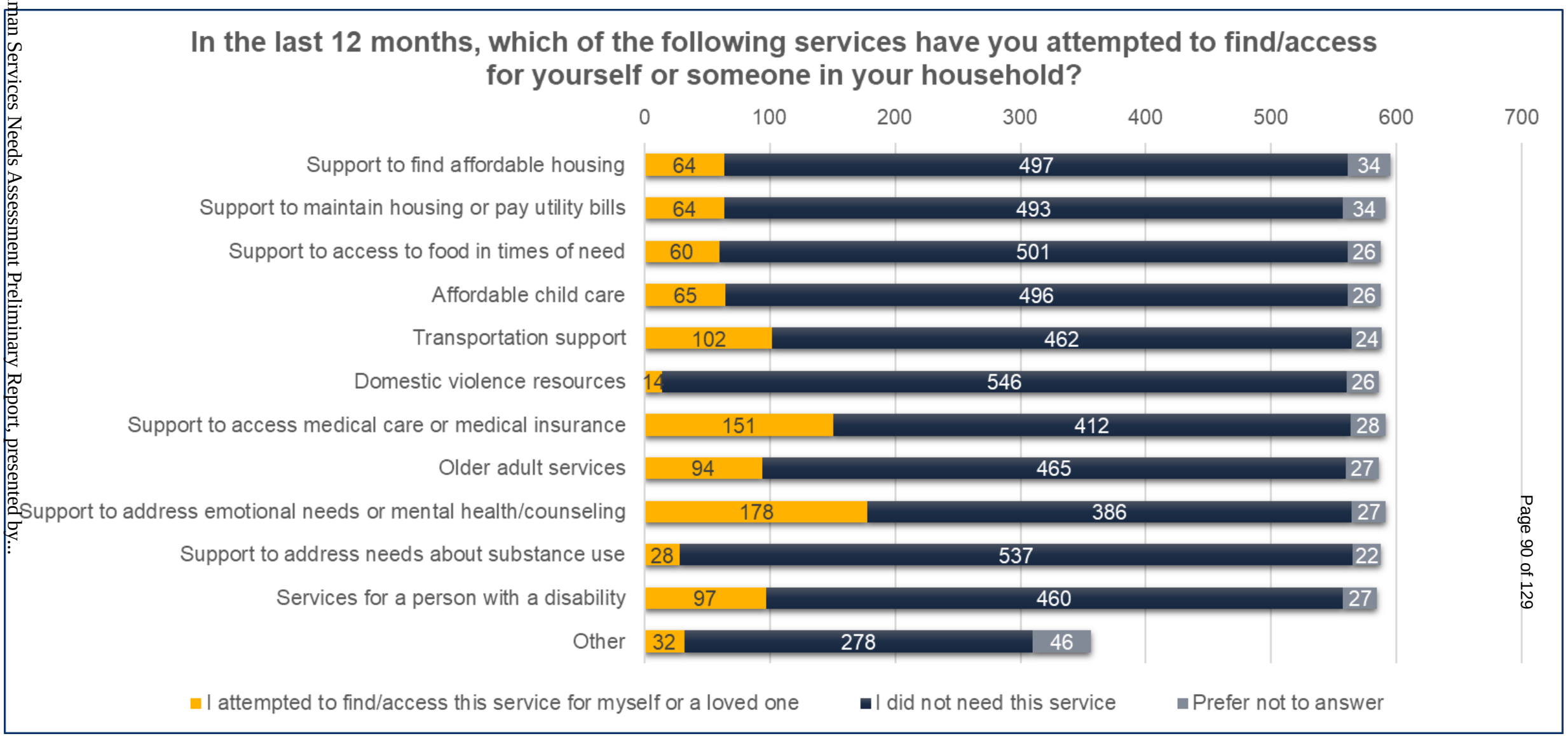
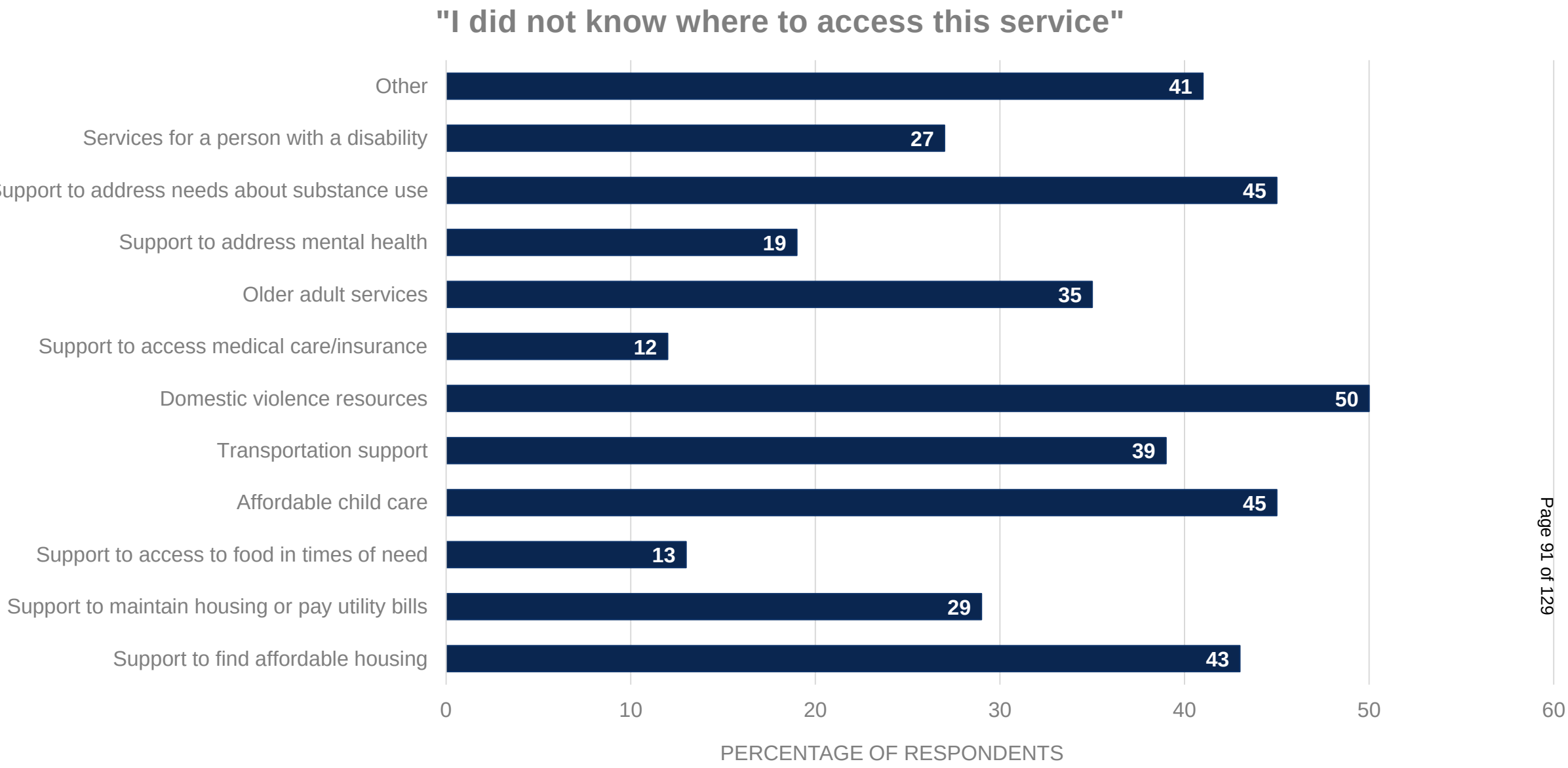
SURVEY FINDINGS

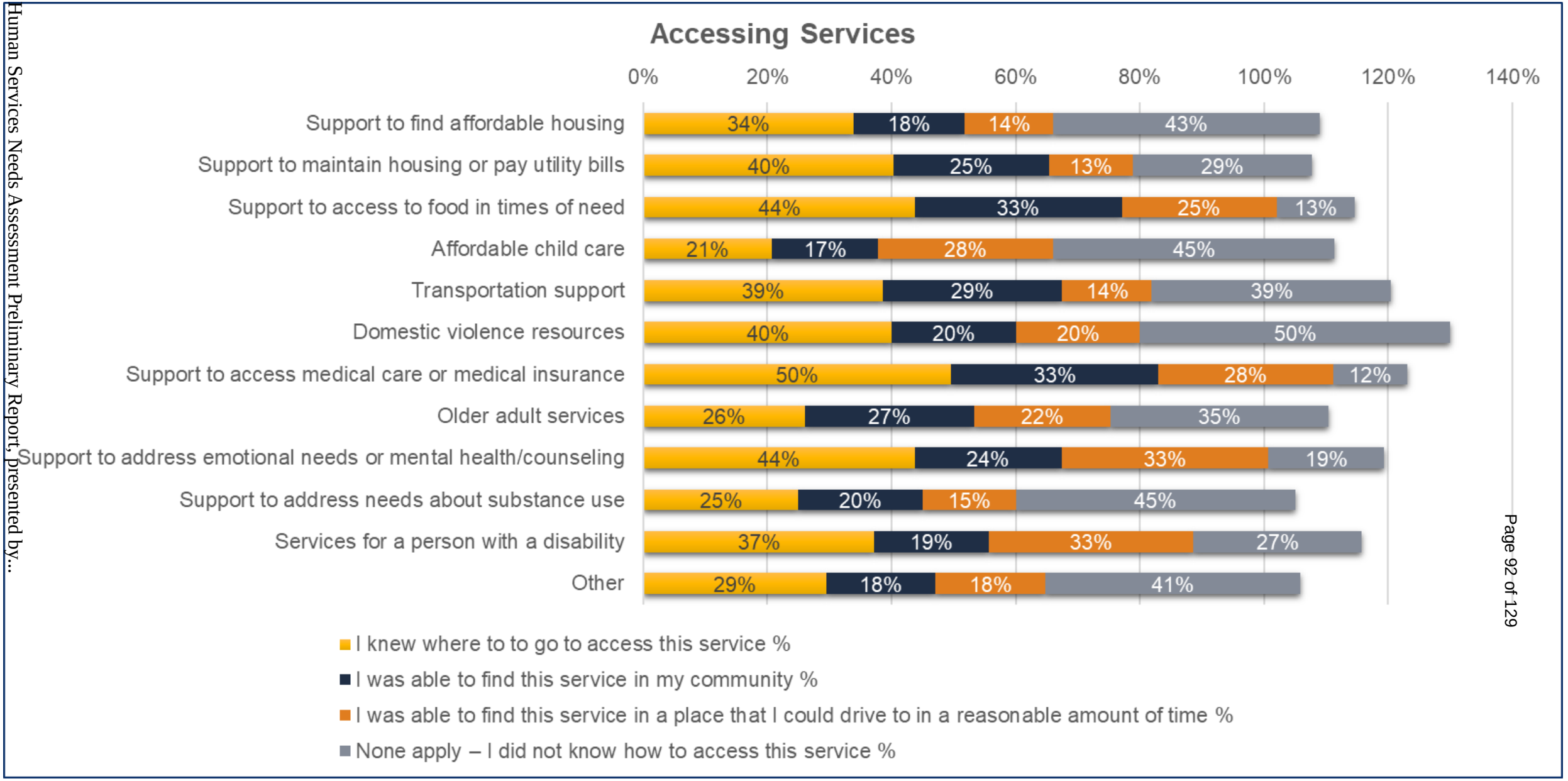
Respondents Accessed a Range of Human Services



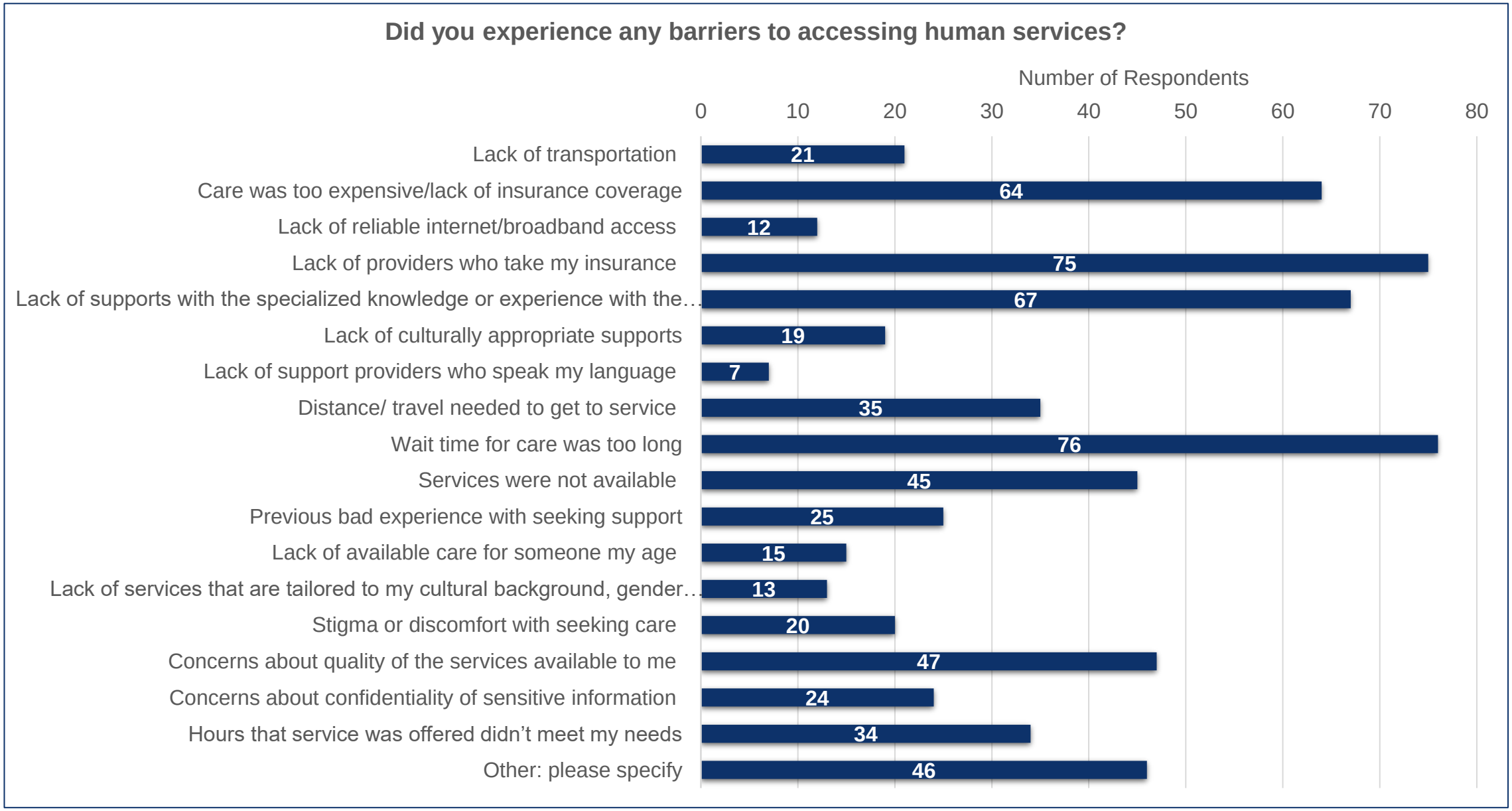
Many Respondents Lacked Knowledge of Available Resources



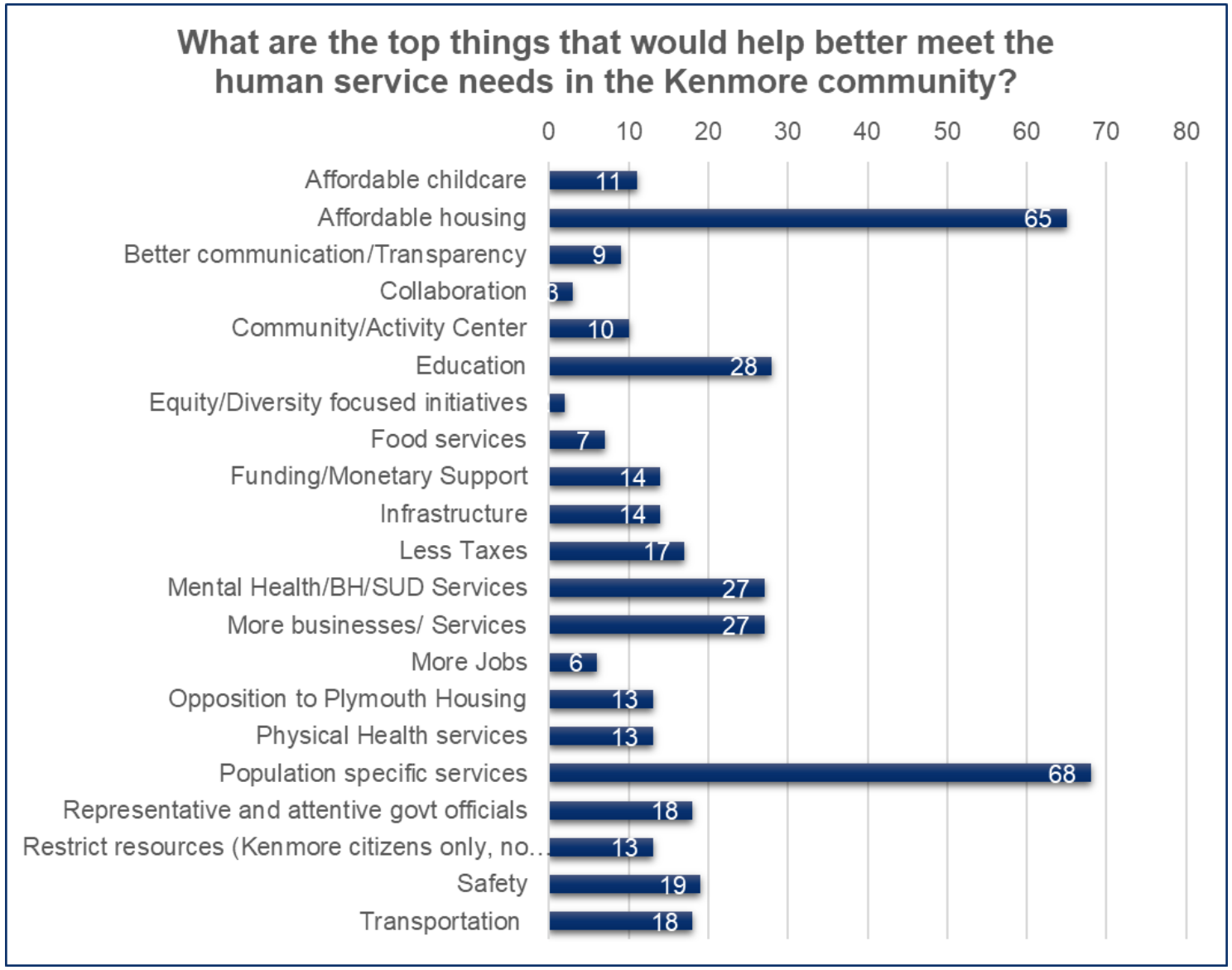
Respondents Had Difficulty Accessing Services Locally/Within a Reasonable Distance



Nearly Half (41%) of Respondents Experienced Barriers in Accessing Human Services



Affordable housing and population specific services emerged as significant needs.



Community Voices

Greater visibility of services offered and providers - especially those without internet, and with language/cultural challenges/barriers.

Just letting people know that services exist. I spend all my time working. I'm not aware of what is out there.

Mental health services are just so hard to access -- there are insurance barriers, cost barriers, incredibly long waitlists, rightness of fit issues.

Greater accessibility to support personnel who could help direct inquiries and provide information/resources.

Encouraging needy to come forth and identify needs without social exposure.

Employ a Social Services Coordinator. Easy access to these services.

City government and a community that works together to find solutions.

As our population grows the demands for resources will increase as well. We need consistent programs and resources available for individuals in need.

PUBLIC DATA

HOUSING COST BURDEN

	% of Households	# of Households
Housing Cost Burden (more than 30% on housing costs)	31	2867
Severe Housing Cost Burden (more than 50% on housing costs	12	1066

These numbers are greater when looking at renters alone, where 50% are cost burdened and 18% are severely cost burdened.

American Community Survey, 2018-2022

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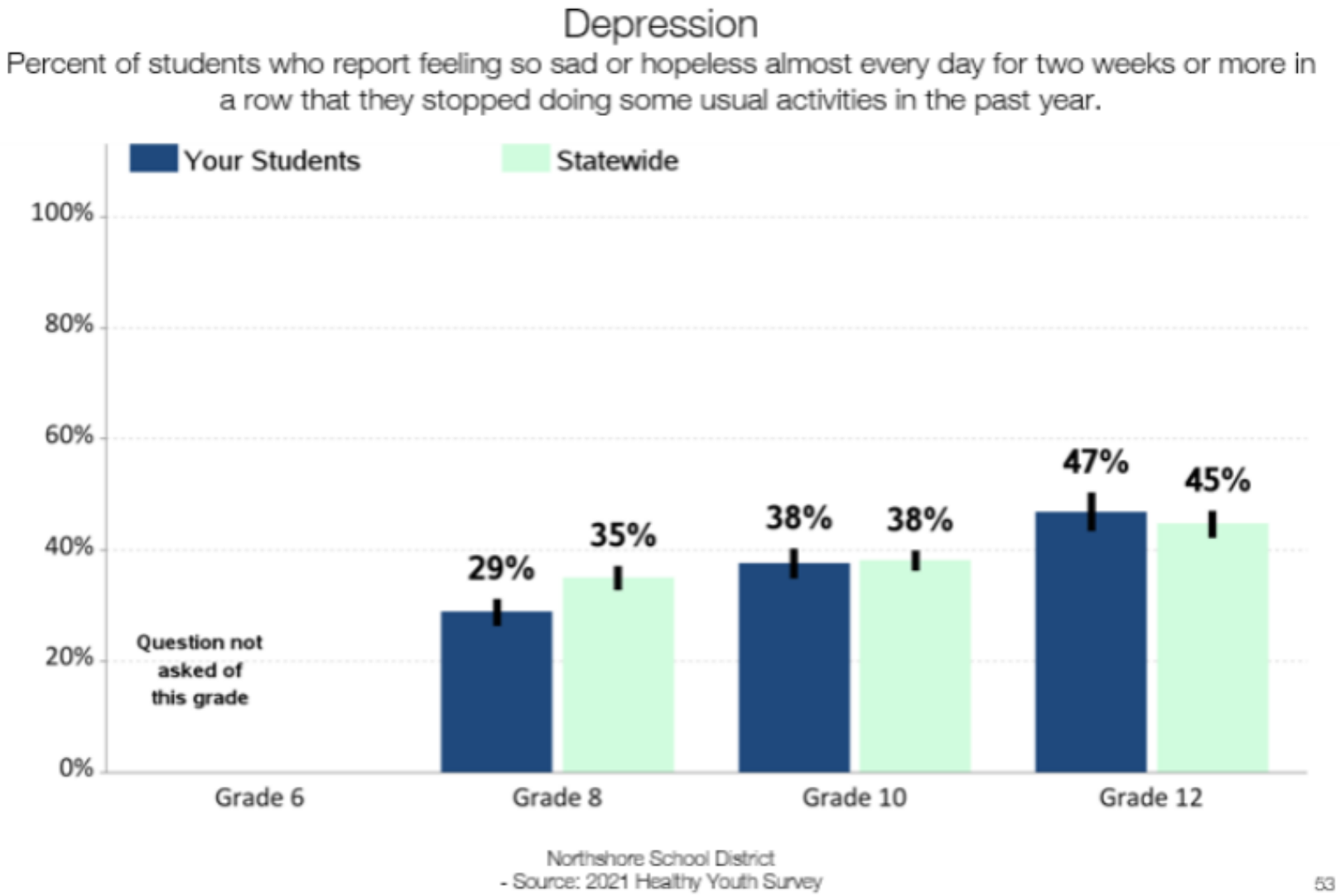

YOUTH MENTAL HEALTH

WORKFORCE CHALLENGES

- 2022/2023 University of Washington wage equity analysis- employees in the human services sector make approximately 30% less than employees in other fields with comparable skills and responsibilities
- 2023 King County Nonprofit Wage and Benefits Survey- 71% of the nonprofit workforce surveyed were considering leaving their current position due to pay

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INITIAL THEMES

INITIAL THEMES: SYSTEMS OF SUPPORT FOR INCREASING NEED

Resource knowledge and navigation

- Fewer than half of respondents knew how to access needed services (lowest 21%)
- Stakeholders identified need for human services navigation

Need for local services and spaces

- Fewer than one third were able to find service in their community or somewhere they could access in a reasonable amount of time
- Need for community gathering spaces and space for service provision

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INITIAL THEMES: ADDITIONAL BARRIERS TO ACCESS

- Affordability and its impact on residents and workforce
- Limited transportation options create additional access barriers
- Workforce challenges in the nonprofit human services sector are impacting service access and quality

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INITIAL THEMES: FUNDING PRIORITIES

- Resource/service navigation
- Housing affordability and prevention of homelessness
- Service access and affordability for older adults
- Youth mental health
- Transportation support

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INITIAL THEMES: ROLE OF CITY

- Variability in depth of partnership with the City
- Potential role as cross-issue convenor
- Role of community education around human services needs
- Approaching community needs with an awareness of the role of systemic inequities that need to be addressed when moving human services initiatives forward
- Value of a whole person strategy that incorporates all components residents need for a well-lived life
- Focus on providers doing trauma-informed work

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NEXT STEPS

Long-Term

- Develop actionable short- and long-term recommendations
- Final report to be shared with partners and community

Short-Term

- Human Services Advisory Group
- Education Campaign
- Ongoing Relationship Development

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Section 1: Demographics

Q1.1 It is important that we know a little more about the people who take this survey. We use this data to evaluate and note any gaps that might be specific to age, ethnicity, or other factors.

Do you live in Kenmore? *(Multiple choice format, single choice accepted)*

Response Options	Number of Responses	Percentage
○ Yes	628	97%
○ No	18	3%
○ Prefer not to answer	8	1%
Total	**654**	**100%**

Q1.2 What is your age? *(Multiple choice format, single choice accepted)*

Response Options	Number of Responses	Percentage
○ Under 18	6	1%
○ 18-44 years old	188	29%
○ 45-64 years old	257	39%
○ 65 or older	174	27%
○ Prefer not to answer	29	4%
Total	**654**	**100%**

Q1.3 Please choose your race/ethnicity: *(Multiple choice format, single choice accepted)*

Response Options	Number of Responses	Percentage
○ American Indian or Alaska Native	7	1%
○ Asian	34	5%
○ Black or African American	10	2%
○ Native Hawaiian or Other Pacific Islander	3	0%
○ White	398	61%
○ Other race or more than one race	57	9%
○ Prefer not to answer	141	22%
Total	**650**	**100%**

Q1.4 Are you of Hispanic, Latino, or Spanish origin? *(Multiple choice format, single choice accepted)*

Response Options	Number of Responses	Percentage
○ Yes	36	6%
○ No	478	74%
○ Prefer not to answer	129	20%
Total	**643**	**100%**

Q1.5 What is the primary language spoken in your household? *(Open-ended format, responses coded into categories)*

Responses	Number of Responses	Percentage
○ Chinese	1	0.1%
○ English	578	85.5%
○ Farsi	1	0.1%
○ Filipino	1	0.1%
○ French	3	0.4%
○ Hebrew	1	0.1%
○ Mandarin	3	0.4%
○ Shanghainese	1	0.1%
○ Spanish	7	1.0%
○ Vietnamese	2	0.3%
○ Yiddish	1	0.1%
○ More than one language	9	1.3%
○ No answer, or non-codable response	68	10.1%
Total	**676**	**100%**

Q1.6 Gender identity is how someone feels about their own gender. There are many ways a person can describe their gender identity and many labels a person can use.

Which of the following terms best describes your current gender identity? *(Multiple choice format, single choice accepted)*

Response Options	Number of Responses	Percentage
○ Girl or woman	163	25%
○ Boy or man	360	56%
○ Nonbinary, genderfluid, or genderqueer	10	2%
○ I am not sure or questioning	3	0%
○ I don't know what this question means	11	2%
○ Prefer not to answer	96	15%
Total	**643**	**100%**

Q1.7 Sexual orientation is a person's emotional, romantic, and/or sexual attractions to another person. There are many ways a person can describe their sexual orientation and many labels a person can use.

Which of these options best describes your sexual orientation? *(Multiple choice format, single choice accepted)*

Response Options	Number of Responses	Percentage
○ Asexual	1	0.2%
○ Bisexual, pansexual, or queer	25	3.9%
○ Gay or lesbian	20	3.1%
○ Straight or heterosexual	463	72.1%
○ I am not sure	4	0.6%
○ I don't know what this question means	7	1.1%
○ Prefer not to answer	122	19.0%
Total	**642**	**100%**

Q1.8 Do you have a disability? (Multiple choice format, single choice accepted)

Response Options	Number of Responses	Percentage
○ Yes	90	14%
○ No	482	75%
○ Prefer not to answer	73	11%
Total	**676**	**100%**

Q1.9 Is there a person with a disability living in your home? *(Multiple choice format, single choice accepted)*

Response Options	Number of Responses	Percentage
○ Yes	155	24%
○ No	422	66%
○ Prefer not to answer	64	10%
Total	**676**	**100%**

Q1.10 What is your yearly household income? *(Open-ended format, responses coded into categories)*

Responses	Number of Responses	Percentage
○ Less than $25,000	11	2%
○ $25,000 to $49,999	34	5%
○ $50,000 to $99,999	96	14%
○ $100,00 to $150,000	117	17%
○ More than $150,000	159	24%
○ No answer, or non-codable response	259	38%
Total	**676**	**100%**

Q1.11 How many individuals live in your household? *(Open-ended format, responses coded into categories)*

Responses	Number of Responses	Percentage
1	66	10%
2	243	36%
3	92	14%
4	134	20%
5	32	5%
6	15	2%
7	5	1%
8	0	0%
9	1	0%
10	0	0%
More than 10	0	0%
No answer, or non-codable response	88	13%
Total	**676**	**100%**

Q1.11.a AMI Calculation

Coded Responses	Number of Responses Closest to Category	Percentage
30% AMI	45	7%
80% AMI	96	14%
100% AMI	275	41%
N/A	260	38%
Total	**676**	**100%**

Kenmore Human Services Survey

Section 2: Human Services

Q2.1 In the last 12 months, which of the following services have you attempted to find/access for yourself or someone in your household?

Please include both services you attempted to find but were unable to and services you successfully accessed. *(Multiple choice format, single choice accepted per row)*

	I attempted to find/access this service for myself or a loved one		I did not need this service		Prefer not to answer		Total
	Number of Responses	%	Number of Responses	%	Number of Responses	%	
Support to find affordable housing	64	11%	497	84%	34	6%	**595**
Support to maintain housing or pay utility bills	64	11%	493	83%	34	6%	**591**
Support to access to food in times of need	60	10%	501	85%	26	4%	**587**
Affordable child care	65	11%	496	84%	26	4%	**587**
Transportation support	102	17%	462	79%	24	4%	**588**
Domestic violence resources	14	2%	546	93%	26	4%	**586**
Support to access medical care or medical insurance	151	26%	412	70%	28	5%	**591**
Older adult services	94	16%	465	79%	27	5%	**586**
Support to address emotional needs or mental health/counseling	178	30%	386	65%	27	5%	**591**
Support to address needs about substance use	28	5%	537	91%	22	4%	**587**
Services for a person with a disability	97	17%	460	79%	27	5%	**584**
Other (please specify)	32	9%	278	78%	46	13%	**356**

Kenmore Human Services Survey

Q2.2 Please answer the following: *(Multiple choice format, multiple choices accepted per row, options were carried forward from previous question)*

	I knew where to go to access this service		I was able to find this service in my community		I was able to find this service in a place that I could drive to in a reasonable amount of time		None apply – I did not know how to access this service		Total
	Number of Responses	%	Number of Responses	%	Number of Responses	%	Number of Responses	%	
Support to find affordable housing	19	34%	10	18%	8	14%	24	43%	**56**
Support to maintain housing or pay utility bills	21	40%	13	25%	7	13%	15	29%	**52**
Support to access to food in times of need	21	44%	16	33%	12	25%	6	13%	**48**
Affordable child care	11	21%	9	17%	15	28%	24	45%	**53**
Transportation support	32	39%	24	29%	12	14%	32	39%	**83**
Domestic violence resources	4	40%	2	20%	2	20%	5	50%	**10**
Support to access medical care or medical insurance	58	50%	39	33%	33	28%	14	12%	**117**
Older adult services	20	26%	21	27%	17	22%	27	35%	**77**
Support to address emotional needs or mental health/counseling	59	44%	32	24%	45	33%	25	19%	**135**
Support to address needs about substance use	5	25%	4	20%	3	15%	9	45%	**20**
Services for a person with a disability	26	37%	13	19%	23	33%	19	27%	**70**
Other (please specify)	5	29%	3	18%	3	18%	7	41%	**17**

Q2.3 Did you experience any barriers to accessing human services? *(Multiple choice format, multiple choices accepted)*

Response Options	Number of Responses	Percentage
○ No, I did not experience any barriers	290	59%
○ Lack of transportation	21	4%
○ Care was too expensive/lack of insurance coverage	64	13%
○ Lack of reliable internet/broadband access	12	2%
○ Lack of providers who take my insurance	75	15%
○ Lack of supports with the specialized knowledge or experience with the challenges I was seeking help for	67	14%
○ Lack of culturally appropriate supports	19	4%
○ Lack of support providers who speak my language	7	1%
○ Distance/ travel needed to get to service	35	7%
○ Wait time for care was too long	76	15%
○ Services were not available	45	9%
○ Previous bad experience with seeking support	25	5%
○ Lack of available care for someone my age	15	3%
○ Lack of services that are tailored to my cultural background, gender identity, or sexual identity	13	3%
○ Stigma or discomfort with seeking care	20	4%
○ Concerns about quality of the services available to me	47	10%
○ Concerns about confidentiality of sensitive information	24	5%
○ Hours that service was offered didn't meet my needs	34	7%
○ Other: please specify	46	9%
○ Prefer not to answer	18	4%
Total	**493**	**N/A**

Q2.4 What are the top things that would help better meet the human service needs in the Kenmore community? *(Open-ended format, responses coded into categories)*

Responses	Number of Responses	Percentage
Affordable childcare	65	10%
Affordable housing	68	10%
Better communication/Transparency	7	1%
Collaboration	11	2%
Community/Activity Center	18	3%
Education	10	1%
Equity/Diversity focused initiatives	27	4%
Food services	28	4%
Funding/Monetary Support	13	2%
Infrastructure	14	2%
Less Taxes	17	3%
Mental Health/BH/SUD Services	9	1%
More businesses/ Services	2	0%
More Jobs	3	0%
Opposition to Plymouth Housing	13	2%
Physical Health services	19	3%
Population specific services	6	1%
Representative and attentive govt officials	27	4%
Restrict resources (Kenmore citizens only, no hand-outs, etc.)	14	2%
Safety	13	2%
Transportation	18	3%
No answer, or non-codable response	356	53%
Total	**676**	**N/A**

Q2.5 What is the most useful community support in Kenmore right now? What is so helpful about this service? *(Open-ended format, responses coded into categories)*

Responses	Number of Responses	Percentage
Hangar	14	2%
Community Web Pages (Facebook, BuyNothing, NextDoor, etc.)	18	3%
Splashpad	5	1%
Evergreen Health	16	2%
Library	21	3%
Senior Center	27	4%
Church/religious Institution	6	1%
Food banks/Food asssitance	24	4%
Parks	17	3%
Local businesses	7	1%
First responders	22	3%
Schools	9	1%
Public Transportation	14	2%
Mary's Place	9	1%
City Leadership	10	1%
Citizens	7	1%
Infrastructure	9	1%
YMCA	4	1%
Specialized services/supports	17	3%
No answer, or non-codable response	471	70%
Total	**676**	**N/A**

Q2.6 Is there anything else about human services for Kenmore residents that you would like us to know? *(Open-ended format, responses coded into categories)*

Responses	Number of Responses	Percentage
Opposed to Plymouth Housing	66	10%
Affordable/Low Cost Housing Needed	31	5%
Transportation/ Parking/ Roads	14	2%
Population Specific Services	18	3%
Community Center/Pool	8	1%
Locally based resources	22	3%
Education	19	3%
More services	19	3%
Tax breaks	4	1%
Police, first responder support	7	1%
Financial stewardship and responsibility	14	2%
Community voice	7	1%
Separation of Human Service**s** and government	6	1%
No answer, or non-codable response	488	72%
Total	**676**	**N/A**

CITY OF KENMORE

City Manager's Office & Community Development

Affordable Housing Discussion Schedule

March 25, 2024

What's Coming in 2024 & 2025?
Affordable Housing Workplan

- **Policy and Regulations (2025)**: Updating the City's Affordable Housing Strategy (adopted 2017); Updating developing regulations for supportive housing types, including Permanent Supportive Housing, to implement State Law (HB 1220).
- **Policy and Regulations (2024)**: Middle Housing Policy and Regulations to implement State Law (HB1110). Part of the City's 2024 docket. Also: ADUs, cottage housing and small houses on small lots.
- **Project**: Negotiations related to the Imagine Housing Proposal (The Approach) for the City-Owned Property 7010 NE 181st Street

Affordable Housing Policy (2025)

Updating the 2017 adopted Affordable Housing Strategy. Examples of City actions

Funding: Annual contributions to the ARCH housing trust fund.

Regulations: Regulations for temporary homeless shelters (2018). Regulations exempting school impact fees for low-income affordable housing (2018). Renter tenant protection regulations (2021/2022)

Projects: Council direction to move forward with negotiations for land sale price of $1.5m, property transfer agreement, and any other necessary agreements for the Imagine Housing project at 7010 NE 181st Street.

Supportive Housing Regulations (2025)

Supportive Housing Regulations: State law (HB 1220) requires jurisdictions to update development regulations for transitional housing, permanent supportive housing, emergency shelters and emergency housing, collectively referred to as "supportive housing types".

Current City regulations do not prohibit supportive housing types. In 2025, update regulations to provide more specific requirements is recommended. For example, operational agreement requirements, security plan requirements, community relation requirements. Also: consider modifying land use regulations re: density and parking.

- **Regulation Review**: The Department of Commerce is developing a model ordinance. Review regulations and community engagement from other jurisdictions including Redmond and Bellevue
- **Community Engagement:** Potential of forming a community committee to provide feedback; Broad community engagement; input from supportive housing providers; assistance from ARCH policy staff.

HB1110: Middle Housing
Timeline / Next Steps

- Middle Housing Commerce grant awarded in September 2023

- Kimley-Horn (consultant) hired to assist with middle housing work program:
  - Amendments to the Land Use & Housing Elements of the Comp Plan
  - Developing implementing zoning regulations for middle housing & ADUs consistent with state law
  - Cottage housing regulations
  - Small houses on small lots regulations

- Planning Commission: Code and policy development (Spring/Summer) Final Review/public hearing/recommendations (Fall)

- City Council: Final review/adoption w/ other Comp Plan elements (by 12/31)

HB1110: Middle Housing
Public Engagement

- April 8 - City Council / Planning Commission Study Session
- April 15 - Middle Housing Table at Town Hall Meeting
- Other engagement opportunities through summer –
  - Farmers Market
  - Community Events
  - Open House
  - Website / Online engagement

Next Steps

Imagine Housing Project (The Approach)

12/4/23 Council Direction: Move forward with creating a partnership and initiate negotiations for land sale price of $1.5m, property transfer agreement, and any other necessary agreements.

April or May Council Meeting (no action):

- Negotiation update.
- Community engagement plan and schedule.
- Project schedule update.
- Permit process update.

Thank You and Questions

City of Kenmore, Washington

Memorandum

Date: March 25, 2024
To: Rob Karlinsey, City Manager
From: Debbie Bent, Community Development Director
Todd Hall, Principal Planner
Tambi Cork, Housing and Human Services Manager
Regarding: Update on Permanent Supportive Housing and Other Affordable Housing Topics

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Summary: The City Council's priority #1 for 2024 is "Increase and preserve the options for affordable housing stock". At the March 25, 2024 City Council meeting, staff will give a brief presentation providing a proposed plan and schedule to 1) update the City's Affordable Housing Strategy Plan and 2) more fully develop policies and regulations for Permanent Supportive Housing (PSH) and other supportive housing types.

In addition, a brief update on the proposed Imagine Housing development as well as an update on affordable housing policy work for 2024, including state-mandated middle housing and accessory dwelling units, are also included in this memorandum.

Affordable Housing Strategy Plan (2025 Work Program): The City adopted an affordable housing strategy in 2017, see following link Housing Strategy Plan | City of Kenmore Washington. Since 2017, the City has implemented several of these strategies as noted on the webpage. Staff recommends that the affordable housing strategy plan is updated and included as part of the Planning Commission's 2025 docket work program. Updating and implementing the affordable housing strategy plan is identified as an implementation measure of the Housing Element of the Comprehensive Plan. Staff would also request the assistance of A Regional Coalition for Housing (ARCH) housing policy staff and will request ARCH include this as a work program item for 2025.

Permanent Supportive Housing (2025 Work Program): State law (HB 1220) requires jurisdictions to update development regulations for transitional housing, permanent supportive housing (PSH), emergency shelters and emergency housing collectively referred to as "supportive housing types". (See * at the end of this memorandum) The City's development regulations already allow such supportive housing types. However, updating regulations is recommended to provide more specific requirements including: clear definitions (including a glossary of terms for the public to understand), more specific regulations tailored to PSH (e.g. density and parking requirements), clearly

identifying where allowed by zoning; operational agreement requirements; security plan requirements, and; community relation requirements.

The Washington State Department of Commerce is developing a model ordinance for permanent supportive housing, and several local jurisdictions (e.g. Redmond, Bellevue) have already adopted PSH policies and regulations. Part of the Planning Commission's proposed 2025 docket work program would be to compile background research on such regulations to provide context for developing Kenmore specific regulations.

Several councilmembers have indicated a desire for a committee of community members to provide input to the Planning Commission and City Council on any proposed permanent housing regulations. The Plymouth Housing project indicated that the community is divided (support/opposition) in relation to permanent supportive housing located in Kenmore. If City Council direction is to form a limited term committee, staff would like direction from the Council, including defining the number of members, selection process, and committee charter. This would require additional budget resources, staff, and/or consultant resources to support such a committee in addition to staffing the Planning Commission.

Broad community engagement is also important, and an engagement plan would be developed as part of the work program using many tools including the website, an online interactive platform, town hall forums, small group meetings, social media etc. In addition, input from permanent housing providers is also important to provide information and perspective. Staff would also request assistance from ARCH policy staff and would request that ARCH include this as a 2025 work program item.

In addition, we recommend creating a supportive housing community engagement guide that could help foster communication and relationships when a specific project is proposed between supportive housing providers, the City, surrounding residents, schools, and businesses. Here is a link to the City of Bellevue Guide: City of Bellevue Supportive Housing Community Engagement Best Practice Guide (bellevuewa.gov). Developing this tool could also be included as part of the 2025 work program. Additional staff and/or consultant resources would be needed to support the development of this tool.

Several councilmembers have asked staff to develop a glossary of affordable housing terms to post on the City's website as an initial step to help avoid confusion over definitions and terms. The North Urban Human Services Alliance (NUHSA) is currently working on developing such a glossary. See ** at the end of this memorandum.

Imagine Housing Affordable Housing Project Proposal known as The Approach located at 7010 NE 181st Street (2024/2025 Work Program): In July 2023, a Request for Proposal (RFP) was issued to solicit affordable housing proposals for the City-

owned property located at 7010 NE 181st Street. Following is the link to the RFP website page RFP 23-C2969 – Affordable Housing Development Proposal | Requests for Proposals | City of Kenmore Washington. Two submittals were received by the October 6, 2023 submittal deadline.

At the December 4, 2023 City Council meeting, staff and the Imagine Housing team described the proposal and City Council gave direction to move forward with creating a partnership consistent with the proposal and initiate negotiations for land sale price of $1.5M, property transfer agreement, and any other necessary agreements. Following is a link to the December 4, 2023 City Council agenda which includes the Imagine Housing proposal submitted in response to the Request for Proposals, Kenmore - Document Center (civicweb.net).

The submitted proposal known as The Approach is a 152-unit affordable housing proposal with a partnership of Imagine Housing, Habitat for Humanity and Hopelink. The proposal submitted consists of the following: Twenty affordable ownership units (Habitat for Humanity) affordable to households at 80% AMI; 132 affordable rental units (Imagine Housing) with half the units proposed at 50% AMI and half at 60% AMI; and 7,000 square feet of commercial space for community services (Hopelink). Twenty-percent of units are proposed to be three-bedroom units to serve larger families. The rental units will range from studios to three bedrooms. The studio units will be 494 square feet; one-bedroom units will be 572 square feet; two-bedroom units will be 832 square feet; and three-bedroom units will be 1,092 square feet. The preliminary schedule anticipated resident occupancy in 2027.

The Imagine Housing team are preparing a revised schedule for the next steps and staff anticipates receiving this schedule in the coming weeks. The initial step is for the Imagine Housing team to complete their due diligence and site environmental assessments in the next few months and prepare information for a pre-application meeting with the Development Services Department Team to review the scope of the project in relation to city regulations (including zoning standards) and determine the permit process. A preliminary schedule for City actions, including a property transfer agreement, permit actions, schedule for community engagement, and schedule for funding applications is part of the plan being prepared by the Imagine Housing Team. In addition to community engagement provided by Imagine Housing, staff will ensure that the project status is regularly updated on the City's website and will give regular updates to the City Council. Staff will return to the City Council in April or May with a preliminary schedule of the work described above.

State-Mandated Middle Housing Policy and Regulations (2024 Work Program): The 2024 docket work program includes updating Comprehensive Plan Housing Element and Land Use Element policies (adopted in 2022) and developing middle housing regulations to comply with House Bill (HB) 1110 passed by the Washington State

Legislature in 2023. State law requires that the City adopt regulations in compliance with HB 1110 by June 2025.

The City had an extensive middle housing outreach engagement process in 2023, funded by a Department of Commerce (Commerce) Grant. Final reports were presented to City Council September 25, 2023 Kenmore - Document Center (civicweb.net). Later in 2023, the City received an additional grant from the Commerce to assist in developing middle housing regulations in order to comply with the new state law.

The City hired consultant Kimley-Horn to assist with the middle housing docket work program including: amendments to the Land Use and Housing Elements of the comprehensive plan; developing zoning regulations for middle housing and Accessory Dwelling Units (ADUs) consistent with recent state legislation; developing cottage housing regulations, and; developing regulations for small houses on small lots. The goal is for City Council adoption of an ordinance before the end of this year for both comprehensive plan amendments and implementing regulations.

At the April 8, 2023 joint City Council/Planning Commission study session, staff and our consultant will present background information about middle housing and information about policy choices. At the April 15, 2023 Town Hall meeting, a middle housing table will be available to provide information and we are also hoping to have an engagement activity for middle housing [AT THE APRIL 15 MEETING?]. Other community engagement activities are planned throughout the summer including attending community events (e.g. farmers market, summer concerts), open houses, and website and online engagement. See link: Framing the Future of Housing.

*** State-Mandated Planning Requirements for Affordable Housing**. State law (HB 1220) amended the Growth Management Act and instructed local governments to "plan for and accommodate" housing affordable to all income levels. The amended law also directed the Commerce to project future housing needs for jurisdictions by income bracket. Commerce provided information to King County on projected housing needs based on income bands and King County adopted Ordinance 19960 to reflect that information in Countywide Planning Policies. A dashboard of housing needs by jurisdiction was created, and specific allocations for the City of Kenmore are available, see following link Workbook: Allocation Method Comparisons Updated (kingcounty.gov).

Housing Units Needed in Kenmore by 2044

Area Median Income (AMI)	Units needed by 2044	Income Segment
0-30% *	1063**	Extremely low
31-50%	483	Very low
51-80%	393	Low

81-100%	75	Moderate
101-120%	85	Moderate
121%+	412	
Emergency Housing	587	
Total	3,098	

*Note: $28,800 was the 2023 AMI for one person.
**Note: 559 units of the total number of units 0-30% are required to be permanent supportive housing units.

** **Glossary of Affordable Housing Terms**. As mentioned above, a glossary of affordable housing terms is being created by NUHSA. Current definitions in the Revised Code of Washington (RCW) 36.70A.030 include the following:

> "Permanent Supportive Housing": Subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment or employment services.
>
> "Emergency housing" means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.
>
> "Emergency shelter" means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.