City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: cityhall@kenmorewa.gov

# City of Kenmore
## 2019-2020 Strategic Budget Retreat Agenda
## 5:30 p.m. - 9:30 p.m.
## Monday, May 21, 2018 and Tuesday, May 22, 2018

Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

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

**MONDAY, MAY 21, 2018**
2019-2020 STRATEGIC BUDGET RETREAT

The Council's Main Goals for this Retreat:
1. Reach agreement on the Council's priorities for the 2019-2020 biennial budget.
2. Discuss what the City should achieve by the end of the biennium.

**5:00 p.m. Dinner**

**5:30 p.m. - CALL SPECIAL MEETING TO ORDER**
Welcome! Review Meeting's Purpose - Mayor David Baker

**5:40 p.m. Review Retreat Agenda and Ground Rules - Facilitator Michael Pendleton**

**5:45 p.m. Setting the Context: Progress Advancing Our Goals - City Council and City Manager Rob Karlinsey**

a. *Review City Manager's 2017-2018 Budget Message*
City Manager Budget Message

b. *What progress have we made in advancing the Council's goals and the work established for the 2017-2018 biennium?*
- *Are there any questions of clarification?*
- *What are your thoughts about how the goals have been advanced so far?*

20-Year Vision
Council Goals 2018-2019
Employee Values Statement

**6:15 p.m. Overview of the 2019-2020 Budget Process - Finance Director Joanne Gregory**

a. Budget Process Overview
- New Financial Software
- Budget Calendar
- Budget Assumptions
  - Revenues and Expenditures
  - Staffing and Service Levels
  - Biannual salary plan update; employee benefits assumptions
- Priority Based Budgeting (PBB):
  - Community Survey Results
  - Council Review and Update of Priority Based Budgeting Results

Budget Calendar
PBB Result Diagrams
Summary of Q1
Summary of Q2

**7:00 p.m. Setting the Context: The Six-Year Financial Forecast - Finance Director Joanne Gregory, City Manager Rob Karlinsey and Everyone**

a. *Current Biennium to Date: How are we doing?*

b. *What are the current trends and future projections for the economy and the City's budget?*

c. *How do these trends and forecasts influence your thinking?*

d. *Given that costs are rising faster than revenues and given additional funding needed for pavement preservation, what funding sources or budget adjustments should we explore?*

e. *What structural changes at the state level do we need to seek?*

**7:30 p.m. Break**

**7:45 p.m. Continuation of the Above**

**8:30 p.m. Global, National, and Regional Issues that May Affect the City - Everyone**

a. *What global, national, and regional trends, and/or events appear likely to influence Kenmore or change the way we do business? In what ways?*

b. *What should the City do as an organization to help prepare the community for the challenges that lay ahead?*

c. *What should the City do as an organization to help the community take advantage of the opportunities that may arise?*

**9:00 p.m. Key Themes and Preliminary Priorities for 2019-2020 - City Council**

a. *At its annual strategic planning retreat this past January, the City Council established its goals for 2018-2019. (Adopted Goals and Retreat Report Attached)*
2018-2019 Council Goals
Retreat Report
2019-2020 Financial Policies

b. *In addition to the Council Goals, what other high-level themes or guidance does the Council want to provide for the 2019-2020 biennium budget? (More specific workload items will be discussed tomorrow evening)*

**9:20 p.m. What are We Taking Away from Tonight's Discussions? - Everyone**

**9:30 p.m. Adjourn Until Tomorrow at 5:00 p.m.**

**TUESDAY, MAY 22, 2018**
2019-2020 STRATEGIC BUDGET RETREAT

**5:00 p.m. Dinner**

**5:30 p.m. CALL SPECIAL MEETING TO ORDER**
Welcome! Review Meeting's Purpose - Mayor David Baker

**5:40 p.m. Review Retreat Agenda - Facilitator Michael Pendleton**

**5:45 p.m. Recap of Last Night's Discussion, including Key Themes and Preliminary Priorities**

**6:00 p.m Policy and Workload Items for the 2019-2020 Biennium - City Council/City Staff**

a. *See adopted Planning Commission Docket, Proposed Code Updates for Direct City Council Consideration, and Updated Department Workplans that Resulted from the Council direction provided at the January Retreat*
2018 Docket
Development Services Work Plan
Community Development Work Plan
City Manager Work Plan
Finance and Administration Work Plan
Police Work Plan
Public Works Work Plan

b. *Continuing to make progress on Target Zero: Pedestrian &Bicycle Safety*

c. *Walkways & Waterways*

d. *Lakepointe: Pro forma process, community engagement, and upcoming parameters agreement*

e. *Sound Transit 3: Bus Rapid Transit on SR 522 and New Parking Garage*

f. *Economic Development—Implementation of the Soon-to-be-Updated Strategic Plan*

g. *Our Emerging Downtown: Where do we take it from here?*

h. *The Lodge at St. Edward State Park – schedule; lodging tax?*

i. *CIP Follow Up Discussion*
CIP Memorandum

j. *Strategy for ballfields – St. Edward ballfields, school district fields, etc.*

k. *Transit Oriented Development: Multifamily Property Tax Exemption as an Incentive?*
Memorandum

l. *Public Works Operations Service Mix*

m. *Marketing and Website Update: Crystalizing our story and vision; then have our story and vision drive website design*

n. *Swimming Pool*

o. *Homeless shelter/encampment regulations (planned for 2018)*

p. *Tree Regulations*

q. *Recreation Coordinator Position*

r. *Plastic Bag and Carryout Container Regulations*

s. *Complete the City Hall Park Plan (half-court basketball and play structure)*
Memorandum

t. *Log Boom Park Shoreline Maintenance*

u. *School Resource Officer - go from several Part-time to one full Position?*

v. *Picnic Shelter Reservation Policy (Moorlands Park, etc)*

w. *Policy for Funding Requests*

x. *Upcoming Franchise Agreements*

y. *Historic Preservation*

z. *King County Climate Collaboration*
K4C - Interlocal Agreement
K4C emails

aa. *GIS Needs*

**7:30 p.m. Break**

**7:45 p.m. Continuation of the Above**

**8:45 p.m. The Outcomes We Seek - Everyone**

a. *What does success look like for the City Council goals?*

b. *What does success look like for a well-run city organization?*

c. *What does success look like from the perspective of our citizens and businesses?*

**9:15 p.m. What are We Talking Away from Tonight's Discussions? - Everyone**

**9:30 p.m. Adjourn**

# City Of Kenmore, Washington

April 28, 2017

Honorable Members of the City Council
City of Kenmore
18120 68th Avenue NE
Kenmore, WA 98028

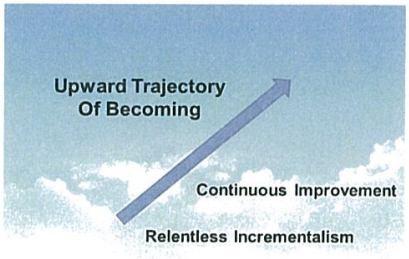
Honorable Mayor and City Council:

We are thrilled to present the City of Kenmore Adopted 2017-2018 Biennial Budget. Once again, your leadership and clear direction have given us the guidance we need to create a two-year budget that will provide the resources to make great progress in advancing toward the City's 20-year vision, achieving your goals, and improving quality of life in Kenmore.

As an organization, we know that providing essential services such as law enforcement, safety for multiple transportation modes, and environmental protection are important and should be our first dollars invested in the budget—and they are. This budget proposes to continue to invest heavily in basic, vital services that set the foundation for a strong and healthy Kenmore.

We also know that our job does not stop there. Cities like Kenmore can go beyond being just functional and providing basic public safety. Cities can play a key role in prosperity and human flourishing. In other words, it's not just about preventing suffering and undue hardship, which is important; our job is also about creating opportunities and clearing the path for our residents, businesses, and visitors to play, find fulfillment, and connect with each other as a community. This budget allocates resources and priorities to that end as well.

To be on that path toward human flourishing, I believe our city organization and our community as a whole embrace a culture of continuous improvement or what I call "being on the upward trajectory of becoming." Especially for Kenmore, the way to make progress on that upward trajectory is through continuous improvement or "relentless incrementalism." The overwhelming majority of our progress will be through the seemingly small, one-step-at-a-time improvements we make to our city. All of these incremental improvements add up over time to make a big difference. They involve both the software and the hardware of the community and include such things as:




- Constructing a town square and creating a year-round gathering space for the community
- Building a new neighborhood park and "community-build" playground

- Constructing a new sidewalk and bike lanes
- Holding a downtown block party
- Working with property and business owners to bring new retail, services, jobs, and other private sector amenities to the community
- Painting a mural and other kinds of art
- Connecting two public waterfronts with a pedestrian bridge over a stream
- Installing a new skate court
- Building a new trail that connects neighborhoods together
- Organizing a "play day" event for kids in the park
- Improving wheel chair accessibility on our sidewalks and at other public areas
- Building a strong volunteer program that recruits and trains volunteers to help with events and care for our parks and byways
- Establishing planning policies for good design and diverse, connected neighborhoods
- Providing opportunities for residents to learn how they can help plug into the natural environment and do their part to improve water quality and ecosystems
- Running emergency preparedness classes and events that encourage residents to engage with and strengthen their neighborhoods

We are excited to be involved in all of the above and much more, and this budget lays out the plans and resources to do so. That said, the City's budget has finite resources, and while we have the wherewithal to accomplish a great deal, we are finding that our financial resources are staying relatively flat compared to the continuously rising cost of doing business. Later in this budget message I will discuss this challenge, including how it impacts the budget and how to confront it. Before we go there, let's take a look at the highlights of this budget and how they relate to the City Council's goals and the priority-based results we want to achieve.

**2017-2018 Budget Highlights**

This budget is goal and priority driven. The City Council, as the elected representatives of the citizens of Kenmore, has adopted a set of major goals. These goals are as follows:

2016-2017 City Council Goals

1. To focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.
    - Implement the Sidewalk Plan
2. To continue to implement the Economic Development Plan, with an emphasis on the following key points:
    - Promote the image of Kenmore
    - Create a vibrant, walkable downtown
    - Support existing businesses
    - Advance the public's access and connection to the waterfront
3. To continue to seek funding and mitigation for State impacts on the City's transportation system.
4. To continue to seek opportunities to complete a successful Lakepointe project.
5. To actively pursue Sound Transit 3 projects for SR 522.

6. To continue to implement a Parks Improvement and Financial Plan.
7. To address watershed and water quality issues affecting the City.
8. To continue to establish a contemporary Information Technology Program

In addition to Council goals, we based our budgeting on a broader set of criteria called priority based budgeting results. Like Council goals, these results were set by the City Council early on in the budgeting process. These results include:

1. Access to quality cultural, recreational, educational and leisure opportunities
2. Attractive, well-planned, enduring and desirable place to live and work
3. Connected, involved and family-oriented community that values diversity
4. Effective mobility and connected, reliable transportation systems
5. Prosperous, vibrant and sustainable economy
6. Safe and secure community
7. Sustainable, healthy environment and the preservation of natural resources
8. Good Governance:
    - Fosters open, responsive and transparent government by ensuring accountability, efficiency, effectiveness, and integrity in all operations
    - Protects, manages, optimizes and invests in its financial, human, physical, and technology resources
    - Supports decision making with timely and accurate short term and long range analysis that enhances vision and planning
    - Provides assurance of regulatory and policy compliance
    - Attracts, motivates, develops, and retains a high quality, engaged, and productive workforce
    - Provides responsive and accessible leadership, focused community priorities, and facilitates timely, well utilized two-way communication and input with all stakeholders

In building the budget, we used Priority Based Budgeting methodology to score and prioritize all of our programs using the results listed above.

Our other guides in building the budget include Council-adopted policies such as the City's 20-Year Vision Statement and Comprehensive Plan as well as more specific policies such as the Target Zero Resolution for pedestrian and bicycle safety.

Using the City Council's goals, priority based results, and other adopted policies to guide the way, the following budget discussion focuses on highlights for the upcoming biennium.

As mentioned earlier, this budget continues to invest heavily in the City's core functions, including public safety (police, criminal justice, and building and code compliance), transportation, and parks. For example, we will continue to invest funds and leverage grants to preserve the pavement of our roads. We will continue to strive to meet or exceed the pavement condition score of 82 or "very good."

The City's emphasis on public safety is realized through a high quality police department and its officers. The City receives its police services from the King County Sheriff's Office, and through that contract with King County, the City is providing solid police coverage of at least two officers on duty 24 hours per day, seven days per week, with additional police coverage often at peak call volume times. We also have excellent mutual aid relationships with our neighboring jurisdictions. Traffic enforcement continues to be a top priority of our police department, including our recently added motorcycle patrol especially tailored to crosswalk enforcement, an emphasis on DUIs, and speeding in general.

Public safety includes more than police and criminal justice. Building and code requirements, infrastructure investments, and citizen outreach and education also are important to a safe community. This budget includes funding for all of these programs, including the Target Zero outreach initiative which has been well-received by our schools at the community at large.

*Emphasis on Pedestrian and Bicycle Safety*

Pedestrian and bicycle safety continues to be a top priority as demonstrated by the City Council's Number 1 priority goal "to focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel." This goal includes implementing the Sidewalk Plan.

When it comes to multimodal safety, this City puts its money where its mouth is. The recent completion of the "West A" segment of Bothell Way from 61st Avenue to 65th Avenue is a prime example. In addition, the cumulative, decade-long investment of over $85 million on all of Bothell Way further drives home the point that the City has made multimodal safety a very high priority for a very long time. Based on before-and-after data, the channelization improvements and new sidewalks have produced noticeable reductions in crashes; as a bonus, the aesthetic improvements—new landscaped medians and sidewalks as well as utility undergrounding—have beautified the highway. In addition to Bothell Way, there are numerous other multimodal safety improvements that the city has recently made, including a long list of neighborhood traffic calming improvements, new sidewalks on streets like 181st, and more.

This two-year budget builds upon this pedestrian and bicycle safety momentum. City Council Resolution No. 14-235 adopting a "Target Zero" goal for no pedestrian and bicycle deaths or fatalities from collisions with motorized vehicles continues to provide a good vision for what we are trying to accomplish. Keeping this Target Zero goal in mind, the main components of the 2017-2018 biennium budget's pedestrian and bicycle safety initiative are as follows:

Pedestrian and Bicycle Safety Infrastructure

1. Some of the budgeted sidewalks and trail improvements for 2017 and 2018 include the following:
   - The long anticipated improvements to the Tolt Trail between 68th Avenue and 71st Avenue.
   - New sidewalk and traffic calming circles and 62nd Avenue between 181st Street and 185th
   - 202nd Street from 198th Street to 66th Avenue

- Several sidewalk gaps
- Design for sidewalks and buffered bike lanes on Juanita Drive and 68th Avenue from the City's southern boundary to its northern boundary, funded by the Proposition 1 bond measure on November 8, 2016.

All of the above sidewalk and trail projects are programmed in the Capital Improvement Plan, also a part of this budget. These sidewalk sections are funded by a mixture of state and federal grants, real estate excise tax, transportation impact fees, surface water revenue, and in the case of Juanita Drive and 68th Avenue, a voter approved bond measure.

In addition to the above sidewalk projects, this budget includes continuation of the traffic engineer position as well as funding for more neighborhood traffic calming measures and other physical improvements for bicycle and pedestrian safety.

Pedestrian and Bicycle Safety Education and Outreach

The City Manager's Office will continue to lead the City's education and outreach effort, including getting into the schools and having a presence at events. Our Target Zero outreach and communication strategy for pedestrian and bicycle safety will continue to be implemented. Providing educational, fun, and interactive learning experiences continues to be a key component to this program.

TARGET ZERO
A SAFER KENMORE

Pedestrian and Bicycle Safety Enforcement

Our police department has and will continue to enforce traffic laws. The recent addition of the police motorcycle to the fleet provides another tool in crosswalk enforcement. Priority will continue to be on slowing vehicle speeds and pedestrian and bicycle safety, and we have an overtime budget built into the police department budget for special traffic enforcement emphasis patrols.

*Economic Development*

As demonstrated in Council Goal Number 2, Economic Development continues to be a top priority for the City. This budget continues to allocate resources to economic development

efforts that revolve around implementing the City's adopted Economic Development Strategy. The four goals of this Strategy are:

I. Promote Kenmore's Image
II. Support Existing Businesses and Expand Employment
III. Create a Multi-Use, Vibrant, and Walkable Downtown
IV. Advance the Community's Connection to the Waterfront

Various economic development initiatives and projects are underway and even nearing completion, including what was formerly known as Kenmore Village. The redevelopment of Kenmore Village has resulted in more than $70 million of private sector investment into the core of our downtown. If you combine the private sector investments with the recent public sector investments of City Hall, the Library, and the Town Square, more than $100 million is being invested in the bull's eye of our downtown—all within one block of the main intersection at City Hall.

Other economic development initiatives are in place and making progress. A cohesive marketing and media relations strategy has brought positive exposure for Kenmore in business publications at the regional and even international levels. Over 800 Kenmore businesses are registered through the Kenmore Business Registration Program and the accompanying Kenmore Business Directory is experiencing about 3,000 online visits per month.

The Kenmore Business Alliance, in partnership with the Greater Bothell Chamber, continues to meet regularly and we have a solid group of Kenmore business owners who form the backbone of this group. We continue our work with Bastyr University and the Economic Development Council of Seattle-King County on promoting a Natural Health Hub in our area. The economic development budget also includes funding for some new business recruitment efforts, especially given the opportunities for new employers as plans for Lakepointe's commercial component develop.

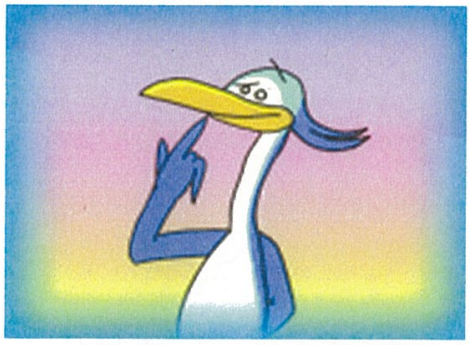
The Kenmore Business Incubator has been in operation for almost four years, bringing new energy and jobs into the City. I am also pleased to see the Virtual Incubator as well as our business development courses further support and help our existing local businesses be successful. The incubator program sends a message to the business community that the City wants to attract new jobs, that it rolls out the red carpet for startups, and that supporting existing businesses is important as well. This budget continues to fund the incubator programs in the Strategic Opportunities Fund.

Lakepointe is the last undeveloped site of its kind on Lake Washington and has the potential to transform our downtown, provide new housing, office, and retail service options for our community, and produce unprecedented new public open space, waterfront access, and other recreational opportunities. Lakepointe can be a true urban village right in the heart of our city.

However, Lakepointe is not without its challenges. How to mitigate traffic impacts and how to deal with the extraordinary costs associated with developing this unique site are chief among the project's challenges. We are in regular communications with a potential developer who has been

investigating the site and could be coming in for permits and/or a development agreement in the next two years. Lakepointe redevelopment will not happen overnight—getting to ground breaking could take five years or more. Once under construction, the project could phase in over ten years or more. That said, our "man on the moon" goal set in 2013 is still achievable: to see the project under construction by the year 2023.

*Where's the Fun?*



At the beginning of this budget message, I stated that to fully prosper and help citizens thrive, cities need to be more than just functional and safe. A functional and safe city provides the basic necessities—a police force, clean water, and an adequate transportation network.

Safe and functional continues to be at our forefront as evidenced by the strong public safety multimodal safety investments in this budget—but in order to help our citizens and businesses thrive and be invested in our city and our quality of life, we need to go beyond functional; we need to build what *Happy City* author Charles Montgomery calls "emotional infrastructure," where tools such as urban design and great public spaces create opportunities for citizens to become emotionally tied to and have a sense of ownership in their community. In his 2011 book, *For the Love of Cities*, Peter Kageyama takes it one step further and asserts that cities and their citizens actually need to have an emotional connection, or what he calls a love affair.

Over the years, the City has been making strides in both focusing on and going beyond functional and safe, including major civic investments in the downtown; growing volunteerism and community participation; improving mobility for pedestrians and cyclists; sponsoring events such as concerts in the park and the hydroplane cup; providing more waterfront recreation opportunities; and adding new parks and park amenities. I believe we are headed in the right direction! I also believe that there is a lot more to do.

On this journey to a happy, thriving, and not just functional city, we need to be smart about how we spend the City's limited dollars, but also how we tap into the vast human resources that reside right here in Kenmore. An example of uncovering this potential happened at the April 2015 For the Love of Kenmore event where we asked ourselves, "Where's the Fun?" The resulting "love

notes" from the community that spawned from the event were incredible and exceeded my expectations. Several of the resulting love notes are as follows:

- The new mural on the St. Vincent DePaul façade on 73rd Avenue. This mural was truly a community-based love note that required countless hours and many donations to make it happen. The mural is reportedly the longest mural in the County.
- Art on fire hydrants. Local artists worked with the utility district, the fire department, and the city to obtain permission to paint fun art on fire hydrants in the downtown.
- Parking Lot Parklet. After attending the For the Love of Kenmore event, local developer MainStreet property group decided to install a temporary "parklet" in the parking lot of its soon-to-be-redeveloped strip mall. The parklet included synthetic turf, flower tubs, outdoor furniture, and games.
- #WhyILoveKenmore Downtown Block Party. Less than three months after the event, two citizens moved forward with their idea to hold a downtown block party. The Kenmore Village developer, the city, and these two energetic citizens partnered to pull off a well-attended event that included live music, a beer garden, food trucks, and activities for kids.
- Let's Beautify This. One love note idea that came out of the For the Love of Kenmore event was to beautify the concrete plant's cement silos on Bothell Way. Residents who attended the event worked with the concrete company and the community to move this idea forward. They are currently in the fundraising stage and plan to beautify the silos with art in the next year.
- Seaplane Fly-In. The president of Kenmore Air attended the event and was inspired to create his own love note to the community. In May of 2016, Kenmore Air held a Sea-Plane Fly-In event. This well attended event commemorated Kenmore Air's 75-year history and provided seaplane flights, tours, music, free t-shirts, and more.
- Hank Heron. The City's very own senior project engineer, Kent Vaughan, is a talented cartoonist and has developed a cartoon mascot for the City. Pictured on the previous page, Hank has been featured in the city's newsletter, on construction signage, and even on the cover page of this biennial budget!

For the Love of Kenmore's purpose was to send a strong message to the community that they can be "co-creators" and that they have our permission (not that they need it) and support to produce "love notes" by going after things like beauty, good design, art, connecting with each other, and yes, fun. As part of his teachings at the For the Love of Kenmore event, Peter Kageyama helped give us the vocabulary ("co-creaters" and "love notes" for example) to help the city and our citizens connect emotionally and ask ourselves, "Where's the fun?"

This budget included funding to bring Peter Kageyama back for another "For the Love of Kenmore" event in the spring of 2017. At this event, Peter gave us a refresher course on loving

our city, helping us celebrate our successes and progress, and taking us to that next level of empowering our citizens and taking Kenmore further upward on the trajectory of thriving and flourishing.

To continue the For the Love of Kenmore momentum, we also plan to bring back the Why I Love Kenmore downtown block party in the first half of both 2017 and 2018, with the new Town Square as party headquarters. We also plan on bringing the new Town Square and Hangar building (i.e., the new community building on the Town Square) fully on line in early 2017. We are excited to have this key public amenity in the bull's eye of our downtown and as a year-round gathering space for the community. This budget includes plans for programming both the indoor and outdoor spaces, including summer movies on the Town Square.

*Downtown Sense of Place*

Speaking of our downtown, the City's Downtown Strategy adopted back in 2003 is still relevant and will continue to play a key role in propelling us forward on this path to happy and thriving. Creating that true sense of downtown—that elusive sense of place where citizens can walk, gather, and interact as well as meet their daily needs and have a strong sense of community—has been a central strategy ever since incorporation.

The Town Square and Hangar building are important pieces in the puzzle of creating a real downtown and a sense of "downtown place" for Kenmore. The Town Square and Hangar building will be beautiful, and they will be an attraction in and of themselves. Discovery is an important design component. The Town Square will contain interesting amenities to surprise and delight the senses. These features include an interactive, kinetic water feature, heated rocks, art, and other fun surprises. The Hangar building will feature abundant glass to give it a lantern effect in the evening and an inviting, two-sided fireplace for warmth, coffee, and conversation in the chillier months of the year. A large bay door that will open up the building's western end to the Town Square is also included and will blur the line between the indoor and outdoor elements of the site.

We have a business plan for the Town Square and Hangar building. This plan includes maintaining and operating the site, providing programming and gathering opportunities for the community, and a retail tenant to help us activate the site and provide income for operating the site.

Improving walkability (and "bikability" for bicycles) is also a central strategy for our downtown and getting us further along toward a true sense of place and thriving. New downtown sidewalk and trail enhancements are funded in this budget (described earlier), including finishing up new sidewalks connecting 68th Avenue NE to 73rd Avenue NE on NE 181st Street and Tolt Trail improvements to make the trail more user-friendly and inviting. The Kenmore Village developer is being required to complete the new sidewalk connection on the west side of 68th Avenue NE, connecting NE 181st Street to NE 182nd Street. Bicycle amenities are being included in both the Town Square and the adjacent mixed use development.

Long-term, we should not give up on connecting our downtown with our waterfront and providing a less intimidating way for our pedestrians and bicyclists to get across Bothell Way. The ad hoc Pedestrian and Bicycle Safety Committee's recommendation in 2014 to provide a pedestrian crossing over (or under) Bothell Way is still spot on, and we need to allocate resources to finding the best method, location, and funding for a grade separated crossing. This biennium budget includes grant funding for a crossing study and conceptual design. The ultimate location, design, timing, and additional funding needed to construct a Bothell Way crossing will hopefully materialize as the Lakepointe project progresses.

The widened pedestrian and bike path planned for the new southbound 68th Avenue bridge across the Sammamish River will be another important facility that will improve walkability and bikability, especially as it relates to getting non-motorized users across the river and connecting the north and south halves of our City. This project is currently under design, and $20 million in grant funding has been secured.

Lastly, the preliminary biennium budget assumed passage of the Proposition 1 Walkways & Waterways ballot measure in November. It was indeed passed by the voters and it will provide funds to improve north-south pedestrian and bicycle connectivity on the City's main north-south arterial.

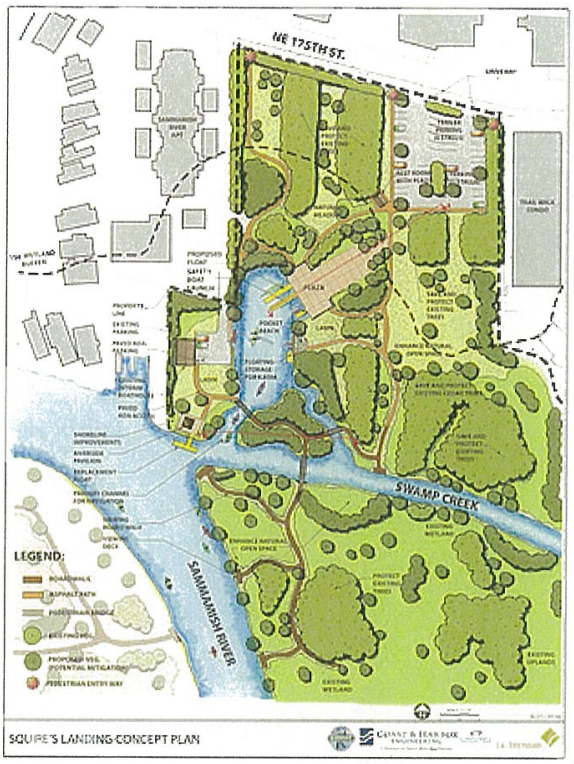
**The Waterfront**

As affirmed in Council Goal #2, a key component of a prosperous Kenmore is how we turn toward the Lake and leverage this powerful asset. Our waterfront on beautiful Lake Washington is a precious resource that few cities have.

During our Parks, Recreation and Open Space (PROS) Plan update in 2013 and also throughout our Imagine Kenmore community outreach initiative in 2015 and 2016, we heard clearly from the public that public access to the water is one of their highest priorities. We have heard "get me to the water" repeatedly in our surveys, community meetings, and other forms of input.

Kenmore can bring the vision of its citizens to fruition and become a waterfront destination in its own right; not just a place to launch or store your boat—a place where boaters and visitors intentionally go to tour and have fun. In other words, Kenmore can become known for its beautiful waterfront and the public access it provides.

Over the last several years, we have seen progress toward that end, including the acquisition of a new waterfront property next to (and now an extension of) Squire's Landing Park and at the confluence of the Sammamish River and Swamp Creek. This property is available to the public and has been activated through a private-public partnership. Under this partnership, the Kenmore Waterfront Activities Center (KWAC) provides hand powered watercraft programming (instruction, coaching, classes) in return for using the property's detached garage for storage. KWAC provides canoeing, kayaking, rowing, Standup paddle boarding, and Dragon Boating activities and events at Squire's Landing Park.




The Imagine Kenmore initiative resulted in three waterfront projects proposed on the Proposition 1 Walkways & Waterways bond measure. This measure will fund just over $9 million of waterfront access and natural open space improvements at Log Boom Park, Rhododendron Park, and Squire's Landing Park.

By creatively and aggressively pursuing a course similar to what I have outlined above, we can 1) respond to our citizens' repeated requests to get them to the water and 2) put Kenmore on the map as a water access and recreation destination.

*State Transportation Impacts and Sound Transit 3*

Another City Council goal pertains to traffic congestion and how it affects local multimodal mobility. Our state and federal legislative agendas confront the cumulative impacts of state transportation decisions (e.g. 520 bridge tolling) and inability of state highways to handle regional traffic and the resulting congestion on local roads in Kenmore. For example, we are asking for assistance for funding a grade separated crossing going north-south over Bothell Way. An improvement like this will be an incremental (though not insignificant) improvement in alleviating local congestion caused by the heavily traveled Bothell Way.

With significant regional growth projected for the foreseeable future, automobile congestion on state highways, including Bothell Way through Kenmore, will continue and probably worsen.

As a result, alternate modes of transportation is the name of the game from this point out, including dedicated through lanes for bus rapid transit. Over the last year, Kenmore, in partnership with its neighboring cities, successfully advocated for bus rapid transit (BRT) on the Bothell Way & 145th Street corridor to be included in the November Sound Transit 3 ballot measure package. The measure was approved and bus rapid transit through Kenmore will connect the major I-405 BRT artery with the future light rail station at I-5 and 145th Street on the light rail spine in Shoreline. This project will provide another choice to automobiles and should improve both speed and reliability on an ever increasingly corridor congested with automobiles.

## The Budget Picture

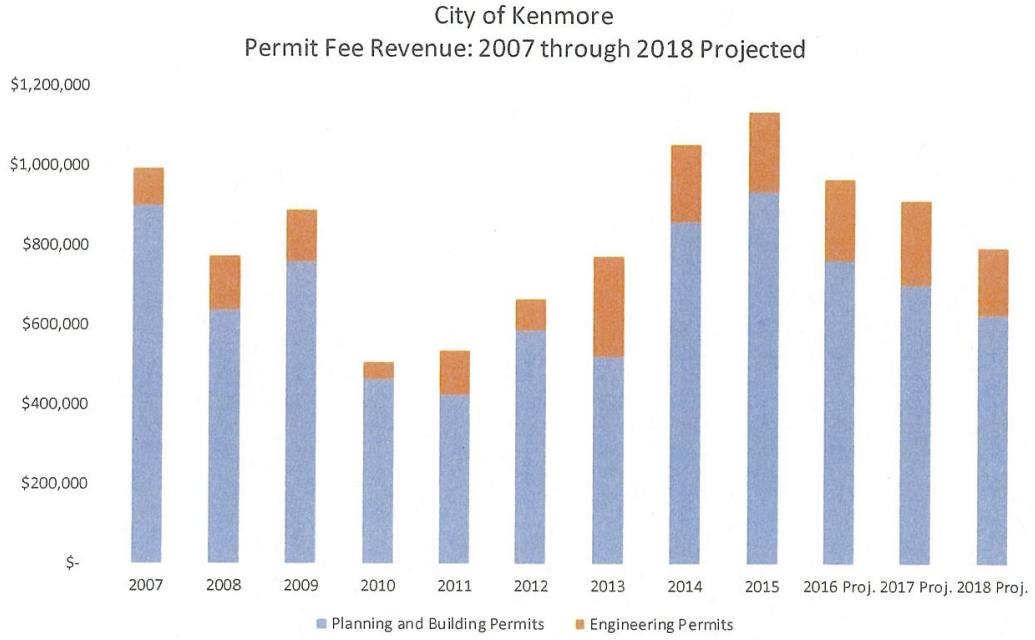
All of the above highlights for the next biennium are significant, will propel us on that upward trajectory, and improve the City's safety, economy, and quality of life. Yet these highlights are only a portion of what our City will accomplish in the next biennium. Daily operations—responding to 9-1-1 calls, investigating crimes, fixing potholes, issuing land use and building permits, inspecting new construction and work in the right-of-way, long range planning, responding to code complaints, cleaning catch basins, mowing lawns, inspecting and maintaining surface water facilities (ponds, tanks, conveyance systems, etc.), and managing contracts (court, jail, animal control, etc.), and more—make up our basic operational services and are the bulk of what our budget funds.

Funding these operational functions combined with knowing what new investments to make in capital and economic development programs have been at the core of building this budget. With key revenue and expenditure assumptions in place, we believe we have built a budget that achieves a strong balance of making new investments and keeping operational services fully funded.

For historical context, the City's General Fund revenues saw declines for several years during the great recession. The years 2007 and 2008 saw General Fund revenues peak at $10.4 million for each of those two years. Then General Fund's total revenues declined thereafter, hitting the low point of $9.3 million in 2011. We have since been seeing modest increases in each year thereafter, with sales tax and permit fees leading the way and the new water and sewer utility franchise fee being implemented in the second half of 2013.

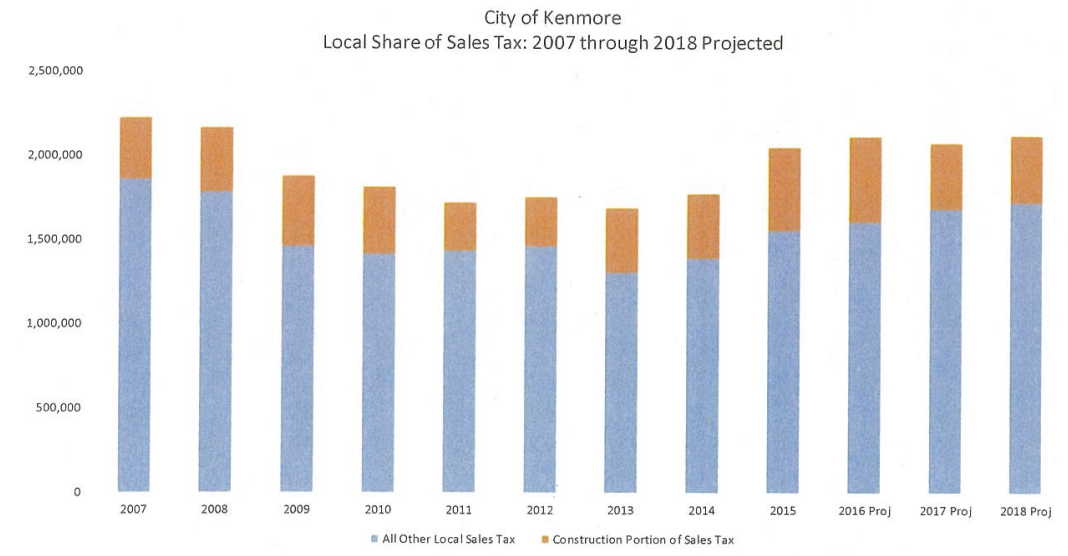
Property tax, on the other hand, has seen relatively slow growth compared to the rising costs of doing business. Because of the state imposed cap on property tax revenue growth, we are forecasting a 2.26% increase in 2017 and a 1.5% increase for this revenue in 2018 (note that these increases included revenue from new construction). We are anticipating reductions in permit fee revenue and sales tax—we are not expecting the same level of new commercial construction activity to sustain this year's level of permit revenues; similarly, sales tax from new construction is expected to drop off because larger projects such as Spencer68 and the LINQ building at Spencer Square are not expected to continue much beyond early 2017.

Historical development permit revenue is shown in the following graph:



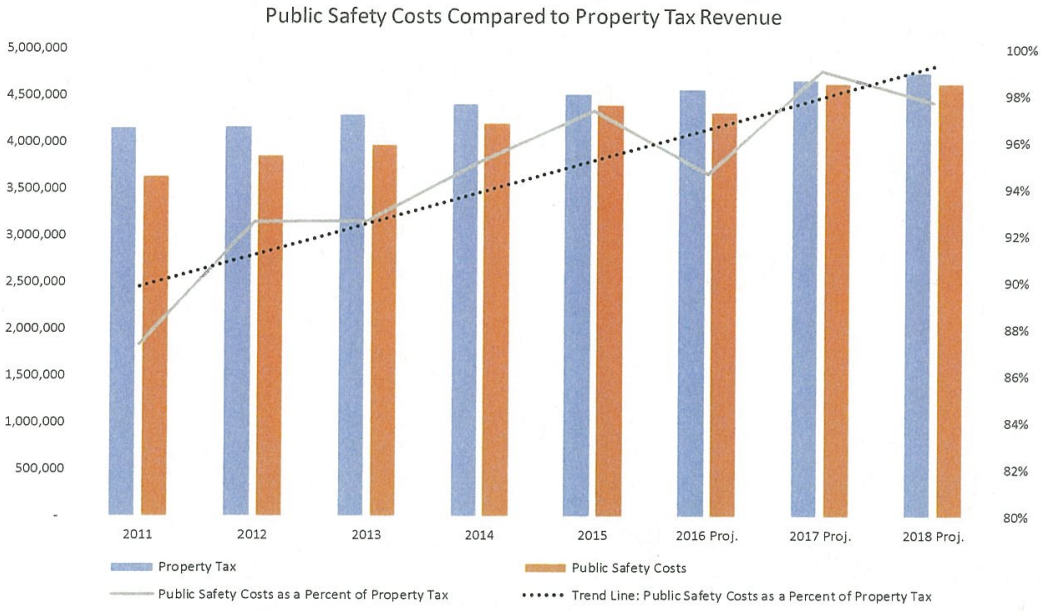

While not at the low of 2010, permit revenue is showing signs of decreasing, mainly due to lack of significant new development projects in the permit pipeline.

Sales tax is showing signs of leveling off, with an anticipated reduction in the construction portion of sales tax as the main culprit:



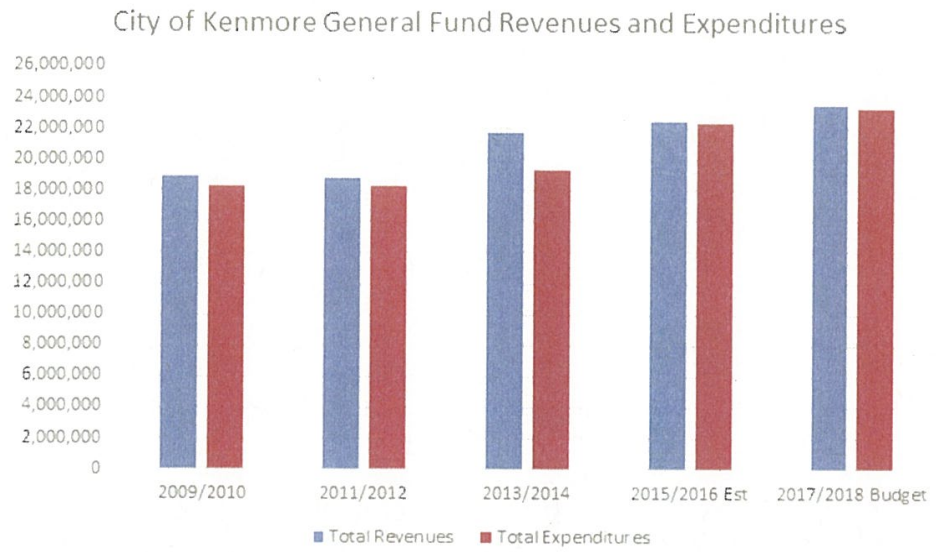
While we are anticipating relatively flat and even some declining revenues, we cannot say the same about expenditures. Ongoing programs, with no new positions or additions, are experiencing cost increases that are outpacing revenues. The largest example of this phenomenon is the Public Safety budget, comprising police, jail, court services and consuming almost 50% of the General Fund budget.

The Public Safety budget is about $4.3 million per year and is expected to grow, with no new positions or programs, to $4.6 million in 2017. For comparison purposes, the City's property tax revenue is just over $4.5 million per year. As shown in the chart below, the Public Safety budget is growing at a faster rate than the property tax revenue. In 2011, Public Safety accounted for 87% of property tax, has grown to 95% of property tax in 2016, and is expected to reach 98% of property tax in the next biennium:



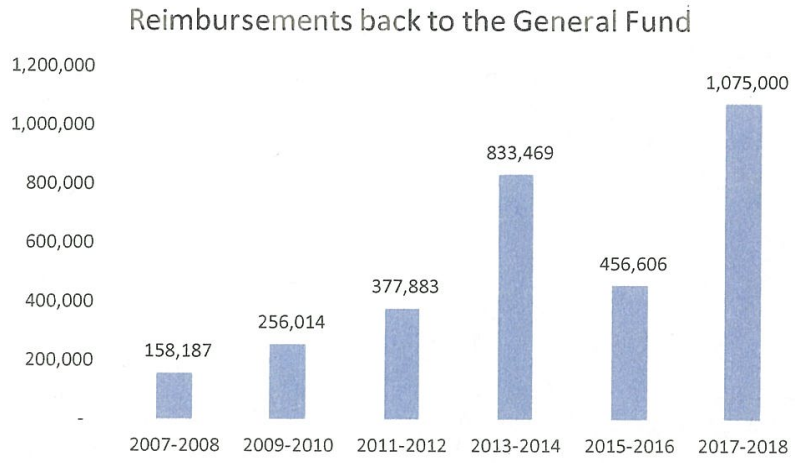

When it comes to the public safety budget, we have little control over costs aside from cutting service levels. Police, jail, and court are provided to the City by contract with other agencies. These contracts contain cost allocation formulas and are based on the actual costs of providing the services. Cost increases in these contracts are also based on actual costs are driven largely by increases in labor costs.

The following graph shows the relationship between the City's General Fund revenues and expenditures for the last four biennia and the upcoming biennium:




As shown by the above graph, the City has kept General Fund operating expenditures lower than revenues, thereby keeping the fund balance healthy at more than 25% of the Fund's operating expenditures (which is higher than our established policy of 20%). Note that the above graph does not show the one-time transfers from the General Fund to the Strategic Opportunities Fund, but it does include transfers to other funds such as the Street Fund and capital project funds.

While revenues such as property tax, sales tax, and permit fees are expected to be relatively flat or down for the next biennium, the above Revenues and Expenditures graph shows total revenues in the 2017-2018 biennium actually increasing. One reason for this increase is due to Proposition 1 which includes a new parks project manager position funded in the General Fund but reimbursed from the Parks Capital Fund. Another yet similar reason is that we are more aggressively reimbursing the General Fund from other funds. At a higher rate than before, Surface Water Management and capital project funds will reimburse the General Fund for General Fund resources spent (staff time, for example) for projects and services in those other funds. The following graph illustrates the anticipated increase in reimbursements back to the General Fund:




Of the $1,017,321 increase in General Fund revenues from the 2015-2016 biennium to the 2017-2018 biennium, just over $600,000 is from the increase in reimbursements back to the General Fund.

Back to the expenditure side of the General Fund equation, the addition of operational positions and programs in prior years has added to our costs. Examples include the 2011 addition of a police officer position to respond to the loss of police coverage caused by the recent Kirkland annexation; increasing a 1/2 detective position to one full detective in 2011; an added position in 2011 in the Finance Department; a new maintenance/custodian position in 2012; and the Bastyr ball field annual contribution that began in 2010, and the addition of a full time volunteer and event supervisor and a full time traffic engineer in the last biennium.

While all of these operational additions are important and will contribute to a better Kenmore, they will impact our bottom line and will affect our ability to contribute General Fund resources to one-time projects. In fact, this coming biennium includes a reduction in General Fund transfers to other funds—from $3.3 million in 2015-2016 down to $1.3 million in 2017-2018.

Human Services Funding and ARCH Capital Funding. In preparing the budget for the 2015-2016 biennium, we landed on $7.53 per capita for human services funding, which was higher than the average for surrounding area cities. Staying with $7.53 per capita and taking into account our latest population estimate of 22,320 from the State Office of Financial Management, this budget includes a human services budget increase from $161,000 per year to $168,070 per year.

This coming biennium maintains our capital contribution to A Regional Coalition for Housing (ARCH) at $30,000 per year. When we reviewed this amount for the last biennium, this amount appeared to be in line with what other cities of our size and means are paying. The City's annual ARCH membership fee assumes an increase from $26,000 per year to $28,000 per year.

Personnel. I continue believe that our employees are this organization's most important asset. I am impressed with the high caliber of people working at City Hall, and I believe it is vital to compensate them competitively and fairly.

Our health insurance rate increases continue to be in the single digits, with a 4.5% increase planned for 2017. These single digit rate increases, though still higher than inflation and revenue growth, are a welcome sight compared to the double digit annual increases of the previous two decades.

The January 1, 2017 cost of living wage adjustment is based on June CPI for the Seattle area and is 1.1%.

Personnel changes are as follows:

- Change the City Hall custodian position to a higher level facility technician position in order to cover a wider range of facility maintenance duties with the new addition of the Town Square and Hangar building.
- Create a 0.40 FTE (two days per week) maintenance custodian position to provide weekend coverage for the Town Square and Hangar building. This position will also be given tasks for City Hall and other facilities.
- Continue a temporary plans examiner/building inspector as the peak workload for new construction continues.
- Include a temporary parks project manager and a regular parks project manager funded by Proposition 1 Walkways & Waterways, The temporary parks project manager (already included in the 2015-2016 biennium) will complete parks projects already approved and currently in the pipeline, and the regular parks project manager will be funded by the bond and will manage the Waterways projects.

Two four-year positions added in the last biennium will continue through this biennium:

- Project Manager for the West Sammamish River Bridge and other projects
- Traffic Engineer

General Fund Balance and Reserve Funds.

At the end of 2012, the General Fund Balance was a substantial $5.3 million—more than 50% of operating revenues; our budget policy sets minimum balance at 20%. The City took this opportunity to create a Strategic Opportunities Fund with a $2.5 million transfer from the General Fund balance. The purpose of this new Strategic Opportunities Fund, established in 2013, was to have resources available for key investments or to take advantage of strategic opportunities as they presented themselves.

The General Fund ending fund balance for 2016 is $3 million which exceeds the amended budget ending fund balance of $2.5 million by over $00,000. At the end of 2016, with the budgeted expenditures outlined previously, the Strategic Opportunities ending fund balance is just over $1.9 million. Also after the end of 2016, I will likely recommend transferring General Fund balance in excess of $2.5 million over to the Strategic Opportunities Fund—this transfer

amount is to be determined after the end of 2016 and is therefore not included in this current budget proposal.

The City also has continued to maintain a $1.2 million Strategic Reserve Fund (not to be confused with the Strategic Opportunities Fund) balance. Set aside for emergencies and rainy days, this fund is limited by growth in City assessed valuation which declined during the recent recession. As a result, no transfers were made to the Fund. If assessed valuation continues to increase over the next several years, the City may be able to add to this fund.

Projecting forward to the end of the 2017-2018 biennium, with the combination of $3.3 million of reserves estimated for the General Fund, $1.3 million in the Strategic Opportunities Fund, and $1.2 million in the Strategic Reserve Fund, the City will still have ending fund balance reserves of $6.4 million.

## Six-Year Financial Plan and Economic Outlook

We are once again in the process of updating the six-year financial plan. While this adopted biennial budget is balanced and our reserves are substantial (discussed above), we need our budget picture to be sustainable well beyond this next biennium. Added programs and positions over the last decade combined with flat or declining revenues and rising fixed costs will put pressure on our long-term budget picture, and the update to the six-year forecast will shed more light on these impacts.

While it is good to know that we have the dark days of the Great Recession behind us, the current recovery and economic expansion is relatively mature compared to other economic expansions. A recent Wall Street Journal survey of economists reported that economic downturn is 60% likely to happen in the next four years. (Wall Street Journal October 13, 2016 by Josh Zumbrun)

Commenting on this Wall Street Journal survey, business analyst Jill Schlesinger recently reported that the expansion currently underway is just over seven years old and may still have some life in it compared to the last three economic upturns:

> "The current expansion, which began in July 2009, has lasted 87 months through September. That may seem like a long time, but it is not crazy. The previous three expansions (1982-1990, 1991-2001 and 2001-2007) lasted 92, 120 and 73 months respectively. That said, making a prediction that we could see a recession over the next four years does not seem particularly like going out on a limb."
> (JillonMoney.com, October 15, 2016)

Regardless of how long the current economic upturn will sustain itself, local governments like Kenmore continue to be in a structural financial problem where revenues, because of State-imposed growth limits and outdated tax systems, are not keeping pace with fixed costs. I believe local governments are part of an obsolete tax structure from a bygone era. The shift from a manufacturing to a service economy and the ongoing transition from a bricks-and-mortar to an online economy have significantly changed how local governments receive revenue.

To add to the problem, the State-imposed 1% growth limit on property tax collections is not sustainable over the long run. I illustrated this problem earlier in this budget message when I compared growth in public safety costs to growth in property tax. While household income and the cost of doing business continue to rise at a higher rate, the amount of property tax actually paid remains relatively flat and is not keeping pace with rising prices or the electorate's ability to pay.

Using my own home as an example, since 2009 the City share of annual property tax paid on my home has gone up by only 1.0% ($6.07) while the Consumer Price Index for the Seattle area has risen by 10.4%. Furthermore, in just four years (2010 to 2014), growth in median household income has outpaced growth in the city property tax for this home by almost ten-fold:

| | 2009 | 2016 | % Increase |
|---|---|---|---|
| City Share of Property Tax Paid | $ 590.24 | $ 596.31 | 1.0% |
| STB CPI-U, January | 224.73 | 250.94 | 11.7% |

| | 2010 | 2014 | % Increase |
|---|---|---|---|
| Median Household Income | $ 80,658 | $ 88,472 | 9.7% |

Source: US Census Bureau American Community Survey

This analysis only examines one home—because of the way city-wide values are assessed and property taxes are calculated, it is difficult to generate the "average" hypothetical home when comparing property taxes over time. However, the home used in this example is arguably a typical Kenmore home with no remodel work or new additions and reasonably close to the median price range for single family homes in Kenmore.

While the property tax story varies from house to house, I believe that in general, the actual city share of property taxes paid on existing homes have not kept pace with inflation, nor have they kept pace with household income. While Kenmore's household income has risen by almost ten percent in a four-year period, the City share of property tax paid on existing homes has, on average, lagged significantly behind.

As we update the financial forecast and update our strategy for a sustainable long-term financial plan, the City should consider whether to access a portion of its "banked" property tax capacity. Banked capacity is unused levy authority from prior years when the City chose to not take the allowable 1% property tax increase. This banked capacity has cumulatively grown to over $500,000 per year in foregone property taxes. While I am not proposing to access banked capacity in this budget, I recommend that in future budgets, we should consider utilizing a portion of banked capacity or other unused taxing authority to further stabilize our budget and improve its long-term sustainability.

Conclusion

In conclusion, this biennial budget for 2017-2018 is a pleasure to present. We have many meaningful services and projects planned that will sustain and even boost our momentum on Kenmore's upward trajectory of becoming.

Our budget is balanced with resources in place to retain professional, high caliber City staff to get the job done. Our focus continues to be on advancing the City Council's goals as well as the results identified in our priority based budgeting process.

Lastly, spending our first dollars on being safe and functional while also taking our community to happy and flourishing is what it's all about. I know we can continue to tap into and empower our citizen "co-creators" to produce lasting "love notes" that will connect us together, bring Kenmore that much closer to realizing the City's 20-year vision, and even get an answer to that quintessential question, Where's the Fun?

Sincerely,

Rob Karlinsey
City Manager
City of Kenmore

# City of Kenmore, Washington
# 20-Year Vision Statement

**As we look into the future, we see Kenmore as a place that residents, businesses and visitors find welcoming, with courteous people, and that offers a high quality of life to live, raise children, shop, work, recreate, and socialize. In 2035, we see Kenmore as a fun, vibrant waterfront community that**

- is connected both visually and physically to its waterfront, recognizing it as a significant local and regional asset
- supports recreation and health through well-maintained parks, trails, and open spaces
- protects natural and environmentally sensitive areas, significant open space, trees, and air and water quality
- provides a safe, reliable and effective system of streets, sidewalks, bike ways, trails, and transit routes, linking significant local and regional destinations
- has its own sense of place and an identifiable, walkable downtown offering commercial, civic, cultural and park spaces, integrated with multifamily housing
- has an economic base that provides a range of goods and services, offers quality employment opportunities, and supports local businesses
- has clear design standards creating attractive, functional, and enduring buildings and places
- supports the character of its single family residential neighborhoods
- offers a diversity of housing types to provide a choice of attractive living accommodations for all residents
- encourages volunteerism and public involvement and works as a good partner with citizens and governments throughout the region
- supports the safety, health, and welfare of all of its citizens
- supports and encourages education and quality schools
- is inclusive and family friendly, with a small town feeling, that fosters a sense of belonging and pride
- supports local arts, culture and history

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

*City of Kenmore*
*Washington*

# 2018 - 2019
# City Council Goals

1. **To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.**
   - **Implement the Sidewalk Plan**
2. **To implement the Walkways and Waterways projects.**
3. **To continue to seek opportunities to complete a successful Lakepointe project.**
4. **To actively ensure the implementation of Sound Transit 3 Projects for SR 522.**
5. **To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:**
   - **Advance public access to water**
   - **Create a vibrant, walkable downtown**
   - **Attract new businesses and support existing businesses**
   - **Promote the image of Kenmore**
6. To continue to implement a Parks Improvement Plan.
7. To increase the affordable housing stock.
8. To protect and enhance the water, air and forest environment.
9. To build community and create fun.
10. To continue to seek funds to mitigate State impacts on the City's transportation System.



b. What progress have we made in advancing the Council's goals and the w...

# City of Kenmore
# Employee Values Statement

**We, the employees of the City of Kenmore, strive to create a happy and healthy organization through:**

**Responsive Customer Service**: We engage positively with our customers, from single individuals to the broader general public, through effective communication and by performing timely, proactive, and quality service.

**Professionalism**: We demonstrate respect for and are accountable to our citizens, colleagues, visitors, and elected and appointed officials.

**Integrity**: We are honest, ethical, and responsible in our work and in the way we deal with others.

**Teamwork**: We build enduring internal and external relationships, joining with colleagues across organizational boundaries to improve programs and services provided.

**Continual Improvement**: We embrace change, creativity, continuous learning, and personal and professional development. We incorporate new ideas, technology and methods to improve programs and services.

**City of Kenmore, Washington**
**2019-2020 Budget Calendar**

| Major Task | 2018<br>Target Date and/or Deadline |
|---|---|
| City Council Review and Validation of Priority Based Budget (PBB) Results | January -February |
| Departments Update PBB Program Inventories | March |
| Departments Update PBB Personnel Allocations | April |
| PBB Citizen Survey | April - May |
| Departments Update PBB Program Costs | May |
| City Council Budget Retreat and Update on Priority Based Budgeting | May |
| Departments Participate in PBB Program Scoring Process | May - June |
| Training to Departments on Incode Budget Preparation | June |
| Departments Begin Preparation of 2019-2020 Budget Estimates for Revenue and Expenditures | June – July 31 |
| Staff Teams Participate in PBB Peer Reviews of Program Scores | June - July |
| Department Complete Revenue Projections and Expenditure Requests For 2019-2020 | July 31 |
| Department Complete Update Accomplishments, Goals, Workload and Performance Measures, Budget Highlights Final Department YE 2018 Projections of Expenditures Due to Finance | August |
| City Manager Reviews Department Estimates of Revenues and Expenditure Requests for 2019-2020 | August |
| Review and Update to 2019-2024 Capital Improvement Program | August |
| City Finalizes PBB Peer Review and Program Costs | August |
| Develop PBB Final Program Scores and Quartile Rankings | August |
| Create PBB Model: Resource Alignment Diagnostic Tool | August |
| Present PBB Model to City Council | September 10 |

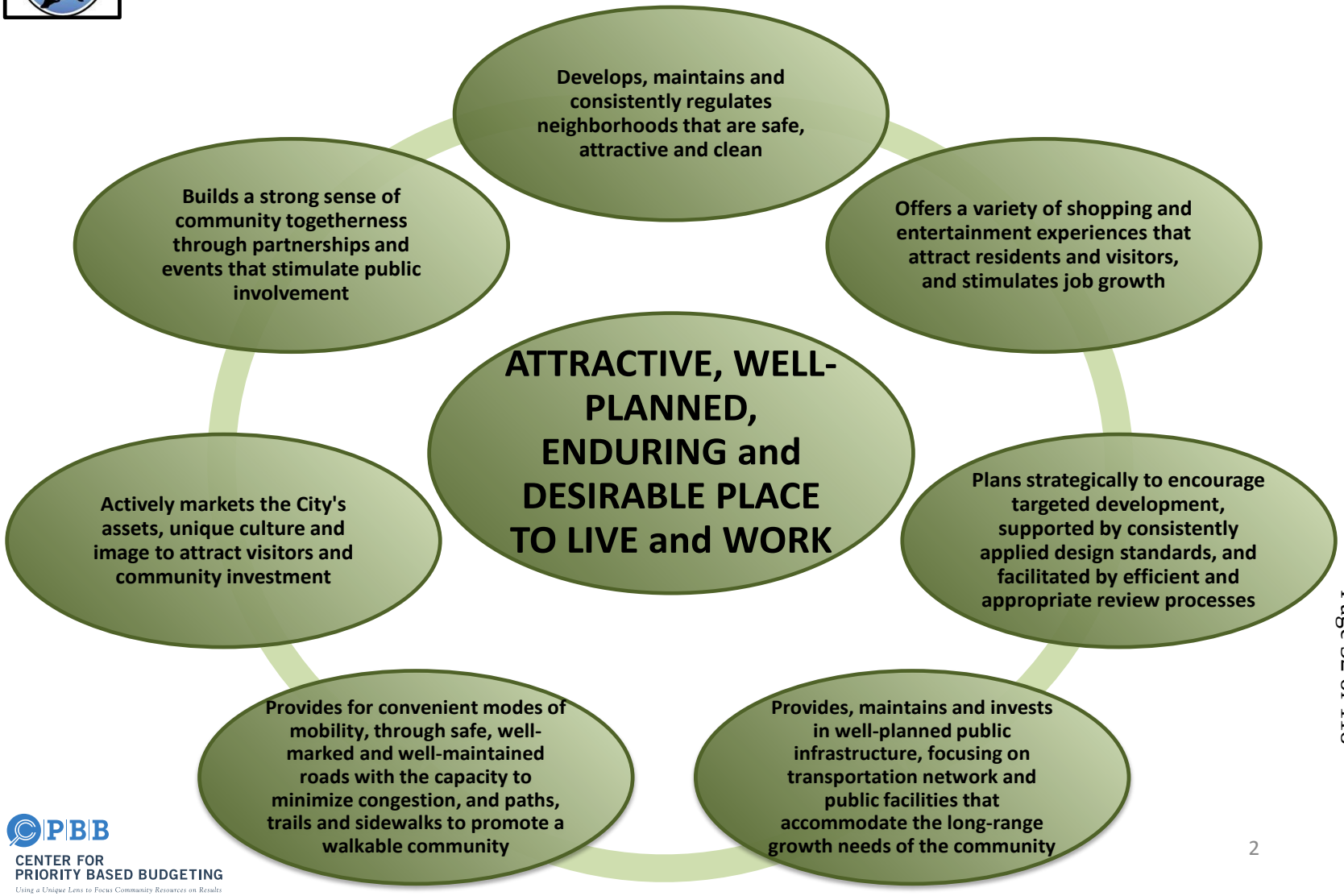
**City of Kenmore, Washington**
**2019-2020 Budget Calendar**

| Major Task | 2018<br>Target Date and/or Deadline |
|---|---|
| Adopt 2019-2024 Capital Improvement Program | September 10 |
| City Clerk Publishes Notice of Filing of Proposed Preliminary Budget and Notice of Public Hearing on Revenues and Proposed Preliminary Budget (scheduled for Nov 5, Nov 12) | September 24<br>Publish once a week for two consecutive weeks for Hearings in October & November |
| Preliminary Budget and City Manager's Budget Message are filed with the City Clerk and distributed to the City Council | September 24 |
| 2019-2020 Estimates of Revenue and Overview of Proposed Preliminary Budget to City Council | September 24 |
| Copies of Preliminary Budget Document are made Available to the Public | October 8 |
| Presentation of 2019-2020 Proposed Biennial Budget: Revenue, City Manager, Finance & Admin, City Clerk, Police, Development Services | October 8 |
| Presentation of 2019-2020 Proposed Biennial Budget: Community Development, Public Works Engineering, Maintenance, Street Fund | October 15 |
| Presentation of 2019-2020 Proposed Biennial Budget: SWM, Kenmore Village, Strategic Opportunity Fund, Impact Fee Funds, TBD Fund, Other | October 22 |
| Review 2017- 2018 Budget Amendments<br>Public Hearing on the 2019 Property Tax Levy | November 5- |
| Public Hearing On 2019-2020 Final Biennial Budget | November 12 |
| Adopt 2017-2018 Budget Amendment Ordinance<br>Adopt 2019-2020 Biennial Budget Ordinance<br>Adopt 2019 Property Tax Levy Ordinance | November 19 |

# The City of Kenmore

CPBB
CENTER FOR PRIORITY BASED BUDGETING
*Using a Unique Lens to Focus Community Resources on Results*

# The City of Kenmore

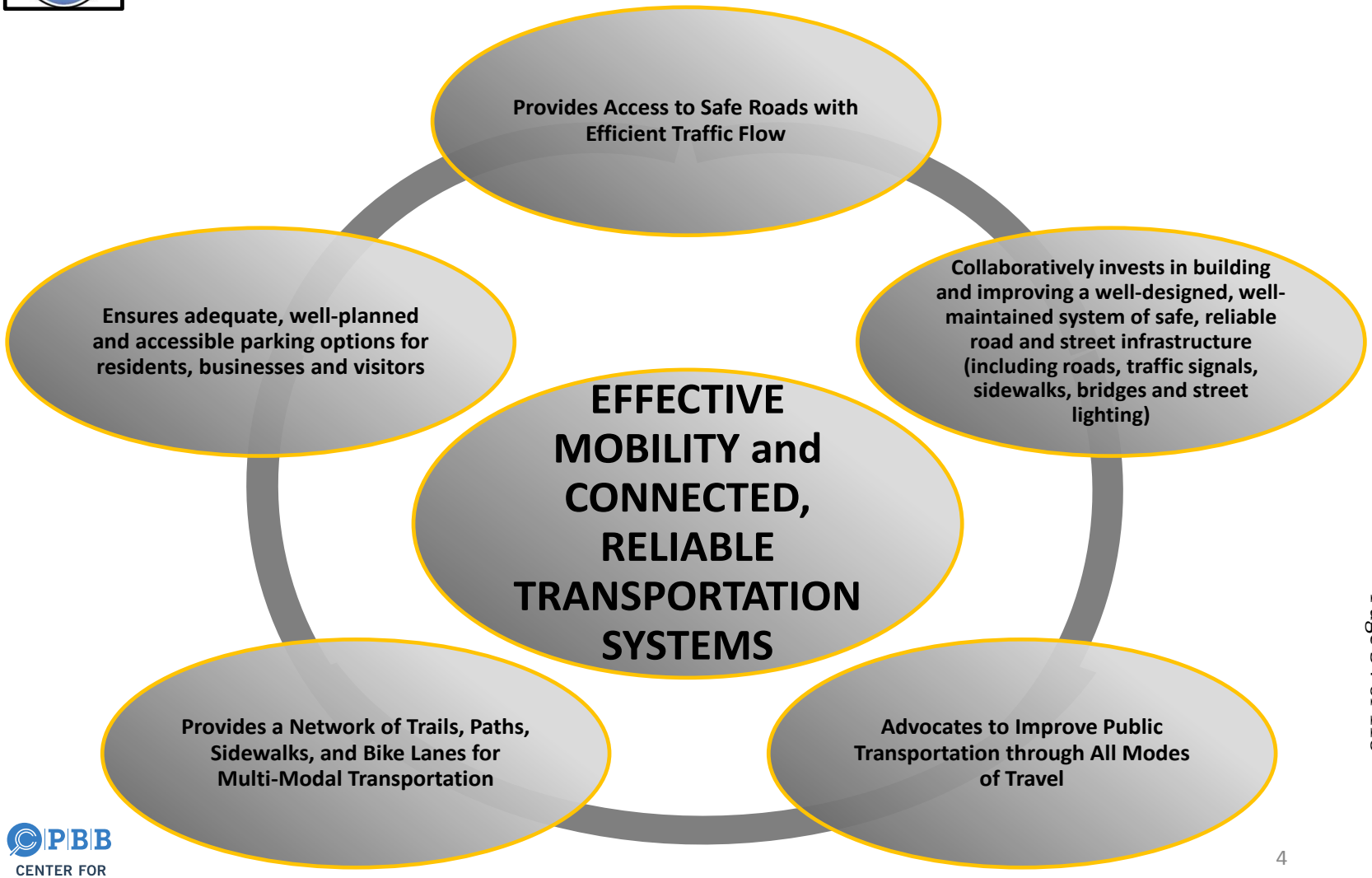



CPBB
CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

# The City of Kenmore

CPBB
CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

# The City of Kenmore




CPBB
CENTER FOR PRIORITY BASED BUDGETING
*Using a Unique Lens to Focus Community Resources on Results*

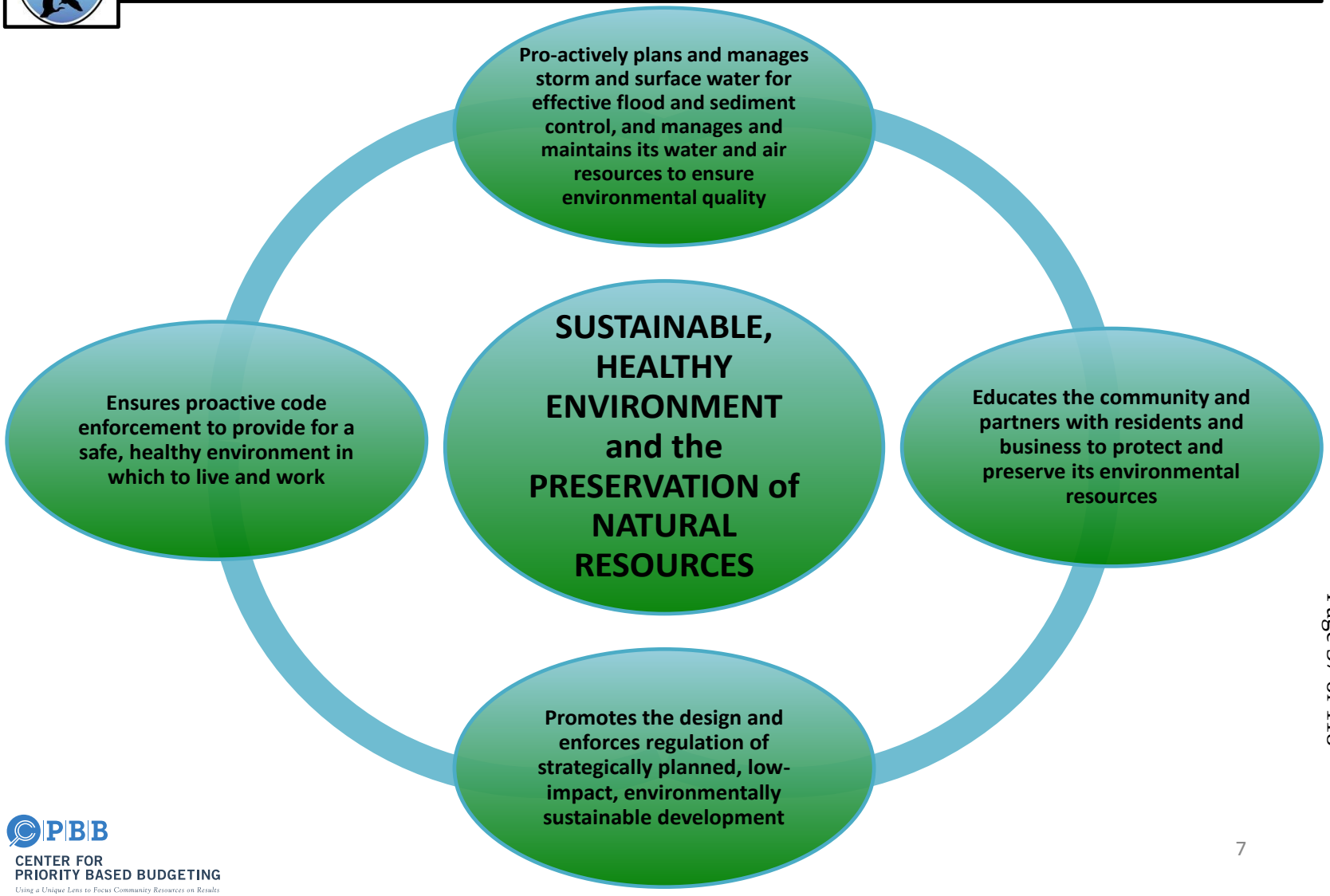
# The City of Kenmore

CPBB
CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

# The City of Kenmore

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

# The City of Kenmore



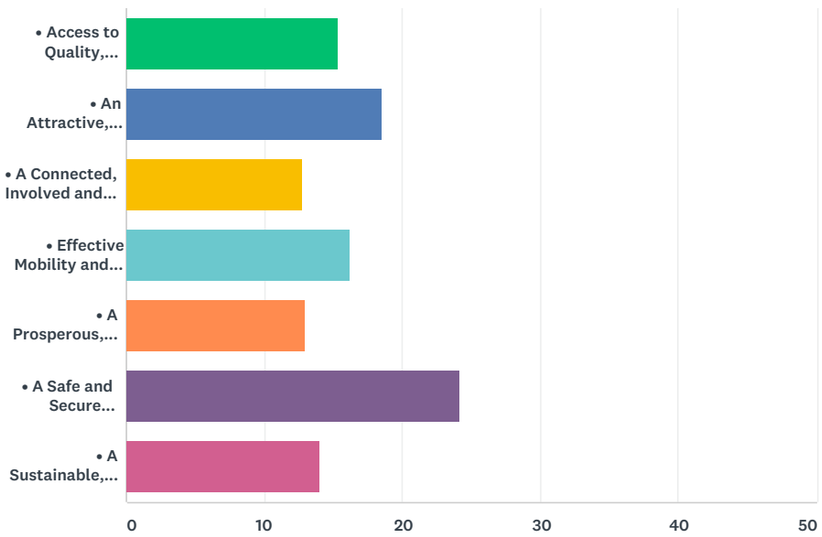

CPBB
CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

# The City of Kenmore

CPBB
CENTER FOR PRIORITY BASED BUDGETING
*Using a Unique Lens to Focus Community Resources on Results*

# Q1 In this exercise, imagine that you have 100 points to allocate to these Results. Where would you allocate your points? You may distribute your 100 points evenly to each of the seven (7) individual Results (approx. 14.25 points each) or you may assign your points in varying quantities to demonstrate the varying degree of importance you would assign to that Result relative to all the others. If you choose not to allocate any points to a specific Result, this represents your belief that this is NOT one of the reasons the City of Kenmore offers programs and services to the community. You may also list any additional Results that are not reflected in the offered examples if you feel they describe why the City of Kenmore "exists" in the eyes of the community. Allocate your 100 points using the box to the right of the Results column until you have allocated your full allotment of points.

Answered: 135 Skipped: 5




| ANSWER CHOICES | AVERAGE NUMBER | TOTAL NUMBER | RESPONSES |
|---|---|---|---|
| • Access to Quality, Cultural, Recreational, Educational and Leisure Opportunities | 15 | 1,741 | 113 |
| • An Attractive, Well-Planned, Enduring and Desirable Place to Live and Work | 19 | 2,350 | 127 |
| • A Connected, Involved and Family-Friendly Community that Values Diversity | 13 | 1,380 | 108 |
| • Effective Mobility and Connected, Reliable Transportation Systems | 16 | 1,910 | 118 |
| • A Prosperous, Vibrant and Sustainable Economy | 13 | 1,466 | 113 |
| • A Safe and Secure Community | 24 | 3,088 | 128 |
| • A Sustainable, Healthy Environment and the Preservation of Natural Resources | 14 | 1,565 | 112 |
| Total Respondents: 135 | | | |

# Q2 Are there any additional results you would like to add?Please list the result(s) and the points you would allocate to it.

Answered: 40 Skipped: 100

| # | RESPONSES | DATE |
|---|---|---|
| 1 | The uneven and damaged pavement caused by tree roots on the side walk on 61st Ave NE to Locust is dangerous and people with crutches and wheelchairs can't even walk or wheel on the side walk. Please repair that! Thank you! | 5/18/2018 11:28 PM |
| 2 | I just want to say that there really REALLY needs to be a rest room at Swamp Creek park. It is such a beautiful park and many people visit it. Yet, it has no rest room! Why is that? | 5/16/2018 6:59 PM |
| 3 | I am really unhappy with the lack of sidewalks around 61st neighborhoods, and 55th where people are driving 50 mph everyday 365. We can't walk to our bus stop or lynwood park safely. Very disappointing the west side of Kenmore walkability is such a low priority. | 5/16/2018 3:07 PM |
| 4 | I read on Kenmore website/meeting information that money could/should be paid to relocate people if the mobile home parks are developed. This is not the responsibility of the city. Every individual has the responsibility to plan and save for their housing and it is not the city's responsibility to accommodate peoples' moves. | 5/11/2018 4:23 PM |
| 5 | It would be great if Kenmore becomes more than a bedroom community. I look at Redmond and see how in the last few years it has shed the image of a sleepy suburb into something that is growing and attracting young and we'll educated people. Give more incentives to clean businesses to attract such people. | 5/11/2018 1:46 PM |
| 6 | 20 points - Slow the housing growth! The city and its displaced wildlife can't take it - we're busting at the seams. No parking for the numerous new apartment buildings. Wondering when the crime rate will go up. | 5/11/2018 1:25 PM |
| 7 | Eliminate consideration for "relocation assistance" for those negatively impacted by MHP development. | 5/11/2018 1:04 PM |
| 8 | 40 points for adding a real sidewalk on 64th (as was done on 62nd). 64th is poorly marked for pedestrians, with uneven concrete. It used by residents to park their cars. | 5/11/2018 10:40 AM |
| 9 | 0 | 5/11/2018 10:20 AM |
| 10 | 10 Commuting resources and transportation to Seattle | 5/11/2018 10:06 AM |
| 11 | Law enforcement and crime prevention first. Do not want to become Seattle. | 5/11/2018 10:00 AM |
| 12 | Support for the arts - specifically: 5 points | 5/11/2018 9:21 AM |
| 13 | Get the waterfront developed with business and living spaces. | 5/11/2018 9:13 AM |
| 14 | Get rid of the cement factory!!!!!! | 5/11/2018 9:03 AM |
| 15 | Active recreation spaces, sports fields 30 | 5/9/2018 8:12 AM |
| 16 | 15 points specifically towards active recreation and fields, i.e. St Edward renovation and projects that will finally help to address the fields needs | 5/6/2018 8:52 PM |
| 17 | Community ballfields , sidewalks | 5/1/2018 10:58 AM |
| 18 | Make sure to water the new trees the city planted on 62nd this summer so they dont die, thx~! 20 points | 5/1/2018 7:18 AM |
| 19 | I would like to preserve our small city and do not want to increase the density. Traffic and our ability to go anywhere has doubled in the 12 years we have lived here. | 5/1/2018 7:14 AM |
| 20 | 25. Recreational parks. I haven't heard if St. Edwards was approved but still isn't enough space. We need another with food cart space and a splash pad for the younger members of the family. | 5/1/2018 6:57 AM |
| 21 | Improve the Kenmore area to attract top companies. Without more businesses establishing themselves in Kenmore, the city will not have sufficient funds from tax make additional improvements. | 4/29/2018 8:40 PM |

| | | |
|---|---|---|
| 22 | 100 points for sidewalks near schools | 4/29/2018 2:37 PM |
| 23 | 100 points Please build sidewalks in state mandated safe school walking zones. Arrowhead school zone. | 4/29/2018 2:27 PM |
| 24 | 100 points toward sidewalks!!! | 4/29/2018 1:40 PM |
| 25 | 100 points for Sidewalks- I can see where this would fall under a couple of the above listed options, but truthfully this is my number one concern for children and walkers in my Arrowhead community and beyond. | 4/29/2018 1:36 PM |
| 26 | 100 for TRAFFIC, FIX THE TRAFFIC. No one cares about parks and diversity and wheelchair access when it's shity traffic everywhere all the time. It can literally take almost an hour to drive through the city during rush hour when it could take less than 10 minutes. | 4/29/2018 1:04 PM |
| 27 | The City of Kenmore must focus on attracting midsize and large business to locate offices in our community. The growth in population with high-paying jobs will create an economic stimulus that will enable the City of Kenmore to invest in essentially all of these results. We need to compete with neighboring communities in attracting new business during this period of economic growth in our region. | 4/29/2018 7:19 AM |
| 28 | A South Kenmore that is not isolated from North Kenmore because of traffic congestion on Juanita Dr. and a lack of parking in North Kenmore. (20 points) | 4/28/2018 12:52 PM |
| 29 | Build a community center to offer a real parks department and programs: 50 points | 4/27/2018 2:24 PM |
| 30 | This is frustrating because all you want is what to spend money on with no regard for keeping citizens on lower incomes as members of the community. Sure, you say affordable housing, but that doesn't help skyrocketing property taxes and every possible fee you can levy on your citizens. The new poverty level is quickly reaching 60 to 70K a year. | 4/21/2018 9:41 PM |
| 31 | I believe in promoting a living wage as a means to achieving a strong economy, not giving tax cuts to the wealthy. I don’t believe that every small business deserves to survive, particularly if they do so by underpaying their employees. I want Kenmore to thrive, but right now the 522 corridor depresses me and I actively avoid it. There are no trees, very few businesses that I am interested in patronizing. I tend to head to Kirkland, Woodinville or Bellevue. The Guesthouse is a great addition, and looking forward to the Seaplane opening. | 4/21/2018 8:04 AM |
| 32 | Animal friendly areas could be added to Access to Quality, Cultural, Recreational, Educational and leisure opportunities. We do not have close proximity dog parks and if we added that to the list in Access to quality... I would give that 65. | 4/20/2018 10:57 AM |
| 33 | You cannot achieve a "A Safe and Secure Community" with tent camps! | 4/20/2018 9:03 AM |
| 34 | The allocations take into account what has already been accomplished. FYI: The round-abouts appear to be a waste of city resources. What is the evidence that these are successful & worth the expense? Please address to parking & traffic issues resulting from the growth of apartments and condos. | 4/19/2018 6:52 PM |
| 35 | Safety first - increase police headcount. Reduce # of crimes and criminals in this area. | 4/19/2018 3:04 PM |
| 36 | With significant shore frontage, open more up to the public to (get rid of blackberries, etc.) so that they can frolic on the shorelines...not just be restricted to a few narrow openings to the water. 5 points--you can subtract this from the economy pot because I don't think your calculator counts this. Also, in the way it is used in the narrative, "it's" should not have an apostrophe. | 4/19/2018 2:13 PM |
| 37 | We need to have walkable community. Means have safe sidewalk at every area in the city. | 4/19/2018 1:45 PM |
| 38 | More Affordable housing for low income 20 | 4/18/2018 9:33 PM |
| 39 | Fiscally responsible government | 4/18/2018 3:26 PM |
| 40 | Pursue a dissolution of existing govt and merge with City of Bothell. There is no rationale reason why two duplicative small town govts need to exist side by side. Inefficient and a waste of money. | 4/17/2018 10:35 PM |

*City of Kenmore*
*Washington*

# 2018 - 2019
# City Council Goals

1. **To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.**
   - **Implement the Sidewalk Plan**
2. **To implement the Walkways and Waterways projects.**
3. **To continue to seek opportunities to complete a successful Lakepointe project.**
4. **To actively ensure the implementation of Sound Transit 3 Projects for SR 522.**
5. **To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:**
   - **Advance public access to water**
   - **Create a vibrant, walkable downtown**
   - **Attract new businesses and support existing businesses**
   - **Promote the image of Kenmore**
6. To continue to implement a Parks Improvement Plan.
7. To increase the affordable housing stock.
8. To protect and enhance the water, air and forest environment.
9. To build community and create fun.
10. To continue to seek funds to mitigate State impacts on the City's transportation System.



a. At its annual strategic planning retreat this past January, the City ...

*PENDLETON CONSULTING, L.L.C.*

MICHAEL R. PENDLETON Ph.D.

34225 BRIDGEVIEW DR. N.E.
KINGSTON, WASHINGTON 98346
Phone (360) 638-1179
Fax (360) 638-1779
Cell (360) 271-0359
e-mail: mpendleton@telebyte.com
pendletonconsultingllc@msn.com
www.pendleton-consulting.com

# THE

# KENMORE CITY COUNCIL

# ANNUAL RETREAT

**January 5th and 6th**
**2018**

**Summary Report**

a. At its annual strategic planning retreat this past January, the City ...

a. At its annual strategic planning retreat this past January, the City ...

## Introduction

The Kenmore City Council annual retreat was held on January 5th and 6th, 2018 at the Kitsap Conference Center in Bremerton, Washington. The retreat is located and structured to provide an uninterrupted forum for in-depth discussion of selected issues. The purpose of this retreat was to discuss, in depth, key projects and policy issues identified by the participants during a pre-retreat interview to establish the agenda. In addition, this retreat focused on establishing goals and objectives for 2018 and 2019. The following agenda guided the discussions during this council retreat:

1. 2017 Accomplishments
2. Budget
3. Economic Development
4. Code Updates and Planning Commission Docket
5. Housing
6. Transportation and Safety
7. Waterfront and Water topics
8. Ball Fields
9. General City Issues
10. Council and Organizational Processes
11. Goals for 2018 and 2019

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

## 2017 Accomplishments

The retreat opened with a listing of key accomplishments that have occurred within the city during the last year. An in-depth listing of accomplishments can be found in the retreat packet.

## Budget

The Finance Director presented an overview of a proposed budget development process to include a schedule and key events within the process. The city will, again, use the Priority Based Budgeting process to establish the next two-year budget. Participants discussed the impacts on staff to engage in the proposed process, the public participation component of the process and how this process will link to Council goals. It was noted that a Budget Retreat will be needed later in the



a. At its annual strategic planning retreat this past January, the City ...

spring to kick off this process. After a discussion the participants agreed to the following:

**Agreement One: Set a Budget Retreat sometime in May.**

**6 Year Budget Projections.** The participants next reviewed the 6-year budget projections prepared by staff. The projections are based upon a conservative financial-budgeting philosophy. These projections show that the expenditure and revenue lines will cross in the out years of the projection. Staff presented and participants discusses several budget scenarios based upon various changes in variables within the projection model. It was noted that this projection model is available at city hall and the participants are welcome to come use the model tool to develop various projections based upon manipulation of various assumptions and elements of the model.

The participants discussed the merits of a conservative budgeting philosophy and various the impacts of various adjustments to this philosophy. After a discussion the participants agreed to the following:

**Agreement Two: To continue to use a conservative budgeting philosophy to guide city financial management.**

The participants discussed various ways to adjust the expenditures within various fund categories. In addition, the participants discussed the various revenue sources available to the city. Next the participants discussed the future national economic climate and various scenarios that might impact the city budget. The participants next discussed the number of large projects that are planned within the city such as the West Sammamish Bridge, Walkways and Waterways, Lakepointe, ST3 etc. It was quickly noted that it will be important to keep a close eye on costs as these projects move forward. The participants reaffirmed the strong commitment to completing, first, the projects that were part of the Bond Issue that the citizens passed to support these projects. Finally, the participants discussed the mix of "contract" and city employee approach to providing city services.

**Economic Development**

The participants next considered the Economic Development Program. The Assistant City Manager provided an overview of the current Economic Development Program. Participants discussed the importance of a business-friendly climate within the city and how to create such a climate. It was noted that it is



a. At its annual strategic planning retreat this past January, the City ...

important to include home based businesses within the city, and to not just seek business for business sake, but to attract those businesses that are " life enhancing". It was noted that there remains a need for business office space and ways to connect businesses both with each other and the recreation opportunities within the city such as the Burke-Gillman trail. Participants also discussed incentivizing local artisanal businesses instead of big box businesses. The also discussed the farmers market.

**Creating a New Downtown.** The City Manager next led a discussion on what's next for the new downtown area. The presentation covered the vision for the town square and the Hangar, redevelopment of existing spaces known as the "ripple effect" and ways to connect Downtown to the southside. Participants discussed a number of issues that impact the downtown such as the speed limit on 522, possible traffic revisions, the pros and cons of assembling property to shape development, and various approaches to impact fees that would help or hinder development.

**Lakepointe.** The City Manager provided the participants with an update on the Lakepointe project. Included in the discussion was the financial role of the city, how the project might impact quality of life, impact on businesses, and the importance of keeping the public both informed and involved in the project.

**Puget Sound Energy (PSE) Franchise Agreement.** The Assistant City Manager provided an update on a developing agreement between the city and Puget Sound Energy. The ongoing problem of non-storm related power outages and the condition of the power system were highlighted and discussed. The financial impacts of such power outages were discussed and noted as an important point for discussion with PSE. The importance of PSE accountability and benchmark measures were noted. Finally, it was noted that it might be important to review other franchise agreements between PSE and other cities such as Bellevue.

**Planning Commission Docket and Work Program.** The Community Development Director reviewed the draft docket and work plan for the Planning Commission. The participants discussed the importance of school impact fees and various views on implementing these fees. Other topics discussed were tree cutting and the process to inform the public about amendments to the Comprehensive Plan. Staff agreed to include the Planning Commission docket in the next city-wide newsletter. In general, the participants agreed with the docket and work plan with modest adjustments.



a. At its annual strategic planning retreat this past January, the City ...

**Housing**

**Affordable Housing.** The participants next discussed Housing issues within the city. The Community Development Director reviewed a memo prepared on affordable housing and the Housing Strategy Plan. The participants then discussed a number of key issues to include ways to provide cottage housing, the importance of cottage and tiny housing, mobile home parks and the acquisition of data on owned vs. leased land.

Agreement Three: Staff will research possible zoning changes that encourages small homes and tiny homes in appropriate zones. (not currently on the 2018 docket and work program, but Council may add this in the future)

**Rent Increase Notification.** The participants next discussed the need for a rent notification requirement within the city. It was noted that it is very hard to move on short notice as it requires not only a search for new housing but a sizable amount of money to provide first-last month's rent, a deposit and other costs. A notification of 30 days or more would provide the time necessary to accommodate these costs. Participants discussed the pros and cons of such a notification requirement. It was noted that existing laws may already be adequate and that market forces may act to address this issue. After a discussion the participants agreed to the following:

**Agreement Four: Staff will research the various aspects of a rent notification requirement and report back to the Council.**

**Affordability for Seniors.** The participants next discussed the importance of affordable housing for seniors. It was noted that senior housing is important in the city and options seem limited. It was suggested that it might be important to know if there are any expectations for more senior housing being built within the city. It was noted that this issue needs to be interjected in conversations with developers to provide affordable housing units into planned developments. It was noted that there will be a briefing on "housing 101" for the council in the future.

**Homeless Regulations.** The participants next discussed an interest in knowing more about what current regulations/laws exist to govern homeless encampment and other issues. After a brief discussion the participants agreed to the following:

**Agreement Five: The staff will secure a summer intern to research and prepare a report on the regulations governing homeless issues.**



a. At its annual strategic planning retreat this past January, the City ...

**Downtown Trailer Park.** The participants discussed trailer parks within the city. It was noted that the Planning Commission is specifically addressing the downtown trailer park issues. It was noted that caution should be exercised to recognize there are differing trailer parks within the city and each park has differing populations. It was noted that each park may be treated differently based upon differing zoning regulations for various parts of the city. It was also noted that it may be important to recognize the difference between those that rent in trailer parks and those that own.

**Accessory Dwelling Units (ADU's).** The participants next discussed the value of ADU's within the city. It was noted that zoning to allow ADUs is good for both landlords and tenants. When combined with cottage housing, ADU's provide a great way for people to "age in place". In general, the participants were very supportive of allowing ADU's within the city. Staff agreed to talk to Northshore Utility District about whether they assess hookup fees for ADUs, discuss with other cities the possibility of creating "off-the-shelf" ADU plans, look into creating a checklist for ADUs rather than requiring construction-level plans, and confirm whether ADUs are required to pay impact fees.

**Short Term Rental Regulations**

The participants next discussed the nature, impacts and various approaches to short term rental regulations (e.g. Airbnb) within the city. Various aspects were considered including nature of ownership, the value of having these as short stay housing options, the possibility of lodging taxes, and other issues. Staff informed the participants that there were 53 such properties currently listed on Airbnb in the city. Some participants were not sure they wanted to address this while others said it was a low priority. Staff will conduct further research to see if Bread & Breakfast establishments are actually allowed in certain residential zones.

**Citizen Advisory Group.** Participants discussed briefly the value of creating a citizen advisory group on housing. It was noted an inter faith group was already formed on this topic. It was noted that it might be best if the city stays independent on this issue and let the discussion come through the Planning Commission on this topic.

**Transportation and Traffic Safety**



a. At its annual strategic planning retreat this past January, the City ...

The participants next discussed a range of transportation and safety topics.

**Target Zero.** The participants discussed the Target Zero program which has a focus on the link between transportation improvements and pedestrian safety. Staff provided an update on the program. Features of the program include a map for the NTPP projects, a range of approaches to traffic calming, and future use of a "testing window" approach to implementing new calming approaches. The importance of getting broader resident notification and public participation and input was noted and emphasized, including looking into the possibility of remote access for traffic meetings with the public. After a discussion the participants agreed to the following:

**Agreement Six: Staff will look into interactive maps on calming indicators building upon the existing map.**

**Sidewalks.** Participants next discussed the importance of sidewalks and how various areas are selected to receive sidewalks. It was noted that there is a sidewalk plan that guides the development of sidewalks and their location. The importance of sidewalks was emphasized. Participants discussed the working agreement with the City of Lake Forest Park and the value of that partnership.

**Downtown Parking.** Participant next discussed the importance of parking in the downtown. The impact of apartments on parking were discussed and role of development standards that include parking. Participants discussed the problem of "park and hiders" and the role of parking enforcement.

**Electric Charging Stations.** Participants discussed the coming need for charging stations. Items discussed included the cost to charge a car, other cities that have started to install them, and other aspects of this new transportation approach.

**Dockless Bicycles.** Participants discussed the increasing presence of the green dockless bicycles from Seattle with the city. The participants noted the unsightly impacts and need to the return of these bicycles to the business in Seattle that owns them. After a discussion the participants agreed to the following:

**Agreement Seven: Staff will look into the issue and identify possible solutions.**

**Water and Waterfront Topics**

Participants next considered and discussed a number of water and waterfront related issues detailed below:



a. At its annual strategic planning retreat this past January, the City ...

**Emissions from Industrial Plants.** Participants next discussed emissions from industrial sites within the city. Concerns were raised about the possible toxic nature of the emissions. It was noted that this issue has been addressed over the years. The City Manager a brief background on this issue. The various approaches and limitations to testing were discussed. The importance of knowing the nature of the emissions and value of knowledge was noted and discussed. Most participants stressed the importance of getting a legislative solution to this issue and value of partnering with the industrial business on a solution. After a long discussion the participants agreed to the following:

**Agreement Eight: To work with a state legislator to move a bill forward that would address this issue. To work with PSCAA to get their support on the legislation. To explore other solutions like enclosing hoppers to reduce emissions.**

**City Swimming Pool.** The participants next discussed the need for a city swimming pool. It was noted that community swimming pools are being phased out because of the expense. Some participants felt due to the cost and full work plan for the city that taking on such a project now was not possible. Other alternative such as partnering with other agencies was discussed. The value of working with the Northshore Park and Recreation Service Area (NPRSA) was discussed. After a discussion the participants agreed to the following:

**Agreement Nine: A member of the Council will replace Councilmember Smith on the NPRSA board and place the swimming pool on their agenda and also continue discussions with the School District on the topic.**

**Ball Fields**

The participants next discussed the need for and current status of efforts to provide ball fields within the city. Staff provided an update on current efforts on this important topic. Participants discussed the costs, various options, the status of work with the State Parks on the issue, various design issues such as lighting, turf and parking.

**Partner with Schools.** Participants next discussed the option of partnering with the school district to use their ball fields. It was quickly noted that the school ball fields are already being used. It was suggested that an inventory of ball fields would be useful. It was noted that such an inventory was conducted about 10 years ago. It was also noted that renovating the ballfields at St. Edward State Park were



a. At its annual strategic planning retreat this past January, the City ...

still part of the city's CIP. It was suggested that a review of existing school fields might be useful to determine if there are ways to increase capacity of existing fields without the higher costs of full renovation/new construction.

**General City Issues**

**Bulletin Board in the Hanger.** It was noted that it would be great to put a bulletin board in the town square Hanger building. It was noted that it was already installed. Various other features of the Hanger building were discussed to include community volunteers to monitor the use of the building, letting folks know they can schedule use of the building, winter vs. summer hours, and the value of food trucks during the summer.

**Rename Squires Landing.** It was suggested that the city might wish to consider renaming the area known as Squires Landing to honor Native American Heritage. The participants discussed the processes the city uses to name area within. It was noted that a public process was used to name Squires Landing. It was suggested that future efforts focus on naming new parks.

**Short Plat Application Fees.** Participants discussed the nature and value of pre-application fees on short plats. After a discussion the participants agreed to the following:

**Agreement Ten: Staff will get data on pre-application fees to include what other cities do, the amount, and why the city moved away from this practice.**

**Land Use Appeal Fee.** The participants next discussed the land use appeal fee and possibility the fee is too high. Participants quickly agreed that such a fee should not be high but kept at a low level. After a discussion the participants agreed to the following:

**Agreement Eleven: Staff will come back to the Council on January 16th, 2018 with a proposal for setting the Land Use Appeal Fee.**

**Tree Ordinance.** Participants next discussed the importance of the city tree ordinance as a means to both save trees and plant trees. It was noted that the council has set new requirements a time ago. It was noted that it might be useful to see if any developments have occurred since the new ordinance and what the impact of the ordinance has been before taking this on again. After a discussion the participants agreed to the following:

**Agreement Twelve: Staff will update the Council on the impact of the current regulations on developments since their adoption.**

**20 Year Anniversary Celebration.** Participants next reviewed and discussed the upcoming 20th year anniversary of the creation of the City of Kenmore. Staff reviewed the plan elements of the celebration. Participants agreed to encourage the Historical Society to update the history of Kenmore book. Participants discussed the idea of a new city logo. After a discussion of the logo the participants agreed to following:

**Agreement Thirteen: Staff will commission some small workups on possible new logos with a consultant.**

Finally, the participants had a brief discussion of the "Hank Suit". While all agreed it was fun, it was suggested that sponsors pay for most of the suit.

**Lights on the Sammamish River Bridge.** Participants very briefly discussed the lights on the bridge. This discussion will continue once the new bridge is completed.

**Art Policy.** The participants briefly discussed the need for an Art Policy in the city to regulate placement of art. There was no interest in such a policy.

## Council Process

The participants next discussed several council internal processes.

**Rotating Council Meetings.** The participants discussed the value of rotating council meetings to various sites within the city. After a discussion the council decided to keep council meetings at City Hall.

**Social Media Rules and Regulations.** The participants next discussed the need for an update on current laws and regulations addressing the use of social media in the government sector. After a discussion the participants agreed to the following:

**Agreement Fourteen: Staff will schedule a legal update for the Council.**

**Citizen Action Request (CAR's).** The participants next discussed the city's CAR program. It was noted that improvements may be possible in responding to citizens request for action by the city. It was noted that the requests are linked to a mapping device. The program tries to adhere to a 2-day response time and a



a. At its annual strategic planning retreat this past January, the City ...

resolution time of two weeks. After a discussion the participants agreed to the following:

**Agreement Fifteen: Staff will look into possible improvements to the CAR program and report back to council.**

## City Council Goals

The participants next reviewed and discussed the City Council goals established at last year's retreat. The participants then revised the goals based upon completion and other factors. Next the participants nominated new goals for consideration. Finally, the participants used a Paired Comparison Methodology to select their goals for 2018-19. See the below.

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

## 2018-2019 Council Goals

1. **To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.**
   **-Implement the Sidewalk Plan (58 points)**
2. **To implement the Walkways and Waterways projects. (52 points)**
3. **To continue to seek opportunities to complete a successful Lakepointe project. (35 points)**
4. **To actively ensure the implementation of Sound Transit 3 Projects for SR 522 (34 points)**
5. **To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:**
   **- Advance Public's Access to Water**
   **- Create a vibrant walkable downtown**
   **- Attract new businesses and support existing businesses**
   **- Promote the Image of Kenmore**

   **(33 points)**



a. At its annual strategic planning retreat this past January, the City ...

6. To continue to implement a Parks Improvement Plan. (30 points)
7. To increase the affordable housing stock. (23 points)
8. To protect and enhance the water, air and forest environment. (20 points)
9. To build community and create fun. (19 points)
10. To continues to seek funds to mitigate State impacts on the city's transportation System. (11 points)



a. At its annual strategic planning retreat this past January, the City ...

**APPENDIX ONE**
**Retreat Participants**

Mayor
David Baker

Councilmember
Milton Curtis

Councilmember
Stacey Denuski

Councilmember
Nigel Herbig

Councilmember
Joe Marshall

Councilmember
Brent Smith

Councilmember
Debra Srebnik

City Manager
Rob Karlinsey

Assistant City Manger
Nancy Ousley

Finance and Administration Director
Joanne Gregory

Community Development Director
Debbie Bent

Development Services Director
Bryan Hampson

City Clerk
Kelly Chelin

Public Works
Jennifer Gordon

Transportation
John Vicente



a. At its annual strategic planning retreat this past January, the City ...

# City of Kenmore, Washington
# Financial Policies

1) OPERATING BUDGET - OVERALL

a) The budget should be a performance, financing and spending plan, agreed to by a majority of the City Council. It should contain information and data regarding expected revenues, expected expenditures and expected performance.
b) The City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
c) As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: public policies, financial plan, operations guide and communications device.
d) The City's budget presentation should display the City's service/delivery performance plan in a Council constituent-friendly format. Therefore, the City will use a program budgeting format to convey the policies for and purposes of City operations. In 2014 the City began a priority-based budgeting (PBB) process that informed the development of the 2015-2016 biennial budget.
e) Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
f) The City Manager has primary responsibility for: a) formulating budget proposals in line with City Council priority directions; and b) implementing those proposals once they are approved.

2) FISCAL INTEGRITY

a) Ongoing operating costs will not exceed the amount of ongoing revenue to finance these costs. New program costs will have identified ongoing revenues.
b) Any available carryover balance will only be used to offset one-time or nonrecurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or nonrecurring costs.
c) The City will maintain the fiscal integrity of its operating, debt service and capital improvement budgets, which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
d) Mitigation fees shall be used only for the project or purpose for which they are intended.
e) The City will maintain a balanced budget, which is defined as planned funds available equal planned expenditures and ending fund balance.

3) CONTINGENT ACCOUNTS

a) It will be the policy of the City to maintain General Fund balance reserves at a level at least equal to twenty-percent (20%) of the total General Fund budgeted revenue, excluding fund balance, building permits, land use & mitigation fees, and any significant one-time revenue (i.e. State or Federal grants). These operating reserves shall be maintained to offset revenue shortfalls; provide payment of approved expenditures due to cash flow shortages; and provide funding for unanticipated emergencies.

# City of Kenmore, Washington
## Financial Policies

b) For purposes of calculating adequate reserve levels, the General Fund cash balance will be used, net of any designated amounts.
c) The City will maintain a building permit reserve in the General Fund to provide for completion of building permit obligations in the event of a decline in development activity. This reserve shall be equal to twenty-five percent (25%) of the annual building inspection and review costs.

The 2017 and 2018 calculations are shown below:

| **2017** | | | |
|---|---|---|---|
| 2015 Budgeted Revenues | | $11,803,470 | |
| Less Development Fees: | | | |
| Building Permits | (368,533) | | |
| Land Use and Plan Review | (307,439) | (675,972) | |
| Less One-Time Items: | | | |
| Interfund Transfers | (0) | | |
| State Grants | (86,500) | (86,500) | |
| Net Revenues | | 11,040,998 | |
| Multiplied by 20% | | | 2,208,199 |
| Permit Reserve Calculation: | | | |
| Development Fees (above) | | 675,972 | |
| Multiplied by 25% | | | 168,993 |
| Minimum General Fund Balance Reserve Required for 2017 | | | $2,377,192 |

| **2018** | | | |
|---|---|---|---|
| 2016 Budgeted Revenues | | $11,729,704 | |
| Less Development Fees: | | | |
| Building and Other Permits | (325,383) | | |
| Land Use and Plan Review | (279,223) | (604,606) | |
| Less One-Time Items: | | | |
| Interfund Transfers | (0) | | |
| State Grants | (65,000) | (65,000) | |
| Net Revenues | | (11,060,098) | |
| Multiplied by 20% | | | 2,212,019 |
| Permit Reserve Calculation: | | | |
| Development Fees (above) | | (874,826) | |
| Multiplied by 25% | | | 151,151 |
| Minimum General Fund Balance Reserve Required for 2018 | | | $2,363,171 |

a. At its annual strategic planning retreat this past January, the City ...

# City of Kenmore, Washington
# Financial Policies

d) The City will maintain a twenty-percent (20%) operating expense reserve for the Surface Water Management Fund. This operating reserve shall be created and maintained to provide sufficient cash flow to meet daily financial needs and will be based on total operating expenses. For budget purposes, operating expenses will be calculated on the fund's total budgeted expenses, excluding capital purchases. This calculation will exclude any amounts received from the King County Memorandum of Agreement (MOA):

| Surface Water Management Fund | |
|---|---|
| 2017 Operating Expenses | $1,634,371 |
| Multiplied by 20% = Policy Reserve | $326,874 |

| Surface Water Management Fund | |
|---|---|
| 2018 Operating Expenses | $1,647,031 |
| Multiplied by 20% = Policy Reserve | $329,406 |

e) The City shall maintain the Equipment Replacement Fund for the replacement of equipment, furniture, computers and vehicles. The equipment reserve funds will be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent physical deterioration of City assets.

4) REVENUES

a) Revenue estimates shall not assume any growth rates in excess of inflation. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This minimizes the likelihood of either a reduction in force or service level in the event revenues would be less than anticipated.
b) Investment income earned through the City's investment pool shall be budgeted on the allocation methodology, i.e., the projected average monthly balance of each participating fund.

5) INTERNAL GOVERNMENTAL SERVICE (INTERFUND) CHARGES

Depreciation of equipment, furnishings and computer software will be included in the service charges paid by City departments to the Equipment Replacement Funds. This will permit the accumulation of cash to cost effectively replace these assets and smooth out budgetary impacts.

# City of Kenmore, Washington
# Financial Policies

6) CONTRACTUAL SERVICES

The City will thoroughly investigate the feasibility of contracting certain public services, recognizing that the City Council's policy is to contract services versus conducting those services in-house.

7) MINIMIZATION OF ADMINISTRATIVE COSTS

An appropriate balance will be maintained between resources allocated for direct services to the public and resources allocated to ensure sound management, internal controls and legal compliance.

8) RETIREMENT

The budget shall provide for funding of the City's share of the employee Social Security Substitute Plan and Public Employees Retirement System (PERS).

9) MONTHLY REPORT

a) A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
b) All budget amendments, both revenues and expenditures, will be noted in the monthly report.

10) MULTI-YEAR FORECAST

a) Each year, the City will update revenue and expenditure projections for the next six years. Projections will include estimated operating costs for future capital improvements that are included in the capital budget.
b) This budget data will be presented to the City Council in a form that will facilitate annual budget decisions, based on a multi-year strategic planning perspective.

11) QUARTERLY REPORT

a) The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely quarterly report.
b) All budget amendments will be noted in the report.

12) CITIZEN INVOLVEMENT

a) Citizen involvement during the budget process shall be encouraged through public hearings and public workshops.
b) Involvement shall also be facilitated through any Council appointed boards, task forces and commissions which shall serve in advisory capacity to the Council and staff. Citizens can also be involved by attending community meetings and public forums.

13) FEES

a) Fees shall be phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining essential services. Fees or service charges should not be established to generate money in excess of the cost of providing service.
b) Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

# City of Kenmore, Washington
# Financial Policies

14) CAPITAL BUDGET - FISCAL POLICIES

a) Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for a six-year plan should be as reliable as possible, recognizing that earlier project cost estimates will be more reliable than cost estimates in the later years.

b) Capital projects should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, etc.

c) All proposals for capital projects will be presented to Council within the framework of a Capital Budget. No consideration will be given to the commitment of capital funds outside the presentation of the entire Capital Budget, except that emergency capital projects may be committed outside the normal review procedure.

d) Major changes in project cost estimates should be presented to Council for review and approval. Major changes are defined as fifteen percent (15%) for capital projects up to $999,999, two percent (2%) for projects over $1,000,000.

e) Capital project proposals shall include operating and maintenance costs necessary for the project over the estimated project life.

f) At the time of project award, each project shall have reasonable contingencies also budgeted:
    i) The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of the contract as otherwise determined by Council.
    ii) Project contingencies may, unless otherwise determined by Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
    iii) For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.

g) Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.

h) The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.

i) Capital projects that are neither expensed nor encumbered during budget period will be rebudgeted or carried over to the next fiscal period except as reported to Council for its approval. Multi-year projects with unencumbered or unexpended funds will be carried over to the next fiscal period.

# City of Kenmore, Washington
# Financial Policies

j) If a proposed capital project will have a direct negative effect on other publicly-owned facilities and/or property, mitigation of the negative impact will become part of the proposed capital projects cost.
k) A capital project will not be budgeted unless there is a reasonable expectation that a funding source(s) is available to finance the project.

15) DEBT POLICIES

a) Debt will not be used to finance operating costs.
b) Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of these sources in order to minimize the use of debt financing.
c) Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.
d) Tax Anticipation Notes (TANS) will be issued only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
e) Long-term general obligation debt will be issued when necessary to acquire land and/or fixed assets, based upon the City's ability to pay. Long-term general obligation debt will be limited to those capital projects that cannot be financed from existing revenues and only when there is an existing or near-term need for the acquisition or project. The acquisition or project should also be integrated with the City's long-term financial plan and the Capital Project Plan.
f) The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
g) Fifty percent (50%) of the principal of any long-term debt should be retired within the first ten (10) years of maturity.
h) Current revenues shall be set aside to pay for the subsequent year's debt service payments. This is intended to immunize the City's bondholders from any short-term volatility in revenues.
i) The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: debt service as a percent of the City's operating budget should not exceed eight percent (8%).

16) CAPITAL FACILITIES PLAN (CFP) POLICIES

a) Citizen participation in the CFP is a priority for Council and staff. Among the activities which shall be conducted to address this priority are:
    i) The CFP shall be provided to Council in a timely manner to provide Council-members the opportunity to review the proposed CFP with their constituents before it is considered for adoption. The City Council will play an active role in the process of developing the CFP.
    ii) The CFP will be scheduled for Council review, and the Council meeting(s) shall be advertised and public input at the meeting(s) encouraged.

iii) Prior to adoption of the CFP, the Council shall conduct a public hearing(s) to provide the public with the opportunity to offer their opinions on the proposed plan.

b) All projects included in the CFP shall be consistent with the City's Comprehensive Plan. The goals and policies for levels of service, facilities and transportation should be followed in the development of the CFP.
c) Capital projects shall be financed to the greatest extent possible by user fees and/or benefit districts when direct benefit to users results from construction of the project.
d) Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.
e) The Council will annually review and establish criteria against which capital proposals should be measured. Included among, but not limited to, those factors which should be considered for priority ranking of CFP are:
    i) Projects which have a positive impact on the operating budget through reduced expenditures, or increased revenues;
    ii) Projects which are programmed in the six-year Operating Budget estimate; and,
    iii) Projects which can be completed or significantly advanced during the year they are scheduled.

17) STRATEGIC OPPORTUNITY FUND POLICY

The Strategic Opportunities Fund was first established in 2013 due to the strong fund balances in the City's tax-supported operating funds, especially the General Fund. At the beginning of 2013, approximately $2.5 million was transferred from the General Fund to the Strategic Opportunities Fund. The two main reasons for transferring this amount from the General Fund to the Strategic Opportunities Fund were to 1) Allow investment earnings from the fund balance to accrue separately rather than being absorbed into the General Fund to support ongoing operations; and 2) Create the opportunity for the community to benefit from the City's past and present fiscal discipline by allocating a portion of the strong General Fund balance to a separate "savings account" or reserve that can position the City to respond to strategic opportunities or support City services or initiatives on a start-up or temporary basis. Use of the Fund's resources for strategic opportunities should be used for projects and initiatives that are one-time, temporary, or start-up in nature and will not require indefinite operational funding from the Strategic Opportunities Fund. Eligible expenditures from this Fund include the following:

1) Real Estate purchases for future public benefit.
2) Capital construction projects that create high-value for the community and physically construct tangible public improvements. As stated in the City's Financial Policies, consideration for any capital project should include how to pay for ongoing operation and maintenance (O&M) costs beyond project completion. As stated above, the Strategic Opportunities Fund is not a source for funding a capital project's O&M.
3) Grant matches for capital projects.

# City of Kenmore, Washington
# Financial Policies

4) Funding for new strategic economic development initiatives. These initiatives may be on a pilot or trial period as determined by the City.
5) Temporary support of City services in economic downturns that result in declining operating revenues.

Replenishment of the Fund should consider the following:

1) New revenues generated by the enterprises/activities funded through the Strategic Opportunity Fund should go back into the fund.
2) Surplus reserves from unrestricted operating funds (General Fund, for example), defined as the excess of actual ending fund balance over the budgeted ending fund balance, if not otherwise designated, may be used to replenish the fund.
3) The City may also use General Fund operating revenues, undesignated fund balances from unrestricted funds, and grant reimbursements to build up the Strategic Opportunities Fund.
4) When Strategic Opportunities Fund resources are used for capital project purposes, this Fund may be "paid back" with funds from special revenue funds such as the Real Estate Excise Tax Fund, subject to conditions set forth in State Law.

Each biennial budget cycle, the City Council will establish a target amount for this fund, with the goal of building back up to or maintaining the Fund's original balance at $2.5 million or higher.

If drawn down, the Strategic Opportunities Fund should be replenished back to the targeted amount within three years, although extended economic downturns may lengthen that time frame. The City should use periods of revenue growth and economic upturns to replenish and build the Strategic Opportunities Fund.

The budget for expenditures from this Fund shall be adopted by the City Council.

**Attachment 2**

## 2018 DOCKET/WORK PROGRAM PRIORITIZATION

The "docket" is the Planning Commission's annual work program. Zoning Code Section 19.20.080 provides threshold review criteria for selecting projects to be placed on the docket. Criteria include how long it has been since the issue was last considered (more than 2 years unless there's a compelling reason for taking something up again), correction of inconsistencies or clarifications, and serving the public interest.

Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal. Potential docket items are selected and prioritized using the following assumptions:

1. Community Development (CD) staff time and Planning Commission meeting schedules allow for one major amendment project per year. Two to three additional, smaller amendments also are possible in CD in any given year. Other departments may be able to take on additional amendments.
2. It is more efficient to group smaller amendments into a cohesive package of multiple related amendments. Less time is spent in meetings and hearings with this approach.
3. The Planning Commission must provide a recommendation on Comprehensive Plan amendments, but they also are very useful in developing recommendations for projects that need intensive study, public meetings, or a more in-depth review.

The attached prioritization chart identifies possible amendments recommended by the staff, the City Manager, the Planning Commission, the City Council, or other entities. Some items would be part of the Planning Commission docket. Other items would be presented directly to the City Council. Amendments are grouped by general topic. The proposed year of consideration and lead department are shown. A more complete description of each project follows the chart.

As shown on the next page, the major 2018 Planning Commission docket item, as recommended by CD staff, is a review of the City's critical area and shoreline regulations. Periodic review of these regulations is mandated by State law, and the shoreline review must be complete by June 30, 2019. During the first quarter of 2018, the Planning Commission is scheduled to finish their review of the first priority Housing Strategy Plan strategy--preserving existing affordable housing. This project is currently underway. Consideration of school impact fees is targeted for direct City Council review in 2018, as is development of the airport plan for Kenmore Air.

**Attachment 2**

## Recommended 2018 Planning Commission Docket

The recommended 2018 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

10.A. Housing Strategy Plan: Finish work on mobile home park policy recommendations
19. Rewrite/consolidate floodplain rules
20. Critical area rules update
21. Shoreline Master Program update

## Recommended 2018 Amendments to go directly to City Council

Other amendments proposed to go directly to the City Council as part of the work program are as follows (listed by lead department):

Community Development:
9. Airport Plan
18. Park impact fees
30. School impact fees

Development Services:
3. Heavy manufacturing amortization
4. Heavy manufacturing prevention, including review of non-conformance standards
6. Commercial change of use standards related to impact fees
~~16. Recycling of building materials~~
~~22. Structures in rear yards~~
23. Tree cutting penalties (align Titles 15 and 18)
32. Adjust final plat approval process

City Manager's Office:
28. Historic preservation code update

**Attachment 2**

## Prioritization Chart

TBD = still to be determined
EES = Engineering & Environmental Services
CM = City Manager's Office
CD = Community Development
DS = Development Services

| Item | Source | Need PC Review? | Recommend PC Review? | Amend-ment scope | Could it be grouped? | Lead Department | Year? |
|---|---|---|---|---|---|---|---|
| **LAND USES** | | | | | | | |
| 1. Downtown uses | City Manager | Yes, if policy needed | Yes | Small | Yes | CD | 2019+ |
| 2. Revisit marijuana researcher locations (Bastyr) | Staff | No | No | Medium | No | CD | 2019+ |
| 3. Heavy manufacturing amortization | Staff | No | No | Medium | Yes | DS | 2018 |
| 4. Heavy manufacturing prevention, including review of non-conformance standards | Staff | No | No | Medium | Yes | DS | 2018 |
| 5. Transitory accommodations | Staff | No | No | Medium | No | DS | ? |
| 6. Commercial change of use standards related to impact fees | Staff | No | No | Small | No | DS | 2018 |

**Attachment 2**

| Item | Source | Need PC Review? | Recommend PC Review? | Amend-ment scope | Could it be grouped? | Lead Department | Year? |
|---|---|---|---|---|---|---|---|
| **TRANSPORTATION** | | | | | | | |
| 7. Parking standards | Staff | Maybe | Yes | Large | No | TBD | 2019+ |
| 8. CTR ordinance | State | No | Yes | Medium | Yes | CD | 2019+ |
| 9. Airport Plan | State | Yes | Yes | Medium | No | CD | 2018 |
| **HOUSING** | | | | | | | |
| 10. Housing Strategy Plan:<br>A. Finish mobile home park policies<br>B. Address additional priorities | Comp Plan | Yes | Yes | Large | Yes | CD | <br>2018<br>2019+ |
| **SIGNS** | | | | | | | |
| 11. Banner program | Staff | No | No | Small | Yes | DS | 2019+ |
| 12. Reed v. Town of Gilbert review (sign content) | Court | No | No | Medium | No | DS | 2019+ |
| **SUSTAINABILITY** | | | | | | | |
| 13. Electric vehicle parking incentive | PC | No | Yes | Small | Yes | CD | 2019+ |
| 14. Landscaping "Green factor" | PC | Maybe | Yes | Large | Yes | CD | 2019+ |
| 15. Standards for alternative energy facilities | Comp Plan | No | Yes | Medium | Yes | CD | 2019+ |
| 16. Recycling of building materials | Staff | No | No | Small | Yes | DS | 2018 |
| **PARKS** | | | | | | | |
| 17. PROS Plan update | State | Yes | Yes | Medium | Yes | CD | 2019 |

**Attachment 2**

| Item | Source | Need PC Review? | Recommend PC Review? | Amend-ment scope | Could it be grouped? | Lead Department | Year? |
|---|---|---|---|---|---|---|---|
| 18. Park impact fee study | Staff | No | No | Medium | Yes | CD | 2018 |
| **CRITICAL AREAS** | | | | | | | |
| 19. Rewrite/ consolidate floodplain rules | Staff | No | No | Medium | Yes | CD | 2018 |
| 20. Critical area rules update | Staff/ State | Yes | Yes | Large | Yes | CD | 2018 |
| 21. Shoreline Master Program update | State | Yes | Yes | Large | Yes | CD | 2018 |
| **SINGLE-FAMILY STANDARDS** | | | | | | | |
| 22. Structures in rear yards | Staff | No | Yes | Small | Yes | DS | 2018 |
| **TREES** | | | | | | | |
| 23. Tree cutting penalties (align Titles 15 and 18) | Staff | No | No | Small | Yes | DS | 2018 |
| 24. Protection for heritage trees | Staff | No | Yes | Medium | Yes | CD | 2019+ |
| 25. Identify tree varieties appropriate under powerlines | Staff | No | No | Medium | Yes | TBD | 2019+ |
| **MISCELLANEOUS** | | | | | | | |
| 26. Coordinate setbacks/landscaping in commercial zones | Staff | No | No | Small | Yes | CD | 2019+ |
| 27. Review change of use standards | Staff | No | No | Small | Yes | TBD | 2019+ |

**Attachment 2**

| Item | Source | Need PC Review? | Recommend PC Review? | Amend-ment scope | Could it be grouped? | Lead Department | Year? |
|---|---|---|---|---|---|---|---|
| 28. Historic preservation code update | Staff | No | No | Medium | No | CM | 2018 |
| 29. Address franchise requirements | Staff | No | No | Large | No | TBD | 2019+ |
| 30. School impact fees | School District | No | No | Large | Yes | CD | 2018 |
| 31. Expand Multifamily Tax Exemption (MFTE) to other downtown area(s) | Staff | No | No | Medium | No | TBD | 2019+ |
| 32. Adjust final plat approval process | Staff | No | No | Small | No | DS | 2018 |
| 33. Implementation of the Economic Development Strategy | Staff | ? | ? | ? | No | TBD | 2019+ |

**Attachment 2**

## Explanation of Prioritization Chart Items

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

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing.

2. Revisit marijuana researcher locations (Bastyr). State law has added a new class of marijuana business—a marijuana researcher—to the list of possible marijuana licensees. Bastyr may be interested in the future in becoming a marijuana researcher and the university has asked that we add this consideration to the list of possible future code amendments.

3. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses.

4. Heavy manufacturing prevention, including review of non-conformance standards. This project would consider techniques to limit future heavy manufacturing on nonconforming sites, including tightening the nonconformance rules. (Currently, nonconforming uses may be expanded through the conditional use permit process.)

5. Transitory accommodations. This project would review standards for tent cities, homeless shelters, etc., to determine whether using the existing "temporary use" provisions in the Code is the best approach.

6. Commercial change of use standards related to impact fees. This project would clarify the relationship between commercial change of use and payment of impact fees.

7. Parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.)

8. CTR ordinance. State law requires that cities have a commute trip reduction (CTR) ordinance applicable to businesses which have more than 100 full-time employees. State CTR funds are not available to jurisdictions without an ordinance. Kenmore's largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.

9. Airport Plan. State law requires that cities with airports have an Airport Plan in place to protect continued operation of the airport. Kenmore has incorporated information and a number of policies into its Comprehensive Plan related to Kenmore Air, however a formal airport plan has not been developed.

10. Housing Strategy Plan follow-up. This project includes review of priority items from the Housing Strategy Plan. In 2018, the Planning Commission would finish work on mobile home park policy recommendations (10.A.). In 2019+, additional priority items from the Housing Strategy Plan would be addressed, including review of ADU regulations, flexible re-use of tax-exempt or publicly-owned sites, and expanding density bonuses, adding density transfers, and other strategies for mixed-use and multifamily development (10.B.).

11. Banner program. This project would allow some banners, of limited type and term, in Kenmore.

12. Reed v. Town of Gilbert review (sign content). This court decision mandates that signs be regulated by type and size and not by content. In other words, if a type and size of sign is regulated, the sign message cannot be regulated. Although requirements of this ruling are being supported administratively, code amendments are needed.

13. Electric vehicle parking incentive. This code amendment would use special electric vehicle parking requirements to encourage use of electric vehicles.

14. Landscaping "Green factor." Green factor is a City of Seattle scoring system for landscapes to help increase the quantity and improve the quality of urban landscaping. The Planning Commission recommended that the City review this approach.

15. Standards for alternative energy facilities. This project would consider code amendments for solar and wind facilities, along with other alternative energy facilities.

16. Recycling of building materials. This code amendment would make recycling of some building materials mandatory.

17. PROS Plan update. The Parks, Recreation and Open Space (PROS) Plan was updated in 2013. To continue eligibility for RCO funding, the Plan must be reviewed/revised every six years.

18. Park impact fee study. Although the City has reviewed and updated transportation impact fees and will be considering school impact fees, park impact fees have not been addressed since their initial adoption.

19. Rewrite/consolidate floodplain rules. The Municipal Code contains two independent code sections addressing development in floodplains. As part of the critical areas and Shoreline Master Program revisions, these floodplain sections should be updated and consolidated.

20. Critical area rules update. These rules were developed in 2006 and slightly adjusted with the Shoreline Master Program update in 2012. As part of the mandated Shoreline Master Program update, the critical areas rules should be revisited.

21. Shoreline Master Program update. The City adopted its Shoreline Master Program in 2012. The State requires that it be reviewed/revised by June 2019.

22. Structures in rear yards. Code amendments in 2008 resulted in a 20' required rear yard in the R-4 and R-6 single-family residential zones. A few minor amendments since 2009 have addressed small sheds, play equipment and arbors in the rear yard, but review of additional structures in the rear yard is needed.

23. Tree cutting penalties. Current tree cutting penalty code sections need adjustment.

24. Protection for heritage trees. Some other jurisdictions, notably Lake Forest Park, have code amendments in place to protect "exceptional" trees—both on development sites and on single-family residential properties.

25. Identify tree varieties appropriate under powerlines. When inappropriate trees are planted under powerlines, it may increase the likelihood of power outages and/or require more tree maintenance activities by PSE.

26. Coordinate setbacks/landscaping in commercial zones. Setback and landscaping requirements conflict in some commercial zones. These amendments would resolve these conflicts.

27. Review change of use standards. When a business changes from one type of use to another, the Zoning Code process for review is unclear. The Building Code has change of use standards. Standards in the Zoning Code need adjustment to clarify the required permit process.

28. Historic preservation code update. This code has not been updated for several years and adjustments are needed. In particular, a code amendment to provide more flexibility for change of use of historic properties could be considered.

29. Address franchise requirements. As a result of numerous recent franchise requests, it may be appropriate to consider a separate Municipal Code chapter outlining the franchise process and requirements.

30. School impact fees. After years of not charging impact fees, the Northshore School District has requested that the City revise its Comprehensive Plan and development regulations to allow impact fee collection. Comprehensive Plan amendments have been approved; code amendments would be necessary.

31. Expand Multifamily Tax Exemption (MFTE). The MFTE can be used in parts of the downtown, but is not available in other areas of the City. The City may wish to expand the MFTE to other parts of the City's downtown, including Lakepointe. Code amendments could be minor, but the fiscal analysis to assess the impact of the exemption, if expanded, would be significant.

32. Adjust final plat approval process. State law was amended in 2017 to allow the City Council to delegate final plat approval to an established planning commission or other administrative personnel, rather than requiring City Council approval. Currently, the Hearing Examiner decides on a preliminary plat. After that approval, engineering site improvements are completed and, if the improvements and final plat correspond to the approved preliminary plat, approval of the final plat is pro forma. Delegating this task to administrative staff (likely the Director of Development Services) would streamline the process.

33. Implementation of the Economic Development Strategy. The Economic Development Strategy is being updated in 2018. Follow-up items may require Comprehensive Plan or regulation amendments.

# City of Kenmore
## 2018 Work Plan

Department: **Development Services**
2018 Work Plan - updated 5/2018

| Project | Team Lead | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Day-to-day Permitting: | | | | | | | | | | | | | |
| Front Counter Inquiries | Team | | | | | | | | | | | | |
| Intake/Management | TW | on-going permitting | | | | | | | | | | | |
| Development Review Team Meetings | SL | | | | | | | | | | | | |
| (pre-apps, pre-cons, review, and pre-CofO meetings) | | | | | | | | | | | | | |
| Review | SL | on-going permitting | | | | | | | | | | | |
| Inspections | RM | on-going permitting | | | | | | | | | | | |
| Monitoring | BB | | | | | | | | | | | | |
| Day-to-day Code Enforcement | DH | | | | | | | | | | | | |
| Cooperative Odor Complaints | DH | | | | | | | | | | | | |
| Service Requests (CARS) | Team | | | | | | | | | | | | |
| Permit Tracking Software | RM | Install New Mobile App | | | | GIS and Reports | | | Regional Training | | | | |
| Code Update | Team | Final Plat Approval | Junk Vehilcles | Tree Regs Presentation | | | Tree Penalties | Heavy Man prev and amort | | Fee Schedule | Chg of Use/traffic imp fees | | |
| Update Handouts/ Resource Guide | SL/TW | | | | | | | | | | | | |
| Records Mngt/ Files | BB | scanning, retention and destruction | | | | | | | | | | | |
| MyBuildingPermit.com | RM | Committee meetings and annual forums | | | | | | | | | | | |
| Next LEAN Project | TBD | | | | | | | | TBD | | | | |
| City Committees | Team | | | | | | | | | | | | |
| CAO, SMP, and Flood | Team | contract | meetings | | proposal feedback | | | | | | | | |
| Economic Development Strategy Program | | | | | | | | | | | | | |
| Emergency Mgmt/NEMCo | BH | | Exercise | | | | | | | Exercise | | | |
| LiDAR | BH | Consultant Assessment | Review | Recommendations and Policy Implimentation | | | | | | | implementation cont. | | |
| Ballfields at State Park | BH | Variance and SEPA | | | | | | | | | | | |
| Kenmore Village Commercial | RM | Restaurant Building | Inspections | | | | Commercial Building | | | | | | |
| Saint Edwards Seminary Bldg | RM | Construction Plans/ Inspections | | | | | Inspections | | | | | | |
| Lakepointe Project Management | BH | CSDP Extension, Pro-forma | | | | | Pro-forma, parameter agreement, ST3 coord, Public Input plan coord, | | | | | | |

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

**Community Development**
**2018 Work Plan**

| Project | Team | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Comp Plan/Development Regs/Policy** | | | | | | | | | | | | | |
| School impact fees | LA/DB | Prepare regs and interlocal agreement | | | Council action | | | | | | | | |
| Housing Strategy Plan: Preserving affordable housing/Mobile home parks | LA/DB | Planning Commission review/public hearing/recommendation | | | | | | Council review, public hearing | | | Council action | | |
| Shoreline Master Program, critical area and floodplain regs updates | LA/DB | Consultant contract/data gathering | | | | | Planning Commission review | | | | | | |
| Airport Plan | LA/DB | | | Background research | | | | | RFP/consultant selection | | Consultant begins work | | |
| Park impact fees | DB | | | | | | Data gathering | | | | RFP/consultant selection | | |
| ARCH Accessory Dwelling Unit (ADU) project | LA/DB | Meeting with ARCH and staff of ARCH cities developing strategies for ADU's | | | | | | | | | | | |
| **Downtown Development** | | | | | | | | | | | | | |
| Kenmore Village: Town Square/Hangar project | DB | Part of internal strategy team | | | | | | | | | | | |
| Lakepointe | LA/DB | Part of internal strategy team | | | | | | | | | | | |
| Economic Development Strategy Update | DB | Part of internal staff team | | | | | | | | | | | |
| Sound Transit 3 (ST3)/Multi-Modal Transit | DB | Part of internal staff team | | | | | | | | | | | |
| **Park Capital Projects** | | | | | | | | | | | | | |
| Rhododendron Park Waterfront (boardwalk/waterwalk) | AS/DB | Project closeout | | | | | | | | | | | |
| Rhododendron Park New Dock | AS/DB | Project closeout | | | | | | | | | | | |
| Rhododendron Park Boatshed | AS/DB | Consultant contract/data gathering | | | | | | Public outreach/design | | | 30% design drawings | | |
| Squires Landing Dock Replacement | AS/DB | Project closeout | | | | | | | | | | | |
| Squires Landing Waterfront | MC/DB | Updated 30% drawings/cost estimates | | | Public meeting | | Permit submittal/review | | | | | | |
| Squires Landing RCO Land Conversion/Property acquisition | MC/DB | Property negotiations/RCO approval process | | | | | | | | | | | |
| Log Boom Park Waterfront | MC/DB | Updated 30% drawings/cost estimates | | | Public meeting | | Permit submittal/review | | | | | | |
| Log Boom Park Pier Railing repair | MC/DB | Design | Permit/contract | | | Construction | | Project closeout | | | | | |
| Log Boom Park Buoys (identify extent of underwater pilings) | MC/DB | Consultant contract | | Data gathering/underwater exploration/recommendations | | | | | | | permit/ construction | | |
| St. Edward Ballfield | RK/DB | Submit response to comments | | Project review | | | | | | | | | |
| Twin Springs Interim Plan | DB | Finalize plan/cost estimate | | | | Present to council | | Develop scope for Phase 1 based on council direction | | | | | |
| **Grants** | | | | | | | | | | | | | |
| 2014 RCO grants for Moorlands Park ($750k) | AS/DB | Grant closeout/report prep | | NSD interlocal execution | | | | | | | | | |
| 2017 State Capital Budget Request Moorlands Park ($250k) | AS/DB | | | Contract prep/approval | | | Contract admin | | | | | | |
| 2016 RCO grants for St. Edward State Park ballfield ($750k) | AS/DB | | | Contract prep/approval | | | Contract admin | | | | | | |
| 2016 King County grant St. Edward State Park Ballfield ($611k) | DB | | | Contract prep/approval | | | Contract admin | | | | | | |
| 2017 State Capital Budget Request Rhododendron Park Boatshed ($250k) | AS/DB | | | Contract prep/approval | | | Contract admin | | | | | | |
| 2018 RCO WWRP Grant: Squires Landing ($500k) | MC/DB | Grant application prep. | | | | RCO review/presentations | | | | | | | |
| 2018 RCO ALEA Grant: Squires Landing ($500k) | MC/DB | Grant application prep. | | | | RCO review/presentations | | | | | | | |
| 2018 RCO WWRP Grant: Log Boom Park ($500k) | MC/DB | Grant application prep. | | | | RCO review/presentations | | | | | | | |
| 2018 RCO ALEA Grant: Log Boom Park ($500k) | MC/DB | Grant application prep. | | | | RCO review/presentations | | | | | | | |
| 2018 King Co. Conservation Futures Grant: Swamp Creek area:($850k) | MC/DB | Grant application prep and site visit | | | | | | | | | | | |
| 2018 Ecology Grant for Shoreline Master Program ($20K) | LA/DB | Grant application prep | | | | | | | | | | | |
| Other grant opportunities | ?/DB | Grant applications | | | | | | | | | | | |
| **Working with Outside Agencies** | | | | | | | | | | | | | |
| Other agencies e.g. PSRC, Metro, ARCH, King County | LA/DB | Staff support, collaboration, review/comment on plans etc | | | | | | | | | | | |
| CDBG Interjurisdictional committee for non-housing projects | LA | | | | | Review applications/site visits/recommendations | | | | | | | |

| | |
|---|---|
| Highest peak workload | |
| Substantial workload | |
| Less steady workload | |
| | |
| DB: Debbie Bent, Community Development Director | |
| LA: Lauri Anderson, Senior Planner | |
| AS: Ann Stanton, Parks Project Manager | |
| MC: Maureen Colaizzi, Parks Project Manager | |
| RK: Rob Karlinsey, City Manager | |

a. See adopted Planning Commission Docket, Proposed Code Updates for Dir...

City of Kenmore
2018 Work Plan

Department: **City Manager's Office**

| | | Team Lead | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Town Square/Hangar Programming | SK | Ongoing events, programs, etc. | | | | | Report to Council | Movies in the Square | Movies in the Square & #WhyILoveKenmore Summer Party | | | | Tree Lighting Festival |
| 3 | Lakepointe Project | RK | See Development Services Work Plan | | | | | | | | | | | |
| 4 | Lodge at Saint Edward Project | NKO | See Development Services Work Plan | | | | | | | | | | | |
| 5 | Saint Edward Ballfield | RK/DB | See Community Development Work Plan | | | | | | | | | | | |
| 6 | Business Incubator | NKO | Advisory Group Meeting | KBI monthly group training | | | | Open House at KBI | | | Progress Report to Council | Advisory Group Meeting | | |
| 7 | Business Registration | NKO | | | Marketing (ongoing) | Online Directory Updates (ongoing) | Reminder Communication | | | | Marketing Push | | | Report to Council |
| 8 | Business Events | NKO | | KBA monthly meetings | | Business After Hours | | | | | Business After Hours | | Sector Breakfast | |
| 9 | Natural Health Hub/Bastyr Relations | NKO | Presidential Search Committee | | | | | | | | Assess Work Plan | | | |
| 10 | Business Recruitment | RK/NKO | Ongoing Outreach and Meetings | | | | ongoing contacts and promotion | | | | | | | |
| 11 | Marketing and Media Relations | NKO/BR | Media Relations planning | Launch media strategy on key projects | | Continue Media Relations & Marketing | | | | | | | | |
| 12 | Economic Development Incentives | NKO | | | | | | | | | | | | |
| 13 | Port of Seattle ED Grant | NKO | Business Series prep/banner design | Business Training Series | Business Training Series | | | Presentation to Port Commission | | | Submit final report to POS | Draft Proposal | | |
| 14 | Walkways & Waterways | RK/LH | Ballot measure oversight and communications | | | | | | | | | | | |
| 15 | Front Desk Reception | KH | Walk-ins, phone calls, pet licensing, police services support, and more | | | | | | | | | | | |
| 16 | Strategic Planning/Public Engagement | BR | Update Key Messaging/1-pagers | | | | | | | Public Engagement Plan - LP Parameters Agreement | Graphic Standards/Templates | | Draft 2019 Messaging Calendar | Finalize Communications Plan |
| 17 | Target Zero - Education & Outreach | BR | | | Daylight Savings Time | | Bike to Work Day/Month | Prom/Summer Safety | | Back to School Safety | | Walk to School Day/Halloween Safety | Daylight Savings Time | Holiday/Winter Driving Safety |
| 18 | Website / Blog | BR | City and Downtown Kenmore blog | | Review website specs consistency | | Research rebrand/website estimates | Budget Survey Closes/Summary | | | | | | |
| 19 | Digital Communications | BR | Gov Delivery, Facebook, Twitter, Instagram, Nextdoor; Monitor new trends and tools | | | | Ribbon Cutting storytelling | Summer event promos | Special Olympics Messaging | | Emergency Preparedness Month | DT Kenmore restaurant opening (tentative) | | |
| 20 | Newsletters | BR | Hard Copy / E-News | E-News | Hard Copy / E-News | E-News | E-News | Hard Copy / E-News | E-News | Special 20th Anniv Edition /E-News | E-News | E-News | E-News | E-News |
| 21 | City Organized Events | SK | Secure Event Sponsorship | | Event Planning & Prep | | | | Fireworks/Concerts/Movies | Concerts/Movies/Play Day/WhyILoveKenmore | | | | Tree Lighting |
| 22 | Other Event Support | SK | | Slough Race Event Prep | | Slough Race Event | Waterfront Activities Fair | Northshore Fire Open House & Safety Fair; Bastyr Herb & Food Fair, Kenmore Community Market | | Northshore School District Back to School Fairs | Kilometers 4 Cancer & Kenmore Air Seaplane Fly-in | | | |
| 23 | Summer Recreation Programs | SK | Contract development with Skate Like a Girl and Skyhawks | | Promote summer programs | | | Camps | Camps | Camps | Evaluate programs | | | |
| 24 | Volunteer Program | SK | Adopt-A Program; Admin Volunteers all year | Vol Appreciation Event | | Earth Day Clean Up | | Volunteer programs & projects admin | Event Volunteer Management | | | Jack Crawford Day | | |
| 25 | 20th Anniversary Activities and Event | SK | Direction from Council | | Plan for project(s)/event | | | | | 20th Anniversary/Why I Love Kenmore Event | | | | |
| 26 | Animal Services | | Quarterly JC4/Marketing mtgs | PAWS agreement oversight | | | | | | | | | | |
| 27 | Sound Transit 3 Project Engagement | RK/NKO | | Meet with Sound Transit (ongoing) | 522/523 Corridor Cities (ongoing) | Potential Locations Identified | ST Open Houses | | | | | | Recommended Locations to ST Board | |
| 28 | KWAC Agreement | RK | Monitor agreement | KWAC Annual Report Due | | | | | | | | | | |
| 29 | State Legislative Agenda | NKO | Leg Sendoff | Meet with Legislators/Staff in Olympia | | Post Session Event | | Interim Meetings | | | Develop 2019 Agenda | | Council Review | Pre Session Event |
| 30 | Federal Legislative Agenda | NKO | Delegation District Staff meetings | | DC Meetings | | | Invite Senators to Kenmore | | | Develop 2019 Agenda | | Council Review | |
| 31 | King County Legislative Agenda | NKO | | Priorities Adopted by Council | | | | | | | | Proposed 2019 Agenda to Council | | |
| 32 | Ecology Lake WA Sediment Testing | NKO | TBD with Ecology on Follow up testing | | | | | | | | | | | |
| 33 | Aquatic Weeds Management | | | | | | | Apply herbicide, monitor & report | | | | | | |
| 34 | Kenmore Navigation Channel | NKO | USACE Contact | | Check in with King County, USACE | | | | | | Federal Contacts | | King County contact re Local Sponsor Authority | |
| 35 | Brew Row Promotion | NKO | | Banner Fabrication | | | Banner Install | Brewfest Promotion | Trail Sign Design/Fabrication | | Trail Sign Install | | | |
| 36 | Franchise Agreement Approval/Enforcement | NKO | PSE Proposed Franchise Agreement at Council | | | | | PSE Agreement at Council | Frontier Status Check/potential process | | Comcast Check in | PSE Update: Storm Season | | |
| 37 | Historic Preservation | NKO | Grant Application for nomination | | Identify potential nomination(s) | | | | | | | | | |
| 38 | Public Records Requests (PRR) | TM | | | Staff Training | | MidYear Report | | OPM/PRA Training for Council | | | | | Year end PRR report |
| 39 | Inter Gov Organizations | NKO/RK | | | | | | | | | | | | |
| 40 | Arts of Kenmore Gallery | NKO | | | | | | | | | | | Update Contract | |
| 41 | Economic Development Strategy Update | NKO | stakeholder consultation | | | | Draft Recommendations | Proposed Update to Council | | | Document Rollout | | | |
| 42 | | | | | | | | | | | | | | |
| 43 | Kenmore Air Plan | NKO/CD | See Community Development Work Plan | | | | | | | | | | | |
| 44 | King County Water Taxi Project | NKO | | Meet with County Council, staff | | | Ongoing contact with KC staff | | | | | | | |
| 45 | Emergency Management | RK | Lead logistics and communications responsibilities; Continue to review, discuss, and practice | | | | | | | | | | | |
| 46 | Community Involvement and Leadership | RK | | | | | | | | | | | | |
| 47 | Leadership and Direction to the Organization | RK | | | | | | | | | | | | |
| 48 | Council Support | RK/NM | | | | | | | | | | | Jan. Retreat Preparations | Jan. Retreat Preparations |

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

City of Kenmore
2018 Work Plan

| 2018 | | | Less Steady Workload | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Substantial Workload | | | | | | | | | | |
| Department: **Finance & Administration** | | | Highest Peak Workload | | | | | | | | | | |
| | Team Lead | January | February | March | April | May | June | July | August | September | October | November | December |
| Close 2017 Fiscal Year and Repost Budget | BR/JMG | close out Dec | budget and year end entries | | | | | | | | | | |
| Payroll W-2s/1099s | CS | w-2s and reconciliations | | | | | | | | | | | |
| Monitor 2017-2018 Budget | JMG | ongoing effort | | | | | | | | | | | |
| Update Cost Allocation/Overhead Plan | JMG | | | | | | | | | | | | |
| Update Personnel, Sick Leave Policies | JMG/BR | ongoing effort | | | | | | | | | | | |
| 6 Year Forecast and Plan | JMG | update for 2017 actuals and adjust assumptions | | | Quarterly Update | | | Quarterly Update | | | Quarterly Update | | |
| CIP Management and Update | JMG | ongoing effort | | | | Begin 6 year Update and Amendment | | | | | | | |
| Ongoing Employee Benefit Review & Research | JMG/BR | ongoing effort most of year | | | | | | | | | | | |
| RFP and Decision RE: 401a, 457 Plan Provider | JMG | | | | | | | | | | | | |
| Ongoing Payroll & Benefit Admin | CS | ongoing effort | | | | | | | | | | | |
| Invoices /Accts Rec /Grant Reimbursements | CS/BR | ongoing effort | | | | | | | | | | | |
| 2017 Annual Street Report (file with State) | BR | | | | prepare and file | | | | | | | | |
| Quarterly financial reports to Council | JMG | | 4th quarter 2017 | | | 1st quarter | | | 2nd quarter | | | 3rd quarter | |
| 2018 Annual Risk Management Audit | JMG | | | | | | | | | | | | |
| 2017 Annual Report Preparation (file with State) | BR | | year end entries | report prep | review | due 5/30 | | | | | | | |
| 2017 Audit | JMG/BR | | | | audit prep, account analysis, federal grant review, financial review | | | | | | | | |
| ~~Research Possible Hotel Motel Tax~~ | JMG/BR | | | | | | | | | | | | |
| Tyler Incode:Implement Purchasing & Project Acct | | | | | | | | | | | | | |
| IT Support, Governance Committee | BR/JMG | ongoing effort | | | | | | | | | | | |
| Cash and Investment Management | BR/JMG | ongoing effort | | | | | | | | | | | |
| Agenda Preparation and Agenda Bill Review | KC/JMG | ongoing effort | | | | | | | | | | | |
| Wellness Activities | CS/JMG | wrap up 2017 | plan 2018 | awc spring campaign | | wellness effort | | | wellness effort | fall campaign and wrap up | | | |
| Wellness Discount | CS/JMG | 2% discount application | | | | | | | | | | | |
| Council Meeting Setup and Support, Minutes | KC | ongoing effort | | | | | | | | | | | |
| Contract, Ordinance, Resolution Management | KC | ongoing effort | | | | | | | | | | | |
| Replace Software to Record/Stream Council Meetings | KC | | | | | | | | Replace software | | | | |
| Records Management | KC | ongoing effort | | | | | | | | | | | |
| Update of archiving and destruction schedule | KC | update departmental archives and indentify records for destruction | | | | | maintain | | | | | | |
| File Clean up and organization | KC | ongoing effort | | | | | | | | | | | |
| eRecords system review | KC | study need and potential solutions | | | | | | | | | | | |
| Human Services | KC | ongoing effort | | | | | | | | Submit recommendations for budget | | | |
| Contributions, contracts, intergovernmental partnerships | KC | ongoing effort | | | | | | | | | | | |
| Recommendations for Funding for 2019-2020 | KC | | | | | | | | | | | | |
| 2018 Budget Amendment | JMG | | | | Review need for amendment | | | | | review, meet with depts, public hearing, prepare documents | | | |
| 2019-2020 Budget Preparation and PBB Update | JMG | Retreat | | | | | | | | | | | |
| Council Reconfirm PBB Results | JMG | Reconfirm Results | | | | | | | | | | | |
| Update Program Inventories | JMG/ALL | | | | | | | | | | | | |
| Update Program Costs | JMG/ALL | | | | | | | | | | | | |
| Department Scoring of Programs | JMG/ALL | | | | | | | | | | | | |
| Peer Review Scoring of Programs | JMG/ALL | | | | | | | | | | | | |
| Resource Alignment Diagnostic Tool | JMG/PBB | | | | | | | | | | | | |
| Budget Kickoff | JMG | | | | | | | | | | | | |
| Budget Training in Incode | JMG | | | | | | | | | | | | |
| Dept Program Budget Prep | JMG/ALL | | | | | | Depts write budget narratives, input financial data | | | | | | |
| City Manager Review of Dept Budgets | JMG/RK | | | | | | | | | | | | |
| City Council Budget Study and Presentations | JMG/ALL | | | | | | | | | finalize & compile prelim 2019-20 budget document | | | |
| Budget Adoption | JMG/ALL | | | | | | | | | | | 19-Nov | |
| Salary Plan Update | JMG | | | | | | | | Market Research and Recommend for Council approval | | | | |
| Participate in Surface Water Rate Study | JMG | | | | | | | | | | | | |
| ~~Bank RFP and Selection~~ | JMG/BR | | | | | | | | | | | | |
| Property Tax Levy Ordinance for 2019 | JMG | | | | | | | | | | public hearing, levy ord Nov | | |
| Proposition 1 Compliance and Reporting | JMG | | | | | | | | | | | | |

City of Kenmore
2018 Work Plan

Department: **Police**

| | Team Lead | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Police Administration | Chief | | | | | | | | | | | | |
| Patrol | Chief | | | | | | | | | | | | |
| Investigations | RW | | | | | | | | | | | | |
| Crime Prevention Programs | Chief | Block watch presentations and business consultations year-round | | | | | | | NNO Aug. 6 | | | | |
| Home & Business Security Checks | Chief | | | | | | | | | | | | |
| Citizen Academy | Chief | | | | | | | | | | | | |
| School Resource Officer Program | Chief | | | Student Academy & 6th Grade Crime Prev. Classes | | | | | | | | | |
| Youth Dances | Chief | | 7th & 8th Grade Drug & Alcohol Class (Feb.) Teen Dance (PD-sponsored) | Tolo Dance | | Prom Dance | | | | | Teen Dance (PD-Sponsored) | | |
| Marine Services | Sgt. R. | | | | | | | | | | | | |
| Prescription Drug Dropoff Box | Chief | | | | | | | | | | | | |
| Motor officer enforcement | Motor Offic | | | | | | | | | | | | |

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

Traffic Engineering

Less Steady Workload
Substantial Workload
Highest Peak Workload

**2018 Workplan**

City Council Review/Action ✚

| | | | | 2018 | | | | | | | | | | | | 2019 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Project** | **Phase** | **Project #** | **Lead** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Q1** | **Q2** | **Q3** | **Q4** | **Notes** |
| Roadway Improvements | | | | | | | | | | | | | | | | | | | | |
| | 73rd Avenue rechannelization | | TBD | | | ✚ | | | | | | | | | | | ✚ | | | |
| | 80th Avenue Bike Lanes | | TBD | | | ✚ | | | | | | | | | | | ✚ | | | |
| | Local road Safety Plan Imp. | | TBD | | | | | | | | | | | | | | ✚ | | | Specific projects TBD |
| Pavement Management | | | | | | | | | | | | | | | | | | | | |
| | NE Simonds overlay | | TBD | | | | | | | | | | | | | | | | | |
| | Overlay Program | | TBD | | | | | | | | | | | | | | | | | *JeG to manage interim* |
| | Slurry and Crack Seal Program | | TBD | | | | | | | | | | | | | | | | | *JeG to manage interim* |
| | Pavement Management program | | TBD | | | | | | | | | | | | | | | | | *JeG to manage interim* |
| School Zone speed analysis | | | TBD | | | | | | | | | | | | | | | | | |
| Citizen Action Requests | | | TBD | | | | | | | | | | | | | | | | | |
| LFP Services (Canceled) | | | | | | | | | | | | | | | | | | | | |
| Traffic Counts program | | | TBD | | | | | | | | | | | | | | | | | |
| Collisions database maintenance | | | TBD | | | | | | | | | | | | | | | | | |
| Metro alternative services (school pool, community van, trip pool) | | | TBD | | | | | | | | | | | | | | | | | |
| Sound Transit BRT | | | JV | | | | | | | | | | | | | | | | | |

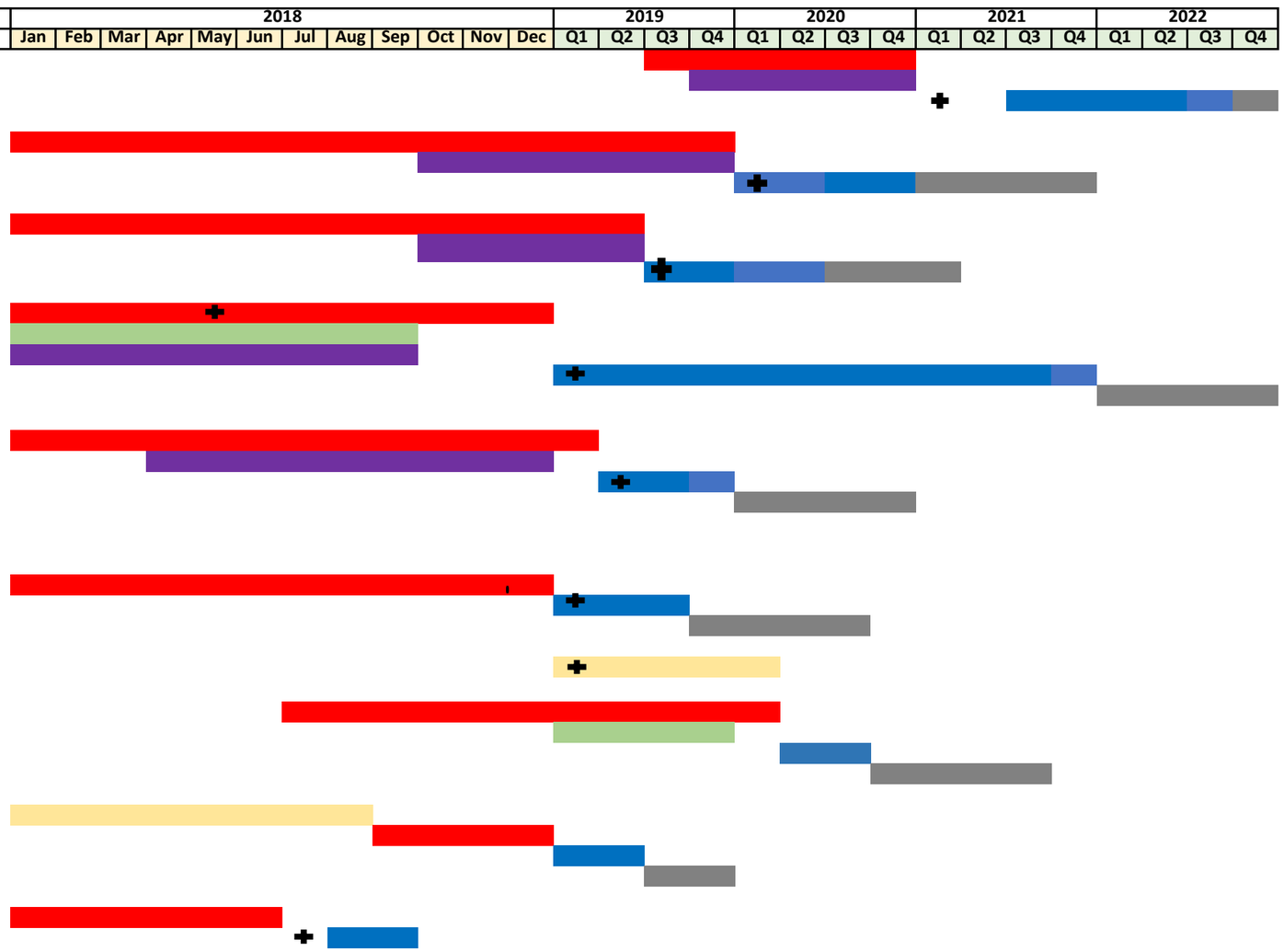
Public Works
Transportation Capital Project

Date: April 30, 2018

**2018 Workplan**

Study
Design
ROW
Construction
Closeout
Permitting
City Council Review/Action

| Project | Phase | Project # | Lead |
|---|---|---|---|
| SR 522 West B | Design | T-8 | KV |
| | ROW | | |
| | Const/Closeout | | |
| *Juanita Drive Ped & Bike (170th - 143rd) | Design | T-41 | KV |
| | ROW | | |
| | Const. | | |
| *68th Ped & Bike (182nd to 61st) | Design | T-42 | KV |
| | ROW | | |
| | Const | | |
| West Sammamish R Bridge | Design | T-37 | JV |
| | Permitting | | |
| | ROW | | |
| | Const | | |
| | Closeout | | |
| NE 181st St Sidewalk (65th-67th) | Design | T-46 | JV |
| | ROW | | |
| | Const | | |
| | Closeout | | |
| NE 153rd Place SRTS | Design | T-27 | KV |
| | Construct | T-27 | |
| | Closeout | T-27 | |
| SR 522 Crossing | Study | T-43 | JV |
| 190th Culvert @ 61st | Design | SW-8 | RS |
| | Permit | SW-8 | |
| | Construct | SW-8 | |
| | Closeout | SW-8 | |
| 66th/196th drainage & street repair | Study | SW-31 | RS |
| | Design | SW-31 | |
| | Construct | SW-31 | |
| | Closeout | SW-31 | |
| Strawberry Hills Tank Retrofit | design | SW-025 | RS |
| | construct | SW-025 | |



Public Works
Transportation Capital Project

Date: April 30, 2018

Study
Design
ROW
Construction
Closeout
Permitting
City Council Review/Action

**2018 Workplan**

| Project | Phase | Project # | Lead | 2018 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2019 Q1 | Q2 | Q3 | Q4 | 2020 Q1 | Q2 | Q3 | Q4 | 2021 Q1 | Q2 | Q3 | Q4 | 2022 Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Closeout | SW-025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kenmore Lane Retrofit | design | SW-29 | RS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | permit | SW-29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | construct | SW-29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Closeout | SW-29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arrowhead Drainage Project (on watch) | construct | SW-30 | RS | | | | | | | | ? | | | | | | | | | | | | | | | | | | | | |
| | closeout | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 61st Place/152nd drainage | Study | | RS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 192nd Culvert (Repair damage) | Design | SW-19 | JV | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Construct | SW-19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Closeout | SW-19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECTS IN CLOSE OUT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 62nd Ave Sidewalks | Design | T-27B | JV | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Const | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Closeout | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NE 202nd SRTS Sidewalk | Design | T-27A | JV | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Const | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Closeout | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR 522 W | Closeout | | KV | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Surface Water Operations

Less Steady Workload
Substantial Workload
Highest Peak Workload

**2018 Workplan**

City Council Review/Action ✚

| | | | | 2018 | | | | | | | | | | | | 2019 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Project** | **Phase** | **Project #** | **Lead** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Q1** | **Q2** | **Q3** | **Q4** | **Notes** |
| **Service Requests, Administrative** | | | RS | | | | | | | | | | | | | | | | | |
| **Cityworks Maintenance** | | | RS | | | | | | | | | | | | | | | | | |
| **NPDES Permit Compliance** | | | | | | | | | | | | | | | | | | | | |
| Reporting | | | RS | | | | | | | | | | | | | | | | | |
| Total Max Daily Load (TMDL) | | | RS | | | | | | | | | | | | | | | | | |
| Education & Outreach | | | RS | | | | | | | | | | | | | | | | | |
| Public Involvement and Participation | | | RS | | | | | | | | | | | | | | | | | |
| Illicit Discharge Detection and Elimination (IDDE) | | | | | | | | | | | | | | | | | | | | |
| | IDDE Field Screening | | RS/AS | | | | | | | | | | | | | | | | | |
| | Mapping | | RS/AS | | | | | | | | | | | | | | | | | |
| | Response | | RS | | | | | | | | | | | | | | | | | |
| Controlling Runoff from Development/Construction | | | | | | | | | | | | | | | | | | | | |
| | SWDM Training/Integration | | RS | | | | | | | | | | | | | | | | | |
| | Development Review | | TBD | | | | | | | | | | | | | | | | | |
| | Development Inspection | | RS/AS/TBD | | | | | | | | | | | | | | | | | |
| | Private Facility Inspections | | RS/AS | | | | | | | | | | | | | | | | | |
| | Private Faciltiy Enforcement | | RS/AS | | | | | | | | | | | | | | | | | |
| Municipal Operations and Maintenance | | | | | | | | | | | | | | | | | | | | |
| | Public Facility Inspections | | RS/AS | | | | | | | | | | | | | | | | | |
| | Public Faciltiy Maintenance | | RS/AS | | | | | | | | | | | | | | | | | |
| | Conveyance Inspections | | RS/AS | | | | | | | | | | | | | | | | | |
| | Conveyance Maintenance | | RS/AS | | | | | | | | | | | | | | | | | |
| | ROW Maintenance | | RS/JG | | | | | | | | | | | | | | | | | |
| | Property Maintenance | | RS/JG | | | | | | | | | | | | | | | | | |
| **SWM Budget** | | | | | | | | | | | | | | | | | | | | |
| Budget Review/Updates | | | RS | | | | | | | | | | | | | | | | | |
| SWM Fees (to King County) | | | RS | | | | | | | | | | | | | | | | | |
| SWM Fee Service Charge Analysis | | | RS | | | | | | | | | | | | | | | | | |
| **PW Service Analysis Implementation** | | | JG/RS | | | | | | | | | | | | | | | | | |
| **Stream Evaluations** | | | | | | | | | | | | | | | | | | | | |
| 0057 Evaluation | | | RS | | | | | | | | | | | | | | | | | |
| **Stream Monitoring/Telemetry** | | | | | | | | | | | | | | | | | | | | |
| | Swamp Creek | | RS | | | | | | | | | | | | | | | | | |
| | Trib 0056 | | RS | | | | | | | | | | | | | | | | | |
| **SWM Legal Issues** | | | | | | | | | | | | | | | | | | | | |
| | Public Record Requests | | RS | | | | | | | | | | | | | | | | | |
| | Case Review/Coordination | | RS | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| **Small Works Projects** | | | RS | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Parks, Streets, ROW, Facilities, Fleet | Less Steady Workload | | | | | | | | | | | | | | | | |
| | Substantial Workload | | | | | | | | | | | | | | | | |
| | Highest Peak Workload | | | | | | | | | | | | | | | | |

**Workplan** Council Review/Action

| | | 2018 | | | | | | | | | | | | 2019 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Project** | **Lead** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Q1** | **Q2** | **Q3** | **Q4** |
| Administrative | **JeG** | | | | | | | | | | | | | | | | |
| KC Community Work Program Contract | JeG | New Contract | | | | | | | | | | | 2018 Contract Expires | New Contract | | | |
| Lanndscape Maintenance Contract | JeG | | | | | | | | | | | | | | | | |
| ROW Landscape Maintenance Contract (153r/155 & 522) | JeG | | | | | | | | | | | | | | | | |
| King County Roads Services Contract | JeG | | | | | | | | | | | | | | | | |
| Lake Forest Park Public Works Services Contract | JeG | | | | | | | | | | | | | | | | |
| Janitorial Services Contract (CH and Hangar) | JeG | | | | Council Approval | New Contact | | | | | | | | | | | |
| Summer Seasonal Positions | JeG | | | Advertise | Interview | Hire | | | | | | | | | | | |
| HVAC Maintenance Contract | JeG | | | | | | | | | | | | 2018 Contract Expires | New Contract | | | |
| Green Roof Maintenance Contract | JeG | | | | | | | | | | | | 2018 Contract Expires | New Contract | | | |
| KBI Janitorial Contract | JeG | | | | | | | | | | | | 2018 Contract Expires | New Contract | | | |
| On Call Plumbing Contract | JeG | | | | | | | | | | | | Expires | Renewal | | | |
| On Call Arborist Contract | JeG | | | | | | | | | | | | Expires | Renewal | | | |
| Holiday Lighting | JeG | | | | | | | | | | | | 2018 Contract Expires | New Contract | | | |
| Access Control City Hall Contract | JeG | | | | | | | | | | | | 2018 Contract Expires | New Contract | | | |
| Public Works Services Analysis/Operations Planning | JeG | | | | | | | | | | | | | | | | |
| CARs/Service Request Management | JeG/NW | | | | | | | | | | | | | | | | |
| Parks Maintenance | JeG/QP/RB | | | | | | | | | | | | | | | | |
| City Hall Facility Maintenance | JeG/WG/JaG | | | | | | | | | | | | | | | | |
| The Hangar and Town Square Facility Maintenance and Reservation Support | JeG/WG/JaG | | | | | | | | | | | | | | | | |
| City Hall Facility Rentals | JeG/WG/JaG | | | | | | | | | | | | | | | | |
| Streets Maintneance | JeG | | | | | | | | | | | | | | | | |
| One Call/811 Surfacewater Locates | NW/JS | | | | | | | | | | | | | | | | |
| Franchise ROW Permits | NW/JS/JeG | | | | | | | | | | | | | | | | |
| 2018 Overlay Program | JeG | | | | | | | | | | | | | | | | |
| 2019 Simonds Overlay Program (Federal Funding) | JeG | | | | | | | | | | | | | | | | |
| Street Banners | JeG | | | | | | | | | | | | | | | | |
| Holiday Lighting | JeG | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Beautification (Hanging Baskets) | JeG/QP | | | | | | | | | | | | | | | | |
| Fleet/Equipment Acquisition and Maintenance | JeG | | | | | | | | | | | | | | | | |
| Community Recycling Events and Grants | JeG | | | | | | | | | | | | | | | | |
| Community Events and Volunteer Program Support | JeG/QP | | | | | | | | | | | | | | | | |
| Emergency Operations - Operations Section | JeG | | | | | | | | | | | | | | | | |
| Kenmore Business Incubator Support | JeG/WG/JaG | | | | | | | | | | | | | | | | |
| Kenmore Post Office Building Support | JeG | | | | | | | | | | | | | | | | |
| Asset Inventory Project (Parks) | JeG/Intern | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| **CIP Support/Transition to Maintenance** | | | | | | | | | | | | | | | | | |
| Moorlands Park Improvements Transition to Ops | JeG/QP | | | | | | | | | | | | | | | | |
| Rhododendron Park Float & boardwalk Transition to Ops | JeG/QP | | | | | | | | | | | | | | | | |
| Walkways and Waterways Parks Projects | MC | | | | | | | | | | | | | | | | |
| Walkways and Waterways Sidewalk Projects | KV | | | | | | | | | | | | | | | | |
| 522 Irrigation Rennovation Project | KV | | | | | | | | | | | | | | | | |
| West Samm Bridge | JV | | | | | 90% Plan Review | | | | | | | | | | | |

Jennifer Gordon - JeG
Nicki Walsh - NW
Jarrett Smith - JS
Quinn Proffitt - QP
William (Bill) Garza - WG
Ronald Boyd - RB
James (Jim) Garrity - JaG

# City Of Kenmore, Washington

## Memorandum

**Date:** May 17, 2018

**To:** Rob Karlinsey, City Manager

**From:** Joanne Gregory, Finance and Administration Director

**Subject:** Capital Improvement Program Scenario With No Debt

---

The attached Park and Transportation Capital Improvement Program spreadsheets present an option that does not include the need for borrowing or incurring outside debt.

The scenario presented to the City Council on May 7, 2017 included the St. Edward Ballfield Project Budget of $5.8 Million. This creates a funding gap of about $4 Million in the transportation projects due to the allocation of $2.9 Million of Real Estate Excise Tax (REET) and $374,000 of Park Impact Fees to the Ballfield Project. See Attachment 1 which includes agenda bill of May 7.

The scenario attached here assumes funding only for a $300,000 Ballfield Project EIS with resources provided by an RCO grant and Park Impact Fees. The $2.9 Million of REET becomes available to fill much of the transportation projects gaps and the $374,000 of Park Impact Fees becomes available to supplant REET on other park projects. Therefore, by reallocating these resources to various park and transportation projects, it appears outside debt can be avoided.

This option does depend heavily on the projected revenues, particularly in the years 2021 and 2022 when the balances of the REET and Impact Fees become very low, but they quickly recover in 2023 and 2024. Also, this scenario gives the City another year or two to evaluate economic conditions and projected revenues before making a determination if REET and Impact Fees revenues will be maintained at the projected and necessary level or if in fact debt will be needed.

The Surface Water Capital Improvement Program is not included in this scenario because it is not changed or affected by decisions made regarding the Park or Transportation Programs.

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028
Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov
·www.kenmorewa.gov

**CITY OF KENMORE, WASHINGTON**
**PROPOSED PARK CAPITAL IMPROVEMENT PROGRAM**
**FOR THE YEARS 2019-2024**
**ST EDWARD BALLFIELD PROJECT EIS ONLY**

| Project Description | Prior Years 2013-2017 | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | 2019-2024 Totals | Project Total 2013-2024 |
|---|---|---|---|---|---|---|---|---|---|---|
| P 1 Twin Springs Interim Use | $28,269 | $25,000 | $100,000 | $0 | $0 | $0 | $0 | $0 | $100,000 | $153,269 |
| P 18 Rhododendron Park Waterfront & Open Space Mitigation | 932,419 | 187,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | 25,000 | 1,144,419 |
| P 18a Rhododendron Park Float & Mitigation | 390,209 | 46,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | 25,000 | 461,209 |
| P 26 Squires Landing Float & Mitigation | 161,054 | 0 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | 25,000 | 186,054 |
| P 27 Squires Landing Park Waterfront & Mitigation | 285,672 | 600,000 | 500,000 | 220,000 | 690,000 | 3,940,000 | 40,000 | 360,000 (1) | 5,750,000 | 6,635,672 |
| P 28 Log Boom Park Waterfront Access and Mitigation | 213,660 | 400,000 | 300,000 | 120,000 | 590,000 | 1,330,000 | 40,000 | 360,000 (1) | 2,740,000 | 3,353,660 |
| P 29 St Edward Ballfield Improvements EIS | 318,603 | 100,000 | 300,000 | 0 | 0 | 0 | 0 | 0 | 300,000 | 718,603 |
| P 30 Rhododendron Park Boathouse Pavilion | 0 | 50,000 | 455,000 | 0 | 0 | 0 | 0 | 0 | 455,000 | 505,000 |
| P 31 Squires Landing Park Land Acquisition | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 1,000,000 | 1,000,000 |
| **Total Project Costs** | **$2,329,886** | **$1,408,000** | **$2,670,000** | **$355,000** | **$1,295,000** | **$5,285,000** | **$95,000** | **$720,000** | **$10,420,000** | **$14,157,886** |

| | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | 2019-2024 Totals |
|---|---|---|---|---|---|---|---|---|
| **Funding As Proposed:** | | | | | | | | |
| Park Impact Fees | $215,000 | $260,000 | $10,000 | $10,000 | $250,000 | $50,000 | $360,000 (1) | $940,000 |
| Real Estate Excise Taxes : Squires Land Acquisition | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| General Funds: Boathouse | 0 | 10,000 | 0 | 0 | 0 | 0 | 0 | 10,000 |
| RCO Grants: Boathouse, Squires, Log Boom, Ballfields | 0 | 402,500 | 0 | 0 | 1,000,000 | 0 | | 1,402,500 |
| King County CFT Grant: Squires Land Acquisition | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| State Capital Budget: Rhododendron Park Boathouse | 50,000 | 192,500 | 0 | 0 | 0 | 0 | 0 | 192,500 |
| Walkways & Waterways Bonds: Log Boom, Squires, Rhod. | 1,615,000 | 805,000 | 345,000 | 1,285,000 | 4,035,000 | 45,000 | 360,000 (1) | 6,875,000 |
| **Total Project Funding** | **$1,880,000** | **$2,670,000** | **$355,000** | **$1,295,000** | **$5,285,000** | **$95,000** | **$720,000** | **$10,420,000** |

**This program update assumes only an EIS for St Edward Ballfield Project**

(1) Includes various years of ongoing mitigation at $40,000 per year

**CITY OF KENMORE, WASHINGTON**
**PROPOSED TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM**
**FOR THE YEARS 2019-2024**
**ST EDWARD BALLFIELD PROJECT EIS ONLY**

| Project Description | Prior Years 2013-2017 | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | 2019-2024 Totals | Project Total 2013-2024 |
|---|---|---|---|---|---|---|---|---|---|---|
| T 8 SR 522 West B 57th to 61st | $0 | $0 | $0 | $0 | $600,000 | $7,400,000 | $4,000,000 | $0 | $12,000,000 | $12,000,000 |
| T 27 Sidewalk Program | | | | | | | | | | |
| Sidewalk Gaps | 307,564 | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 | 907,564 |
| T47 Arrowhead Dr | 0 | 0 | 11,100 | 132,800 | 726,133 | 0 | 0 | 0 | 870,033 | 870,033 |
| T45 NE 153rd Pl | 4,965 | 132,400 | 612,500 | 0 | 0 | 0 | 0 | 0 | 612,500 | 749,865 |
| T46 NE 181st (65th -67th) | 1,007 | 668,475 | 681,413 | 0 | 0 | 0 | 0 | 0 | 681,413 | 1,350,895 |
| Subtotal | 313,536 | 800,875 | 1,405,013 | 232,800 | 826,133 | 100,000 | 100,000 | 100,000 | 2,763,946 | 3,878,357 |
| T 35 Pavement Preservation | 2,418,555 | 450,000 | 805,351 | 450,000 | 515,750 | 1,203,650 | 450,000 | 450,000 | 3,874,751 | 6,743,306 |
| T 37 West Samm Bridge | 1,789,592 | 910,999 | 10,288,614 | 10,292,286 | 7,164,859 | 249,951 | 20,923 | 20,923 | 28,037,556 | 30,738,147 |
| T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments | 667,875 | 1,500,000 | 9,197,510 | 2,267,090 | 0 | 0 | 0 | 0 | 11,464,600 | 13,632,475 |
| T 42 68th Ave Pedestrian & Bicycle Safety All Segments | 217,281 | 987,000 | 5,453,300 | 1,807,080 | 0 | 0 | 0 | 0 | 7,260,380 | 8,464,661 |
| T 43 SR 522 Pedestrian Crossing Study | 0 | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 | 500,000 |
| **Total Project Costs** | **$5,406,839** | **$4,648,874** | **$27,649,788** | **$15,049,256** | **$9,106,742** | **$8,953,601** | **$4,570,923** | **$570,923** | **$65,901,233** | **$75,956,946** |

| | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | 2019-2024 Totals |
|---|---|---|---|---|---|---|---|---|
| **Funding as Proposed:** | | | | | | | | |
| Real Estate Excise Taxes | $742,415 | $1,640,300 | $2,357,080 | $2,550,000 | $550,000 | $550,000 | $550,000 | $8,197,380 |
| Transportation Impact Fees | 324,188 | 811,547 | 63,750 | 1,560,309 | 249,951 | 20,923 | 20,923 | 2,727,403 |
| Federal Preservation Grant: Simonds Road | 0 | 355,351 | 0 | 0 | 0 | 0 | 0 | 355,351 |
| TIB Grant: Sidewalks | 478,572 | 435,410 | 0 | 0 | 0 | 0 | 0 | 435,410 |
| WSDOT Safe Routes to School Grant: Sidewalks | 99,670 | 581,846 | 99,670 | 678,360 | 0 | 0 | 0 | 1,359,876 |
| BRAC Grant: West Samm Bridge Replacement | 703,448 | 6,413,800 | 2,122,336 | 1,167,042 | 0 | 0 | 0 | 9,703,178 |
| Connecting WA Funds: West Samm Bridge Replacement | 186,461 | 988,298 | 4,102,056 | 2,485,281 | 0 | 0 | 0 | 7,575,635 |
| TIB Grant: West Samm Bridge Replacement | 0 | 2,862,726 | 4,037,274 | 0 | 0 | 0 | 0 | 6,900,000 |
| Walkways & Waterways Bonds: Juanita and 68th Ave | 2,487,000 | 6,763,000 | 0 | 0 | 0 | 0 | 0 | 6,763,000 |
| WSDOT Grant: Juanita Drive | 0 | 525,600 | 0 | 0 | 0 | 0 | 0 | 525,600 |
| TIB Grant: Juanita Drive | 0 | 3,771,910 | 2,267,090 | 0 | 0 | 0 | 0 | 6,039,000 |
| Interfund Loan: Juanita Drive | 0 | 2,000,000 | 0 | 0 | 0 | 0 | 0 | 2,000,000 |
| Washington State Ped & Bicycle Safety Grant: Ped Crossing | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| Washington State LEAP Transportation Bill: West B | 0 | 0 | 0 | 600,000 | 7,400,000 | 4,000,000 | 0 | 12,000,000 |
| STP Grant: Pavement Preservation | 0 | 0 | 0 | 65,750 | 753,650 | 0 | 0 | 819,400 |
| **Total Project Funding** | **$5,021,754** | **$27,649,788** | **$15,049,256** | **$9,106,742** | **$8,953,601** | **$4,570,923** | **$570,923** | **$65,901,233** |

**This program update assumes only an EIS for St Edward Ballfield Project**

**CITY OF KENMORE, WASHINGTON**

**Park Impact Fee Fund Projection Worksheet**

**For the Years 2017-2024**

**This projection assumes St Edward Ballfield Project EIS Only**

| DESCRIPTION | Projected 2019 | Projected 2020 | Projected 2021 | Projected 2022 | Projected 2023 | Projected 2024 |
|---|---|---|---|---|---|---|
| Beginning Cash | $290,213 | $173,115 | $304,846 | $437,895 | $332,274 | $425,596 |
| Revenues: | | | | | | |
| Interest Earnings | 2,902 | 1,731 | 3,048 | 4,379 | 3,323 | 4,256 |
| Park Impact Fees | 140,000 | 140,000 | 140,000 | 140,000 | 140,000 | 140,000 |
| Total Revenues | 142,902 | 141,731 | 143,048 | 144,379 | 143,323 | 144,256 |
| **To be Transferred Out for Parks :** | | | | | | |
| P 1 Twin Springs Interim Use | 100,000 | 0 | 0 | 0 | 0 | 0 |
| P 18a Rhododendron Park Float Project Mitigation | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 |
| P 26 Twedt/Squires Float Improvement Project Mitigation | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 |
| P 29 St Edward Ballfields & Lighting EIS | 150,000 | 0 | 0 | 0 | 0 | 0 |
| P 27 Squires Landing and Mitigation | 0 | 0 | 0 | 240,000 | 40,000 | 40,000 (1) |
| Subtotal - Transfers to Park Capital | 260,000 | 10,000 | 10,000 | 250,000 | 50,000 | 40,000 |
| Net Income/(Loss) | ($117,098) | $131,731 | $133,048 | ($105,621) | $93,323 | $104,256 |
| Ending Cash Balance | $173,115 | $304,846 | $437,895 | $332,274 | $425,596 | $529,852 |

(1) Ongoing project mitigation commitments include $40,000 annually for 8 additional years

I:\Admin & Finance\Forecast Models\2018 Other Funds ForecastParkImpact 2018 no ballfie
5/18/2018

**CITY OF KENMORE, WASHINGTON**
**REET Fund Projection Worksheet**
**For The Years 2017-2024**

**This projection assumes St Edward Ballfield Project EIS Only**

| DESCRIPTION | Projected 2019 | Projected 2020 | Projected 2021 | Projected 2022 | Projected 2023 | Projected 2024 |
|---|---|---|---|---|---|---|
| Beginning Cash | $3,084,200 | $2,181,742 | $892,479 | ($442,596) | $208,978 | $867,068 |
| Revenues: | | | | | | |
| REET 1 | 700,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| REET 2 | 700,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Interest Earnings | 37,842 | 27,817 | 14,925 | 1,574 | 8,090 | 14,671 |
| Total Revenues | $1,437,842 | $1,227,817 | $1,214,925 | $1,201,574 | $1,208,090 | $1,214,671 |
| **Transfers Out for Parks :** | | | | | | |
| P 31 Squires Landing Waterfront Land Acq | 500,000 | 0 | 0 | 0 | 0 | 0 |
| Subtotal - Transfers for Parks | 500,000 | 0 | 0 | 0 | 0 | 0 |
| **Transfers Out for Roads:** | | | | | | |
| T27 Sidewalks | | | | | | |
| Sidewalk Gaps | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| T 42 68th Ave Ped & Bicycle Safety | 1,090,300 | 1,807,080 | 0 | 0 | 0 | 0 |
| Overlay | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 |
| Subtotal - Transfers for Roads | 1,640,300 | 2,357,080 | 550,000 | 550,000 | 550,000 | 550,000 |
| Repayment to Strategic Opps Fund 2015/16 sid | 200,000 | 160,000 | 0 | 0 | 0 | 0 |
| West Samm Bridge (replaces debt) | 0 | 0 | 2,000,000 | 0 | 0 | 0 |
| Net Income/(Loss) | (902,458) | (1,289,263) | (1,335,075) | 651,574 | 658,090 | 664,671 |
| Ending Cash | $2,181,742 | $892,479 | ($442,596) | $208,978 | $867,068 | $1,531,739 |

**CITY OF KENMORE, WASHINGTON**

**Transportation Impact Fee Fund Projection Worksheet**

**For The Years 2017-2022**

**This projection assumes St Edward Ballfield Project EIS Only**

| DESCRIPTION | Projected 2019 | Projected 2020 | Projected 2021 | Projected 2022 | Projected 2023 | Projected 2024 |
|---|---|---|---|---|---|---|
| Beginning Cash | $1,034,121 | $532,915 | $774,494 | ($478,070) | ($428,021) | ($148,944) |
| Revenues: | | | | | | |
| Interest Earnings | 10,341 | 5,329 | 7,745 | 0 | 0 | 0 |
| Transp. Impact Fees | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| Total Revenues | $310,341 | $305,329 | $307,745 | $300,000 | $300,000 | $300,000 |
| **Transfers Out for Roads:** | | | | | | |
| T 37 West Samm Bridge | 23,790 | 30,620 | 1,512,536 | 249,951 | 20,923 | 20,923 |
| Arrowhead Sidewalk | 6,100 | 33,130 | 47,773 | 0 | 0 | 0 |
| NE 153rd Sidewalk | 35,654 | 0 | 0 | 0 | 0 | 0 |
| T 42 68th Ave Ped & Bicycle Safety | 500,000 | 0 | 0 | 0 | 0 | 0 |
| NE 181st 65-67 Sidewalk | 246,003 | 0 | 0 | 0 | 0 | 0 |
| Subtotal - Transfers for Roads | $811,547 | $63,750 | $1,560,309 | $249,951 | $20,923 | $20,923 |
| Net Income/(Loss) | ($501,206) | $241,579 | ($1,252,564) | $50,049 | $279,077 | $279,077 |
| Ending Cash Unreserved | $532,915 | $774,494 | ($478,070) | ($428,021) | ($148,944) | $130,133 |
| Ending Cash Reserved from Complete Streets | $500,000 | $500,000 | $500,000 | $500,000 | $500,000 | $500,000 |
| Total Ending Cash | $1,032,915 | $1,274,494 | $21,930 | $71,979 | $351,056 | $630,133 |

I:\Admin & Finance\Forecast Models\2018 Other Funds ForecastTransImpact Dec 2017 no ballfie
5/16/2018

Attachment 1

City Council Business Agenda Item
City of Kenmore, WA

| | |
|---|---|
| Subject/Topic:<br><br>2019-2024 Capital Improvement Program for Parks, Transportation, and Surface Water | For Council Meeting Agenda of: May 7, 2018<br><br>Departments:<br>City Manager, Finance and Administration, Community Development, Public Works<br><br>Prepared by:<br>Rob Karlinsey, City Manager<br>Joanne Gregory, Finance and Administration Director<br>Debbie Bent, Community Development Director<br>John Vicente, interim Public Works Director<br><br>Initial & Date<br>Approved by Department Head: 4-20-18<br>Approved by City Attorney:<br>Approved by Finance Director: 4-20-18<br>Approved by City Manager:<br><br>Attachments/Exhibits:<br>Exhibit A: None<br>Exhibit B: Parks Capital Improvement Program<br>Exhibit C: Transportation Capital Improvement Program<br>Exhibit D: Surface Water Capital Improvement Program<br>Exhibit E: Park Impact Fee Fund Projections<br>Exhibit F: Transportation Impact Fee Fund Projections<br>Exhibit G: Real Estate Excise Tax Fund Projections<br>Exhibit H: Agenda Bill July 24, 2017 |
| Proposed Council Action/Motion:<br><br>Review and Discussion of the 2019-2024 Capital Improvement Program for Parks, Transportation, and Surface Water | |

INFORMATION/BACKGROUND:

The Proposed Six -Year Capital Improvement Program (CIP) for the period 2019-2024 will be presented for the City Council's review and discussion on May 7, 2018. The 2017-2022 Capital Improvement Program was adopted on October 24, 2016 and the years 2017 and 2018 were incorporated into the Biennial Budget. The 2017-2022 CIP was amended on July 24, 2017 (Exhibit H).

The Proposed CIP extends the Program to 2024 and includes $4 Million of debt for budget shortfalls on T37, the West Sammamish River Bridge Project ($2M) and T42, the Walkways and Waterways 68th Ave Pedestrian and Bicycle Safety Project ($2M). The cash flow projections include this debt as 10-year notes with 4% interest, being repaid from Real Estate Excise Taxes. A short term $2M interfund loan for the Juanita Drive Project in 2019 is included although Staff has a high confidence level that this can be supplanted by an additional grant.

Complete Proposed Park, Transportation and Surface Water Capital Improvement Programs are provided individually with supporting cash flow projections for Park Impact Fees, Transportation Impact Fees and Real Estate Excise Tax.

Projects added to the proposed CIP or substantially changed include:

TRANSPORTATION

- **T35 Pavement Preservation (Overlay).** This project includes federal fund grant requests in the years 2019 ($355,351), 2021 ($65,750), and 2022 ($753,650). City Real Estate Excise Taxes are programmed to this project in the amount of $450,000 annually.
- **T37 West Samm Bridge.** This project has been updated for current budget estimates as previously presented to the City Council. This project is funded by a Federal BRAC Grant, Federal STP Grant, WA State Connecting WA Grant, TIB Grant (requested), City Transportation Impact Fees and Real Estate Excise Taxes.
- **T41 Juanita Drive Pedestrian & Bicycle Safety.** This $13.6 Million project is funded with Walkways and Waterways Bonds, WSDOT Grant, TIB Grant (requested), and City funds (Interfund Loan) pending additional grant requests.
- **T42 68th Ave Pedestrian & Bicycle Safety.** This $8.5M project is funded with Walkways and Waterways Bonds, City Real Estate Excise Taxes and Transportation Impact Fees pending additional grant requests.
- **T43 SR522 Pedestrian Crossing Study.** This $500,000 project is funded by the State of Washington supplemental transportation budget.
- Other transportation projects such as T8 SR 522 West B and the Sidewalk projects are relatively unchanged from the prior CIP.

PARKS

- **P 1 Twin Spring Interim Use.** $100,000 has been added to the CIP to develop a minimal interim use for this Park in 2019 funded by Impact Fees.
- **P18 Rhododendron Park Waterfront Mitigation.** This project was constructed in 2017-2018. Project mitigation commitments of $5,000 per year for five years has been added to the CIP.
- **P18a Rhododendron Park Float Mitigation.** This project was completed in 2017-2018 and five years of mitigation commitments have been added to the CIP.
- **P26 Squires Landing Float Mitigation.** This project was completed in 2017-2018 and five years of mitigation commitments have been added to the CIP.
- **P27 Squires Landing Park Waterfront and Mitigation.** This $6.6 Million Walkways and Waterways project is funded with Bonds of $5,460,000, Park Impact Fees of $640,000 and State RCO (requested) grant of $500,000. Two RCO grants will be submitted for this project. The CIP anticipates that one grant will be awarded.

- **P28 Log Boom Park Waterfront Access and Mitigation.** This $3,340,000 Walkways and Waterways project is funded with Bonds of $2,840,000 and State RCO (requested) grant of $500,000. Two RCO grants will be submitted for this project. The CIP anticipates that one grant will be awarded.

- **P29 St Edward Ballfield Improvement and Mitigation.** $5.4 Million is budgeted in the six-year period for this project which includes ongoing mitigation after completion in the amount of $40,000 per year for 10 years. The project is funded with $4,039,000 of City dollars including Impact Fees, Real Estate Excise Tax and General Funds, State RCO grants (pending) of $750,000, and King County Youth & Amateur Sports grant (pending) of $611,000.

- **P30 Rhododendron Park Boathouse Pavilion.** This $505,000 project was awarded $250,000 from the Washington State Capital Budget and also includes $252,000 of State RCO ALEA funds. $10,000 of General Fund dollars are included in the budget for staff costs.

- **P31 Squires Landing Park Land Acquisition.** As a condition of the P26 Squires Landing Park Waterfront Project, land acquisition may be required in the amount of $1 Million. A Conservation Futures Tax (CFT) Grant is requested in the amount of $500,000 and City Real Estate Excise Taxes of $500,000 are also included.

SURFACE WATER

- **SW8 Surface Water Project 190th Culvert at 61st.** This $1.5 Million project will install new box culvert and related improvements near 61st Ave NE and NE 190th and will be funded with a Public Works Trust Fund (PWTF) Loan. The City was notified that the loan application had been approved. Design is planned to commence in 2018 with construction in 2019-2020. Annual repayments of approximately $153,000 are anticipated and will be included in the Surface Water Management Fund beginning in 2019.

- **SW25 Strawberry Hills SW Tank Retrofit.** Design is currently underway with construction beginning in 2018 or 2019, estimated to be $360,000 funded by Surface Water Management fees.

- **SW29 Infiltration Tank Retrofit at 61st Ave NE/NE 190th St.** Design is underway with construction in 2019, estimated at $500,000 funded by Surface Water Management fees.

- **SW30 Drainage Improvements at 153rd/NE Arrowhead Dr.** Design is complete and construction is anticipated in 2019, estimated at $100,000 funded by Surface Water Management fees.

- **SW31 Drainage Improvements and Street Repair at 66th Ave NE/195th Pl.** This project is still under design with construction anticipated for 2019 in the amount of $115,000 funded by Surface Water Management fees.

- **SW32 61st Ave Stabilization.** This new project is at 5% design stage with an anticipated budget of $150,000 programmed for 2019 funded by Surface Water Management fees.

Completion of a Surface Water Fee Analysis in 2018 may result in additions or amendments to the CIP at a later date. This Proposed CIP for 2019-2024 is presented for Council review, consideration, and discussion. Decisions regarding the proposed projects and budgets are not expected at this time.

Additional details of the Projects will be provided at the City Council meeting.

FISCAL CONSIDERATION:

The City's goal is to adopt and maintain a fiscally balanced Capital Improvement Program that can be used by staff to prioritize and pursue projects. The CIP balances City resources including Park and Transportation Impact Fees, Real Estate Excise Tax, General Fund revenues, Surface Water Utility fees, Strategic Opportunity Fund balances, and grant funds. While a project may show need in future years for grant funds to complete, the project and budget is considered "balanced" and provides a tool to pursue outside funding. The CIP should be considered a programming document with the City of Kenmore adopted budget being the document that actually appropriates funds for project expenditures.

The updated Capital Improvement Program includes 26 individual projects which total $84,146,233 over the six-year planning horizon. $50,449,044 would be programmed for the upcoming 2019-2020 biennium and, if later adopted, would be incorporated into the biennial budget. The project costs and funding sources are displayed in Exhibits B through D. Also attached are projections of Impact Fees and Real Estate Excise Tax which are Exhibits E, F, and G.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

The proposed Capital Improvement Program is consistent with Council Goals, specifically:

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

Implement the Sidewalk Plan

To implement the Walkways and Waterways projects.

To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:

Advance public access to water

Create a vibrant, walkable downtown

To continue to implement a Parks Improvement Plan.

To protect and enhance the water, air and forest environment.

Attachment 1

EXHIBIT B

**CITY OF KENMORE, WASHINGTON**
**PROPOSED PARK CAPITAL IMPROVEMENT PROGRAM**
**FOR THE YEARS 2019-2024**

| Project Description | Prior Years 2013-2017 | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | | Project Total 2013-2024 |
|---|---|---|---|---|---|---|---|---|---|---|
| P 1 Twin Springs Interim Use | $28,269 | $25,000 | $100,000 | $0 | $0 | $0 | $0 | $0 | | $153,269 |
| P 18 Rhododendron Park Waterfront & Mitigation | 932419.00 | 187,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | | 1,144,419 |
| P 18a Rhododendron Park Float & Mitigation | 390209.00 | 46,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | | 461,209 |
| P 26 Squires Landing Float & Mitigation | 161054.00 | 0 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | | 186,054 |
| P 27 Squires Landing Park Waterfront and Mitigation | 285672.00 | 600,000 | 500,000 | 220,000 | 690,000 | 3,940,000 | 40,000 | 360,000 | (1) | 6,635,672 |
| P 28 Log Boom Park Waterfront Access and Mitigation | 213660.00 | 400,000 | 300,000 | 120,000 | 590,000 | 1,330,000 | 40,000 | 360,000 | (1) | 3,353,660 |
| P 29 St Edward Ballfield Improvements and Mitigation | 318603.00 | 100,000 | 254,500 | 2,245,500 | 2,500,000 | 40,000 | 40,000 | 320,000 | (1) | 5,818,603 |
| P 30 Rhododendron Park Boathouse Pavilion | 0.00 | 50,000 | 455,000 | 0 | 0 | 0 | 0 | 0 | | 505,000 |
| P 31 Squires Landing Waterfront Land Acquisition | 0.00 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | | 1,000,000 |
| **Total Project Costs** | **$2,329,886** | **$1,974,925** | **$2,624,500** | **$2,600,500** | **$3,795,000** | **$5,325,000** | **$135,000** | **$1,040,000** | | **$19,824,811** |

| | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | | 2018-2024 Total |
|---|---|---|---|---|---|---|---|---|---|
| **Funding As Proposed:** | | | | | | | | | |
| Park Impact Fees | $215,000 | $364,500 | $10,000 | $10,000 | $290,000 | $90,000 | $680,000 | (1) | $1,444,500 |
| Real Estate Excise Taxes: Squires Land, Ballfields | 380,000 | 500,000 | 884,500 | 2,000,000 | 0 | 0 | 0 | | $3,384,500 |
| General Funds: Boathouse, Ballfields | 0 | 10,000 | 0 | 500,000 | 0 | 0 | 0 | | $510,000 |
| RCO Grants: Boathouse, St Edward, Squires, Log Boom | 36,925 | 252,500 | 750,000 | 0 | 1,000,000 | 0 | 0 | | $2,002,500 |
| King County CFT Grant: Squires Land Acquisition | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | | $500,000 |
| King County Youth & Amateur Sports Grant, St Edward | 0 | 0 | 611,000 | 0 | 0 | 0 | 0 | | $611,000 |
| State Capital Budget: Boathouse | 50,000 | 192,500 | 0 | 0 | 0 | 0 | 0 | | $192,500 |
| Walkways & Waterways Bonds: Squires, Log Boom, Rhody | 1,615,000 | 805,000 | 345,000 | 1,285,000 | 4,035,000 | 45,000 | 360,000 | (1) | $6,875,000 |
| **Total Project Funding** | **$2,329,886** | **$2,556,925** | **$2,624,500** | **$2,600,500** | **$3,795,000** | **$5,325,000** | **$135,000** | **$1,040,000** | **$15,520,000** |

(1) Includes various years of ongoing mitigation at $40,000 per year

i. CIP Follow Up Discussion

Attachment 1

EXHIBIT C

**CITY OF KENMORE, WASHINGTON**
**PROPOSED TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM**
**FOR THE YEARS 2019-2024**

| Project Description | Prior Years 2013-2017 | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | Project Total 2013-2024 |
|---|---|---|---|---|---|---|---|---|---|
| T 8 SR 522 West B 57th to 61st | $0 | $0 | $0 | $0 | $600,000 | $7,400,000 | $4,000,000 | $0 | $12,000,000 |
| T 27 Sidewalk Program | | | | | | | | | |
| Sidewalk Gaps | 307,564 | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 907,564 |
| T47 Arrowhead Dr | 0 | 0 | 11,100 | 132,800 | 726,133 | 0 | 0 | 0 | 870,033 |
| T45 NE 153rd Pl | 4,965 | 132,400 | 612,500 | 0 | 0 | 0 | 0 | 0 | 749,865 |
| T46 NE 181st (65th -67th) | 1,007 | 668,475 | 681,413 | 0 | 0 | 0 | 0 | 0 | 1,350,895 |
| Subtotal | 313,536 | 800,875 | 1,405,013 | 232,800 | 826,133 | 100,000 | 100,000 | 100,000 | 3,878,357 |
| T 35 Pavement Preservation | 2,418,555 | 450,000 | 805,351 | 450,000 | 515,750 | 1,203,650 | 450,000 | 450,000 | 6,743,306 |
| T 37 West Samm Bridge | 1,789,592 | 910,999 | 10,288,614 | 10,292,286 | 7,164,859 | 249,951 | 20,923 | 20,923 | 30,738,147 |
| T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments | 667,875 | 1,500,000 | 9,197,510 | 2,267,090 | 0 | 0 | 0 | 0 | 13,632,475 |
| T 42 68th Ave Pedestrian & Bicycle Safety All Segments | 217,281 | 987,000 | 5,453,300 | 1,807,080 | 0 | 0 | 0 | 0 | 8,464,661 |
| T 43 SR 522 Pedestrian Crossing Study | 0 | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| **Total Project Costs** | **$5,406,839** | **$5,170,044** | **$27,649,788** | **$15,049,256** | **$9,106,742** | **$8,953,601** | **$4,570,923** | **$570,923** | **$75,956,946** |

| | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | 2018-2024 Total |
|---|---|---|---|---|---|---|---|---|
| **Funding as Proposed:** | | | | | | | | |
| Real Estate Excise Taxes | $742,415 | $1,450,000 | $550,000 | $550,000 | $550,000 | $550,000 | $550,000 | $4,942,415 |
| Transportation Impact Fees | 324,188 | 811,547 | 63,750 | 1,560,309 | 249,951 | 20,923 | 20,923 | 3,051,591 |
| Federal Preservation Grant: Simonds Road | 0 | 355,351 | 0 | 0 | 0 | 0 | 0 | 355,351 |
| TIB Grant: Sidewalks | 478,572 | 435,410 | 0 | 0 | 0 | 0 | 0 | 913,982 |
| WSDOT Safe Routes to School Grant: Sidewalks | 99,670 | 581,846 | 99,670 | 678,360 | 0 | 0 | 0 | 1,459,546 |
| BRAC Grant: West Samm Bridge Replacement | 703,448 | 6,413,800 | 2,122,336 | 1,167,042 | 0 | 0 | 0 | 10,406,626 |
| Connecting WA Funds: West Samm Bridge Replacement | 186,461 | 988,298 | 4,102,056 | 2,485,281 | 0 | 0 | 0 | 7,762,096 |
| TIB Grant: West Samm Bridge Replacement | 0 | 2,862,726 | 4,037,274 | 0 | 0 | 0 | 0 | 6,900,000 |
| 10 year Note: West Samm Bridge Replacement | 0 | 0 | 0 | 2,000,000 | 0 | 0 | 0 | 2,000,000 |
| Walkways & Waterways Bonds: Juanita and 68th Ave | 2,487,000 | 6,763,000 | 0 | 0 | 0 | 0 | 0 | 9,250,000 |
| WSDOT Grant: Juanita Drive | 0 | 525,600 | 0 | 0 | 0 | 0 | 0 | 525,600 |
| TIB Grant: Juanita Drive | 0 | 3,771,910 | 2,267,090 | 0 | 0 | 0 | 0 | 6,039,000 |
| Interfund Loan: Juanita Drive | 0 | 2,000,000 | 0 | 0 | 0 | 0 | 0 | 2,000,000 |
| 10 year Note: 68th Ave | 0 | 190,300 | 1,807,080 | 0 | 0 | 0 | 0 | 1,997,380 |
| Washington State Ped & Bicycle Safety Grant: Juanita Dr | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| Washington State LEAP Transportation Bill: West B | 0 | 0 | 0 | 600,000 | 7,400,000 | 4,000,000 | 0 | 12,000,000 |
| STP Grant: Pavement Preservation | 0 | 0 | 0 | 65,750 | 753,650 | 0 | 0 | 819,400 |
| **Total Project Funding** | **$5,170,044** | **$27,649,788** | **$15,049,256** | **$9,106,742** | **$8,953,601** | **$4,570,923** | **$570,923** | **$71,071,277** |

i. CIP Follow Up Discussion

Attachment 1

EXHIBIT D

**CITY OF KENMORE, WASHINGTON**
**PROPOSED SURFACE WATER CAPITAL IMPROVEMENT PROGRAM**
**FOR THE YEARS 2019-2024**

| Project Description | Prior Years 2013-2017 | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | Project Total 2013-2014 |
|---|---|---|---|---|---|---|---|---|---|
| SW 8 190th Culvert at 61st | $4,515 | $300,000 | $1,200,000 | $0 | $0 | $0 | $0 | $0 | $1,504,515 |
| SW 20 Small Works Projects | 329,359 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 679,359 |
| SW 25 Strawberry Hills SW Tank Retrofit | 0 | 0 | 360,000 | 0 | 0 | 0 | 0 | 0 | 360,000 |
| SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 190th St | 0 | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| SW 30 Drainage Improvements at153rd/NE Arrowhead Dr | 0 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th Pl | 0 | 0 | 115,000 | 0 | 0 | 0 | 0 | 0 | 115,000 |
| SW 32 61st Ave Stabilization | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 150,000 |
| **Total Project Costs** | $333,874 | $350,000 | $2,475,000 | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 | $3,408,874 |

| | 2018 Projected | 2019 Proposed | 2020 Proposed | 2021 Proposed | 2022 Proposed | 2023 Proposed | 2024 Proposed | 2018-2024 Total |
|---|---|---|---|---|---|---|---|---|
| **Funding As Proposed:** | | | | | | | | |
| Public Works Trust Fund 10Year Loan (SW8) | 300,000 | 1,200,000 | 0 | 0 | 0 | 0 | 0 | 1,500,000 |
| Surface Water Utility Funds | 50,000 | 1,275,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 1,575,000 |
| **Total Project Funding** | $333,874 | $350,000 | $2,475,000 | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 | $3,585,549 |

i. CIP Follow Up Discussion

Attachment 1

Exhibit E

**CITY OF KENMORE, WASHINGTON**

**Park Impact Fee Fund Projection Worksheet**
**For the Years 2019-2024**

| DESCRIPTION | Projected 2019 | Projected 2020 | Projected 2021 | Projected 2022 | Projected 2023 | Projected 2024 |
|---|---|---|---|---|---|---|
| Beginning Cash | $280,213 | $48,515 | $169,000 | $290,690 | $133,597 | $174,933 |
| Revenues: | | | | | | |
| Interest Earnings | 2,802 | 485 | 1,690 | 2,907 | 1,336 | 1,749 |
| Park Impact Fees | 130,000 | 130,000 | 130,000 | 130,000 | 130,000 | 130,000 |
| Total Revenues | 132,802 | 130,485 | 131,690 | 132,907 | 131,336 | 131,749 |
| **To be Transferred Out for Parks :** | | | | | | |
| P 1 Twin Springs | 100,000 | 0 | 0 | 0 | 0 | 0 |
| P 18a Rhododendron Park Float Project Mitigation | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 |
| P 26 Twedt/Squires Float Improvement Project Mitigation | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 |
| P 27 Squires Landing | 0 | 0 | 0 | 240,000 | 40,000 | 40,000 (1) |
| P 29 St Edward Ballfields & Lighting | 254,500 | 0 | 0 | 40,000 | 40,000 | 40,000 (2) |
| Subtotal - Transfers to Park Capital | 364,500 | 10,000 | 10,000 | 290,000 | 90,000 | 80,000 |
| Net Income/(Loss) | ($231,698) | $120,485 | $121,690 | ($157,093) | $41,336 | $51,749 |
| Ending Cash Balance | $48,515 | $169,000 | $290,690 | $133,597 | $174,933 | $226,682 |

(1) Ongoing project mitigation commitments include $40,000 annually for 8 additional years
(2) Ongoing project mitigation commitments include $40,000 annually for 7 additional years

I:\Admin & Finance\Forecast Models\2018 Other Funds ForecastParkImpact Dec 2017 ballfield
4/21/2018

i. CIP Follow Up Discussion

Attachment 1

Exhibit F

**CITY OF KENMORE, WASHINGTON**

**Transportation Impact Fee Fund Projection Worksheet**
**For The Years 2019-2022**

| DESCRIPTION | Projected 2019 | Projected 2020 | Projected 2021 | Projected 2022 | Projected 2023 | Projected 2024 |
|---|---|---|---|---|---|---|
| Beginning Cash | $1,034,121 | $532,915 | $774,494 | ($478,070) | ($428,021) | ($148,944) |
| Revenues: | | | | | | |
| Interest Earnings | 10,341 | 5,329 | 7,745 | 0 | 0 | 0 |
| Transp. Impact Fees | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| Total Revenues | $310,341 | $305,329 | $307,745 | $300,000 | $300,000 | $300,000 |
| **Transfers Out for Roads:** | | | | | | |
| T 37 West Samm Bridge | 23,790 | 30,620 | 1,512,536 | 249,951 | 20,923 | 20,923 |
| Arrowhead Sidewalk | 6,100 | 33,130 | 47,773 | 0 | 0 | 0 |
| NE 153rd Sidewalk | 35,654 | 0 | 0 | 0 | 0 | 0 |
| T 42 68th Ave Ped & Bicycle Safety | 500,000 | 0 | 0 | 0 | 0 | 0 |
| NE 181st 65-67 Sidewalk | 246,003 | 0 | 0 | 0 | 0 | 0 |
| Subtotal - Transfers for Roads | $811,547 | $63,750 | $1,560,309 | $249,951 | $20,923 | $20,923 |
| Net Income/(Loss) | ($501,206) | $241,579 | ($1,252,564) | $50,049 | $279,077 | $279,077 |
| Ending Cash Unreserved | $532,915 | $774,494 | ($478,070) | ($428,021) | ($148,944) | $130,133 |
| Ending Cash Reserved* | $500,000 | $500,000 | $500,000 | $500,000 | $500,001 | $500,002 |
| Total Ending Cash | $1,032,915 | $1,274,494 | $21,930 | $71,979 | $351,057 | $630,135 |

I:\Admin & Finance\Forecast Models\2018 Other Funds Forecast\TransImpact Dec 2017 ballfield
4/21/2018

Attachment 1

Exhibit G

**CITY OF KENMORE, WASHINGTON**
**REET Fund Projection Worksheet**
**For The Years 2019-2024**

| DESCRIPTION | Projected 2019 | Projected 2020 | Projected 2021 | Projected 2022 | Projected 2023 | Projected 2024 |
|---|---|---|---|---|---|---|
| Beginning Cash | $3,084,200 | $2,353,121 | $1,726,887 | $142,021 | $302,731 | $464,245 |
| Revenues: | | | | | | |
| REET 1 | 700,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| REET 2 | 700,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Interest Earnings | 18,921 | 14,766 | 11,634 | 3,710 | 4,514 | 5,321 |
| Total Revenues | $1,418,921 | $1,214,766 | $1,211,634 | $1,203,710 | $1,204,514 | $1,205,321 |
| **Transfers Out for Parks :** | | | | | | |
| P 31 Squires Landing Waterfront Land Acq | 500,000 | 0 | 0 | 0 | 0 | 0 |
| P 29 St Edward Ballfield | 0 | 884,500 | 2,000,000 | 0 | 0 | 0 |
| Subtotal - Transfers for Parks | 500,000 | 884,500 | 2,000,000 | 0 | 0 | 0 |
| **Transfers Out for Roads:** | | | | | | |
| T27 Sidewalks | | | | | | |
| Sidewalk Gaps | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| T 42 68th Ave Ped & Bicycle Safety | 900,000 | 0 | 0 | 0 | 0 | 0 |
| Overlay | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 |
| Subtotal - Transfers for Roads | 1,450,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 |
| Repayment to Strategic Opps Fund 2015/16 sidewalks | 200,000 | 160,000 | 0 | 0 | 0 | 0 |
| Repayment of $2M 10yr Note for West Samm Bridge | 0 | 0 | 0 | 246,500 | 246,500 | 246,500 |
| Repayment of $2M 10yr Note for 68th Ave | 0 | 246,500 | 246,500 | 246,500 | 246,500 | 246,500 |
| Net Income/(Loss) | (731,079) | (626,234) | (1,584,866) | 160,710 | 161,514 | 162,321 |
| Ending Cash | $2,353,121 | $1,726,887 | $142,021 | $302,731 | $464,245 | $626,566 |

Assumes 4% Interest Rate on Notes

I:\Admin & Finance\Forecast Models\2018 Other Funds Forecast\REET Dec 2017 ballfield
4/21/2018

i. CIP Follow Up Discussion

18120 68TH AVENUE NE PO BOX 82607
KENMORE, WASHINGTON 98028

**MEMO**

**TO:** Rob Karlinsey, City Manager

**FROM:** Debbie Bent, Community Development Director
Bryan Hampson, Development Services Director

**DATE:** May 2, 2018

**SUBJECT:** Transit Oriented District (TOD) and Multi-Family Tax Exemption (MFTE) Tool

**Introduction:** The topic for Council discussion is whether the Multi-Family Tax Exemption (MFTE) regulations should be expanded to the Transit Oriented District (TOD) overlay area of the City. MFTE is one tool that could provide an incentive for multi-family housing development including affordable housing in the TOD area.

**Background:** The Council adopted Multi-Family Tax Exemption (MFTE) regulations in 2007 as an incentive tool to encourage more multi-family housing development and affordable housing. MFTE regulations can be found in the Kenmore Municipal Code Chapter 3.65. The 9.6-acre downtown Kenmore Village properties were identified as the target area for application of MFTE. The value of new multi-family housing construction qualifying for MFTE is eligible to be exempt from ad valorem property taxes for eight years or for twelve years if at least 25% of the units meet affordability requirements. Affordability is defined as low or moderate-income households whose adjusted income is equal to or less than 85% of the King County median family income adjusted for family size. The Spencer 68 project qualified for the 12-year ad valorem property tax exemption.

TOD regulations were adopted in 2015 and can be found in Kenmore Municipal Code Chapter 18.29. The TOD overlay area lies east of 73rd Ave NE and north of SR522 (See Attachment #1). The TOD is an incentive based zoning overlay allowing higher densities than underlying zoning. The purpose of the TOD is to allow concentrations of mixed-use development supported by transit options. A minimum density of 60 dwelling units per acre up to 150 units per acre is allowed under the TOD regulations. If a property elects to develop using TOD regulations, then providing affordable housing is also a requirement. Affordability for rental units is defined as moderate (70% of median income), low (50% of median income) and very low (35% of median income). Affordable units are capped at 10% of the total units provided and a formula is provided in the code for determining the number of affordable units and affordability levels.

**TOD Projects:** The City has not received an application for a TOD project since adoption of the TOD regulations in 2015. The Development Services Department has had preapplication meetings with developers interested in pursuing TOD projects. However, according to the

developers, projects do not pencil out and so instead of TOD they pursue projects based on the underlying zoning, townhomes for example. If MFTE were expanded to the TOD area, it may be an incentive tool that would help generate TOD projects. Staff would like to know if Council wishes to consider applying the MFTE to the TOD overlay.

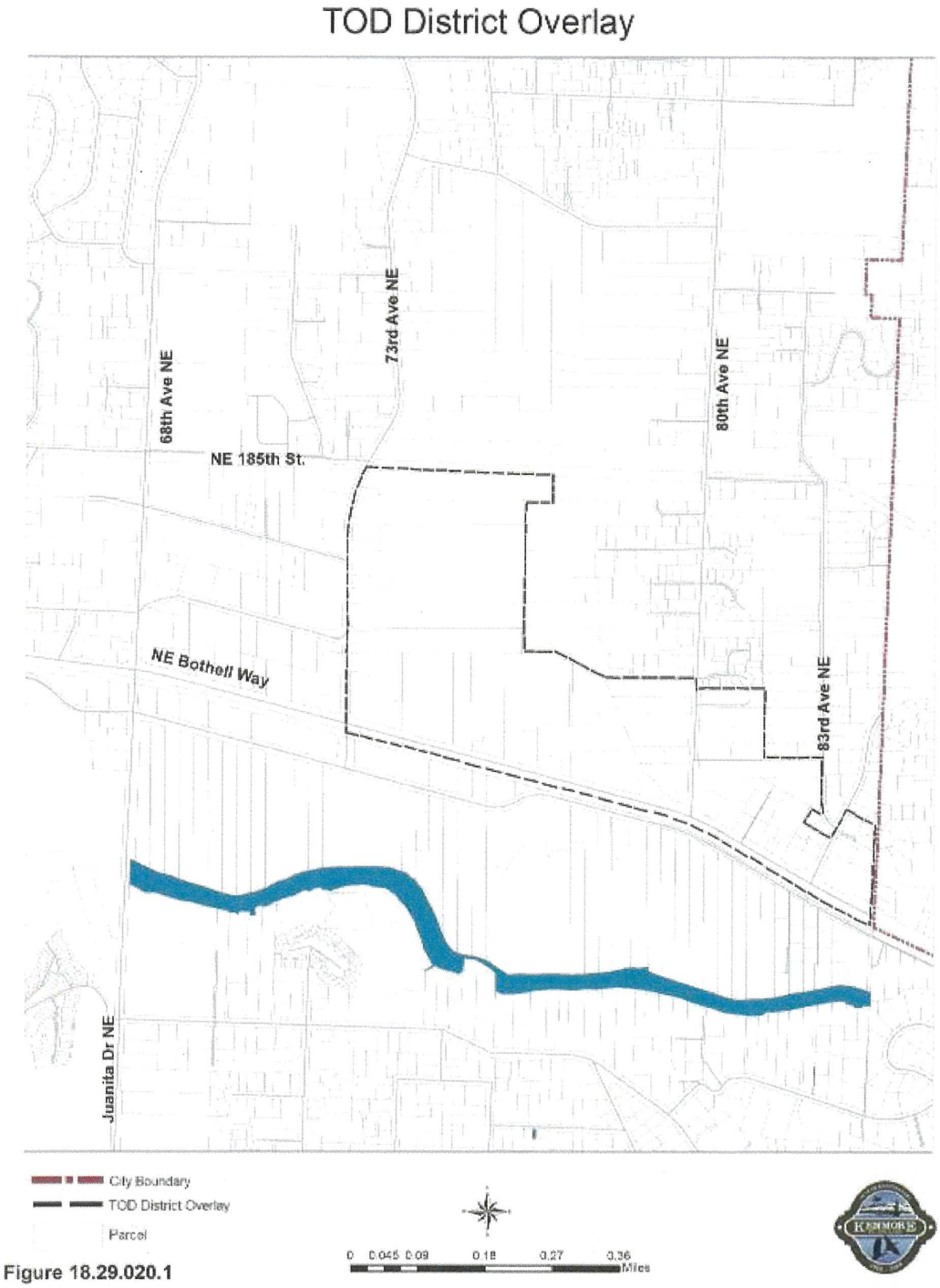



Figure 18.29.020.1

18120 68TH AVENUE NE PO BOX 82607
KENMORE, WASHINGTON 98028

**MEMO**

**TO:** Rob Karlinsey, City Manager

**FROM:** Debbie Bent, Community Development Director

**DATE:** May 2, 2018

**SUBJECT:** City Hall Park Phase 2

**Introduction:** When the Skate Court project on the north side of City Hall was under design in 2014, the consultant landscape architect, Hewitt, prepared a schematic drawing and preliminary cost estimate ($340k) for a Phase 2 City Hall park project. The Phase 2 project included a half-court basketball court, pickleball court, and play area. The Phase 2 project is proposed on the north side of City Hall located between the skate court and rain garden on the existing paved and gravel area. Implementation of Phase 2 would eliminate the driveway access from 68th Ave NE.

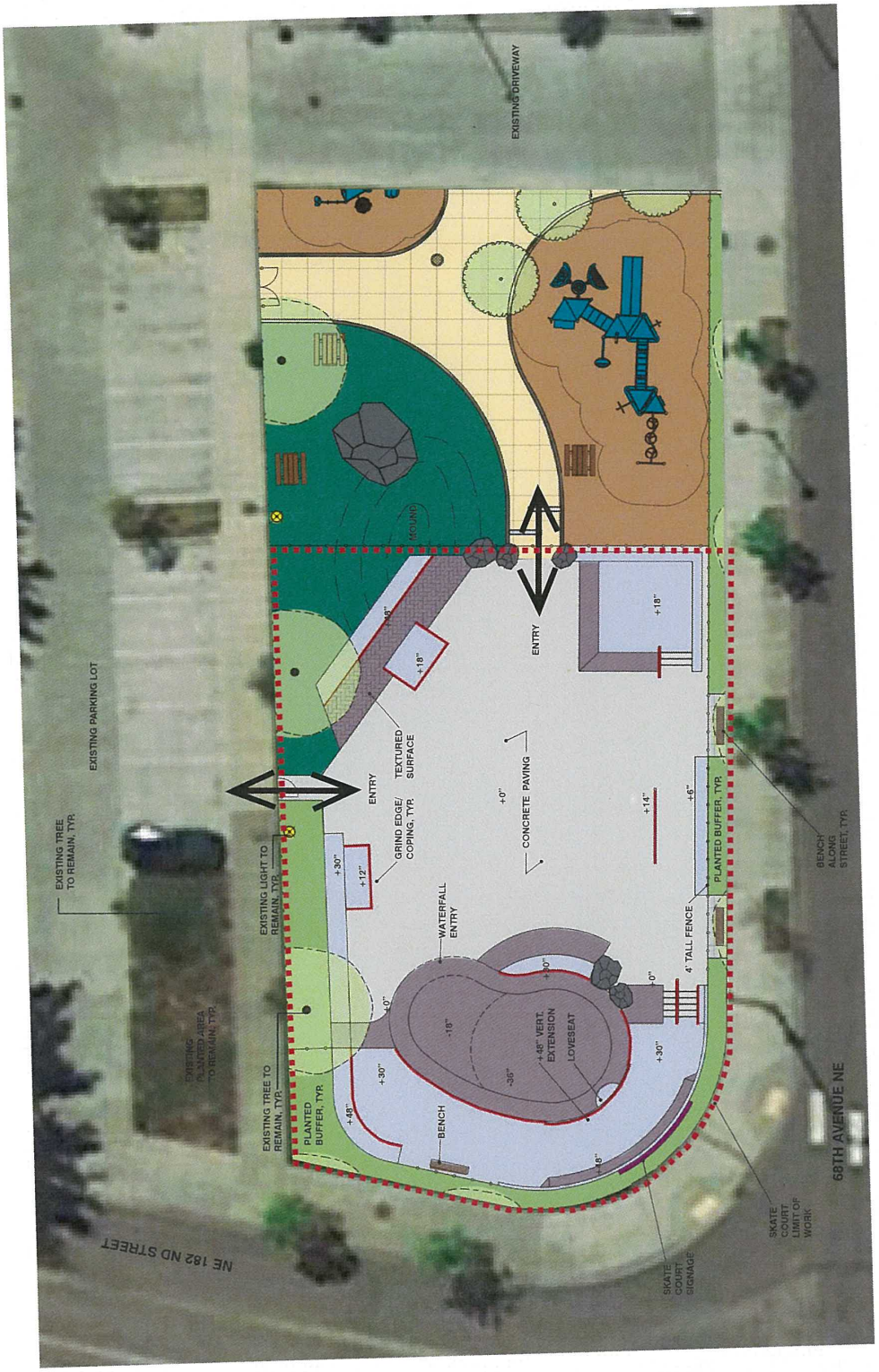
The total project cost for Phase 2 implementation will be substantially higher than $340k given current market conditions and escalating construction costs.

**Attachments:**

1. Skate Court and City Hall Park schematic plans
2. Preliminary cost estimate

s. Complete the City Hall Park Plan (half-court basketball and play stru...

s. Complete the City Hall Park Plan (half-court basketball and play stru...




PREFERRED SITE DESIGN & AERIAL PHOTO

SKATE COURT AND CITY HALL PARK
CITY COUNCIL MEETING - 09.22.2014
CITY OF KENMORE

HEWITT

s. Complete the City Hall Park Plan (half-court basketball and play stru...

**HEWITT - Opinion of Probable Cost**
**Kenmore Skate Court - CITY HALL PARK**
**14016** **September 22, 2014**

| Description | Qty. | Unit | Unit Cost | Item Total | Overall Subtotal | Assumptions |
|---|---|---|---|---|---|---|
| **01000 General Conditions** | | | | | | |
| Mobilization/Demobilization | 1 | LS | 17,500.00 | 17,500.00 | | |
| Subtotal: | | | | | $17,500.00 | *7% of total cost - includes security fencing, superintendent, telephone, power, temp. sanitary facilities, and trailer.* |
| **02050 Demolition** | | | | | | |
| Remove existing asphalt, curb, driveway, and gravel | 1035 | SY | 12.00 | 12,420.00 | | *Potential savings if concrete placed over existing asphalt* |
| Remove and haul soil | 0 | CY | 0.00 | 0.00 | | *Assume balanced cut and fill* |
| Protect existing trees and lights | 4 | EA | 200.00 | 800.00 | | *Existing trees and pole lights to remain* |
| Protect Utilities and drain inlet | 1 | LS | 500.00 | 500.00 | | *Assume surface drainage to existing catch basin* |
| Electrical / Lighting | 1 | LS | 5,000.00 | 5,000.00 | | |
| Dump Fees / Hauling | 1 | LS | 1,500.00 | 1,500.00 | | |
| Miscellaneous erosion and sediment control | 1 | LS | 1,500.00 | 1,500.00 | | |
| Subtotal: | | | | | $21,720.00 | |
| **02200 Site Work and Grading** | | | | | | |
| Planting Soil | 78 | CY | 25.00 | 1,950.00 | | *1.5' deep at new planting areas* |
| Placing Soil, Grading and Compaction | 78 | CY | 5.00 | 390.00 | | |
| Subtotal: | | | | | $2,340.00 | |
| **02200 Site Work and Grading** | | | | | | |
| CIP concrete seatwall | 55 | LF | 60.00 | 3,300.00 | | *at basketball court* |
| Concrete sonotube seats | 20 | EA | 200.00 | 4,000.00 | | |
| CIP concrete | 1,700 | SF | 6.00 | 10,200.00 | | *for bench pads adjacent to ROW* |
| Synthetic Turf | 1,500 | SF | 14.00 | 21,000.00 | | |
| Play Surfacing - Fibar | 2,200 | SF | 2.00 | 4,400.00 | | |
| Subtotal: | | | | | $42,900.00 | |
| **02700 Drainage** | | | | | | |
| Drainage work | 1 | EA | 5,000.00 | 5,000.00 | | *connect to existing storm drainage* |
| Subtotal: | | | | | $5,000.00 | |
| **02810 Irrigation** | | | | | | |
| Irrigation - spray system | 1,400 | SF | 1.50 | 2,100.00 | | *reuse existing point of connection and mainline for City Hall* |
| Controller | 1 | LS | 0.00 | 0.00 | | *reuse/tie into existing controller for City Hall* |
| Subtotal: | | | | | $2,100.00 | |
| **02830 Fencing** | | | | | | |
| Permanent perimeter fencing with (2) gates | 325 | LF | 13.00 | 4,225.00 | | *black vinyl coated chain link, 4' height* |
| Temp. fencing | 0 | LF | 13.00 | 0.00 | | *for south end of site prior to park construction* |
| Subtotal: | | | | | $4,225.00 | |
| **02870 Site Amenities** | | | | | | |
| Project Signage | 1 | LS | 1,500.00 | 1,500.00 | | *NW corner of site, integrate with concrete wall* |
| Benches/Picnic Tables | 5 | EA | 1,100.00 | 5,500.00 | | |
| Trash Receptacle | 2 | EA | 500.00 | 1,000.00 | | |
| Basketball Court / Equipment / Striping | 1 | EA | 22,000.00 | 22,000.00 | | |
| 5-12 Play Equipment | 1 | EA | 60,000.00 | 60,000.00 | | |
| 2-5 Play Equipment | 1 | EA | 40,000.00 | 40,000.00 | | |
| Climbing Rock | 1 | EA | 15,000.00 | 15,000.00 | | |
| Subtotal: | | | | | $145,000.00 | |
| **02900 Planting** | | | | | | |
| Shrubs - 5 gallon | 90 | EA | 27.00 | 2,430.00 | | *assume 3' o.c./ half the area* |
| Grasses and perennials - 1 gallon | 90 | EA | 12.00 | 1,080.00 | | *assume 3' o.c./ half the area* |
| Groundcover - 1 gallon | 700 | EA | 12.00 | 8,400.00 | | *assume 1.5' o.c.* |
| Trees - 2-1/2" cal. | 5 | EA | 350.00 | 1,750.00 | | *4 site, 1 ROW* |
| Compost Mulch | 9 | CY | 27.00 | 243.00 | | *2" deep layer of mulch at new planting areas* |
| Subtotal: | | | | | $13,903.00 | |
| **16000 Electrical** | | | | | | |
| Conduit and electrical connection | 1 | LS | 1,500.00 | 1,500.00 | | *assume no electrical, reuse existing* |
| Subtotal: | | | | | $1,500.00 | |
| Total: | | | | | **$256,188.00** | |
| Sales Tax @ 10.5% | | | | | **$26,899.74** | |
| Art @ 1% | | | | | **$2,561.88** | |
| Construction Contingency @ 5% | | | | | $12,809.40 | |
| **TOTAL** Construction Cost | | | | | **$298,459.02** | *design and permit costs not included* |
| | | | | | | *assumes no Traffic Control Plan or R.O.W. work* |
| **Design Fees (SD)** | | | | | | |
| Landscape Architecture / Public Process | 1 | LS | 7,500.00 | 7,500.00 | $7,500.00 | *public meetings and schematic design* |
| **Permitting Fees** | | | | | | |
| Grading Permit | 5 | CY/100 | 28.40 | 142.00 | | *assumes 0 to 500 cu.yards @ $28.40/100 cu.yard* |
| Landscape Plan Review | 1 | LS | 211.00 | 211.00 | | |
| Design Review | 8 | HR | 100.00 | 800.00 | | *assumes 8 hrs.* |
| Drainage Review | 1 | LS | 1,465.00 | 1,465.00 | | *commercial drainage plan review, may not be necessary* |
| Commercial Site Development Permit Review | 4 | HR | 100.00 | 400.00 | | *compliance review with City Hall site 2008, assumes 4 hours* |
| Subtotal: | | | | | $3,018.00 | |
| **Design Fees (DD - CA)** | | | | | | |
| Landscape Architecture (Prime) | 1 | LS | 9,500.00 | 9,500.00 | | *prime - landscape, irrigation, site furnishings, signage* |
| Grindline - Skate park designer | 1 | LS | 8,550.00 | 8,550.00 | | *skate park consultant* |
| subconsultant admin. 10% fee | 1 | LS | 855.00 | 855.00 | | |
| Civil Engineer | 1 | LS | 11,000.00 | 11,000.00 | | *includes demo, tesc, grading plans and drainage report* |
| subconsultant admin. 10% fee | 1 | LS | 1,100.00 | 1,100.00 | | |
| Subtotal: | | | | | $31,005.00 | |
| Total: | | | | | **$41,523.00** | |
| **TOTAL** Construction Cost + Permitting + Design | | | | | **$339,982.02** | |



s. Complete the City Hall Park Plan (half-court basketball and play stru...

**INTERLOCAL AGREEMENT FOR CLIMATE COLLABORATION**

This Agreement ("Agreement") is entered into pursuant to Chapter 39.34 RCW among participating **Cities of King County**, (hereinafter referred to as the "Cities"), and **King County,** (hereinafter referred to as the "County"), 201 S. Jackson, Suite 701, Seattle, WA 98104 (collectively, "the Parties") Chapter 39.34 RCW.

**Whereas,** we, King County and the undersigned Cities of King County, wish to work together to directly respond to climate change and reduce global and local sources of climate pollution;

**Whereas,** we believe that by working together we can increase our efficiency and effectiveness in making progress towards this goal;

**Whereas,** we are interested in achieving this goal in a way that builds a cleaner, stronger and more resilient regional economy;

**Whereas,** we are interested in focusing on local solutions to leverage and partner with related collaborative efforts;

**Whereas**, partnering on sustainable solutions will advance progress towards Cities' environmental, climate change, and energy goals such as those adopted by the nearly half of King County Cities that have signed on to the U.S. Conference of Mayors Climate Protection Agreement;

**NOW, THEREFORE,** the Cities and King County mutually agree as follows:

**1. Purpose and Scope of this Agreement**

1.1 The purpose of this Agreement is to outline responsibilities and tasks related to the County and Cities that are voluntarily participating in the King County-Cities Climate Collaboration. The Parties will develop and coordinate on the following efforts:

(a) Outreach: Develop, refine, and utilize messaging and tools for climate change outreach to engage decision makers, other cities, and the general public.

(b) Coordination: Collaborate on adopting consistent standards, benchmarks, strategies, and overall goals related to responding to climate change.

(c) Solutions: Share local success stories, challenges, data and products that support and enhance climate mitigation efforts by all partners.

(d) Funding and resources: Collaborate to secure grant funding and other shared resource opportunities to support climate related projects and programs.

1.2 It is not the purpose or intent of this Agreement to create, supplant, preempt or supersede the authority or role of any individual Party.

1.3 All tools, outreach materials, data, collaborative efforts, and other resources that are developed as part of this Agreement are optional for Cities and King County to adopt or utilize.

**2**. **Organization**

2.1 Each Party shall appoint one designee and an alternate to serve as its representative. Upon the effective execution of this Agreement and the appointment of designees and alternate designees for each Party, designees shall meet and choose, according to the voting provisions of this section, representatives to serve as **Chair** and **Vice Chair** to oversee and direct the activities associated with meetings including the development of the agendas, running the meeting and providing leadership.

2.2. No action or binding decision will be taken without the presence of a quorum of active designees or alternates. A quorum exists if a majority of the designees present at the meeting. Each designee shall have an equal vote, with a supermajority vote of 75% of all designees being required to approve the final scope of the collaboration program or amend the scope. Any vote to increase the amount of funding required by each Party, however, shall only be binding on those who specifically agree to such increase.

2.3 Designees shall have the authority and mandate to administer the Tasks outlined in Section 3.

2.4 Designees may approve a Request for Qualifications (RFQ) to secure a vendors or consultants needed to accomplish any Task, and shall interview one or more applicants and make an appointment provided sufficient funds are available.

2.5 Designees shall meet and report on a quarterly basis to ensure that Tasks are efficiently, effectively and responsibly delivered in the performance of this Agreement, including the allocation of resources.

2.6 Designees shall develop an initial annual work plan and budget which will be finalized within one month of approval of the Agreement by the Parties. Subsequent annual work plans will be developed and approved on or before the anniversary of the adoption of the first years' work plan in conjunction

with budget planning for consideration and adoption by the Parties' legislative bodies.

2.7 If direct payment in support of the annual work plan, such as for consultant services or hiring staff, can be arranged by participating Cities, this is preferred. If direct payment occurs, these funds will be accounted for towards that city's contribution. If this is not possible, funds collected from any source on behalf of the Parties shall be maintained in a special fund by the County as *ex officio* treasurer on behalf of the Collaboration. The County shall also serve as the contractual agent for the Parties in acquiring any serviced needed to complete Tasks of the Agreement.

**3. <u>Tasks</u>**

3. 1 Climate Collaboration Work Plan.

Finalize the Scope of Work for this King County-Cities Collaboration consistent with this Agreement. This will take place after commencement per Section 5 of this Agreement and is funding-dependent.

3.2 Sustain the King County Cities Climate Collaboration (Budget $10,000)

Pay necessary expenses to support expansion of the King County SWD GreenTools Roundtable program to include every other-month forums on climate-related sustainability issues. The Roundtables will be held at various venues throughout King County and topics will focus on the collaborative actions highlighted in the King County-Cities Climate Pledge: outreach, coordination, solutions, funding and resources. Speakers will include King County and City staff and other invited partners.

3.3 Hire a staff member, partial staff member, or consultant to support achieving the priorities identified in the King County-Cities Climate Pledge (Budget $9,000-$80,000 depending on commitments made)

(a) The staff member will help lead implementation of the King County-Cities Climate Collaboration initiatives, including but not limited to: sustainable transportation; clean fuel vehicles; community energy retrofits; renewable energy projects; community outreach; and other topics defined and agreed upon in the final Scope of Work or annual Work Plans. Staff could develop and implement a general countywide program that supports City sustainability projects or programs. Staffing options include hiring a part- to full-time staff from King County or a participating King County City to lead the effort

(b) Products that will be developed, to be clarified in the process of finalizing the Scope of Work, and dependent on funding, include:

1. Directory of local climate solutions related resources to include:
    a. County technical expert pool. A list of relevant County technical experts on staff that already support city sustainability projects and programs. This could be expanded with mechanisms for cities to directly contract with County staff to support implementation of specific projects and programs.
    b. Technical experts from all participating jurisdictions that could help support other cities' efforts, share local success stories, or potentially be contracted out to work with other cities.
    c. Technical experts from academia, research institutions, utilities and other organizations.
    d. List of consultants with local experience and expertise on a diverse range of climate and sustainability related functions.
    e. Best practices and lessons learned from relevant local projects and programs.

2. Symposium for city and County staff focused on local climate solutions.

3. Forum for all local technical experts – a broader group than those engaged in the King County-Cities Climate Collaboration – to share information and best practices

4. Opportunities for local governments to increase understanding and gather information on specific climate change mitigation efforts.

5. Other products as defined and agreed upon in the process of finalizing the Scope of Work, provided they are consistent with the King County-Cities Climate Pledge and focused on sustainability and climate change related outreach, coordination, solutions, or funding and resources.

**4. <u>Funding</u>**

4.1 The minimum required financial contribution for each King County City to participate in this Agreement is shown below. In no event shall the Cities be responsible for amounts incurred by King County in excess of what is set forth in this Agreement without an amendment according to the terms hereof.

4.2 To the extent this Agreement is renewed annually, the Parties shall update the work plan and contribute funds to King County for estimated costs, as described below, in advance of services provided. Any funds not used in any given year will be used in the execution of the following year's Work Plan or refunded, on a proportional basis based on initial contributions, within forty-five (45) days in the event of a Party's termination of this Agreement.

4.3 The Parties represent that funds for service provision under this Agreement have been appropriated and are available. To the extent that such service provision requires future appropriations beyond current appropriation authority, the obligations of each Party are contingent upon the appropriation of funds by that Party's legislative authority to complete the activities described herein. If no such appropriation is made, the Agreement shall terminate as to that Party provided the Party provides notice of termination prior to the other parties prior to the adoption of the annual work plan per Section 2.6.

| Population Categories | Jurisdiction | Population |
|---|---|---|
| Under 5,000 | $500 | Level 1 |
| | Skykomish | 198 |
| | Beaux Arts Village | 299 |
| | Hunts Point | 394 |
| | Milton | 831 |
| | Yarrow Point | 1001 |
| | Carnation | 1,786 |
| | Medina | 2,969 |
| | Clyde Hill | 2,984 |
| | Algona | 3,014 |
| | Black Diamond | 4,151 |
| 5,000 - 19,999 | $700 | Level 2 |
| | North Bend | 5,731 |
| | Normandy Park | 6,335 |
| | Pacific | 6,514 |
| | Duvall | 6,695 |
| | Newcastle | 10,380 |
| | Enumclaw | 10,669 |
| | Snoqualmie | 10,670 |
| | Woodinville | 10,938 |
| | Lake Forest Park | 12,598 |
| | Bothell | 17,090 |
| | Covington | 17,575 |
| | Tukwila | 19,107 |

| Population Categories | Jurisdiction | Population |
|---|---|---|
| 20-39,999 | $1,200 | Level 3 |
| | Kenmore | 20,460 |
| | Maple Valley | 22,684 |
| | Mercer Island | 22,699 |
| | SeaTac | 26,909 |
| | Des Moines | 29,673 |
| | Issaquah | 30,434 |
| | Burien | 33,313 |
| 40- 65,000 | $2,000 | Level 4 |
| | Sammamish | 45,780 |
| | Kirkland | 48,787 |
| | Shoreline | 53,007 |
| | Redmond | 54,144 |
| | Auburn | 62,761 |
| Over 65,000 | $2,500 | Level 5 |
| | Federal Way | 89,306 |
| | Renton | 90,927 |
| | Kent | 92,411 |
| | Bellevue | 122,363 |
| Over 250,000 | $5,000 | Level 6 |
| | Seattle | 608,660 |
| King County | $10,000 | Level 7 |

*Note: Population data from the Puget Sound Regional Council's download of 2010 census data*

**5. Duration**



z. King County Climate Collaboration

This Agreement is effective upon execution by King County and a minimum of eight King County Cities which will contribute at least $9,000 total, after approval by the legislative body of each Party. The Agreement will be posted on the web site of each Party after authorization in accordance with RCW 39.34.040. and .200. The Agreement will have a term of one year and will automatically renew each year unless terminated as provided in Section 7.

**6. Latecomers**

Non-party King County cities may opt into this Agreement at any time. If cities join after an annual work is finalized, they will pay a pro-rated amount, calculated as the preceding year's annual financial contribution for that jurisdiction multiplied by the percentage of the remaining time in the year.

**7. Termination**

7.1 In addition to termination for lack of appropriation under Section 5, a Party may end its participation in this Agreement upon written notice to the other Parties prior to October 1st to be effective at the end of the calendar year. Except as set forth in 7.2, no refunds will be paid to individual Parties who terminate.

7.2 In the event of individual terminations that result in fewer than eight remaining City participants, this Agreement shall be deemed terminated and all funding remaining after all services, fees and costs incurred to that date are paid, shall be returned by King County to the remaining participants pro rata based on their original relative contribution amounts. Such payment shall be made within forty-five (45) days of the termination date.

**8. Communications**

The following persons shall be the contact person for all communications regarding the performance of this Agreement.

| **King County** | **City of** |
|---|---|
| Matt Kuharic | |
| King County Department of Natural Resources and Parks Director's Office | |
| 201 South Jackson, Suite 701, Seattle, WA 98104 | |
| Phone: 206-477-4554 | Phone: |
| E-mail address: matt.kuharic@kingcounty.gov | Email address: |

9. **Indemnification**

To the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify the other Parties to include the officers, employees, agents and contractors of the Party, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such Party's own negligent acts or omissions, torts and wrongful or illegal acts related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this subsection extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this subsection shall survive and continue to be applicable to Parties exercising the right of termination pursuant to this Agreement.

In no event do the Parties intend to assume any responsibility, risk or liability of any other Party or otherwise with regard to any Party's duties or regulations.

**10. Compliance with All Laws and Regulations**

The Parties shall comply with all applicable local, state, and federal laws, regulations and standards necessary for the performance of this Agreement.

**11. Non- exclusive Program**

Nothing herein shall preclude any Party from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action.

**12. No Third Party Rights**

Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, or to form the basis for any liability on the part of any Party , or their officers, elected officials, agents and employees, to any third party.

**13. Amendments**

This Agreement may be amended, altered or clarified only the unanimous consent of the Parties represented by affirmative action of their legislative bodies.

**14. Entire Agreement**

This Agreement is a complete expression of the intent of the Parties and any oral or written representations or understandings not incorporated herein are excluded.

**15. Waiver**

Waiver of any default shall not be deemed to be waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the Parties which shall be attached to the original Agreement.

**16. RCW 39.34 Required Clauses**

a) Purpose. See Section 1 above
b) Duration. See Section 5 above.
c) Organization of separate entity and its powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
d) Responsibilities of the Parties. See provisions above.
e) Agreement to be filed and recorded. The City shall file this Agreement with its City Clerk. The County shall place this Agreement on its web site. The Agreement shall also be recorded.
f) Financing. Each Party shall be responsible for the financing of its contractual obligations under its normal budgetary process.
g) Termination. See Section 7 above.

**17. Counterparts**

This Agreement may be executed in counterparts.

The persons signing below, who warrant they have the authority to execute this Agreement.

| | |
|---|---|
| By: _____ | By: _____ |
| Dow Constantine | Mayor |
| King County Executive | City of |
| Date: _____ | Date: _____ |

2 of 2.

Get Outlook for Android

---

**From:** Smith, Megan <Megan.Smith@kingcounty.gov>
**Sent:** Friday, March 30, 2018 12:57:36 PM
**To:** Nigel Herbig
**Cc:** Brombaugh, Rachel
**Subject:** RE: King County Climate Collaboration

Good afternoon, Rachel confirms that your Council would need to pass a resolution or whatever instrument your Council uses to authorize signature on an ILA and depending on timing of ILA signing, pay prorated dues. Annual share is $1,200, so use $100/month for prorating. It's up to your Council whether they would also want to consider the K4C Commitment letter at same time as ILA vs. deciding to consider later or not at all. Most K4C cities have opted to sign on to the commitment letter in addition to the ILA, though not at the same time. I hope this helps. Please let us know if you need any additional information or briefing info to support Council consideration. We'd be happy to come out and meeting with Councilmembers if helpful.

Megan

**From:** Smith, Megan
**Sent:** Wednesday, March 28, 2018 5:25 PM
**To:** Nigel Herbig <nherbig@kenmorewa.gov>
**Cc:** Brombaugh, Rachel <Rachel.Brombaugh@kingcounty.gov>
**Subject:** Re: King County Climate Collaboration

Good afternoon, I believe you are correct, but I will double confirm tomorrow. If it's helpful, we'd be happy to attend the Council meeting.

Megan

Sent from my iPhone

On Mar 26, 2018, at 7:26 PM, Nigel Herbig <nherbig@kenmorewa.gov> wrote:

I've been super busy up until the last few weeks. Just now getting back to this.

So to clarify, if we wanted to join, all we'd have to do is sign on to the attached interlocal, and remit some prorated membership dues? Want all of my ducks in a row before I bring this up at Council.

Thanks,

Nigel Herbig
Deputy Mayor
City of Kenmore, WA

**From:** Smith, Megan [mailto:Megan.Smith@kingcounty.gov]
**Sent:** Wednesday, February 14, 2018 1:55 PM
**To:** Nigel Herbig <nherbig@kenmorewa.gov>
**Cc:** Brombaugh, Rachel <Rachel.Brombaugh@kingcounty.gov>
**Subject:** RE: King County Climate Collaboration

Thank you so much for reaching out on this! We would be very excited to have Kenmore join the King County-Cities Climate Collaboration (K4C). We currently have 13 city members, and the mechanism for joining is an Interlocal Agreement (attached) that specifies areas of collaboration and cost share amounts, based on population. This web page provides an overview of the purpose, benefits, and recent work of K4C. Most of the cities have also opted to sign on to a Letter of Shared Commitments with more specificity about actions that will be pursued by the cities and county (this is not a requirement for joining, but does help to frame the work). We are happy to support your Council review process with briefing materials or in-person briefings if helpful. I will be out of town next week, but Rachel Brombaugh, copied on this e-mail, is happy to assist with anything you need to support consideration of K4C membership while I'm out.

Best regards,

Megan Smith
Director of Climate and Energy Initiatives
Office of King County Executive Dow Constantine
206-225-4327

**From:** Nigel Herbig [mailto:nherbig@kenmorewa.gov]
**Sent:** Monday, February 12, 2018 8:17 PM
**To:** Smith, Megan <Megan.Smith@kingcounty.gov>
**Subject:** King County Climate Collaboration

Megan,

We met at Dow's birthday party a couple of months back. You were talking to Taylor. You mentioned that Kenmore had not joined the Climate Collaboration. I'd like to fix that – what exactly do you need Kenmore to do to join?

Thanks,

Nigel Herbig
Deputy Mayor
City of Kenmore, WA