



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
REVISED City Council Regular Meeting Agenda
7:00 p.m., July 23, 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.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. CITIZEN COMMENTS

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

VI. CONSENT AGENDA

- A. Total Check #s 40161 through 40266 in the amount of \$927,848.60.
Total Payroll/Taxes/Flexible Spending & Health Savings Account Electronic Deposits Dated: 7/6/18 in the Amount of \$105,013.74.
Payroll Check #s 10096-10097 totaling \$1,546.32.
[Checks](#)
- B. Regular City Council Meeting Minutes of June 11, 2018 and Regular City Council Meeting Minutes of June 18, 2018
[6-11-2018 Minutes](#)
[6-18-2018 Minutes](#)
- C. Cancel all Regular Council Meetings in the Month of August, 2018
- D. Approve 2018 Economic Development Strategy Update Goals, Strategies and Actions
[Agenda Item](#)
- E. Authorize the City Manager to Accept \$500,000 of LEAP Funding for the

SR522 Crossing Project

[Agenda Item](#)

- F. Receive and File South Correctional Entity (SCORE) Amendment to Contract 14-C1267 and 2017 Annual Report

[Agenda Item](#)

- G. SR 522 Irrigation Project Construction

[Agenda Item](#)

- H. April 2018 Financial Report

[Agenda Item](#)

- I. Extend Muni Manage, LLC Contract to December 31, 2018

[Agenda Item](#)

VII. BUSINESS AGENDA

- A. Provide Preliminary Direction to Staff on Preferred Land Use and Financial Assistance Strategies for the City's Six Mobile Home Parks - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner

[Agenda Item](#)

[Presentation](#)

- B. Ordinance #18-0465 Plastic Bag Policy - Jack Urquhart, Management Intern

[Agenda Item](#)

- C. Ordinance #18-0466 Temporary Homeless Shelters - Jack Urquhart, Management Intern

[Agenda Item](#)

- D. Discussion of St. Edward Ballfield Project Costs and Project Elements

[Agenda Item](#)

VIII. STAFF REPORT

IX. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

X. ADJOURNMENT

Upcoming Meetings:

- A. No Regular Meetings in the Month of August - Happy Summer!



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

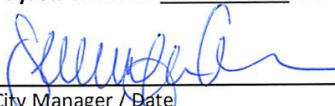
06/30/2018 - 07/13/2018

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

Total Check #s 40161 through 40266: \$927,848.60

Total Payroll/Taxes/Flexible Spending & Health Savings Acct. Electronic Deposits Dated: 07/06/2018: \$ 105,013.74

Payroll Check #s 10096-10097 totaling: \$1,546.32

 7/13/18 acting city manager
City Manager / Date

 7/12/18
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	675.00
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	2,025.00
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	900.00
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	922.50
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	2,587.50
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	3,037.50
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	855.00
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	1,530.00
HRA VEBA TRUST	40161	07/01/2018	Fund Employee VEBA Accts. 2nd 1/2 2018	1,192.50
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	2,042.74
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	15,077.45
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	1,662.61
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	1,436.50
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	374.47
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	135.36
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	828.77
DEPARTMENT OF RETIREMENT SYSTEMS	40162	07/06/2018	Public Employees Retirement	1,470.76
DRS 457	40163	07/06/2018	DRS 457 Deferred Comp	755.00
ICMA RETIREMENT TRUST 457 - 304745	40164	07/06/2018	ICMA 457 Deferred Comp	3,428.80
ICMA RETIREMENT TRUST 457 - 304745	40164	07/06/2018	ICMA 457 Deferred Comp	692.08
NATIONWIDE FINANCIAL 401a	40165	07/06/2018	City of Kenmore 401a Loan	240.68
NATIONWIDE FINANCIAL 401a	40165	07/06/2018	City of Kenmore 401a Loan	219.19
NATIONWIDE FINANCIAL 401a	40165	07/06/2018	City of Kenmore 401a	10,655.18
NATIONWIDE FINANCIAL 401a	40165	07/06/2018	City of Kenmore 401a	945.77
NATIONWIDE FINANCIAL 401a	40165	07/06/2018	City of Kenmore 401a	1,057.68
NATIONWIDE RETIREMENT SOLUTION 457	40166	07/06/2018	Nationwide 457 Deferred Comp	250.00
NATIONWIDE RETIREMENT SOLUTION 457	40166	07/06/2018	Nationwide 457 Deferred Comp	75.00
STATE OF FLORIDA DISBURSEMENT UNIT	40167	07/06/2018	Employee Deduction	275.00
314 PIE	40168	07/13/2018	Meals for 4 Volunteers from 4th of July	48.00
ALPHAGRAPHS	40169	07/13/2018	Business Cards	66.63
ALPHAGRAPHS	40169	07/13/2018	Business Cards	66.62

BAKER, DAVID	40170	07/13/2018	6/1-6/19 Mileage Reimbursement	176.58
BAKER, DAVID	40170	07/13/2018	6/20-6/29 Mileage Reimbursement	107.91
BAKER, DAVID	40170	07/13/2018	6/20-6/29 Mileage Reimbursement	236.53
BAKER, DAVID	40170	07/13/2018	North End Mayor's Lunch Meal Reimbursement	219.35
BAKER, SHERI	40171	07/13/2018	18-C1863 Reimbursement for Dragon Boats Purchased	12,000.00
BOTHELL KENMORE CHAMBER OF COMM	40172	07/13/2018	Kenmore Business Alliance Monthly Svcs	300.00
BRIEN, GAYLYNN	40173	07/13/2018	April Sales Tax Data Conversion	50.00
BULGER SAFE & LOCK, INC.	40174	07/13/2018	Dumpster Keys for Rhododendron Park	27.25
CABOT DOW ASSOCIATES, INC.	40175	07/13/2018	June Salary Study Services	1,155.00
CABOT DOW ASSOCIATES, INC.	40175	07/13/2018	May Salary Study Services	536.25
CAPITOL ASSET & PAVEMENT SVCS	40176	07/13/2018	Pavement Mgmt. GIS Integration/Reporting	3,460.00
CASCADE PEST CONTROL	40177	07/13/2018	Rhododendron Park Pest Control	143.00
CENTER FOR HUMAN SERVICES	40178	07/13/2018	2nd Qtr Human Svcs - Clinical Programs	1,500.00
CENTER FOR HUMAN SERVICES	40179	07/13/2018	2nd Qtr Human Svcs - Family Support Centers	3,750.00
COMCAST BUSINESS	40180	07/13/2018	June City Hall/Incubator/Hangar Bldg. Internet	785.08
COMCAST BUSINESS	40180	07/13/2018	June City Hall/Incubator/Hangar Bldg. Internet	463.52
COMCAST BUSINESS	40180	07/13/2018	June City Hall/Incubator/Hangar Bldg. Internet	563.41
COMCAST BUSINESS	40181	07/13/2018	June City Hall Phone Service	368.12
COMMUNITY ATTRIBUTES INC.	40182	07/13/2018	Port Grant & City Council Work Session	3,250.00
COMMUNITY ATTRIBUTES INC.	40182	07/13/2018	Port Grant & City Council Work Session	1,800.00
CONSOLIDATED PRESS	40183	07/13/2018	Summer Newsletter Printing	3,131.69
CORT PARTY RENTAL	40184	07/13/2018	Rentals for Fireworks Show	541.87
DEVRIES, DENIS	40185	07/13/2018	Police Volunteer Mileage Reimbursement	31.07
EARTHWORKS	40186	07/13/2018	Landscape Maint. SR522 & 153rd-155th ROW	4,722.55
FEDEX OFFICE	40187	07/13/2018	Signs for Skyhawks	71.47
FLAMENCO SEATTLE LLC	40188	07/13/2018	Performer for 7/25 Movie Night	500.00
FRONTIER	40189	07/13/2018	6/28-7/27 City Hall Phone Service	454.97
FRONTIER	40190	07/13/2018	6/28-7/27 City Hall Phone Services	620.82
FRUHLING SAND & TOPSOIL	40191	07/13/2018	Rhododendron Park Brush Bin Disposal	200.00
GALLATIN PUBLIC AFFAIRS	40192	07/13/2018	Fireworks & Movie Poster Designs	1,080.00
GALLATIN PUBLIC AFFAIRS	40192	07/13/2018	Fireworks & Movie Poster Designs	1,080.00
GALLATIN PUBLIC AFFAIRS	40193	07/13/2018	June Medial Relations/Marketing	3,500.00
GOOD TO GO	40194	07/13/2018	Toll Charge 6/27 City Vehicle #322	6.30
GOODSELL POWER EQUIPMENT INC.	40195	07/13/2018	Trimmer & Cultivator for Parks	1,018.39
GORDON THOMAS HONEYWELL	40196	07/13/2018	June Government Relations Services	4,023.76
GRAINGER	40197	07/13/2018	Orange Vest	26.80
GRAINGER	40197	07/13/2018	Rain Suits & Vests	111.36
GRAINGER	40197	07/13/2018	Rain Suit	28.19
HANSEN, COREY	40198	07/13/2018	June Incubator Consulting Services	4,180.00
HAULAWAY STORAGE CONTAINERS, INC.	40199	07/13/2018	5/29-6/26 Logboom Park Storage Rental	191.40

HDR ENGINEERING, INC	40200	07/13/2018	16-C1625 4/29-5/26 Juanita Drive Ped/Bike	117,717.89
HDR ENGINEERING, INC	40201	07/13/2018	17-C1743 4/29-5/26 153rd Safe Routes/School	5,953.18
HDR ENGINEERING, INC	40202	07/13/2018	13-C1214 SR522 West A Const.	1,845.16
HOME DEPOT CREDIT SERVICES	40203	07/13/2018	Drainage & Concert Stage Materials	185.66
HOME DEPOT CREDIT SERVICES	40203	07/13/2018	Drainage & Concert Stage Materials	53.94
HOPKINS, CRAIG	40204	07/13/2018	Police Volunteer Mileage Reimbursement	45.78
HR&A ADVISORS, INC	40205	07/13/2018	18-C1821 5/19-6/15 Lakepointe Proforma	21,300.00
INGLEWOOD VILL. III CONDOMINIUMS	40206	07/13/2018	Legal Fee for Land Aquisition Review	2,073.40
J. A. BRENNAN ASSOCIATES, PLLC	40207	07/13/2018	18-C1831 RCO Grant Application	549.25
JACOBS ENGINEERING GROUP	40208	07/13/2018	15-C1411 4/28-5/25 W. Sammamish Bridge	21,533.75
JACOBS ENGINEERING GROUP	40208	07/13/2018	15-C1411 4/28-5/25 W. Sammamish Bridge	113,111.47
JARRETT, WINSTON	40209	07/13/2018	18-C1886 Summer Concert Performer	1,300.00
JOHNSTON GROUP, LLC	40210	07/13/2018	June Government Relations Consulting	2,915.00
JUDHA OF LION LANDSCAPING	40211	07/13/2018	18-C1841 SR522 Irrigation Final Billing	81,451.20
KBA INC.	40212	07/13/2018	18-C1846 June W. Sammamish Bridge Proj.	1,902.65
KBA INC.	40213	07/13/2018	18-C1846 3/12-5/31 W. Sammamish Bridge Proj.	10,784.38
KENMORE MIDDLE SCHOOL	40214	07/13/2018	2nd Qtr Human Svcs Funding	2,500.00
KING COUNTY FINANCE	40215	07/13/2018	May Adult/Juvenile Detention Comm Work Prog	332.50
KING COUNTY FINANCE	40215	07/13/2018	May Adult/Juvenile Detention Comm Work Prog	5,985.00
KING COUNTY OFFICE OF FINANCE	40216	07/13/2018	March Public Defense Indigency Screening	689.00
KING COUNTY SHERIFF	40217	07/13/2018	June Police Services	282,581.33
KONICA MINOLTA BUS. SOLUTIONS	40218	07/13/2018	6/3-7/2 Incubator Bldg. Copy Charges	15.24
KONICA MINOLTA BUS. SOLUTIONS	40218	07/13/2018	7/3-8/2 Incubator Bldg. Copier Lease	212.74
KPFF CONSULTING ENGINEERS	40219	07/13/2018	15-C1484 On-Call Prof. Svcs through 5/25	1,048.32
KPFF CONSULTING ENGINEERS	40219	07/13/2018	15-C1484 On-Call Prof. Svcs through 5/25	8,892.70
KPFF CONSULTING ENGINEERS	40219	07/13/2018	15-C1484 On-Call Prof. Svcs through 5/25	5,997.67
KPFF CONSULTING ENGINEERS	40220	07/13/2018	15-C1484 68th Ave Ped/Bike Prof. Svcs	21,606.85
LEVA, VIVIAN	40221	07/13/2018	Summer Concert Performance	1,750.00
LIGHTHOUSE CONSULTING INC	40222	07/13/2018	June IT Services	2,897.90
LIGHTHOUSE CONSULTING INC	40223	07/13/2018	June Backup/Protection/Web Hosting/Archiving	2,516.53
MARINE FLOATS CORPORATION	40224	07/13/2018	Squire's Landing Float Leveling	506.00
MORGAN SOUND INC	40225	07/13/2018	Fireworks Show Sound Services	1,741.85
MR. T'S TROPHIES	40226	07/13/2018	Name Tag for Nicole Suarez	15.35
MUNIMANAGE, LLC	40227	07/13/2018	17-C1809 June Public Works Consulting Svc	12,375.00
MUNIMANAGE, LLC	40228	07/13/2018	2018-C1668 June Lakepointe Proj. Consulting	6,975.00
NORTHSHORE FIRE DEPT	40229	07/13/2018	June Fire Marshall Review	1,416.00
NORTHSHORE UTILITY DIST	40230	07/13/2018	June Vehicle Maintenance & Fuel	71.63
NORTHSHORE UTILITY DIST	40230	07/13/2018	June Vehicle Maintenance & Fuel	105.23
NORTHSHORE UTILITY DIST	40230	07/13/2018	June Vehicle Maintenance & Fuel	342.44
NORTHSHORE UTILITY DIST	40230	07/13/2018	June Vehicle Maintenance & Fuel	286.83

NORTHSHORE UTILITY DIST	40230	07/13/2018	June Vehicle Maintenance & Fuel	259.42
NORTHSHORE UTILITY DIST	40230	07/13/2018	June Vehicle Maintenance & Fuel	468.68
NORTHSHORE UTILITY DIST	40230	07/13/2018	June Vehicle Maintenance & Fuel	38.12
OFFICE DEPOT	40231	07/13/2018	Office Supplies	2.20
OFFICE DEPOT	40231	07/13/2018	Office Supplies	1.65
OFFICE DEPOT	40231	07/13/2018	Office Supplies	11.53
OFFICE DEPOT	40231	07/13/2018	Office Supplies	2.81
OFFICE DEPOT	40231	07/13/2018	Office Supplies	4.94
OFFICE DEPOT	40231	07/13/2018	Office Supplies	2.20
OFFICE DEPOT	40231	07/13/2018	Office Supplies	7.69
OFFICE DEPOT	40231	07/13/2018	Office Supplies	4.39
OFFICE DEPOT	40231	07/13/2018	Office Supplies	9.33
OFFICE DEPOT	40231	07/13/2018	Office Supplies	3.29
OFFICE DEPOT	40231	07/13/2018	Office Supplies	4.39
OFFICE DEPOT	40231	07/13/2018	Office Supplies	3.29
OFFICE DEPOT	40232	07/13/2018	Phone Rest	12.09
OFFICE DEPOT	40233	07/13/2018	Development Svcs - Notebooks	40.65
OFFICE TEAM	40234	07/13/2018	Temporary Receptionist Week Ending 7/6	817.60
OFFICE TEAM	40235	07/13/2018	Temporary Receptionist Week Ending 6/29	140.53
OFFICE TEAM	40236	07/13/2018	Temporary Receptionist Week Ending 6/29	817.60
OHNO CONSTRUCTION	40237	07/13/2018	17-C1662 Rhododendron Park Waterfront	71.59
OHNO CONSTRUCTION	40237	07/13/2018	17-C1662 Rhododendron Park Waterfront	71.59
OHNO CONSTRUCTION	40237	07/13/2018	17-C1662 Rhododendron Park Waterfront	7,350.00
OSBORN CONSULTING INC.	40238	07/13/2018	12-C1081 March-April On-Call Consulting	3,025.75
PACIFIC TOPSOILS	40239	07/13/2018	5/26-6/25/18 Vegetation Disposal/Mulch	127.88
PACIFIC TOPSOILS	40239	07/13/2018	5/26-6/25/18 Vegetation Disposal/Mulch	871.50
PAWS	40240	07/13/2018	June Animal Sheltering Services	744.00
PUGET SOUND ENERGY	40241	07/13/2018	5/14-6/13 City Hall Electricity	2,091.04
PUGET SOUND PLANTS	40242	07/13/2018	SR522 ROW Plants	2,502.50
PUGET SOUND PLANTS	40243	07/13/2018	SR522 ROW Plants	8,671.85
QUALITY BUSINESS SYSTEMS INC.	40244	07/13/2018	6/2-7/1 2nd Floor Copy Charges	251.52
REPUBLIC SERVICES	40245	07/13/2018	May & June Hangar Bldg. Solid Waste	969.30
REPUBLIC SERVICES	40246	07/13/2018	June City Hall Solid Waste	318.05
REPUBLIC SERVICES	40247	07/13/2018	June Rhododendron Park Solid Waste	633.31
SCHINDLER ELEVATOR CORPORATION	40248	07/13/2018	City Hall Elevator Repair	405.44
SCORE	40249	07/13/2018	February Inmate Housing	30,240.00
SEATTLE TIMES	40250	07/13/2018	Temporary Shelter Public Hearing Notice	107.19
SEATTLE TIMES	40251	07/13/2018	Ad for Public Hearing on Plastic Bag Policy	119.10
SEATTLE TIMES	40252	07/13/2018	Traffic Engineer Advertisement	1,084.64
SPOT HOT DOG & BRATS	40253	07/13/2018	4th of July Volunteer Meal	12.00
SQUIRREL BUTTER LLC	40254	07/13/2018	7/19 Summer Concert Performer	250.00
STAPLES ADVANTAGE	40255	07/13/2018	City Hall Maintenance Supplies	12.62
STAPLES ADVANTAGE	40256	07/13/2018	City Hall Maintenance Supplies	36.35
STAPLES ADVANTAGE	40257	07/13/2018	Building Maintenance Supplies	282.55

STAPLES ADVANTAGE	40257	07/13/2018	Building Maintenance Supplies	100.05
STARDOM SERVICES, INC.	40258	07/13/2018	June Inubator Bldg. Janitorial Service	510.00
STEWART MACNICHOLS HARMELL, INC.	40259	07/13/2018	June Public Defender Services	5,000.00
T-MOBILE USA, INC.	40260	07/13/2018	Services 5/21-6/20/18	53.30
T-MOBILE USA, INC.	40260	07/13/2018	Services 5/21-6/20/18	24.98
T-MOBILE USA, INC.	40260	07/13/2018	Services 5/21-6/20/18	82.28
T-MOBILE USA, INC.	40260	07/13/2018	Services 5/21-6/20/18	15.46
TOWN CENTER HARDWARE	40261	07/13/2018	Public Works & Parks Supplies	70.45
TOWN CENTER HARDWARE	40261	07/13/2018	Public Works & Parks Supplies	137.23
TOWN CENTER HARDWARE	40261	07/13/2018	Public Works & Parks Supplies	24.17
TOWN CENTER HARDWARE	40261	07/13/2018	Public Works & Parks Supplies	55.79
UTILITIES UNDERGROUND LOCATION	40262	07/13/2018	June Utility Locate Requests	201.24
WELLS FARGO FINANCIAL	40263	07/13/2018	6/21-7/20 2nd Floor Copier Lease	619.73
WONDERLAND DEVELOPMENT	40264	07/13/2018	2nd Qtr Human Services Program Funding	1,250.00
YOGOMAN	40265	07/13/2018	7/26 Summer Concert Performer	1,000.00
YUMMY BOX FOOD TRUCK LLC	40266	07/13/2018	4th of July Volunteer Meals	276.00
NAVIA	DFT0000158	07/06/2018	HSA - Employer	3,500.00
NAVIA	DFT0000158	07/06/2018	HSA - Employer	1,000.00
NAVIA	DFT0000159	07/06/2018	Employee Flexible Spending Account	173.50
NAVIA	DFT0000159	07/06/2018	Employee Flexible Spending Account	153.85
NAVIA	DFT0000159	07/06/2018	Employee Flexible Spending Account	85.38
NAVIA	DFT0000159	07/06/2018	Employee Flexible Spending Account	96.15
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	3,048.42
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	1,444.86
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	9,254.51
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	38.32
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	607.25
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	249.50
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	837.72
BANK OF AMERICA 941	DFT0000160	07/06/2018	Federal Taxes	269.12
AKSEL FISHER	10096	07/06/2018	Payroll	546.02
TYLER WILLIAMS	10097	07/06/2018	Payroll	1,000.30
PAYROLL		07/06/2018	Direct Deposit	84,255.16
				<u>1,034,408.66</u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2018 - 07/13/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	500.00
0014	AMERICAN PLANNING ASSOCIATION	1,778.00
0022	ASSOCIATION OF WA CITIES	16,590.00
0024	BAKER, DAVID	3,122.69
0025	BAKER, SHERI	12,000.00
0037	BASTYR UNIVERSITY	200.00
0047	BRAVO ENVIRONMENTAL , NW INC.	96.00
0054	BULGER SAFE & LOCK, INC.	748.96
0064	CASCADE PEST CONTROL	858.00
0067	CENTER FOR HUMAN SERVICES	15,750.00
0076	CITY OF BELLEVUE	83,006.50
0083	CITY OF LAKE FOREST PARK	489,603.35
0092	CODE PUBLISHING COMPANY	2,767.69
0099	CONSOLIDATED PRESS	11,406.74
0106	CROWN PRODUCTS LLC	2,106.12
0111	DEPARTMENT OF ECOLOGY	190.00
0121	REPUBLIC SERVICES	7,480.19
0137	FERGUSON ENTERPRISES INC #1539	1,946.93
0145	FRUHLING SAND & TOPSOIL	1,345.00
0151	CALPORTLAND COMPANY	1,002.93
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0173	HOME DEPOT CREDIT SERVICES	877.55
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	90,494.97
0197	JET CITY PRINTING	1,909.06
0201	KCDA PURCHASING COOP	16,919.77
0206	KENMORE MIDDLE SCHOOL	7,463.62
0213	KING COUNTY ANIMAL SVCS	1,945.00
0218	KING COUNTY FINANCE	3,019.71
0219	KING COUNTY FINANCE	148,908.70
0224	SOUND PUBLISHING, INC.	3,387.80
0229	KING COUNTY OFFICE OF FINANCE	2,370.19
0230	KING COUNTY RADIO COMM SERVICES	600.60
0233	KING COUNTY SHERIFF	1,763,062.67
0235	KING COUNTY TREASURY	24,269.72
0237	FEDEX OFFICE	71.47
0246	LAKE CITY PICTURE FRAMING	257.85
0251	LIGHTHOUSE CONSULTING INC	37,588.20
0261	MICHAEL PENDLETON	6,038.50
0265	MORGAN SOUND INC	1,741.85
0267	MR. T'S TROPHIES	278.92
0285	NORTHSHORE FIRE DEPT	5,314.96
0287	NORTHSHORE SENIOR CENTER	15,800.00
0288	NORTHSHORE UTILITY DIST	69,747.63
0289	NORTHSHORE YMCA	3,250.00
0290	NORTHSHORE YOUTH & FAMILY SERVICES	8,000.00
0292	HONEY BUCKET	1,290.30
0299	EBIX, INC./ TOPHEALTH	118.27
0300	OFFICE DEPOT	4,075.39
0302	OFFICE TEAM	14,252.47
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	13,793.47
0310	PACIFIC TOPSOILS	2,131.21
0314	PETTY CASH CUSTODIAN	766.98

Vendor Purchasing Report

For Date Range 01/01/2018 - 07/13/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0327	PUGET SOUND CLEAN AIR AGENCY	18,341.00
0328	PUGET SOUND ENERGY	95,404.05
0329	PUGET SOUND FINANCE OFFICERS ASSOC	50.00
0345	SEATTLE TIMES	4,475.82
0355	STAPLES ADVANTAGE	4,457.35
0356	STATE AUDITOR'S OFFICE	673.20
0357	STEWART MACNICHOLS HARMELL, INC.	35,000.00
0359	SOUND CITIES ASSOC	45.00
0365	TOTAL LANDSCAPE CORP	36,670.20
0371	UNITED STATES POSTMASTER	8,233.79
0374	URBAN LAND INSTITUTE	440.00
0375	US POSTAL SERVICE (HASLER)	5,008.86
0386	WA ASSOC OF CODE ENFORCEMENT	40.00
0387	WA CITIES INSURANCE AUTHORITY	274,278.00
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	630.00
0390	WA FINANCE OFFICERS ASSOCIATION	150.00
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	75.00
0401	WA STATE DEPT OF TRANSPORTATION	2,198.84
0412	COLUMBIA RIDGE LANDFILL	3,201.15
0419	WONDERLAND DEVELOPMENT	3,750.00
0422	NATIONWIDE FINANCIAL 401a	187,396.60
0423	NATIONWIDE RETIREMENT SOLUTIONS 457	4,550.00
0424	ICMA RETIREMENT TRUST 457 - 304745	59,062.50
0425	DRS 457	7,755.00
0426	AFLAC	1,962.60
0428	BANK OF AMERICA 941	220,775.11
0429	AWC EMPLOYEE BENEFITS	277,656.31
0431	DEPARTMENT OF RETIREMENT SYSTEMS	319,348.83
0432	DEPARTMENT OF LABOR AND INDUSTRIES	19,074.59
0434	UNITED WAY OF KING COUNTY	969.93
0436	NATIONAL LIFE OF VERMONT	739.02
0448	UPS STORE	167.34
0449	ACF WEST INC	1,113.75
0450	AURORA RENTS	259.35
0473	ARTS OF KENMORE	5,900.00
0484	CITY WIDE FENCE COMPANY, INC	1,172.60
0494	SECRETARY OF STATE	3,818.83
0497	DAY WIRELESS SYSTEMS	76.79
0501	MACLEOD RECKORD	12,332.49
0550	KING COUNTY RECORDER'S OFFICE	39.00
0558	SNOHOMISH COUNTY	4,179.00
0564	AMERICAN PUBLIC WORKS ASSOCIATION	120.00
0586	MAIL FINANCE	1,412.40
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0594	RANDALL, BRIAN	811.05
0617	KING COUNTY FINANCE	210.82
0639	KONICA MINOLTA BUSINESS SOLUTIONS	1,581.31
0641	TELESYSTEMS WEST	137.51
0675	BANNER BANK CS	612.44
0685	PACE ENGINEERS, INC.	212,982.16
0689	DIGITAL REPROGRAPHICS SERVICES INC.	241.18
0690	BUILDERS EXCHANGE OF WASHINGTON INC	90.00
0692	HDR ENGINEERING, INC	438,974.65
0696	AMERICAN GENERAL LIFE GPO-400S	2,031.26
0699	BANNER BANK DB	716.03
0743	BANNER BANK NO	7,535.12
0764	OUSLEY, NANCY	971.64
0781	QUALITY BUSINESS SYSTEMS INC.	6,457.53

Vendor Purchasing Report

For Date Range 01/01/2018 - 07/13/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0788	CURTIS, DR. MILTON	59.43
0791	NORTHSHORE ROTARY CLUB	220.00
0800	BANNER BANK JG	10,326.39
0817	GRAINGER	872.01
0834	BANNER BANK KENMORE	17,105.21
0852	GREGORY, JOANNE	404.60
0858	A+ CONFERENCING	275.19
0868	JAYMARC - AV	8,990.29
0869	BANNER BANK JGORDON	5,397.92
0892	JACOBS ENGINEERING GROUP	607,996.73
0898	ZONAR SYSTEMS	527.73
0899	SHRED-IT USA LLC	695.82
0912	ALCALDE & FAY	25,387.11
0913	KENMORE ELEMENTARY PTA	2,500.00
0937	ZUMAR	388.01
0981	COMCAST BUSINESS	17,156.51
0983	PASSPORT TRAVEL AND TOURS	1,832.60
0994	GORDON THOMAS HONEYWELL	23,866.74
1000	JRW ENTERPRISES	3,017.43
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	884.78
1034	EMERALD FIRE LLC	393.80
1045	HORIZON DISTRIBUTORS INC	974.86
1047	SARAH ROBERTS	55,805.85
1052	FIRE PROTECTION, INC	5,362.78
1068	WA STATE DEPT OF LABOR & INDUSTRIES	141.60
1114	PHSI PURE HEALTH SOLUTIONS INC.	505.45
1116	FRONTIER	6,363.52
1123	AM TEST, INC	900.00
1131	SUSSMAN/PREJZA & CO, INC	1,350.00
1140	PAWS	2,418.00
1152	WASHINGTON ENERGY SERVICES CO. LLC	36.75
1161	INDEPENDENT STATIONERS	166.01
1168	SCHINDLER ELEVATOR CORPORATION	3,715.82
1177	WELLS FARGO FINANCIAL	3,845.62
1181	BANNER BANK BH	4,026.62
1192	HOPKINS, CRAIG	327.57
1193	DEVRIES, DENIS	185.87
1197	MILLER STEPHENS, MARY	6,250.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	3,850.00
1216	ADVANCE TESTING & SERVICE INC	1,188.00
1222	OLSON BROTHERS PRO-VAC	9,681.10
1259	PERTEET INC.	69,750.28
1266	AAA FLAG & BANNER MFG. CO., INC.	3,022.34
1269	KAMINS CONSTRUCTION INC.	8,802.72
1291	SCHNEE, CARLA	661.96
1299	VERIZON WIRELESS	2,771.21
1309	BANNER BANK BAKER	9,424.55
1311	WASHINGTON STATE PATROL	1,528.25
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	3,200.00
1322	AABCO BARRICADE COMPANY INC.	1,848.00
1326	JOYCE ZIKER PARKINSON	692.50
1327	HWA GEOSCIENCES INC.	1,120.44
1331	KBA INC.	12,687.03
1333	WELWEST CONSTRUCTION INC.	2,148.81
1337	STATE OF WA DEPT. OF LICENSING	7.52
1339	STATE OF WA DEPARTMENT OF LICENSING	30.00
1342	PETERSON, JANET	350.00

Vendor Purchasing Report

For Date Range 01/01/2018 - 07/13/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1357	KENMORE COMMERCIAL LLC	19,828.37
1358	ALPHAGRAPHS	1,149.78
1360	GOODSELL POWER EQUIPMENT #2 INC.	1,018.39
1363	INNOVAC	21,143.78
1370	WINTERBOURNE LANDSCAPE	1,206.99
1377	D.R. HORTON	7,500.00
1383	CHICAGO TITLE	50,000.00
1385	CITYWORKS/ AZTECA SYSTEMS INC.	22,000.00
1390	UTILITIES UNDERGROUND LOCATION CTR	1,335.15
1402	NORTHWEST MARINE TRADE ASSOCIATION	450.00
1403	OSBORN CONSULTING INC.	23,206.58
1411	INTERNATIONAL BUSINESS INNOVATION	525.00
1412	SKAGIT GARDENS	3,159.97
1416	MOBILE MINI, INC.	959.75
1420	SAUVE, GAYLEN	400.00
1431	BRIEN, GAYLYNN	350.00
1437	VOLGISTICS, INC	540.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	863.50
1457	LANGUAGE LINE SERVICES, INC.	18.37
1459	FLEMINGS HOLIDAY LIGHTING LLC	5,768.62
1478	HERBIG, NIGEL	64.25
1479	A V CAPTURE ALL	4,740.12
1480	VERTICAL VISUAL SOLUTIONS INC.	11,811.25
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	175.00
1500	MARINE FLOATS CORPORATION	4,074.40
1504	SCORE	136,758.11
1521	SPOT HOT DOG & BRATS	12.00
1533	314 PIE	48.00
1540	A-1 LANDSCAPING AND CONSTRUCTION, INC	90,359.82
1541	HEWITT	2,255.00
1544	METROPOLITAN TRANS. COMMISSION	1,500.00
1550	HANSEN, COREY	32,780.00
1552	DENUSKI, STACEY	46.70
1555	LINCOLN NATIONAL LIFE INSURANCE	6,229.95
1577	MUMMA, RYAN	459.15
1580	NORTHWEST TROPHY	361.59
1581	STARDOM SERVICES, INC.	3,060.00
1590	HERMANSON COMPANY, LLP	5,916.90
1596	NW ENVIRONMENTAL TRAINING CENTER	700.00
1598	HELMETS R US INC	208.97
1606	GALLATIN PUBLIC AFFAIRS	23,160.00
1607	SCHOCK, BRETT	829.47
1609	MARSHBANK CONSTRUCTION	31,952.47
1634	SREBNIK, DEBRA	314.42
1657	STEWART TITLE COMPANY	7,855.10
1661	WHITEMAN, TELA	400.43
1673	KPFF CONSULTING ENGINEERS	142,289.74
1678	VICENTE, JOHN	522.07
1689	MOTT MACDONALD GROUP, INC.	261,269.86
1690	SITTS & HILL ENGINEERS, INC.	5,756.47
1704	BANNER BANK RK	6,350.92
1711	SOFTWAREONE, INC.	8,925.18
1715	THE WIDE FORMAT COMPANY	770.00
1718	RESOURCE EXPLORATION, LLC	20,000.00
1719	SALTER, JON	333.50
1721	GOOD TO GO	50.80
1726	UNITED STATES TREASURY	30.30

Vendor Purchasing Report

For Date Range 01/01/2018 - 07/13/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1731	NORTHWEST ARBORICULTURE LLC	16,119.94
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	407.00
1733	BELMARK, LLC	7,832.80
1734	TOP TO BOTTOM JANITORIAL, INC.	21,447.00
1738	MUNIMANAGE, LLC	94,110.00
1739	FIX AUTO	2,875.38
1754	RFI ENTERPRISES INC.	8,984.25
1759	CORT PARTY RENTAL	541.87
1762	BAKER, BRIDGIT	149.16
1774	OWEN EQUIPMENT COMPANY	1,591.70
1782	SWANK MOTION PICTURES, INC.	1,128.60
1785	ECOSS	5,963.06
1786	TYLER TECHNOLOGIES, INC.	137.50
1795	CABOT DOW ASSOCIATES, INC.	1,691.25
1796	EXPONENT, INC.	6,027.50
1798	OLBRECHTS & ASSOCIATES, PLLC	1,072.50
1806	RYCO EQUIPMENT, INC.	1,155.00
1810	ABBEY PARTY RENTS OF WA, INC.	885.49
1814	YSI INCORPORATED, A XYLEM BRAND	1,417.82
1816	NAVIA	12,549.32
1819	COSTTREE, LLC	3,000.00
1822	ECO-COUNTER	840.00
1824	URBAN FORESTRY SERVICES, INC.	842.47
1826	MCCLURE AND SONS, INC.	5,794.00
1828	QUALITY BUSINESS SYSTEMS - WELLS FARGO	4,237.91
1829	SHI INTERNATIONAL CORP.	351.81
1843	TUFF SHED, INC	6,046.70
1848	STANLEY PATRICK STRIPING COMPANY	23,417.50
1852	STANTON, ANN	57.77
1859	IRON CREEK CONSTRUCTION LLC	1,820.63
1863	HAULAWAY STORAGE CONTAINERS, INC.	653.40
1864	INTERNATIONAL SOC. OF ARBORICULTURE	185.00
1873	ENGINEERING/REMEDIATION RES. GROUP	12,276.05
1879	HOLMBERG COMPANY	12,575.10
1884	CADMAN MATERIALS, INC.	2,108.43
1889	WILLIAMS, KASTNER & GIBBS PLLC	13,457.89
1900	ASPECT CONSULTING LLC	3,337.47
1901	NORTH COAST ELECTRIC COMPANY	920.71
1908	VAUGHAN, KENT	300.00
1920	BERGER PARTNERSHIP	12,270.82
1926	GUARDIAN SECURITY SYSTEMS, INC.	339.91
1930	T-MOBILE USA, INC.	471.85
1932	U.S. BANK N.A. - CUSTODY	272.00
1935	YUMMY BOX FOOD TRUCK LLC	276.00
1936	SUPERION, LLC	2,249.21
1944	OHNO CONSTRUCTION	18,305.98
1946	FALL PROZ INC	3,886.00
1960	WALTER E. NELSON CO.	426.35
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	605.00
1962	BANNER BANK SKROGH	4,433.15
1964	EARTHWORKS	33,057.85
1969	CAPITOL ASSET & PAVEMENT SERVICES INC.	3,460.00
1970	CROSSROAD SIGN	1,516.90
1975	COMMUNITY ATTRIBUTES INC.	25,056.50
1980	HRA VEBA TRUST	27,675.00
1982	CRAWFORD ELECTRIC	366.55
1985	CONTRACT LAND STAFF LLC	4,511.23
1987	KITSAP CONFERENCE CENTER	124.69

Vendor Purchasing Report

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
1989	WA TRAFFIC SAFETY COMMISSION	103.49
1990	GLOCK PROFESSIONAL, INC.	500.00
1991	WASHINGTON STATE TREASURER	6,570.28
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2,000.00
1995	REY TRANSLATIONS	4,207.53
1996	SEQUOYAH ELECTRIC LLC	7,477.80
1997	BARCLAY DEAN ARCHITECTURAL PRODUCTS, LLC	115.50
1998	JOHNSTON GROUP, LLC	15,717.50
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	20.00
2000	WILLIAMS MECHANICAL, INC.	2,931.50
2001	PETERSEN BROTHERS, INC.	1,994.16
2002	GHORBANI, FARIBA	472.00
2003	INNOVATIVE COMFORT SYSTEMS, INC.	255.15
2004	RED BARN ENGINEERING, INC.	291.77
2005	VAN DYK, JOE	850.00
2006	SOMOL HAMASAKI, KRIS	36.75
2007	HYDROPOINT DATA SYSTEMS, INC.	517.01
2008	MEAD GILMAN & ASSOCIATES	40.00
2009	O'CONNOR CONSULTING GROUP, LLC	20,000.00
2010	JUDHA OF LION LANDSCAPING	356,378.27
2011	PLAN TO PERMIT, LLC	3,932.50
2012	DDK DESIGNS, LLC	35.38
2013	THE POTTING SHED	1,787.50
2015	INGLEWOOD VILLAGE III CONDOMINIUMS	3,047.20
2017	DARRELL THOMSON	5,781.00
2018	LAKE HARRISON ESTATES	7,500.00
2019	EMERALD CITY STATEWIDE	2,046.00
2020	KELLY ATKINSON	1,180.00
2021	GEOTERRA, INC.	2,024.00
2022	JA BRENNAN ASSOCIATES, PLLC	2,274.00
2023	HR&A ADVISORS, INC	129,925.00
2024	DFR LAW GROUP, LLC	3,300.00
2025	LOCAL PROS PAINTING	8,789.00
2026	HEAT FLOW MECHANICAL LLC	113.40
2027	MERIT HOMES, INC.	7,747.90
2028	PRIDE ELECTRIC INC.	4,292.48
2029	HAWTHORNE GLEN 12, LLC	7,500.00
2030	ZEP SALES & SERVICE	869.44
2031	ANDREW POGUE PHOTOGRAPHY LLC	2,050.00
2032	DOOR PROS INC.	971.85
2033	DUGAN, GERALD & GAIL	3,000.00
2034	GEO GROUP NORTHWEST INC.	10.60
2035	JURASSIC PARLIAMENT	1,458.35
2037	PRO-LONG ROOF CARE & GUTTERS	1,097.80
2038	SKEFFINGTON, ELAINE	300.00
2039	ATTORNEY & NOTARY SUPPLY, INC.	80.30
2040	SEAPLANE LLC	96.25
2041	LAKE UNION SEA RAY	14,740.15
2042	CRITERION PICTURES USA	940.00
2043	LIGHTING GROUP NORTHWEST	2,431.19
2044	THE PART WORKS, INC.	67.12
2045	PERFORMANCE JOURNEYS, INC.	9,000.00
2047	PUGET SOUND PLANTS	27,733.20
2048	SMS CLEANING, INC.	11,400.00
2049	SUNBELT RENTALS	952.39
2050	NORCAN-OSINT	280.00
2051	PANTAC, LLC	128.57
2052	J. A. BRENNAN ASSOCIATES, PLLC	18,098.75

Vendor Purchasing Report**For Date Range 01/01/2018 - 07/13/2018****Vendor Set: Vendor Set 01**

Vendor	Name	Volume
2053	WINDOW COVERINGS USA	1,463.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	255.15
2055	CAHALAN MORRISON	1,250.00
2056	J3 ARCHITECTS LLC	850.00
2057	WIRTHLIN CONSULTING GROUP LLC	4,489.00
2058	FLAMENCO SEATTLE LLC	500.00
2059	JARRETT, WINSTON	1,300.00
2061	SQUIRREL BUTTER LLC	250.00
2062	YOGOMAN	1,000.00
Vendor Set Vendor Set 01 Total:		8,271,480.60

City of Kenmore
City Council Regular Meeting
Minutes
June 11, 2018

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

Councilmembers present:

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

ROLL CALL

FLAG SALUTE

AGENDA APPROVAL

CITIZEN COMMENTS

Mike Dee
4518 NE 171st
Lake Forest Park, Washington 98155

Mr. Dee spoke to the Council about the Hangar building, the plastic bag ban and the potential property acquisition.

Phyllis Finley
5962 Arrowhead Drive
Kenmore, Washington 98028

Ms. Finley spoke to the Council about the plastic bag ban and also asked that they consider a ban on plastic straws. She also spoke about the St. Edward ballfields and the proposed public works facility/property acquisition.

David Mason
20305 60th Avenue NE
Kenmore, Washington 98028

Mr. Mason stated that he had lived in the City since 1976. He spoke about concerns over trees leaning over on 61st.

City of Kenmore - City Council Meeting Minutes
June 11, 2018

CONSENT AGENDA

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

The consent agenda included the following:

City Council Meeting Minutes of April 23, 2018, April 30, 2018 and May 7, 2018

Authorize the City Manager to Execute the Interlocal Agreement with the City of Marysville for Rental of Outdoor Video Services

Accept and Deposit Check from Kenmore Air in the Amount of \$15,000 per the Kenmore Air Harbor, Inc. and Department of Ecology Settlement Agreement

BUSINESS AGENDA

Hangar Community Use Report - Shelby Krogh, Events and Volunteer Supervisor

Supervisor Krogh reported that the Town Square and Hangar community building serves a year-round public gathering space in the heart of Kenmore's downtown. By offering flexible, multi-use spaces free of charge, the City has created an accessible and creative environment that supports local businesses, non-profits, and citizens in their efforts to build a stronger community. The 4,600 square-foot Hangar also includes coffee shop Diva Espresso, which has become a hub for locals to meet and entrepreneurs to work.

The Hangar community building opened to the public on August 7, 2017. For the first three months after its opening, the Kenmore community and visitors used the space for general use. On October 25, 2017, the City began officially taking reservations for meetings space use from the public through the Hangar's dedicated website and app.

Since the City began taking reservations, staff has received and processed close to 600 reservation requests for the Hangar, including classes, meetings, community events, performances, and more.

Supervisor Krogh shared an overview of how the Hangar has been used by both Kenmore residents and visitors as well as information about the Hangar's website and reservation system.

Note: Councilmember Srebnik arrived at 7:17 p.m.

City of Kenmore - City Council Meeting Minutes
June 11, 2018

Note: Mayor Baker left the meeting at 7:21 p.m. Deputy Mayor Herbig presided over the meeting.

Council and staff engaged in a discussion.

Plastic Bag Reduction Policy - Jack Urquhart, Management Intern

Intern Urquhart explained that staff reviewed data and examples of plastic bag ordinances and discussed whether to direct staff in drafting a policy ordinance.

Problem and History

American families use an average of 1,500 single-use plastic bags per year.¹ Waste Management reported that only 1 percent are recycled.² Bags that aren't recycled end up in landfills (where they don't degrade), storm drains, trees and the ocean. In 2015, plastic grocery bags were the fifth most common item collected during the Ocean Conservancy's International Coastal Cleanup.³

Waste Management cites that plastic bags are used for an average of 12 minutes.⁴ Despite their limited use, the amount of plastic bags used in the U.S. annually require 12 million barrels of oil to produce.⁵ They are responsible for killing 100,000 marine animals each year, with 46,000 bags per square mile of ocean.⁶

Due to the problems associated with single-use plastic bags, 18 jurisdictions in Washington have implemented carryout bag ordinances dating back to 2011.⁷ A bill (SB 5432) prohibiting plastic bags at retail stores statewide has been introduced multiple times to the Washington legislature. Plastic bag bans exist in more than 90 California cities and hundreds of U.S. jurisdictions.⁸

Effectiveness

The effectiveness of plastic bag bans is evident in a few studies. In San Jose, California, a plastic bag ban led to a 62 percent reduction in the number of plastic bags winding up in the city's storm drains and a 59 percent reduction of plastic bags in the streets.⁹ A year after implementation of California's statewide ban, plastic bags accounted for less than half of the percentage of litter collected on Coastal Cleanup Day (3.1 percent) than in 2010 (7.4 percent).¹⁰ Thurston County reported six months after implementing its ban that only 3 percent of residents said they used single-use carryout bags, compared to 63 percent before the ban. Reusable bag use increased from 20 percent to 53 percent.¹¹

Drawbacks

The solution is not simple. Alternatives to single-use plastic carryout bags also come with drawbacks. Paper bags take more energy to manufacture, and thus come with a higher carbon footprint.¹² However, a big difference is the fact that paper bags naturally degrade, while

City of Kenmore - City Council Meeting Minutes
June 11, 2018

single-use plastic bags do not. Reusable bags are much more costly in terms of manufacturing energy, and some scientists estimate that a reusable bag needs to be used more than 100 times to make up for its high energy and waste cost compared to a plastic bag.¹³

Opponents of plastic bag bans also point to adverse effects on local businesses and U.S. industry, compliance issues and limited environmental impact as reasons to not implement bag ordinances.¹⁴

Alternatives

The following examples of plastic bag regulations in other municipalities may be helpful, should the council decide to pursue an ordinance:

1. Ban on plastic carryout bags; fee on recycled paper bags

Common in other Washington cities, this type of regulation would ban retail stores from providing single-use plastic carryout bags at checkout. Customers would be able to either provide their own bags, purchase reusable bags (if available in store) or use store-provided recyclable paper bags for a pass-through fee (typically five (5) or 10 cents per bag), which is retained by the retailer.

Example: Kirkland

2. Ban on plastic carryout bags; no fee on recycled paper bags

In this variation of No. 1, stores would provide recyclable paper bags to customers without a mandatory fee.

Example: Edmonds

3. Ban on all single-use carryout bags

This type of regulation would ban retail stores from providing all single-use carryout bags (paper or plastic) at checkout. Customers would need to provide their own bag.

Example: Austin, Texas

Of note: The first of its kind (there have been several since), Austin's ban on all single-use carryout bags has been controversial, as some researchers believe Austin has greatly raised its carbon footprint since implementation due to impacts from manufacturing reusable bags.¹⁵

4. Fee on all single-use carryout bags

This type of regulation would allow stores to provide single-use carryout bags with associated fees per bag type (i.e., 10 cents per plastic single-use carryout bag and five (5) cents per paper single-use carryout bag).

Example: New York City

Potential Exemptions

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The following are potential cases for exemption to the bag ban, in response to councilmembers' questions and examples from other jurisdictions:

Exempted plastic bags

Many jurisdictions have used 2.25 millimeters as a bag thickness cutoff point for plastic bags, contending that bags thicker than 2.25 millimeters are potentially reusable, and therefore permissible. More recent ordinances also stipulate that permissible plastic bags be designed and manufactured for long-term use. Zero Waste Washington, a non-profit organization focused on sustainable and responsible consumption and production, includes in their model ordinance (Appendix D) that in order for a bag to be "reusable," it must have a lifetime of 125 uses (can carry 22 pounds 175 feet 125 times).

Also, while cities with bag ordinances define "retail store" as any entity that directly provides goods to customers, several types of bags are typically exempted from plastic bag bans. They are as follows:

- In-store bags for specific items
 - Bulk foods
 - Produce
 - Meat
- Takeout bags for prepared foods (restaurant bags)
- Laundry dry-cleaning bags
- Newspaper bags
- Pet waste bags
- Bags for items where dampness could be an issue, such as flowers
- Garbage bags

Small stores

Some jurisdictions establish exemptions from bag bans based on size of store. For example, Portland's policy applies to grocery stores (defined as "any business in the City with gross annual receipts of \$2,000,000 or greater, offering for sale items of food and perishable items as well as other household goods and supplies") or retail establishments of more than 10,000 square feet.

Issaquah didn't exempt small stores, but gave them one year longer to become compliant.

Compostable bags

Some jurisdictions with bag bans, such as Seattle, allow single-use plastic carryout bags if they are compostable. However, most Washington municipalities have passed ordinances that ban all single-use plastic bags, without distinction.

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Another important consideration is an amendment to Seattle's ordinance that addresses composting confusion due to the color of bags. Seattle has banned retailers from providing brown or green in-store plastic bags unless they are labeled as compostable. (Appendix G).

Low-income customers

Several codes exempt food banks and other food assistance programs. Customers using vouchers or electronic benefits cards (WIC, TANF, SNAP, FAP) are typically exempted from the five-cent pass-through charge.

Compliance Date and Notice

Approved ordinances typically give retail stores a period ranging from three (3) months to one (1) year to become compliant. The council may establish minimum notice from city staff to residents prior to the compliance date. Ten (10) months before implementation, Kirkland produced an information packet (Appendix E) for businesses that would be affected by the ordinance.

Enforcement and Enforcement Time

In existing ordinances, violation of the ordinance results in a civil violation or infraction. Some ordinances provide for a verbal or written warning before any violations are reported. Edmonds attaches a \$100 fine for the first offense and \$250 for subsequent offenses.

Zero Waste Washington actually advocates minimal enforcement. They said that businesses typically comply, with higher rates of compliance over time, and a heavy-handed approach would not be favorable. They insisted that cities have typically responded to non-compliance from citizens by sending a letter to the retailer, and that has usually resolved the non-compliance.

Name of Policy

Early-adopting jurisdictions commonly named their policies "Carryout Bag Regulation" or "Plastic Reduction Policy" in their municipal codes. However, Zero Waste Washington uses the term "Reusable Bag Policy," to shift the focus to what is being promoted, rather than what is being banned. Tacoma's bag regulations are a section of its code titled "Bring Your Own Bag."

Council and staff engaged in a discussion. Council directed staff to prepare an ordinance for an upcoming meeting. A public hearing will also be scheduled.

Purchase and Sale Agreement for the City of Kenmore to Potentially Acquire the Property Located at 6646 NE 202nd Street in Kenmore - Rob Karlinsey, City Manager

Mayor Baker requested to participate via telephone for this agenda item.

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MOTION: Councilmember Curtis made a motion to suspend the Council Rules to allow Mayor Baker to participate via phone, Councilmember Smith seconded the motion. The motion passed unanimously.

Mayor Baker was called at 8:16 p.m. and participated via phone.

City Manager Karlinsey explained that the City recently received notice that the City of Lake Forest Park will no longer be providing public works operations services to the City of Kenmore after 2018. As a result, the City of Kenmore will need to provide “in-house” public works operations services in 2019.

He stated that the City is optimistic about this change and believe it will result in improved local control of public works services for the same or less cost.

Providing in-house services will also result in the need to site a new facility that can house the personnel, equipment, and other operations that go with an in-house public works department. While the City currently owns a site that can serve as an interim facility, the City is in search of a property that will meet the long-term needs of an in-house public works department.

The property located at 6646 NE 202nd Street could serve as a potential long term public works facility site, subject to:

- 1) Site investigation and a feasibility period as described in the purchase and sale agreement.
- 2) Community input and accompanying rezoning of the property to meet the intended public works use. If this particular property were to serve as the site for a public works operations facility, the City would need to comply with key requirements such as screening and setbacks.

Daily operations at a typical public works facility site would be Monday through Friday, 7 am to 4 pm. Activity would include daily coming and going of pickup trucks, with occasional deliveries by larger trucks. The City’s street sweeper would also come and go from the site on a regular basis. One site, the City may operate various equipment and machinery, including but not limited to saws, vehicle repair tools, air compressor, generator, and pressure washer.

Council and staff engaged in a discussion. Terms of the agreement included:
The purchase price is \$1,025,000; earnest money is \$50,000 (refundable during feasibility period); feasibility period is 90 days and closing date would be 7 days after feasibility period.

MOTION: Councilmember Curtis made a motion to authorize the City Manager to enter into a Purchase and Sale Agreement for the City of Kenmore to Potentially Acquire the Property Located at 6646 NE 202nd Street in Kenmore, Councilmember Smith seconded the motion. The motion

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passed 4-3-0 with Councilmember Denuski, Councilmember Srebnik and Councilmember Marshall opposed.

Mayor Baker left the meeting via phone at 8:37 p.m.

STAFF REPORT

When Social Media Implicates the Public Records Act - Rod Kaseguma, City Attorney

COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

Councilmember Curtis asked the Council to consider clarifying the sign at the Kenmore Middle School. The sign looks as if it's a City sign. The cost would be roughly \$1200.

MOTION: Councilmember Curtis made a motion that the sign be clarified by adding the words "Middle School" to the Sign, Councilmember Srebnik seconded the motion. The motion failed 2-3-1 with Councilmember Denuski, Deputy Mayor Herbig and Councilmember Smith voting no and Councilmember Marshall abstaining.

ADJOURNMENT

The meeting was adjourned at 9:21 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

City of Kenmore
City Council Regular Meeting
Minutes
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CALL TO ORDER - Mayor David Baker called the meeting to order at 7:00 p.m.

Councilmembers present:

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik
Councilmember Stacey Denuski (Absent – excused)
Councilmember Brent Smith

ROLL CALL

FLAG SALUTE

AGENDA APPROVAL

PRESENTATION

Camp Unity Temporary Use Update - Mark Van Wormer, Camp Unity

PROCLAMATION

Pride Week - June 24 through June 30, 2018 in the City of Kenmore

CITIZEN COMMENTS

Mark Prince
19330 55th Avenue NE
Kenmore, Washington 98028

Mr. Prince spoke against the temporary shelter policy that is on the agenda.

Todd Prince
6706 NE 185th Street
Kenmore, Washington 98028

Mr. Prince spoke about the temporary shelter policy and the need for criminal background checks.

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Vicki Grayland
20308 73rd Avenue NE
Kenmore, Washington 98028

Ms. Grayland spoke about the plastic bag ban ordinance. She agrees that plastic straws should also be banned. She also commented on the proposed public works facility.

Stacey Valenzuela
Lakewood Villa
Kenmore, Washington 98028

Ms. Valenzuela spoke in favor of the plastic bag ban ordinance. She also commented on the love of the Hangar building and also the increase in pan handling in the City.

CONSENT AGENDA

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

The consent agenda included the following:

Council Meeting Minutes of May 14, 2018

Checks #39896 through #39971 in the amount of \$453,281.98.
Total Payroll/Taxes/Flexible Spending & Health Savings Account Electronic Deposits
Dated: 5/11/18 in the amount of \$97,261.37.

Authorize the City Manager to Enter into an Agreement with the Army Corps of Engineers for the Expedited Review of the W. Sammamish River Bridge Project

PUBLIC HEARING

2019-2024 Six-Year Transportation Improvement Program - John Vicente, City Engineer

City Engineer Vicente explained that in accordance with RCW 35.77.010, the legislative body of each city in Washington State must prepare and adopt a six-year comprehensive transportation improvement program (TIP) annually. The TIP may also be modified at any time during the year as needed. The purchase of the TIP is to assure that each City “perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program”.

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The TIP provides a summary of potential transportation projects and funding for each project. The projects listed in the TIP are consistent with Transportation Element of the City's adopted Comprehensive Plan. The revenue sources are categorized into three groups. Local funds; secured Federal and State Funds; and funding not secured. The TIP is a planning document that is not fiscally constrained, meaning all funding identified do not need to be paid "in hand" to include a project in the TIP.

The recommended TIP continues the City's emphasis on multimodal transportation safety including improvements to SR522, Juanita Drive and 68th Avenue NE sidewalks and bike lanes, sidewalks projects located near Arrowhead elementary and downtown, and the West Sammamish River Bridge replacement. The lower Swamp Creek Bridge Replacement project has been added to this year's TIP update. The bridge study performed in 2015 recommended that the bridge be replaced in 10 years. The TIP reflects the recommendations and identifies a funding need for design in 2023 and 2024. Construction would be estimated in 2025 or 2026.

Mayor Baker opened the public hearing at 7:32 p.m.

There were no comments from the public.

Mayor Baker closed the public hearing at 7:32 p.m.

BUSINESS AGENDA

Resolution #18-309 for the 2019-2024 Six-Year Transportation Improvement Program - John Vicente, City Engineer

MOTION: Councilmember Srebnik made a motion to approve Resolution #18-309 for the 2019-2024 Six-Year Transportation Improvement Program, Councilmember Curtis seconded the motion. The motion passed 5-1-0 with Councilmember Smith voting no.

Ordinance 18-0484 Authorizing the Acquisition by Condemnation of Certain Real Property Interests as Needed for the West Sammamish River Bridge Replacement Project - John Vicente, City Engineer

The West Sammamish River Bridge Replacement Project (Project) includes replacement of the existing southbound bridge, widened pedestrian and bicycle facilities between NE 170th Street and NE 175th Street, street illumination, retaining walls, drainage improvements, landscaping, utility undergrounding, and signal improvements. The design is currently at 90% completion.

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The City has initiated right of way acquisition where necessary on the Project. The Project will be acquiring property rights from 12 individual parcels (See Attachment 1) at an estimated cost of \$998K. Parcel acquisitions areas and locations have been identified based on design drawings. Administrative Offer Summaries (for acquisitions under \$25k) have been completed and formal offer letters for some parcels have been presented. The acquisition will include the following (but not limited to) real property rights: fee simple and temporary construction easements.

To date, all property owners received invitations to meet with City Staff and our right of way consultant, RES Group NW, and staff will continue to pursue meetings property owners until property rights have been secured. Every property owner has also received a phone call and certified letter notifying them of the requested Council action and Council meeting information. The scheduled adoption of the Ordinance has also been advertised in the Seattle Times and Daily Journal of Commerce (DJC).

Staff will work closely with all property owners; however, in the unlikelihood that agreements cannot be made, utilization of eminent domain will be necessary to meet our construction schedule. The attached condemnation ordinance (Attachment 2) authorizes the City Manager to pursue condemnation if negotiations reach an impasse. Note that condemnation is a tool that the City will utilize if needed. Other effective tools/strategies that will be utilized include: in-person property owner meetings, formal offer letters, utilization of Possession and Use (P&U) Agreements, and negotiation. Also, it is typical to file condemnation if the property owner will not sign a P&U Agreement, but much success can be achieved through mediation.

The right of way process for this project must comply with State and Federal regulations. Right of Way acquisition generally follows the same steps for all properties (see flow chart in Attachment 3):

- Meeting with property owners and tenants when appropriate to discuss project schedule, acquisition needs, and right of way acquisition process.
- Administrative Offer Summaries prepared (for property acquisitions less than \$25,000)
- Appraisals prepared (for property acquisitions estimated to exceed \$25,000)
- Independent 3rd party review of all appraisals.
- Offers to property owners.
- Negotiations (includes Possession and Use Agreements)
- Condemnation (as needed)
- Settlement

As mentioned, during the negotiations we will make every reasonable effort to reach agreement on acquisition. Our right of way consultants, RES Group NW, understand Federal and State acquisition requirements and the need to provide property owners with the time to consider offers and ask questions. We will also share appraisal information with property

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owners upon request. However, there are times when negotiations reach an impasse and condemnation is necessary.

The Possession and Use Agreement (P&U) is a powerful tool and staff will encourage property owners to enter into this agreement. P&U's are signed when the property owner agrees to the property rights sale, but does not agree to the price. Signing the P&U allows the City to pay what has been offered (appraised value) and allows the City to go to construction. Negotiations would then continue.

Through Ordinance 18-0464, Council would authorize the use of eminent domain for all project needs at the same time. This strategy makes sense for several reasons: efficiency of process, fairness to all property owners, and protection of privacy for property owners. It also avoids delays to the project and demonstrates the City's intent to acquire land and proceed with the project. Without the condemnation ordinance at this time, the City would wait until an impasse is reached with a property owner and then schedule consideration of a condemnation ordinance for the specific property. This process would interject several months into the project schedule and would also single out a specific property owner that has elected to go through condemnation proceedings.

MOTION: Councilmember Curtis made a motion to approve Ordinance 18-0484 Authorizing the Acquisition by Condemnation of Certain Real Property Interests as Needed for the West Sammamish River Bridge Replacement Project, Councilmember Smith seconded the motion. The motion passed unanimously.

Temporary Shelter Policy - Rob Karlinsey, City Manager and Jack Urquhart, Management Intern

Council and staff discussed the policy.

MOTION: Councilmember Smith made a motion to not include low barriers shelters as part of this policy, Mayor Baker seconded the motion. The motion failed 2-4-0 with Councilmember Srebnik, Deputy Mayor Herbig, Mayor Baker and Councilmember Smith opposed.

MOTION: Councilmember Curtis made a motion to limit low barrier shelters to the coldest months and 1 time per year, Councilmember Marshall seconded the motion. The motion failed 2-4-0 with Councilmember Curtis and Councilmember Marshall in favor.

MOTION: Councilmember Curtis made a motion to conduct sex offender checks on everyone (not warrant checks) for both type of shelters, Councilmember Srebnik seconded the motion. The motion failed 3-3-0 with

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Councilmember Curtis, Councilmember Marshall and Councilmember Srebnik voting yes.

MOTION: Councilmember Curtis made a motion for a maximum of 50 people at the shelter, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

MOTION: Councilmember Srebnik made a motion for the shelter to be 125 days maximum, Councilmember Smith seconded the motion.

AMENDMENT TO THE MOTION: Councilmember Srebnik made a motion for a 90-day maximum for temporary shelter and then a possible extension for another 90-days making it 180 days total, Councilmember Curtis seconded the motion. Motion failed 3-3-0 with Councilmember Curtis, Mayor Baker and Councilmember Smith voting no.

AMENDMENT TO THE MOTION: Councilmember Marshall made an amendment to the motion to have Council approval at the 90-day mark authorizing an additional 90 days, Mayor Baker seconded the motion. The motion failed 2-4-0 with Councilmember Marshall and Mayor Baker in favor.

AMENDMENT TO THE MOTION: Councilmember Curtis made a motion for a mandatory report at 60 days to the Council, Mayor Baker seconded the motion. The motion passed unanimously.

ORIGINAL MOTION VOTE: (125-day maximum with a report to Council at 60 days). The motion passed unanimously.

ADJOURNMENT

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

David Baker, Mayor

ATTEST:

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Kelly M. Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Economic Development Strategy Update: Proposed Goals, Strategies and Actions Proposed Council Action/Motion: Motion to Approve 2018 Economic Development Strategy Update Goals, Strategies and Actions	For Council Meeting Agenda of: 23 July 2018 Department: Executive Prepared by: Nancy Ousley, Assistant City Manager Initial & Date Approved by Department Head: <u>NKS 12 July 2018</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>NKS for RK 12 July 2018</u> Exhibits/Attachments: 1. Proposed Economic Development Goals, Strategies and Actions as modified following June 25, 2018 Council discussion 2. June 25, 2018 Agenda Item
<u>INFORMATION/BACKGROUND:</u> The Council discussed proposed Goals, Strategies and Actions for the Economic Development Strategy Update on June 25, 2018. This effort builds on the general directions set out in the 2009 Economic Development Strategy, recognizing that many of the actions recommended in the 2009 have or are being addressed. City staff worked with Community Attributes, Inc. on the project, which also includes a demographic and market conditions profile report (discussed with Council on June 2018) and an updated commercial development capacity report. The project team interviewed key stakeholders, worked with the Kenmore Business Alliance and elicited public comment via a project website. The proposed Economic Development Strategy Update carries forward the four goals from the 2009 document and adds two additional goals: Goal 1: Promote and Differentiate Kenmore's Image Goal 2: Grow New and Existing Businesses and Target Sectors Goal 3: Enable High Quality Commercial Office and Mixed Used Development (new) Goal 4: Leverage Place-Making and Livability for Economic Development Goal 5: Expand Connectivity, Access to the Waterfront and Multi-Modal Transportation Goal 6: Highlight Kenmore's Welcoming Business Climate (new) Council requested modifications to several actions, which have been addressed in the attached document. The modified actions respond to the following requests from the discussion: 1.A.4: delete "including in surface parking lots" 2.A.4: delete reference to big box retail/ revise to read: "Monitor trends in urban scale retail development to consider recruiting retail/commercial user(s) that enhance the retail base and local collection of distinctive independent businesses." 2.B.3: add "boating"	

2.B.8: add "Northshore School District, Kenmore Waterfront Activities Center"

3.C.1: Tie to I.B.4

3.C.4: add "strategies for short and long term parking"

3.D.5: add brief explanation of form based code

4.A.4: add sentence or additional action re update of the PROS Plan to address recreational programs and appropriate staffing and possible consideration of a public pool project

5.A.5: add "connect Water Walk", Burke Gilman Trail connection to City Parks and Downtown

5.B.1: add "public" water ferry route

The proposed Goals, Strategies and Actions are meant to act as a guidebook for actions to be considered over the next five to ten years to enhance the City's economic vitality. This does not preclude taking advantage of unforeseen opportunities that may come up in the future. The City Council, in its future actions on budget and work plan priorities, will determine how the Strategy will be implemented.

FISCAL CONSIDERATION:

The updated commercial development capacity report and marketing summary were funded in part by the Port of Seattle Economic Development Partnership Grant Program.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

2018-2019 City Council Goal 5. Update and continue to implement the Economic Development Strategy, with an emphasis on the following key points:

- Advance public access to the water
- Create a vibrant, walkable downtown
- Attract new businesses and support existing businesses
- Promote the image of Kenmore



chapter 3

Goals, Strategies & Actions

Navigating this Document

The following section presents the **Goals, Strategies, and Actions** aimed at diversifying, growing, and sustaining Kenmore's economy for the next ten years and beyond. The strategies and actions aimed at achieving each goal benefit Kenmore's economic foundations, but also focus on specific areas of focus that hold particular promise for Kenmore. The section also presents supporting information to facilitate implementation, including illustrations, case studies, and Kenmore successes to date.

The plan contains **6 Goals** around which the strategies and actions are organized. Color-coded titles distinguish each Goal section.

Individual **Strategies** correspond to each goal with like colors. Strategies represent a cohesive approach to achieving a goal and consist of a number of specific, inter-related Actions.

Actions are where the rubber hits the road in this plan. Specific, implementable tactical measures are highlighted and organized numerically.

To help prioritize implementation of plan Strategies & Actions, anticipated **Timing** is denoted by:

- S** (Short Term) ~ 1-2 years
- M** (Mid Term) ~ 3-5 years
- L** (Long Term) ~ 5 + years

On selected pages, **Examples** are included to support or further illustrate recommended Actions.

Strategy 1B: Develop a Signature Marketing Campaign for Kenmore Rooted in its Unique Assets & Identity

Action 1B.1

Align City communications efforts with local business organization efforts and engage an outside consultant to spearhead a multi-channel marketing effort **S**

Action 1B.2

Develop a strong, unique and recognizable brand for Kenmore and its assets and / or subareas, such as: Bastyr / Health & Wellness; The Lodge at Saint Edward / Outdoor Rec; Lakefront; Brewery District / Burke Gilman; Downtown / Civic Center **S**

Action 1B.3

Create a suite of materials, signage, and print and digital advertising aimed at directing Kenmore visitor traffic to its assets / subareas **S**

Action 1B.4

Generate a suite of development opportunity maps & infill / redevelopment / adaptive reuse visualizations based on CAI's 2018 commercial buildable lands analysis / update **(See Also Strategy 3)** **S**

1A.3 EXAMPLES: Façade Lighting, Pedestrian Underpass Lighting, Public Art, Crosswalk Treatments, Downtown Entrance Gateways, Curbless Streets

See Kent, WA downtown gateways effort - Willis Street Gateway

See Seattle, WA Bell Street corridor

See San Jose, CA downtown underpass lighting

Summary of Goals...

goal 1 Promote & Differentiate
Kenmore's Image

goal 2 Grow New & Existing Businesses
& Target Sectors

goal 3 Enable High-Quality Retail, Office
& Mixed-Use Development

goal 4 Leverage Placemaking & Livability
for Economic Development

goal 5 Expand Connectivity, Access to the Waterfront
& Multi-Modal Transportation

goal 6 Highlight Kenmore's
Welcoming Business Climate

... and Strategies

Strategy 1A: Beautify & Activate Kenmore's Front Door (the 522 Corridor)

Strategy 1B: Develop a Signature Marketing Campaign for Kenmore Rooted in its Unique Assets & Identity

Strategy 1C: Continue to Expand and Strengthen Events & Activities Programming to Attract Visitors to Kenmore

Strategy 2A: Grow Community Scale Retail & Services Base in Kenmore in Conjunction with Larger Scale Recruitment Efforts

Strategy 2B: Leverage Outdoor Recreation and Other Assets to Grow Tourism in Kenmore

Strategy 2C: Leverage Bastyr University's Health & Wellness Programs to Attract Synergistic Businesses & Retain Graduates

Strategy 2D: Actively Engage With and Recruit Regional Employers to Kenmore

Strategy 3A: Maximize Local Feasibility for a Kenmore Business Incubator, Shared Office or Coworking Facilities, & Maker Space

Strategy 3B: Evaluate Modifications to the City's Zoning to Enhance the Environment for New & Speculative Office & Commercial Development

Strategy 3C: Promote Infill Development & the Reuse & Redevelopment of Kenmore's Underutilized Properties

Strategy 3D: Update Plans & Regulations to Extend Kenmore Village Success to Other Zones

Strategy 4A: Continue to Leverage Kenmore's Parks & Open Space Amenities as an Economic Asset for Residents and Visitors Alike

Strategy 4B: Elevate & Leverage Placemaking and the Design of the Public Realm as a Primary Driver of Economic Development

Strategy 5A: Aggressively Pursue Improved Linkages to the Lake Washington and Sammamish River Waterfronts

Strategy 5B: Leverage Forthcoming Park n' Ride, BRT Transit Expansions, and Potential New Passenger Ferry Investments to Explore New Modes of Connectivity Between Kenmore & Surrounding Region

Strategy 6A: Continue to Review and Improve Transparency, Efficiency & Consistency in City Permitting and Code Compliance

Strategy 6B: Continue to Empower & Partner with KBA to Broaden & Improve Business Development Initiatives & Climate in Kenmore

goal 1 Promote & Differentiate Kenmore's Image

Strategy 1A: Beautify & Activate Kenmore's Front Door (the 522 Corridor)

- Action 1A.1** Continue to upgrade urban design in the corridor, including billboard removal / consolidation, upgrading of pedestrian amenities and overall streetscape design and aesthetics (See Also 3D.4) 
- Action 1A.2** Leverage upcoming park n' ride and BRT improvements by incentivizing dense, walkable, and mixed-use Transit-Oriented Developemnt (TOD) and redevelopment along the corridor and within the City's TOD Overlay District 
- Action 1A.3** Design and install urban design features at key intersections and gateways 
- Action 1A.4** Market infill & redevelopment opportunities along the corridor and illustrate potential connections with the Lakepointe property and its potential 
- Action 1A.5** Consider reduced speed limits along the corridor and other potential traffic calming measures 
- Action 1A.6** Continue to pursue planning and implementation of a signature under- or over-pass to provide pedestrian and bike traffic a north-south route across the busy 522 corridor and pursue improvements at the 68th Ave NE intersection with Highway 522 (See Also 5A.1) 

Strategy 1B: Develop a Signature Marketing Campaign for Kenmore Rooted in its Unique Assets & Identity

- Action 1B.1** Align City communications efforts with local business organization efforts and engage an outside consultant to spearhead a multi-channel marketing effort §
- Action 1B.2** Develop a strong, unique and recognizable brand for Kenmore and its assets and / or subareas, such as: Bastyr / Health & Wellness; The Lodge at Saint Edward / Outdoor Rec; Lakefront; Brewery District / Burke Gilman; Downtown / Civic Center §
- Action 1B.3** Create a suite of materials, signage, and print and digital advertising aimed at directing Kenmore visitor traffic to its assets / subareas §
- Action 1B.4** Generate a suite of development opportunity maps & infill / redevelopment / adaptive reuse visualizations based on CAI's 2018 commercial buildable lands analysis / update **(See Also Strategy 3)** §

1A.3 EXAMPLES: Façade Lighting, Pedestrian Underpass Lighting, Public Art, Crosswalk Treatments, Downtown Entrance Gateways, Curbless Streets

See Kent, WA downtown gateways effort - Willis Street Gateway
 See Seattle, WA Bell Street corridor
 See San Jose, CA downtown underpass lighting

Strategy 1C: Continue to Expand and Strengthen Events & Activities Programming to Attract Visitors to Kenmore

- Action 1C.1** Leverage the new Town Square for performances and events in the summer and promote it as a unique venue for special events §
- Action 1C.2** Explore the feasibility of a weekly or permanent farmer's market in downtown Kenmore §
- Action 1C.3** Engage partners to bring talks and presentations of interest to the community and local businesses at The Hangar §
- Action 1C.4** Explore the potential for organized sporting events at Saint Edward Park and boating events from Log Boom Park on Lake Washington and the Sammamish River [\(See Also 2B.2\)](#) §
- Action 1C.5** Explore partnerships with regional art and theatre schools to bring performance and interactive art installations to downtown Kenmore §
- Action 1C.6** Explore partnership with Bastyr to host wellness, naturopathic and nutrition based conferences, presentations, and other events in Kenmore § [\(See Also 2C.2\)](#)

goal 2 Grow New & Existing Businesses & Target Sectors

Strategy 2A: Grow Community Scale Retail & Services Base in Kenmore in Conjunction with Larger Scale Recruitment Efforts

- Action 2A.1** Inventory and analyze community-scale and home-based businesses in Kenmore to identify service and facility needs; leverage business registration / licensing; other tools to identify and track needs 
- Action 2A.2** Assist local businesses and entrepreneurs with physical businesses expansion and improvements needs through site and permitting identification and evaluation -
- Action 2A.3** Support Local Businesses by advocating for reliable and efficient services from power and communications providers in franchise agreements -
- Action 2A.4** Monitor trends in urban scale retail development to consider recruiting retail/commercial user(s) that enhance the retail base and local collection of distinctive independent businesses 
- Action 2A.5** Develop a rotating façade improvement fund for small businesses in the Downtown Kenmore area 
- Action 2A.6** Continue to facilitate small business development seminars at the Hangar or Kenmore breweries 

Action 2A.7 Consider facilitating the creation of a Business Improvement Area for the 522 Corridor and / or Downtown Kenmore 

Action 2A.8 Explore the potential for a storefront or visitor information presence within the City 

Action 2A.9 Support the fiscal sustainability of Kenmore by attracting and supporting diversity in retail services & offerings 

Strategy 2B: Leverage Outdoor Recreation and Other Assets to Grow Tourism in Kenmore

Action 2B.1 Partner with breweries along the Burke-Gilman trail on outdoor seating and events to attract trail users 

Action 2B.2 Explore the potential for organized biking clinics/races at Saint Edward Park and boating events from Log Boom Park on Lake Washington and the Sammamish River **(See Also 1C.4)** 

Action 2B.3 Pursue biking, running, boating, swimming and other recreation businesses to locate in the Downtown Kenmore Area 

Action 2B.4 Working with King County, identify and prioritize funding streams for lighting, planting, and other design improvements along the Burke-Gilman Trail 

Action 2B.5 Pursue new outdoor recreation and food/beverage vendors and pop-up opportunities for the City's key outdoor venues such as the Burke-Gilman Trail and waterfront locations **(See Also 4A.3)** 

- Action 2B.6** Partner with the new Lodge at Saint Edward to offer Kenmore business discounts, a walking map, or other local shopping and hospitality incentives 
- Action 2B.7** Partner with Kenmore Air to explore providing visitor tours 
- Action 2B.8** Explore the feasibility of partnering with the Northshore School District, Kenmore Waterfront Activities Center, University of Washington and others to host boating events on the Sammamish River 
- Action 2B.9** Promote boating, aircraft and swimming safety in Lake Washington and the Sammamish River 
- Action 2B.10** Promote the City's "Water Trail" - the chain of parks, boat launches and access points along Lake Washington and Sammamish River - and the potential to link the City from Log Boom Park to Saint Edward Park 

Strategy 2C: Leverage Bastyr University's Health and Wellness Programs to Attract Synergistic Businesses and Retain Graduates

- Action 2C.1** Work with listing services and websites to develop a "cool space finder" for Bastyr graduates, aspiring health & wellness practitioners, and others 
- Action 2C.2** Explore partnership with Bastyr to host wellness, naturopathy and nutrition -based conferences, presentations, and other events in Kenmore **(See Also 1C.6)** 
- Action 2C.3** Partner with local schools, including Bastyr, UW Bothell, or Cascadia Community College to house a pilot program for Shared Office / Coworking, or Maker Space **(See Also 3A.2)** 

Action 2C.4 Work with local office commercial building owners and managers to develop and offer incentives to Bastyr graduates & aspiring health & wellness practitioners **M**

Action 2C.5 Explore feasibility of commercial kitchen and other amenities for Coworking Space or other location in Kenmore **(See Also 3A.5)** **M**

Action 2C.6 Explore co-sponsorship of career fairs hosting area employers in health and wellness industry for Bastyr students and graduates **M**

Action 2C.7 Contact organizations to host Yoga in the Park at Log Boom or Rhododendron Parks, and / or weekly community run events along the Burke-Gilman trail **S**

Strategy 2D: Actively Engage With and Recruit Regional Employers to Kenmore

Action 2D.1 Identify and conduct outreach to firms with an existing regional presence and engage with site selectors to promote Kenmore as a location for growth and expansion **S-L**

Action 2D.2 Conduct City tours with site selectors and regionally based companies and highlight the City's available land and key amenities **S-M**

goal 3 Enable High-Quality Retail, Office & Mixed-Use Development

Strategy 3A: Maximize Local Feasibility for a Kenmore Business Incubator, Shared Office or Coworking Facilities, and Maker Space

- Action 3A.1** Facilitate a study session on best practices for City support of Shared /Office / Coworking Space and Maker Spaces §
- Action 3A.2** Partner with local schools, including Bastyr, UW Bothell, or Cascadia Community College to house a pilot program for Shared Office / Coworking, or Maker Space (See Also 2C.3) M
- Action 3A.3** Identify Shared Office / Coworking, or Maker Space development opportunities and outreach to national or regional chains regarding local opportunities or guidance M
- Action 3A.4** Consider expanding the existing business incubator program in terms of programming and/or available workspace §
- Action 3A.5** Explore feasibility of commercial kitchen and other amenities for Coworking Space or other location in Kenmore (See Also 2C.5) M

Strategy 3B: Evaluate Modifications to the City's Zoning Code to Enhance the Environment for New and Speculative Office and Commercial Development

- Action 3B.1** Evaluate the utility of a Graduated-Density Zoning scheme (higher densities for larger, assembled sites) to incentivize private-party land assembly in key development zones in Kenmore 
- Action 3B.2** Consider office density bonuses in the City's commercial zones 
- Action 3B.3** Consider new provisions of height and density bonuses in new locations to further incentivize new development **(See Also 3D.2)** 
- Action 3B.4** Evaluate further changes to the RB Zone that allow greater flexibility for commercial uses while maintaining the ability of legacy businesses to operate and grow 
- Action 3B.5** Consider expansion of allowable uses Downtown, and an overlay for local production in an appropriate area to support craft, artisanal, and maker businesses 

Strategy 3C: Promote Infill Development and the Reuse and Redevelopment of Kenmore's Underutilized Properties

- Action 3C.1** Consider the feasibility of expanding the City Change of Use Pilot Project for impact fee relief to a broader area of the 522 Corridor and Downtown (See Also 6B.1) M
- Action 3C.2** Establish a strategy or policy statements in the Kenmore Comprehensive Plan directed at encouraging both short-term and long-term reuse of existing surface parking lots for other commercial / economic activities and investments L
- Action 3C.3** Work with local business owners to develop pop-up retail and events in local underutilized spaces and parking lots M
- Action 3C.4** Consider measures and strategies to increase the inventory of on-street parking as well as long-term and short-term parking in the Downtown area and consider an update to the City's parking standards L
- Action 3C.5** Work with property owners downtown to facilitate the installation of temporary / ad hoc and DIY pocket parks to drive additional visitation and investment downtown (See Also 4A.5) S

Strategy 3D: Update Plans and Regulations to Extend Kenmore Village Success to Other Zones

- Action 3D.1** Consider evaluating Downtown Kenmore's zoning districts and the potential for expanded incentive programs through a comprehensive planning process such as a master plan update or subarea plan 
- Action 3D.2** Explore the feasibility and methodology for implementation of new or expanded development incentives via an updated Downtown Plan' 
- Action 3D.3** Renew attention to distinctive, cohesive, and graphic design guidelines and standards that reflect Kenmore Village and other changes downtown, aiming to extend and enhance Downtown's growing sense of place 
- Action 3D.4** Continue to upgrade urban design of the public realm in the corridor, including billboard reduction / removal, street trees and furniture, vegetated medians, parkways & bioswales, signature lighting & utility poles, textured crosswalks, improved sidewalks & bike lanes **(See Also 1A.1)** 
- Action 3D.5** Consider the utility of a form-based or hybrid form-based code to guide the "look and feel" of further desired development in the rest of the Downtown zone (a form-based code is a method of regulating development to achieve a specific urban form, with a lesser focus on land use) 

3D.2 Examples: Height and density bonuses (eg, 65 ft to 75 ft for developments with office), parking requirement exemptions (see the City's existing TOD reduction), streamlined permitting measures, building envelope allowances

See Bellevue, WA - Bel Red corridor development incentive program (greater building densities in exchange for public amenities)

See Sammamish, WA - TDR, affordable housing and amenity incentive program (allocation of maximum densities through incentive provisions)

goal **4** Leverage Placemaking & Livability for Economic Development

Strategy 4A: Continue to Leverage Kenmore's Parks & Open Space Amenities as an Economic Asset for Residents and Visitors Alike

- Action 4A.1** Continue to strongly advocate for ample public amenities and waterfront access in the planning and pre-development negotiations for the Lakepointe development site **(See Also 5A.4)** 
- Action 4A.2** Develop a specific "View Strategy" within the City's Parks, Recreation, and Open Space Plan framework focused on public intervention in exceptional view areas, potentially including property acquisition, pocket parks, and the creation / maintenance of viewshed corridors 
- Action 4A.3** Pursue new outdoor rec and food/beverage vendors and pop-up opportunities for the City's key outdoor venues such as the Burke-Gilman Trail and waterfront locations **(See Also 2B.5)** 
- Action 4A.4** Support the continued implementation of Kenmore's visionary 2013 Parks, Recreation and Open Space Plan to expand active and passive recreation amenities and waterfront access 
- Action 4A.5** Work with property owners downtown to facilitate the installation of temporary / ad hoc and DIY pocket parks to drive longer term property development downtown **(See Also 3C.5)** 
- Action 4A.6** Support the City's PROS Plan update and leverage to address recreational programs, staffing levels and parks facilities development including consideration of a public pool project 

Strategy 4B: Elevate & Leverage Placemaking and the Design of the Public Realm as a Primary Driver of Economic Development

- Action 4B.1** Draft and adopt Comprehensive Plan policy statements recognizing and reinforcing the role of placemaking in economic development 
- Action 4B.2** Take advantage of opportunities for low-cost, high visibility temporary design interventions that can signal the City's intentions around placemaking for economic development 
- Action 4B.3** Consider partnerships with artists to design and create art celebrating Kenmore's history, community, and landmarks and coordinate placement/implementation on streets & buildings in the Downtown area 
- Action 4B.4** Consider renaming NE 181st to help establish a coherent identity for the Downtown area as the heart of Kenmore 

4B.2 EXAMPLES: Public murals and sculptures, interactive programming/art, vacant groundfloor commercial space activation/art, parklets

See Bellevue, WA Public Art streetspace plans for 130th Street and the Bel-Red Corridor
 See the Hwy 522 Beautification Projects Campaign
 See Kirkland, WA downtown art tour and Arts and Culture Commission

goal 5 Expand Connectivity, Access to the Waterfront & Multi-Modal Transportation

Strategy 5A: Aggressively Pursue Improved Linkages to the Lake Washington and Sammamish River Waterfronts

- Action 5A.1** Continue to pursue planning and implementation of a signature under- or over-pass to provide pedestrian and bike traffic a north-south route across the busy 522 corridor and pursue improvements at the 68th Ave NE intersection with Highway 522 [\(See Also 1A.6\)](#) 
- Action 5A.2** Explore the feasibility of improvements to signalized pedestrian crossings of SR-522 in conjunction with the Washington Department of Transportation, such as improved signage and textured pavement, and potential new crossings, including near the planned Park n' Ride and BRT transit improvement projects 
- Action 5A.3** Negotiate easements on transacting properties positioned to provide access to Lake Washington waterfront, or adjacent new / future development, such as the "water-walk" identified in the City's PROS plan 
- Action 5A.4** Continue to strongly advocate for ample public amenities and waterfront access in the planning and pre-development negotiations for the Lakepointe development site [\(See Also 4A.1\)](#) 
- Action 5A.5** Prioritize non-motorized connections between the Burke-Gilman trail to the new West Sammamish Bridge bike / ped lane, Kenmore Boat Launch, Rhododendron Park and connect to the Kenmore Water Walk, Downtown area, and other City parks 

Strategy 5B: Leverage Forthcoming Park n' Ride and BRT Transit Expansions and Potential New Passenger Ferry Investments to Explore New Modes of Connectivity Between Kenmore and the Surrounding Region

- Action 5B.1** In partnership with other King County agencies, continue to explore the feasibility of a new public water ferry route connecting Kenmore to the U District / UW and/or Downtown Seattle 
- Action 5B.2** Explore options for a Kenmore parking shuttle to connect the City's park n' ride lot and future ST3 parking structure to the Downtown area, and to double as a Downtown circulator 
- Action 5B.3** Alternatively, explore the feasibility of a private, contracted seasonal/tourism-focused water taxi service connecting Kenmore with Seattle or Bellevue during the summer months 
- Action 5B.4** Continue to advocate for a shared parking facility in the Lakepointe development, collocated with passenger ferry services and BRT if ultimately approved and funded 
- Action 5B.5** Pursue planning and funding of a Burke-Gilman trail connector to the planned ST3 parking structure and / or BRT stations via an under-, or over-pass, or signalized 522 surface crossing 

goal 6 Highlight Kenmore's Welcoming Business Climate

Strategy 6A: Continue to Review and Improve Transparency, Efficiency & Consistency in City Permitting and Code Compliance

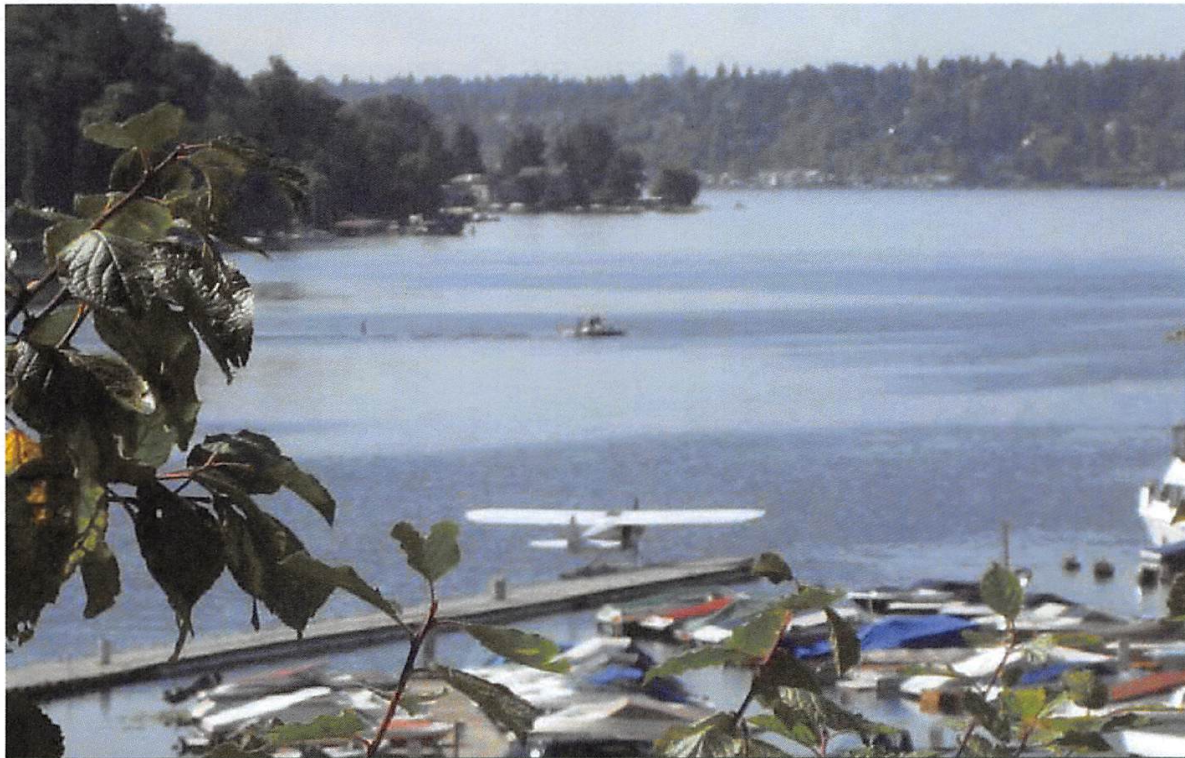
- Action 6A.1** Build on "single point of contact" efforts and continue to streamline permitting and project review across all project scales 
- Action 6A.2** Expand online permitting materials and processing for by-right (permitted under existing zoning) projects from project application to routine administrative decisions 
- Action 6A.3** Review and amend existing zoning code language and develop graphic building envelope guidance (such as reference diagrams/imagery) for ease of development, enforcement, and understanding 
- Action 6A.4** Continue to establish customer satisfaction as a strategic objective to improve customer outcomes and reduce inefficiencies.  
- Action 6A.5** Survey recently (re)located or expanded businesses and developers working in Kenmore to set customer satisfaction benchmarks & identify top permitting and compliance issues for users 

Strategy 6B: Continue to Review and Improve Transparency, Efficiency & Consistency in City Permitting and Code Compliance

- Action 6B.1** Consider the feasibility of expanding the City Change of Use Pilot Project for impact fee relief to a broader area of the 522 Corridor and Downtown for underutilized site redevelopment **(See Also 3C.1)** 
- Action 6B.2** Develop fact sheets and outreach highlighting Kenmore's proactive approach to business development, regulatory simplicity, and strategic location 
- Action 6B.3** Develop a mechanism via the Kenmore Business Alliance (KBA) for a systematic business climate feedback and improvement loop for firms and entrepreneurs doing business in Kenmore 
- Action 6B.4** Continue to cultivate a physical and online presence in Kenmore's business community in conjunction with KBA with periodic check-ins, advocacy, and attendance at events, openings, etc. 

VI. D. Approve 2018 Economic Development Strategy Update Goals, Strategi...

- Create a vibrant, walkable downtown
- Attract new businesses and support existing businesses
- Promote the image of Kenmore



Capitalizing on Kenmore's Potential An Economic Development Strategy



Adopted June 1, 2009



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A Strategy to Capitalize on Kenmore's Potential

This Economic Development Strategy is the result of considerable research, deliberation, and insight by stakeholders in the Kenmore community and beyond who have generously dedicated their time and expertise. The strategy is designed to serve as a roadmap, outlining actions the City could take over the next five years to ensure a sustainable, diversified, and healthy economy for Kenmore and maintain a high quality of life for its residents.

In 2008, Kenmore celebrated its tenth anniversary of incorporation. Since incorporation, the



SR 522 Project Ground-breaking, 2007

Kenmore City Council and City staff have worked to enhance quality of life for residents by strengthening the community's sense of self and through plans for an identifiable mixed-use downtown environment that provides a strong sense of place and is pedestrian-friendly. In addition to the Kenmore Comprehensive Plan and the Downtown Plan, both of which support this goal, the City Council identified economic development as a priority to promote a sustainable and vital local economy.

The City has a strong financial and policy foundation to address economic development and to continue to shape its identity as a new city and attract additional investment. The community has been a collaborative and supportive partner working with the City to advance the long-term vision. The City has assembled land for a catalyst project, Kenmore Village, that will add housing and retail space and will unify the Downtown and is investing in a new City Hall adding vitality and momentum to the changing Downtown.

Current Climate and Context. The City is preparing this Economic Development Strategy during an economic recession, which limits what can be accomplished in the short term. However, there is an opportunity to capitalize on Kenmore's many assets and lay the foundation for the next business cycle. The City can accomplish this through a focus on Kenmore's image and identity and residential quality of life, and by investing in infrastructure to support downtown development.



Car on Bothell Road; Photo courtesy of Kenmore Heritage Society

This Strategy leverages Kenmore's key assets and core values to strengthen the City's identity and promote future investment consistent with the community's desired vision. Kenmore residents value its high quality of life – its location on the north shore of Lake Washington, its excellent school district, parks and trail systems, housing stock and existing neighborhoods, and engaged citizenry. This Strategy aims to enhance residents' quality of life by strengthening Kenmore's sense of place, realizing the potential

of the waterfront location, improving the pedestrian landscape, encouraging transit oriented development, increasing commercial vitality, and expanding retail and employment options.





Planning Process

Community Advisory Committee. This Strategy was led by the City's Economic Development Community Advisory Committee (CAC). The CAC was appointed by the City to help draft the Strategy, represent a variety of interests, and participate in community outreach. The CAC met six times from September 2008 to May 2009 to review research findings and develop this Strategy's goals and priorities. CAC members also participated in briefings to the City Council and were key participants in the Community Open House described below.

The following individuals were members of the CAC:

- Bob Hensel, Chair, James G. Murphy Inc.
- Todd Banks, Kenmore Air
- George Cody, Bastyr University
- Bob Donovan, Kenmore Camera
- Dennis Hill, Downtown Task Force
- Bill Leak, SD Deacon Corp
- Doug Levy, Government affairs consultant
- Lizanne Lyons, Negotiation consultant
- Keoki McCarthy, McCarthy GMAC Real Estate
- Dan Rosenfeld, Urban Partners
- Michael Vanderlinde, Planning Commission

The work of the CAC was supported by Nancy Ousley, Kenmore's Assistant City Manager. Brian Murphy, Allegra Calder, and other Berk & Associates staff provided research services, facilitation, advice, and planning support.



Members of the Project Team, including Committee members, staff and consultants





As the Committee debated opportunities and alternatives in writing this Strategy, the following analytic inputs were developed and shared with the group to provide context and analytic guidance:

Economic and Demographic Profile. This document summarizes data analysis related to area demographics, employment, and retail sales for Kenmore, neighboring cities, and regional benchmarks.

Market Analysis. Focusing on the City's employment and retail base, this document summarizes data related to Kenmore and the greater Puget Sound region. The geographic concentration of employment and retail centers are illustrated in maps and a summary of input from interviews with members of the development community is also included.

Stakeholder Interviews. To gather a range of perspectives and ideas, interviews were conducted with 24 individual stakeholders, including Kenmore's Mayor, the Deputy Mayor, and four City Council members, and representatives from local businesses, the development community, educational institutions, and neighboring cities, land owners, and residents. Input and guidance was also solicited during a joint meeting of the Downtown Task Force and the Planning Commission on September 10, 2008.

Community Open House. On February 10, 2009, the City of Kenmore held a Community Open House to solicit public input for its Economic Development Strategy. Preliminary drafts of the Strategy's four Goals and accompanying Action Strategies were presented at stations around the room and attendees were invited to comment on specific questions posed at each station. Approximately forty people attended the Open House and many attendees took feedback forms to hand out to friends and family.



City Hall Ground-breaking, 2009



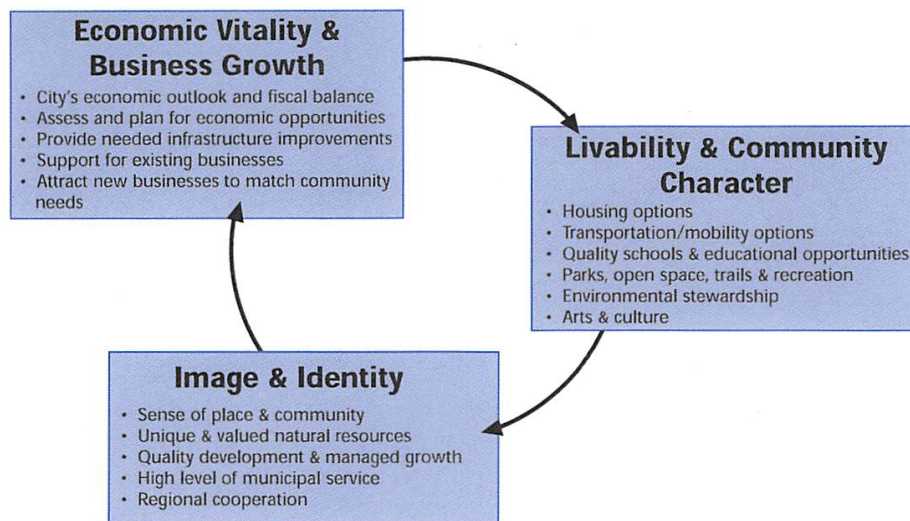


Planning Framework

The **Framework for Sustainable Economic Development**, shown below, identifies three critical elements of economic development: economic vitality and business growth, livability and community character, and image and identity. While a community may be actively advancing all three elements at any given time, there is usually a need to prioritize one over the others. As this priority area is strengthened, the community redirects its resources to address goals in its next area of emphasis.

In Kenmore's case, the short-term items in this Strategy focus on enhancing the community's image and identity with the goal of increasing economic vitality and business growth in the long run. Business support and retention, and elements of livability and community character, are a focus throughout.

Framework for Sustainable Economic Development



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Summary of Key Opportunities and Challenges

Many of Kenmore's greatest opportunities are directly related to its greatest challenges, and a theme of this Strategy is to capitalize on the City's potential by converting underperforming assets into realized advances towards the community's vision. Kenmore is fortunate relative to other communities that have already passed pivotal decision points and committed to development patterns that do not fully realize the communities' opportunities. In Kenmore's case, this Strategy and other related efforts create the opportunity to "reinvent" the downtown and the City's image, while staying true to its key strengths in a deliberate and aligned fashion.



Downtown Kenmore

This mix of challenges and opportunities are seen in existing land uses, the condition of the Lake Washington waterfront, SR-522, and Kenmore's image and identity. Existing land uses in the downtown and along the waterfront significantly underutilize the potential of these properties. Redevelopment offers a significant opportunity to enhance land uses and establish Kenmore's image, which is not widely known in the region among the general population or the development community. About 50,000 cars per day pass through Kenmore along the SR 522. While the City has an opportunity to draw some of this pass-through traffic to local retailers, the highway brings challenges related to aesthetics, infrastructure, and safety for those wanting to cross SR 522.

A key opportunity to advance the community's vision as an attractive place to live, raise children, shop, work, recreate, and socialize lies with Kenmore Village, a 9.6 acre mixed use project in downtown Kenmore that will ultimately have approximately 400 housing units and 100,000 square feet of retail space. While construction is currently delayed due to the economic climate, eventual redevelopment of the downtown will present an opportunity for the City to attract additional investment, new retail and commercial uses, and a larger employment base due to the increased residential population and downtown amenities.

The City has a number of existing assets important to residents and to the region. Bastyr University; strong independent businesses; parks, notably





Saint Edward State Park and Log Boom Park; a good school district; and an attractive location on the north shore of Lake Washington are just a few examples. A King County Ferry District demonstration route from Kenmore to Seattle is another important opportunity that is discussed in Goal IV.

In addition to the opportunities, Kenmore faces specific economic development challenges. The City's current economy is small relative to its population base. The majority of Kenmore residents work outside of the City, primarily in Seattle, Bellevue, and Redmond. Kenmore's location near strong regional retail centers such as Northgate, Alderwood, and Kirkland results in significant sales tax leakage because residents do much of their shopping outside City limits. This regional competition may limit Kenmore's opportunities in some retail and employment sectors.

Kenmore's retail, service, and restaurant sectors can be strengthened, addressing business turnover and augmenting existing businesses with new shopping and dining options.

This Strategy addresses these challenges, and seeks to capitalize on Kenmore's assets and opportunities. The end result will be a more robust economy, a stronger tax base to provide City services, more varied shopping and employment opportunities, and a dynamic and engaging Downtown.

The Kenmore Downtown Plan addresses a geographically defined area of the City near the intersection of SR 522 and 68th Avenue NE. References in this Strategy to the redevelopment of "Downtown" and the importance of strengthening its sense of place refer to this area. Other mentions of downtown use an expanded definition that includes the corridor along SR 522.



Saint Edward State Park with historic seminary building in foreground; Bastyr University Campus at top of photo





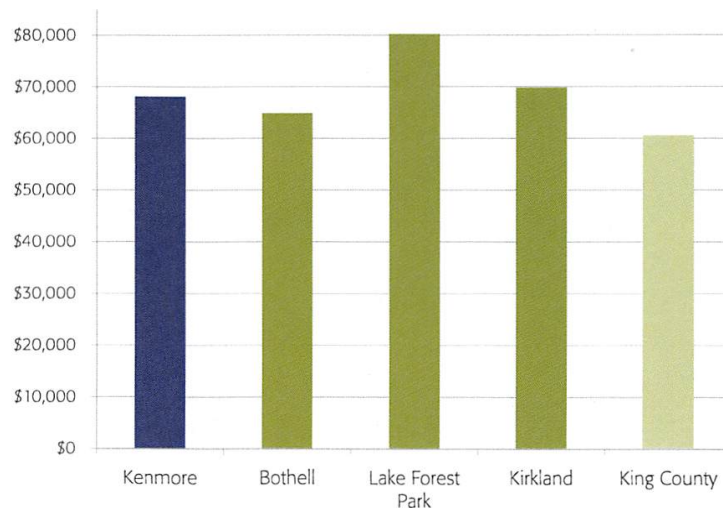
Kenmore's Market Situation

As mentioned above, the Economic and Demographic Profile and the Market Analysis (reproduced in the Technical Appendix) were key inputs to this Strategy. The Profile used quantitative data related to the composition and characteristics of Kenmore's population, employment base, and retail sales while the Market Analysis combined quantitative analysis with qualitative interviews with brokers and developers. The interviews provided context to the data and reflected the current economic situation and market changes that occurred through the development of the Strategy. The research findings are summarized below.

Kenmore has a number of assets that can be leveraged to establish its identity and promote the community to eventually increase investment and employment.

- Kenmore's location roughly halfway between the Eastside and downtown Seattle.
- The City's pleasant residential neighborhoods.
- Excellent school district.
- The presence of Bastyr University within the City limits and the University of Washington Bothell and Cascadia Community College in neighboring Bothell.
- Well educated City residents and a high median household income relative to neighboring cities.

Median Household Income, 2007



Source: Claritas, 2007; Berk & Associates, 2009





Only 3% of Kenmore residents work within the City limits.

- One third of Kenmore residents commute to Seattle for work, followed by Bellevue, Redmond, and Bothell.
- Kenmore is not currently a market that developers or brokers associate with office space.
- There is significant capacity to absorb demand for office space in the region, which will be utilized before new development occurs. Bothell's current office vacancy rate is almost 20% and Seattle and Bellevue's vacancy rates have increased due to the economic downturn and recent building boom.
- The source of demand for office and industrial space is most likely to come from local entrepreneurs or local residents moving their business closer to home.

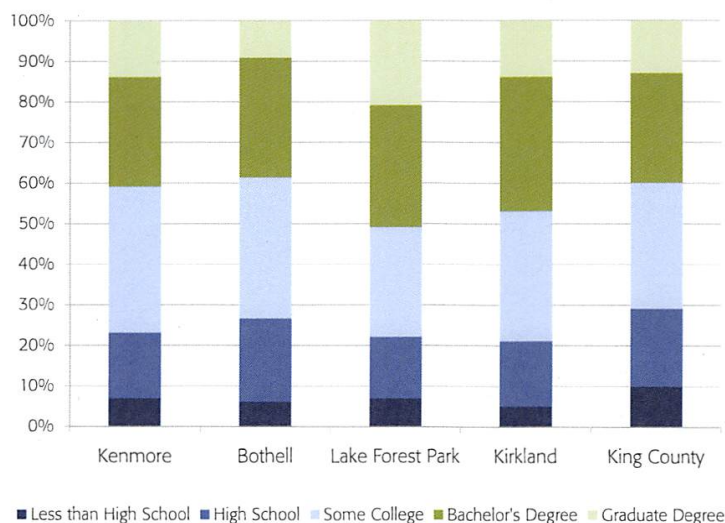
Work Location	Total Jobs	% of Total
Seattle	3,120	32.8%
Bellevue	975	10.2%
Redmond	837	8.8%
Bothell	609	6.4%
Kirkland	545	5.7%
Everett	345	3.6%
Kenmore	284	3.0%
Shoreline	277	2.9%
Lynnwood	205	2.2%
Woodinville	189	2.0%
Other Locations	2,132	22.4%
Total	9,518	100%

Source: U.S. Census Bureau, Local Employment Dynamics, 2006 Berk & Associates, 2009

Increased activity and added amenities in the Downtown would support future retail and employment growth.

- The new City Hall and Library will enhance civic uses, and Kenmore Village will eventually add residential and retail uses.
- Kenmore's location near strong regional retail centers such as Northgate, Alderwood, and Kirkland, results in significant sales tax "leakage." However, this regional competition limits Kenmore's opportunities in some retail sectors.

Educational Attainment, 2007



Source: Claritas, 2007; Berk & Associates, 2009



Economic Development Strategy Overview

The exhibits on the following two pages summarize the Economic Development Strategy. The exhibit on page 11 outlines the Strategy's four Goals and the time frame for the key Strategies. The priorities and timing of different items are designed to enhance Kenmore's economy and overall community vitality. The arc of the Strategy begins with promoting the community's existing assets to establish Kenmore's image and identity to generate more investment in the Downtown and the waterfront, with increased opportunities to live and work in the City.



Rhododendron Park

The exhibit on page 12 provides outlines each of the four Goals and accompanying Action Strategies. Beginning on page 13, each Goal is introduced and explained in detail.



Kenmore City Hall rendering - construction to be completed 2010





Strategic Focus Over Time

Short-Term Strategies	Medium-Term Strategies	Long-Term Desired Outcomes
Goal I: Establish Kenmore's Image by Promoting its High Quality of Life and Many Assets		
- Promote Kenmore's assets - Develop marketing strategy	- Launch community marketing campaign - Promote civic investments	- Positive image and increased awareness of Kenmore - Strengthened community events that bring together Kenmore residents and enhance community identity
Goal II: Support Existing Businesses and Pursue Opportunities to Expand Employment		
- Support and encourage expansion of existing businesses - Promote a business climate that supports economic vitality and investment	- Attract desirable specialty manufacturers and employers in target sectors - Plan for long-term growth of office sector	- Increased opportunities to live and work in Kenmore - Enhanced customer base for local businesses - Sustainable tax base to support a high level of City services for all residents
Goal III: Create a Multi-Use, Vibrant, and Walkable Downtown		
Public investment on 181st Street and in public buildings and spaces	Downtown Redevelopment 1) additional shops and restaurants 2) employment opportunities 3) increased residential population	- Vibrant and walkable Downtown with a strong sense of place - Mixed uses including civic, residential, commercial, and public spaces - Local shopping and dining opportunities
Goal IV: Advance the Community's Connection to the Waterfront		
- Pursue King County Ferry District demonstration route - Play an active role in opening up the waterfront	Build off of ferry district investment with additional public investment and long-term planning	- Redevelopment of the waterfront with improved public access - High quality open space for passive and active recreation - Improved wayfinding and accessibility





Summary of Goals and Action Strategies

Goal I: Establish Kenmore's Image by Promoting its High Quality of Life and Many Assets

- A. Engage Kenmore residents through ongoing community outreach around economic development goals and key initiatives, such as the redevelopment of Downtown
- B. Launch a community marketing campaign to raise Kenmore's profile in the region
- C. Strengthen and promote Kenmore's community activities and events, such as summer concerts at Saint Edward State Park
- D. Support efforts to improve, maintain, and expand parks and open spaces, recognizing them as an important economic vitality asset

Goal II: Support Existing Businesses and Pursue Opportunities to Expand Employment

- A. Maintain a culture supportive of economic development among all members of the City organization
- B. Focus the City's economic development efforts on independent, community-scale retailers and employers, with a particular emphasis on the outdoor recreation, clean-tech, and health care sectors
- C. Promote a business and development climate that supports desired economic growth
- D. Work to retain the City's existing independent businesses by understanding and responding to their issues
- E. Support the growth of a health-related cluster
- F. Maintain the opportunity for longer-term office based employment

Goal III: Create a Multi-Use, Vibrant, and Walkable Downtown

- A. Prepare for and build off of Kenmore Village, City Hall, the library, and other existing or planned Downtown projects and improvements
- B. Develop NE 181st Street as a unifying feature of a pedestrian-oriented Downtown
- C. Encourage additional residential development in the Downtown to increase activity and attract daily goods shops, services, and restaurants
- D. Capture pass-through traffic on SR 522 and the Burke-Gilman Trail by creating strong connections to the Downtown

Goal IV: Advance the Community's Connection to the Waterfront

- A. Continue to pursue designation as the first King County ferry district demonstration route
- B. Provide leadership in opening up the waterfront
- C. Establish improved linkages to the waterfront



GOAL

ESTABLISH KENMORE'S IMAGE BY PROMOTING ITS HIGH QUALITY OF LIFE AND MANY ASSETS

Currently, Kenmore does not have a strong regional image and its many assets are not well known outside its borders. This Goal builds on the community's vision and promotes Kenmore as a desirable place to live, work, and recreate. This Goal builds on the City's Vision Statement, part of Kenmore's Comprehensive Plan. This Goal would initially promote existing assets that contribute to residents' quality of life and are important to the region. Over time, the focus will evolve to include the promotion of new civic buildings along with development and investment opportunities.

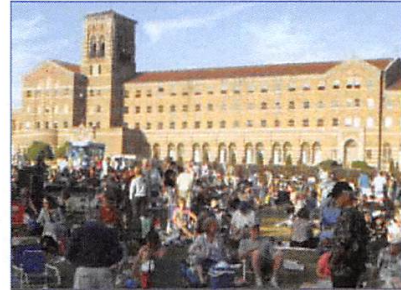
A community's image and identity are established in multiple ways and all four Goals of this Plan address this objective. For example, as discussed in Goal III, Kenmore's visibility and identity could be enhanced with improved signage and wayfinding, subtle forms of marketing reinforcing identity. The Kenmore Heritage Society's History Walk, which opened in late 2008, is an example.

Desired Outcomes

- A positive community image and increased regional awareness of Kenmore
- Strengthened community events that bring together Kenmore residents and enhance community identity

Strategies

- Engage Kenmore residents through ongoing community outreach around economic development goals and key initiatives, such as the redevelopment of Downtown (S-T)
- Launch a community marketing campaign to raise Kenmore's profile in the region (S-T)
 - Develop interim print materials to promote Kenmore generally and specific development opportunities and update the City's website with economic development material
 - Engage a community marketing expert to develop Kenmore's brand and a supporting campaign
 - Once a brand is established, review and revise existing City materials and website to ensure consistency with the brand
 - Ensure the City and community partners communicate similar messages that build on this core identity
 - Be engaged in regional conversations and partnerships



Summer Concert Series at Saint Edward State Park



Inglesmoor High School

Strategies are designated as short-term (S-T), medium-term (M-T), long-term (L-T), or ongoing (Ongoing). Short-term strategies could be implemented in the first 3 years following adoption, medium-term in years 3-4, and long-term in year 5 and beyond. Medium- and long-term items may require planning or other considerations in the short-term.





Kenmore's Unique & Shared Assets

*Lake Washington, shorelines
and wildlife*

*Excellent public K-12 schools –
Northshore School District*

*Bastyr University – a world
leader in natural medicine*

*Kenmore Air – the largest
seaplane operator in the US*

Burke-Gilman Trail

*Local & regional public,
private, and non-profit
athletic facilities (fields,
gyms, pools, golf)*

*Saint Edward State Park,
Sammamish river & wetlands,
Log Boom Park, Kenmore
Heron Rookery*

*Proximity to I-5 and I-405,
Seattle, and the Eastside*

*Civic investments – City Hall,
Northshore Fire District
Headquarters, King County
Library branch*

*Community organizations
supporting local history,
youth & adult sports, and the
environment*

- C. Strengthen and promote Kenmore's community activities and events, such as summer concerts at Saint Edward State Park (S-T)
 - 1. Use activities and events to highlight the river, trail, and waterfront
- D. Support efforts to improve, maintain, and expand parks and open spaces, recognizing them as an important economic vitality asset (Ongoing)

Community Marketing. In order to launch a successful community marketing campaign, the City should undertake some initial steps. First, the City should engage an individual or firm with community marketing expertise to help develop a campaign strategy and approach. The City should create a community advisory committee with representation from employers, businesses, and educational institutions. Using this Strategy, the Comprehensive and Downtown Plans, the City can create key messages, focusing on promotion of the community's assets.

It is important to recognize that it will take time to market the community and begin to increase awareness and raise the City's profile throughout the region.



10th Anniversary of Kenmore
Incorporation - going green with reusable
shopping bags, 2008





GOAL



SUPPORT EXISTING BUSINESSES AND PURSUE OPPORTUNITIES TO EXPAND EMPLOYMENT

Kenmore has several businesses and institutions, including Kenmore Air and Bastyr University, that are known throughout the region and even further afield. The community's smaller independent businesses are seen as key assets, and more commercial establishments of this scale are desired, particularly restaurants. However, there are challenges to small businesses as many residents do their shopping and dining-out in neighboring communities and business turnover is common. The strategies below seek to support, retain, and expand existing businesses, and augment the commercial base with complementary new businesses.



Victory Drive In: Photo courtesy of Kenmore Heritage Society

Currently, the vast majority of Kenmore residents travel to another area in the Seattle metropolitan region for work. Additional employment would create other opportunities for residents to live and work in Kenmore. Additional retailers and restaurants would allow the City to capture of a greater share of resident spending.



Local retail business

Opportunities to expand the City's employment base may be limited in the short-run due to the constricted economic climate. In this context, the City should prioritize business support and retention in the short-term and work to target businesses that would benefit from assets that are specific to Kenmore, such as Bastyr University, the Burke-Gilman trail, and its location along SR 522.

Desired Outcomes

- Increased opportunities to live and work in Kenmore
- Enhanced customer base for local businesses
- Sustainable tax base to support a high level of City services for all residents

Strategies

- A. Maintain a culture supportive of economic development among all members of the City organization (Ongoing)
 1. Establish annual conversations with elected officials about the importance of economic development and the City's short- and long-term plans and aspirations
 2. Engage in annual conversations with all City staff about economic development, highlighting the contributions each can make in his or her position. Emphasize the importance of customer service and communicating that the City welcomes desirable investment and seeks to play a facilitative role
 3. Appoint a single point of contact for businesses wishing to interact with the City





B. Focus the City's economic development efforts on independent, community scale retailers and employers, with a particular emphasis on the outdoor recreation, clean-tech, and health care sectors (Ongoing)

1. Pursue training or other opportunities for staff to learn more about these sectors' needs and preferences for facilities, adjacencies, and location
2. Use community marketing efforts and the City's website to project a community image that attracts entrepreneurs and businesses in the City's targeted sectors
3. Target related professional organizations for membership and participation, including the Washington Clean Tech Alliance, Green Business Forums, and health care groups
4. Engage school leadership in dialogue and identify ways to leverage the area's educational institutions, including Bastyr, UW Bothell, Cascadia Community College, and the Northshore School District
5. Explore opportunities to attract businesses that would benefit from the presence of Kenmore Air's maintenance facility and passenger base
6. Consider recruiting a micro-brewery or wine maker that would benefit from proximity to similar operations in Woodinville, the Burke-Gilman trail, and the annual Brewers Festival in Saint Edward State Park

C. Promote a business and development climate that supports desired economic growth (S-T)

1. Audit regulations, zoning, fees, and processes to ensure that they are consistent with the Comprehensive Plan and Downtown Plan, supportive of investment in the City's target sectors according to current business practices, and competitive relative to neighboring communities
2. Explore opportunities to promote development in areas targeted for investment by using tools and incentives, such as a planned action environmental review or transfer of development rights
3. Consider additional incentives to encourage private investment in streetscape and open space amenities and a built environment in line with the community vision

Initially, incentives should be used to promote development opportunities and encourage investment in Kenmore's commercial areas. Subsequent efforts can be used to enhance the character of the downtown through private investment.



King County Public Library, Kenmore branch rendering





4. When considering policies or processes that could affect the business/development community or climate, solicit input from the private sector and communicate changes once made
5. Provide early and frequent opportunities for developers and business and property owners to discuss potential development projects with City staff
 - a. Communicate the community's support for development that is aligned with the Comprehensive Plan and current development regulations
 - b. Provide predictable and consistent information about the City's development regulations
 - c. Answer questions and facilitate development in a collaborative fashion
6. Establish a survey to solicit feedback on the City's permitting process, using the results to make improvements and capture positive comments for use in promotional materials
7. Enhance the City's website with additional economic development content
- D. Work to retain the City's existing independent businesses by understanding and responding to their issues (S-T/M-T)
 1. Better understand and track the makeup of the City's commercial sectors by establishing a business registration requirement with a modest fee
 2. Meet regularly with the City's larger employers through direct outreach or collective and interactive forums such as a regular business breakfast
 3. Explore the needs of Kenmore's home-based businesses and determine what the City can do to support them
 4. Explore opportunities to support local small businesses in partnership with the UW Bothell Business Development Center
 5. Following the completion of Kenmore Village, assess business owner interest in a Downtown business association that the City could support with meeting space and technical assistance
- E. Support the growth of a health-related cluster (M-T)
 1. Strengthen the connection between the City and Bastyr University through event cosponsorship and other opportunities for partnership
 2. Recruit health-related businesses that would benefit from the presence of Bastyr, nursing programs at UW Bothell and Cascadia Community College, local medical/dental practitioners, and proximity to one another
 3. Target health and fitness businesses such as outdoor gear rental shops that would benefit from the waterfront, the Burke-Gilman Trail, and vehicular traffic along SR 522
- H. Maintain the opportunity for longer-term office based employment (Ongoing)
 1. Track capacity for office development and be prepared to market opportunities as they arise

Downtown redevelopment is one of the most important strategies to increase employment opportunities within Kenmore. With additional downtown amenities, a greater sense of place, and the possibility of a ferry route to Seattle, Kenmore will be more attractive to employers.

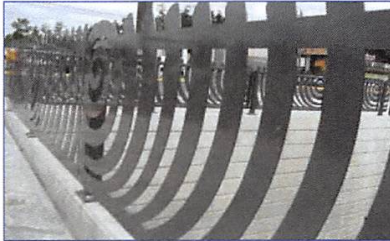




GOAL



CREATE A MULTI-USE, VIBRANT, AND WALKABLE DOWNTOWN



SR 522 Improvements



Bikes on the Burke-Gilman Trail

The incentives and tools noted in Goal II will be important in encouraging and shaping Downtown redevelopment.

Residential and mixed-use development aids economic development by supporting a larger population base, which is attractive to retailers. Retail establishments and restaurants create the amenities, vibrancy, and sense of place that is attractive to employers and residents. An increase in residents, jobs, and retailers enhances City tax revenues, allowing for the ongoing provision of high quality City services.

In addition to the direct and indirect economic development benefits of a project like Kenmore Village, an improved streetscape would make the Downtown more appealing to existing residents, increase public safety, and enhance the overall sense of community. Civic investments such as the new City Hall and library will serve as public gathering places and help to activate the Downtown.

Desired Outcomes

- A vibrant and walkable downtown with a strong sense of place
- A mix of uses, including civic, residential, commercial, and public spaces
- Local shopping and dining opportunities
- Multi-modal centers and transit oriented development within the City

Strategies

- A. Prepare for and build off of Kenmore Village, City Hall, the library, and other existing or planned Downtown projects and improvements (S-T)
 1. Create folios describing the projects with photos or renderings that can be passed out at regional events to promote and generate interest in the City
 2. Utilize press releases, direct outreach to the press, and opening ceremonies to promote recognition of significant accomplishments in Downtown revitalization
- B. Develop NE 181st Street as a unifying feature of a pedestrian-oriented Downtown (M-T)
 1. Consider renaming 181st to help establish an identity for the Downtown
 2. Invest in streetscape and sidewalk improvements and amenities
 3. Create a multi-use "gathering place" at the new City Hall

Indoor space will be available for community meetings and events and the outdoor space could be used for a farmer's market or an outdoor concert series once the Downtown is redeveloped.
 4. Create strong walking connections to adjacent neighborhood and the waterfront





- C. Encourage additional residential development in the Downtown to increase activity and attract daily goods shops, services, and restaurants (M-T/L-T)
 - 1. Promote residential development opportunities in Kenmore
 - 2. Use design standards to ensure high quality and attractive development in line with the community vision for Downtown
- D. Capture pass-through traffic on SR 522 and the Burke-Gilman Trail by creating strong connections to the Downtown (M-T/L-T)
 - 1. Create a landmark gateway to Kenmore at the intersection of SR 522 and 68th Avenue
 - 2. Improve signage and wayfinding to capture pass-through vehicular and bicycle traffic



Conceptual rendering of Kenmore Village by the Lake, GGLO





GOAL IV

ADVANCE THE COMMUNITY'S CONNECTION TO THE WATERFRONT



Fishing at Log Boom Park

Kenmore's Lake Washington waterfront is the community's most commonly noted asset. However, most people agree that public access is limited and the existing uses are not the most desirable. Opening the waterfront to greater public use is challenging because much of the land is privately held and subject to environmental restrictions. The Strategies below recognize the importance of LakePointe and other properties on the waterfront and along the connecting path between Downtown and the lake, as well as the City's limited ability to affect direct change.

Possible City Actions to Help Open Up the Waterfront

The City of Kenmore has limited tools and options at its disposal to work directly in opening up privately held waterfront properties for redevelopment and public use. The City's primary function is as a facilitator, holding conversations with property owners about the future of key parcels. The City should also pursue grants for possible land acquisition, and consider investing in supportive infrastructure that creates strong connections to the waterfront facilitating greater access and potential for redevelopment.

Desired Outcomes

- Redevelopment of the waterfront with improved public access
- High quality open space for passive and active recreation
- Improved way finding and increased awareness of Kenmore from the Burke-Gilman Trail

Strategies

- A. Continue to pursue designation as the first King County ferry district demonstration route (S-T)
- B. Provide leadership in opening up the waterfront (Ongoing) See sidebar for possible actions
 1. Explore opportunities to open up the waterfront and connect the Downtown to the lake by pursuing grants or financing to fund infrastructure improvement or the purchase of key properties
 2. Continue to promote the available development site at LakePointe and work with the owner to encourage attractive redevelopment of the site
 - a. Identify key infrastructure improvements that the City could undertake to make the site more attractive for development
- C. Establish improved linkages to the waterfront (Ongoing)
 1. Develop pedestrian connections between Downtown and the waterfront
 2. Explore options to purchase parcels that are close to but not on the waterfront that could serve to improve linkages





Recommended Short-Term Priorities

The Community Advisory Committee supports all the Goals and Action Items outlined in this Strategy. However, the Committee identified four major themes that could potentially yield the greatest impact and should guide planning and implementation efforts as the City shifts from strategy development to action:

Image

Pursue opportunities to update and energize Kenmore's image among residents and non-residents

- Community marketing
- Landmark gateway and additional signage

Business Climate

Focus on how the City of Kenmore engages with businesses

- City culture and practices supportive of the economic development goals articulated in this document, including a strong customer service orientation
- New tools and incentives to encourage investment

Leverage Existing Assets

Build upon existing businesses, institutions, and strengths and focus on connections to the waterfront

- Independent Kenmore businesses
- Educational institutions, such as Bastyr University, UW Bothell, and Cascadia Community College
- King County Ferry District demonstration route
- Burke-Gilman Trail

Built Environment

Continue to play an active role in guiding the redevelopment of Downtown

- New development should be appropriately scaled and well designed
- Pedestrian orientation and new residents will bolster Downtown commercial vitality
- Build off of City Hall, the Library, and the Northshore Fire District
- Incentives and public investment may continue to be necessary to realize the desired character



Disposition and Development Agreement with Urban Partners for Kenmore Village project is signed, 2007





Recommended Key Performance Indicators

The key performance indicators below would allow the City to track and report on the Implementation Phase of the Strategy. In addition to the quantitative measures, the Tracking Questions to Consider can be used to gauge the success of the effort.

Goal	Counts	Tracking Questions to Consider
Goal I Establish Kenmore's Image by Promoting its High quality of Life and Many Assets	Positive media stories about Kenmore (#)	Is the City's regional visibility increasing?
	Hits to the City's economic development webpages and telephone inquiries to City's established point of contact (#)	Is the general image of the City more positive?
	Trends in residential and commercial property values (\$)	Are other cities reaching out to learn from or partner with Kenmore?
Goal II Support Existing Businesses and Pursue Opportunities to Expand Employment	Employment per capita	Has business turnover slowed?
	Reduction in sales tax leakage in target sectors (\$)	Is the City receiving more interest from business and property owners?
	Customer satisfaction related to permitting process (survey results)	
	Home-based business metric (dependent on program goals)	
Goal III Create a Multi-Use, Vibrant, and Walkable Downtown	Number of housing units in Downtown (#)	Does the Downtown area feel more active and vibrant?
	City or private sector investment in streetscape and amenities (\$)	Does Downtown have an identifiable sense of place?
	New or replaced sidewalk (linear feet)	
Goal IV Advance the Community's Connection to the Waterfront		Does Kenmore feel more connected to the waterfront?
		Is the waterfront more accessible to pedestrians?
		Is there increased public activity along the waterfront?





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: LEAP Funding Agreement for the SR522 Crossing Project Proposed Council Action/Motion: Authorize the City Manager to accept \$500,000 of LEAP funding for the SR522 Crossing Project.	For Council Meeting Agenda of: July 23, 2018 Departments: Public Works Prepared by: John Vicente, PE Approved by Department Head: <u>7/13/18</u> Approved by City Attorney: <u>NA</u> Approved by Finance Director: <u>✓</u> Approved by City Manager: <u>7/11/18 Acting</u> Exhibits/Attachments: Vicinity Map
<u>INFORMATION/BACKGROUND:</u> In March 2018, the State approved a supplemental transportation budget which provided the City with \$500,000 in state funds to begin the study to identify the type and location for a crossing of State Route 522 between 61st Ave NE and 68th Ave NE. Requests for Qualifications for prospective consultants will be advertised in fall 2018. The project is expected to start in early 2019.	
<u>RECOMMENDATION:</u> Staff seeks Council authorization for the City Manager to accept \$500,000 of LEAP funding for the SR522 Crossing Project.	
<u>FISCAL CONSIDERATION:</u> The LEAP funds will cover 100% of the study cost. No City funds are required to match with this funding. Upon completion of the study, additional funding sources will be sought to fund the design and construction of the project.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council Goal 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.	

Exhibit A - Vicinity Map



The information included on this map has been compiled by King County staff from a variety of sources and is subject to change without notice. King County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a survey product. King County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of King County.

Date: 4/26/2018



SR522 Crossing Study

Subject/Topic: Amendment to Contract with South Correctional Entity (SCORE) effective January 1, 2019 Proposed Council Action/Motion: Receive and File South Correctional Entity (SCORE) Amendment to Contract 14-CI267 and 2017 Annual Report	For Council Meeting Agenda of: July 23, 2018 Department: Finance and Administration Prepared by: Joanne Gregory, Director of Finance and Administration Approved by Department Head: <u>Initial & Date</u> <u>June 7-11-18</u> Approved by City Attorney: Approved by Finance Director: <u>June 7-11-18</u> Approved by City Manager: <u>Niko For RK</u> <u>11 July 2018</u> Exhibits/Attachments: SCORE Correspondence dated June 21, 2018 and Amendment #5 to be effective January 1, 2019 South Correctional Entity 2017 Annual Report
<u>INFORMATION/BACKGROUND:</u> The City entered into an Interlocal Agreement, Contract 14-CI267, in 2014 with the South Correctional Entity (SCORE) in Des Moines, Washington to provide jail services. At the time of the original contract, the City requested five guaranteed beds at the rate of \$90 per bed and agreed to pay \$135 as the non-guaranteed bed rate. In 2016 the City requested and received an increase from five guaranteed beds to nine which continues to be a good estimate of the City's needs. By 2018 the guaranteed bed rate was \$120 and the non-guaranteed bed rate was \$175. For 2019, the amendment increases the guaranteed bed rate to \$124 and the non-guaranteed bed rate to \$180. The contract renews annually by the executed amendments and provides for termination with 90 day notice.	
<u>FISCAL CONSIDERATION:</u> Costs of jail services at SCORE were \$361,000 in 2017. The City's other resource for jail service is King County which has significantly higher daily booking and bed fees.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Effective and Efficient Services	



RECEIVED

JUL 2 2018

CITY OF KENMORE

SOUTH CORRECTIONAL ENTITY

Serving the Cities of Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac, and Tukwila

June 21, 2018

City Manager Rob Karlinsey
City of Kenmore
18120 68th Ave NE
PO Box 82607
Kenmore, WA 98028

Dear: Rob Karlinsey

Enclosed with this letter, please find a copy of SCORE's 2017 Annual Report. This Report provides details about the past year and highlights many of the programs at SCORE.

Additionally, this letter serves as notice of the 2019 rate increase for our contract agencies. Per the contract, rates are established based upon actual expenses from the period of April 1 – March 31 of each year.

On May 30, 2018, the SCORE Administrative Board adopted a rate increase to become effective on January 1, 2019. The new rates are as follows:

Guaranteed bed rate \$124
Non-guaranteed bed rate \$180

Raising our rates is always a difficult decision. However, as with other jails, SCORE has become one of the largest providers of medical and mental health care to those in need. We see an increasing level of acuity in these areas and that has required us to again increase our medical and mental health services. That need, coupled with the national opioid crisis is driving our costs.

In reviewing our booking statistics, we know that almost 70% of the inmates booked are under the influence of drugs at the time they are presented at SCORE. Of the 70% under the influence, 80% have opiates, heroin, and benzodiazepines in their system. This epidemic has required us to implement a specific detox unit in order to safely withdrawal these inmates from drugs.

20817 17th Avenue South, Des Moines, Washington, 98198 – SCOREjail.org

Page 2 of 2

In addition to detox protocols, we have implemented additional services for medication assisted treatment (MAT) for those addicted to drugs. Our partnership with Evergreen Treatment Services allows for inmates who are enrolled in methadone treatment programs to continue that here at SCORE. We have also implemented a program that administers buprenorphine and provides enrollment with community service providers for inmates to have a connection upon release. Finally, we have expanded our availability of naltrexone for inmates at the time of release. Naltrexone is a long-acting antagonist used for drug and alcohol abuse management.

SCORE is expanding its relationship with Western State Hospital and will soon have two embedded forensic psychologists. What this means is that inmates that are being held for competency evaluations are seen within approximately 4 days. This streamlines the process and allows these inmates to complete the competency process approximately 10 days sooner than inmates held at other jails. This relates to a savings of over \$1,200 per inmate.

In the past year, SCORE has also expanded our video court capacity, allowing contract agencies to utilize these services. Many agencies have found that using video court reduces the need for transporting individuals and further reduces costs. If you aren't currently using video court SCORE, but would like to explore this option let us know and we'd be happy to make to help you implement this service. There is no additional fee for utilizing video court.

SCORE's sole source of funding is from our Member Cities and contract agencies. SCORE actively seeks out grant opportunities and has implemented inmate service charges, to assist in recapturing costs when possible. SCORE understands the impact our rates have on our Member and contract agencies. As such, we will continue to strive to ensure that we operate this facility in the most efficient and cost effective manner while maintaining officer and inmate welfare and safety at all times.

A contract Amendment to reflect the 2019 rates is attached for your signature. Please return two (2) copies of the signed Amendment by October 31, 2018.

Finally, 2018 will also bring a change to the leadership of SCORE. I will be retiring on June 1st and Kevin Milosevich will be serving as the Interim Executive Director until a permanent Director is appointed. As you will be receiving this letter after my departure, please contact Kevin if you have any questions. He can be reached at kmilosevich@SCOREjail.org or 206-257-6262.

Sincerely,



Penny Bartley, CJM, CCE
Executive Director



AMENDMENT # 5 TO ORIGINAL AGREEMENT FOR INMATE HOUSING

THIS AMENDMENT TO INTERLOCAL AGREEMENT FOR INMATE HOUSING dated as of July 9, 2018 (hereinafter "Amendment to Original Agreement") is made and entered into by and between the **South Correctional Entity**, a governmental administrative agency formed pursuant to RCW 39.34.030(3) ("SCORE") and City of Kennewick (hereinafter the "City" and together with SCORE, the "Parties" or individually a "Party"). This Amendment to Original Agreement is intended to supplement and amend that certain Agreement for Inmate Housing between the Parties dated 5-1-14, as it may have been previously amended (the "Original Agreement"). The Parties hereto mutually agree as follows:

1. **2019 Bed Rates.** Section 27 (Bed Rate) of the Original Agreement is hereby amended to include the following guaranteed and non-guaranteed bed rates for inmate housing:

Guaranteed Bed Rate:	\$124.00	<u>9</u>	No. of Guaranteed Beds
Non-Guaranteed Bed Rate:	\$180.00	<u>-</u>	

2. **Effective Date; Execution.** The bed rates provided for in Section 1 of this Amendment to Original Agreement shall become effective **January 1, 2019**. This Amendment to Original Agreement may be executed in any number of counterparts.

3. **Ratification and Confirmation.** All other terms and conditions of the Original Agreement are hereby ratified and confirmed.

IN WITNESS WHEREOF, the Parties have executed this Amendment to Original Agreement as of the date first mentioned above.

Agency Name:

South Correctional Entity (SCORE)

By: Rob Karlinsey
(Signature)

By: _____
(Signature)

Name: Rob Karlinsey

Name: _____

Title: City Manager

Title: Executive Director

Date: 7-9-18

Date: _____

SOUTH CORRECTIONAL ENTITY 2017 Annual Report



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SCORE is a 164,000 square foot facility on 16 acres of land in Des Moines, Washington. The facility has a bed capacity of 802, which includes a 29 bed medical observation unit.



SCORE provides inmate housing for seven Member Cities (Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac, Tukwila) and 35 contract agencies.



VISION STATEMENT

To protect the public, by providing secure and humane housing of inmates within its control and by providing the best corrections services within Washington State.

MISSION STATEMENT

To provide professional, cost effective and efficient correctional services to our Member Cities.

CORE VALUES

COMMITMENT ~ HONOR ~ INNOVATION ~ PRIDE

SCORE HISTORY

In 2000, King County gave notice to suburban cities that, by 2012, they would need their own jail facilities because county jails could then no longer accept inmates accused or convicted of misdemeanor crimes based upon King County's projected needs. Therefore, cities were advised to find jail housing elsewhere. Reacting to that announcement, Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac, and Tukwila joined together to build a new jail and established an independent Governmental Agency under the Interlocal Cooperation Act (WA RCW 39.34).

SCORE was created along with the SCORE Public Development Authority, also known as SCORE PDA. It was responsible for the issuance of the bonds that funded SCORE's construction and also oversees repayment. Des Moines is the host city in which the 16 acres of land SCORE is built on. The land was acquired by the Port of Seattle just south of SeaTac International Airport. The 164,000 square foot facility has a capacity for housing 802 inmates, which includes 29 beds in a medical observation unit allowing for increased demand for jail space in the future.



As the first truly "regional" jail in Washington State, SCORE provides jail services for the 7 Member Cities and 36 contract agencies and no single agency controls SCORE. SCORE's governing administration consists of an Administrative Board, comprised of 7 Member City Mayors and City Councilmembers; an Operations Board, comprised of 7 Member City Police Chiefs; and a Finance Committee of Financial Directors from the Member Cities.

SCORE is responsible for managing the misdemeanor jail needs for the seven Member Cities (Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac, and Tukwila). Serving a combined city population of more than 406,000. Additionally, SCORE serves another 36 contract agencies.



HISTORICAL STATISTICS

SEPT - DEC 2011

Total Bookings: 3,013
Contract Agencies: 7
Daily Average Bookings: 25
Total Staff: 92
Total Budget: \$38.7 M*

2012

Total ADP: 353
Total Bookings: 12,440
Contract Agencies: 15
Daily Average Bookings: 34
Total Staff: 100
Total Budget: \$20.2 M*

2013

Total ADP: 426
Total Bookings: 16,539
Contract Agencies: 23
Daily Average Bookings: 45
Total Staff: 103
Total Budget: \$21 M

2014

Total ADP: 618
Total Bookings: 21,849
Contract Agencies: 30
Daily Average Bookings: 60
Total Staff: 117
Total Budget: \$25.3 M

2015

Total ADP: 638
Total Bookings: 20,969
Contract Agencies: 33
Daily Average Bookings: 57
Total Staff: 136
Total Budget: \$34.5 M**

2016

Total ADP: 555
Total Bookings: 20,076
Contract Agencies: 36
Daily Average Bookings: 55
Total Staff: 156
Total Budget: \$38.9 M**

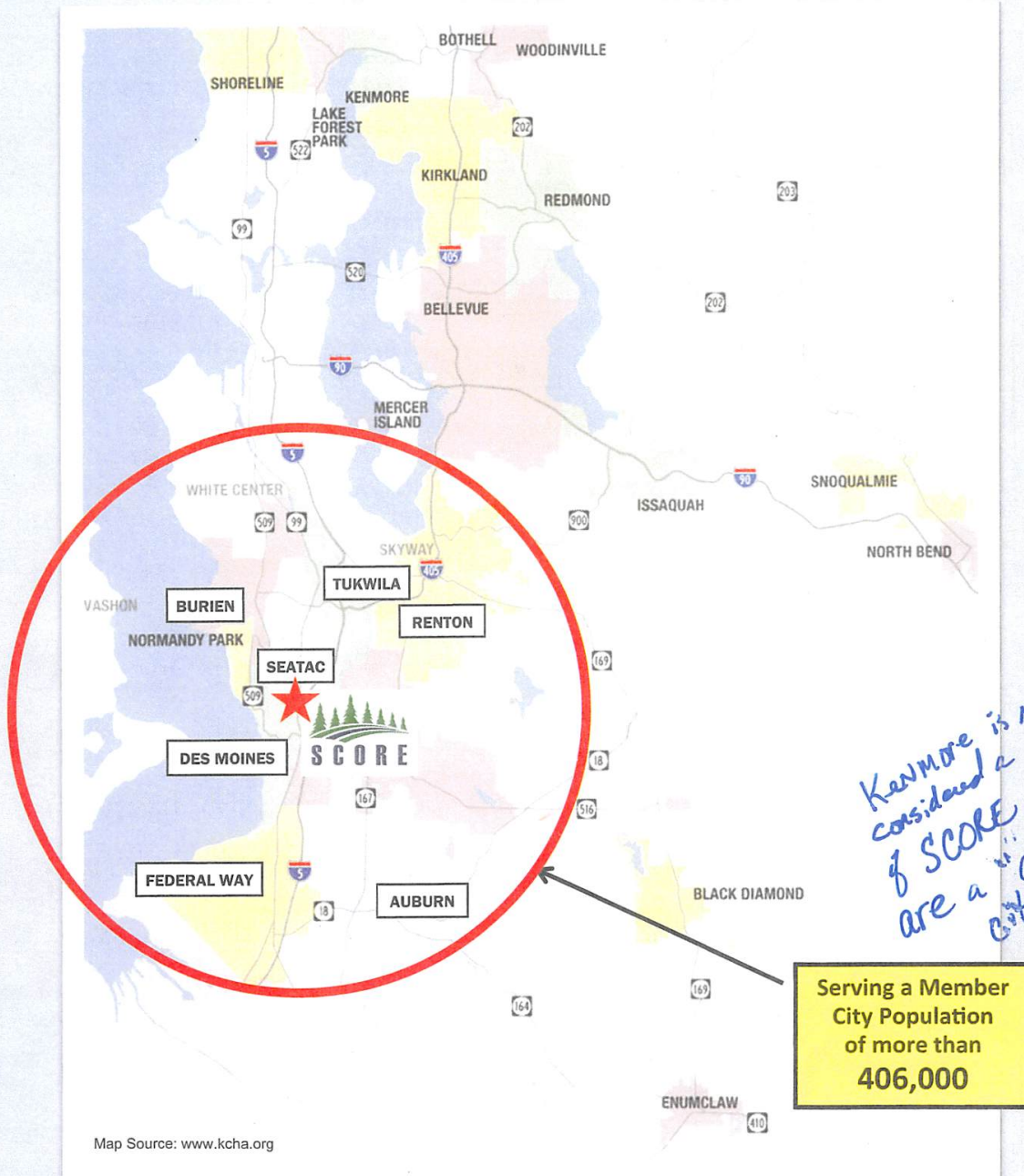
2017

Total ADP: 614
Total Bookings: 24,763
Contract Agencies: 36
Daily Average Bookings: 65
Total Staff: 152
Total Budget: \$41.6 M**

*Includes Construction & Start Up Costs

** Includes Debt Service Payment

OPENED IN 2011, SCORE IS THE REGION'S FIRST MULTI-JURISDICTIONAL JAIL



2017 BOARD & COMMITTEE MEMBERS

ADMINISTRATIVE BOARD MEMBERS

Mayor Nancy Backus - City of Auburn (Chair)
Deputy Mayor Nancy Tosta - City of Burien
Councilmember Robert Back - City of Des Moines
Mayor Jim Ferrell - City of Federal Way (Vice-Chair)
Mayor Denis Law - City of Renton
Councilmember Kathryn Campbell - City of SeaTac
Mayor Allan Ekberg - City of Tukwila

OPERATIONS BOARD MEMBERS

Chief Bob Lee - City of Auburn Police Department
Interim Chief Mark Konoske - City of Burien Police Department
Chief George Delgado - City of Des Moines Police Department
Chief Andy Hwang - City of Federal Way Police Department
Chief Kevin Milosevich - City of Renton Police Department
Chief Lisa Mulligan - City of SeaTac Police Department (Chair)
Chief Bruce Linton - City of Tukwila Police Department

FINANCE ADVISORY COMMITTEE MEMBERS

Finance Director Shelley Coleman, City of Auburn
Finance Director Kim Krause, City of Burien
Acting Finance Director Cecilia Pollock, City of Des Moines
Finance Director Ade Ariwoola, City of Federal Way
Administrative Services Administrator Jan Hawn, City of Renton
Finance Director Gwen Pilo, City of SeaTac
Finance Director Peggy McCarthy, City of Tukwila (Chair)



AGENCY ORGANIZATIONAL HISTORY

FORMATION PROCESS

In 2009, the Cities of Auburn, Burien, Des Moines, Federal Way, Renton, Tukwila and SeaTac participated in the formation of SCORE and agreed to be a partner in the organization. Each Member City is a party to the Amended and Restated SCORE Interlocal Agreement (ILA). The ILA was vetted by each Member City elected officials, administrators, finance staff, city attorneys and other municipal representatives. Each Member City Council adopted an ordinance approving the formation of SCORE as an operating entity to carry out its stated purpose.

“ WHEREAS, the Member Cities entered into a SCORE Interlocal Agreement, effective February 25, 2009 (the "Original Interlocal Agreement"), to form a governmental administrative agency pursuant to RCW 39.34.030(3) known as the South Correctional Entity ("SCORE") to establish and maintain a consolidated correctional facility to be located in the City of Des Moines (the "SCORE Facility") to serve the Member Cities and federal and state agencies and other local governments that may contract with SCORE in the future to provide correctional services essential to the preservation of the public health, safety and welfare; “

- SCORE Interlocal Agreement
October 1, 2009

SCORE's financial responsibilities (Fixed capital and fluctuating Operating & Maintenance costs) were agreed to be unconditionally obligated by each Member City to provide its allocable share of costs as provided in the Interlocal Agreement. (ILA Section 9(c)).

Capital contributions were also established in exchange for ownership interest in the jail facility assets, formation of the SCORE Public Development Authority and issuance of the SCORE PDA debt to construct the jail facility.

INTERLOCAL AGREEMENT OVERVIEW

The amended and restated SCORE Interlocal Agreement is an organizational document for SCORE as an operating entity. The term of the Interlocal Agreement is 10 years with automatic 5 year renewals. The ILA cannot be terminated until all SCORE PDA bonds are no longer outstanding.

The ILA established SCORE as a separate administrative governmental entity (quasi-municipal corporation) with the purposes and authority as outlined in the ILA .

The Administrative Board is advised by the Operations Board, and has a Finance Advisory Committee and other committees as determined by the Administrative Board. The Facility Executive Director manages day to day operations and reports to Administrative Board.

MEMBER CITY RESPONSIBILITIES & BENEFITS

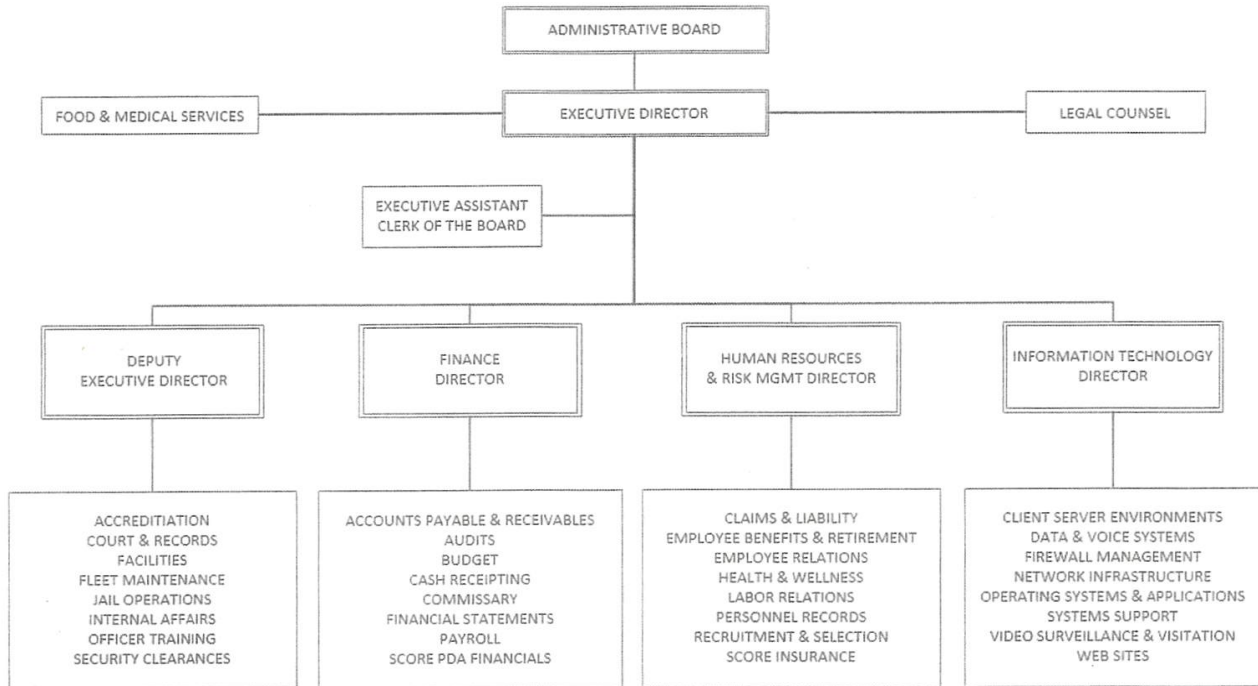
Member Cities are responsible for having representatives involved in the governance of SCORE, upholding and fulfilling contractual obligations outlined in ILA, and any other agreements.

The Member Cities are responsible for paying capital contributions and a share of SCORE's Operating and Maintenance costs. Member Cities are responsible for carrying out the purpose and mission of SCORE as a partner in the organization. Member Cities benefit from jail services, efficient rates and have equity in the facility and assets.

The Member Cities enjoy the benefits of a consolidated solution to the area's regional jail housing crisis with more local level control over their own correctional services. All Member Cities are partners of SCORE's success as a nationally recognized organization and facility.

Source: Pacifica Law Presentation, July 2017

AGENCY ORGANIZATIONAL CHART



SCORE DIRECTORS



Executive
Director

Penny Bartley

(206) 257-6262
penny@scorejail.org



Deputy Executive
Director

Jim Kelly

(206) 257-6226
jkelly@scorejail.org



Human Resource &
Risk Mgmt. Director

Lucinda Gibbon

(206) 257-6220
lgibbon@scorejail.org



Finance
Director

Karen Jester

(206) 257-6257
kjester@scorejail.org



Information
Technology Director

Adam Munson

(206) 257-6282
amunson@scorejail.org

CAPTAINS



Captain R. Barrett



Captain J. DiCroce



Captain A. Ervin



Captain R. Grub



Captain B. Terhune

2017 STRATEGIES IN ACTION

ENGAGED & RESPECTFUL STAFF

- Continue the on-going staff-training program that includes defensive tactics, first aid, suicide risk reduction, and identification of the mentally ill inmate.
- Enhance existing staff training to include a corrections specific Crisis Intervention Training (CIT) program for all staff.
- Continue efforts to recruit viable candidates from our military partners.

ENCOURAGE EFFECTIVE PARTNERSHIPS

- Identify and apply for Federal grant opportunities that support inmates with a mental health diagnosis.
- Work with partners and stakeholders to identify ways to expand the number and coverage of reentry programs and services in the community
- Continue assisting other agencies that are considering jail construction or regional partnerships.

SAFER OPERATIONS

- Continue update of inmate classification system and reduce the use of restricted housing.
- Implement strategies recommended by Disability Rights Washington
- Respond to recommendations from staff safety committee
- Continue update of inmate classification system and reduce the use of restricted housing.

POSITIVELY CHANGED OFFENDERS

- Expand programming opportunities for inmates, including food services training and educational opportunities.
- Establish effective release opportunities for inmates with a mental health diagnosis.
- Increase cognitive behavior interventions for offenders with a mental health diagnosis.

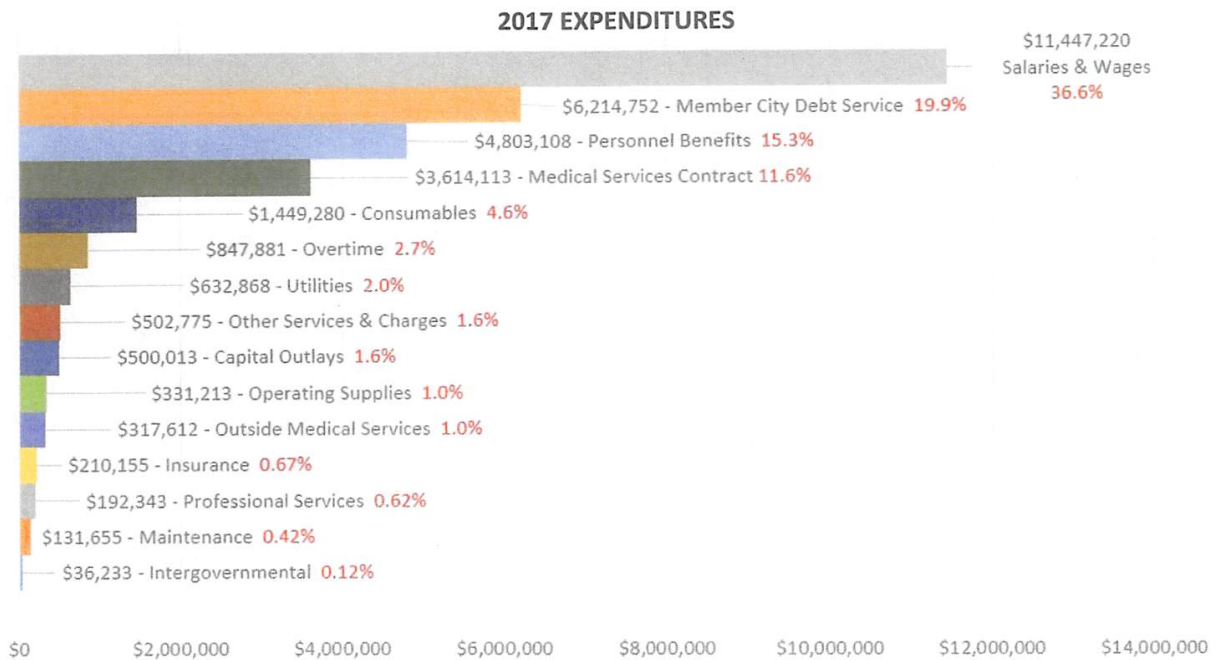
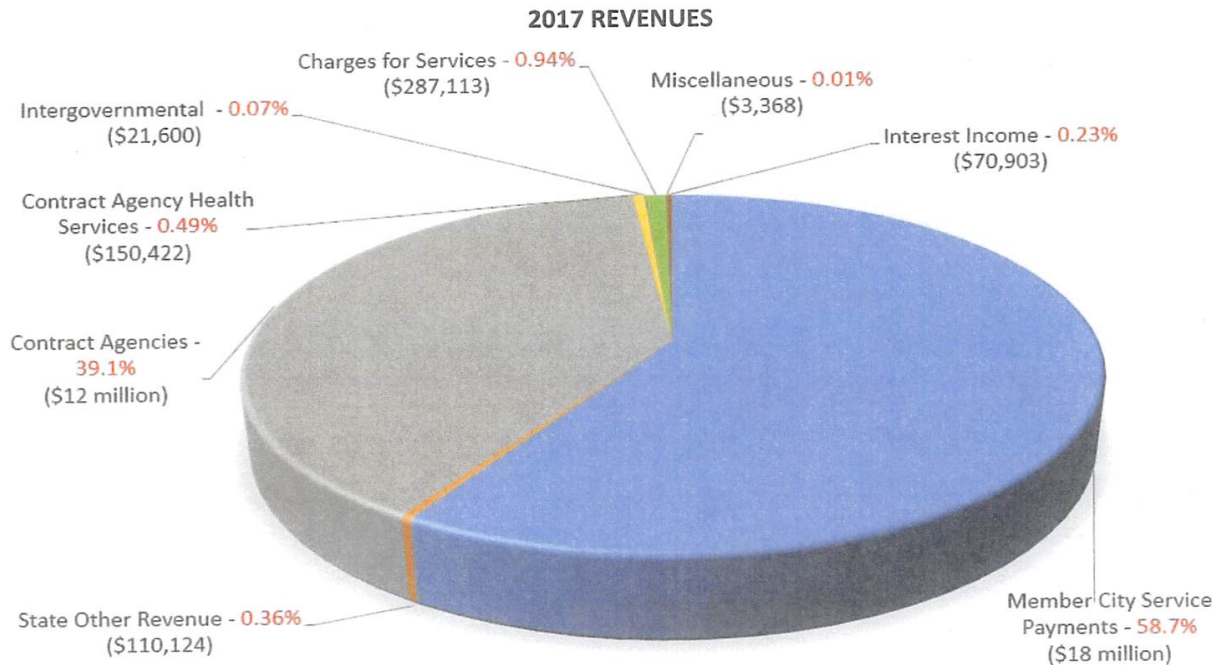
INNOVATIVE, EFFICIENT & SUSTAINABLE BUSINESS PRACTICES

- Integrate performance measurements and quarterly reviews of achievement.
- Continue to work with Member Cities and Contract Agencies to enhance our service delivery.
- Connect eligible inmates with healthcare benefits upon release while leveraging benefits of the Washington State Healthcare Authority.
- Continue to work with the medical services provider to review and continue quality improvement efforts.
- Plan for long-term financial goals and sustainability.

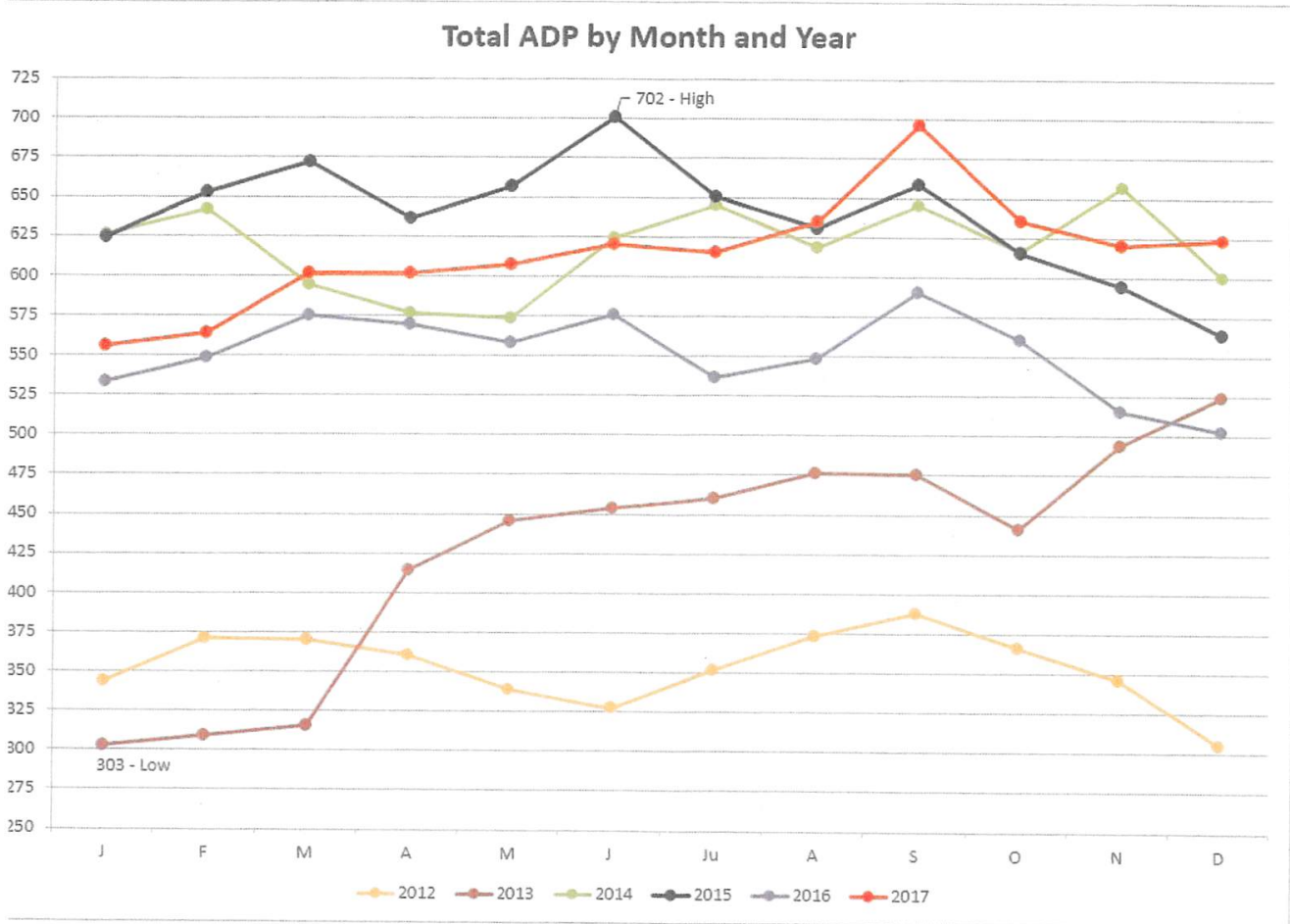


South Correctional Entity is committed to providing the highest level of customer service to the agencies that we serve, while maintaining efficiency of operations.

2017 REVENUES & EXPENSES



2017 AVERAGE DAILY POPULATION



MEMBER CITY AVERAGE DAILY POPULATION (ADP)

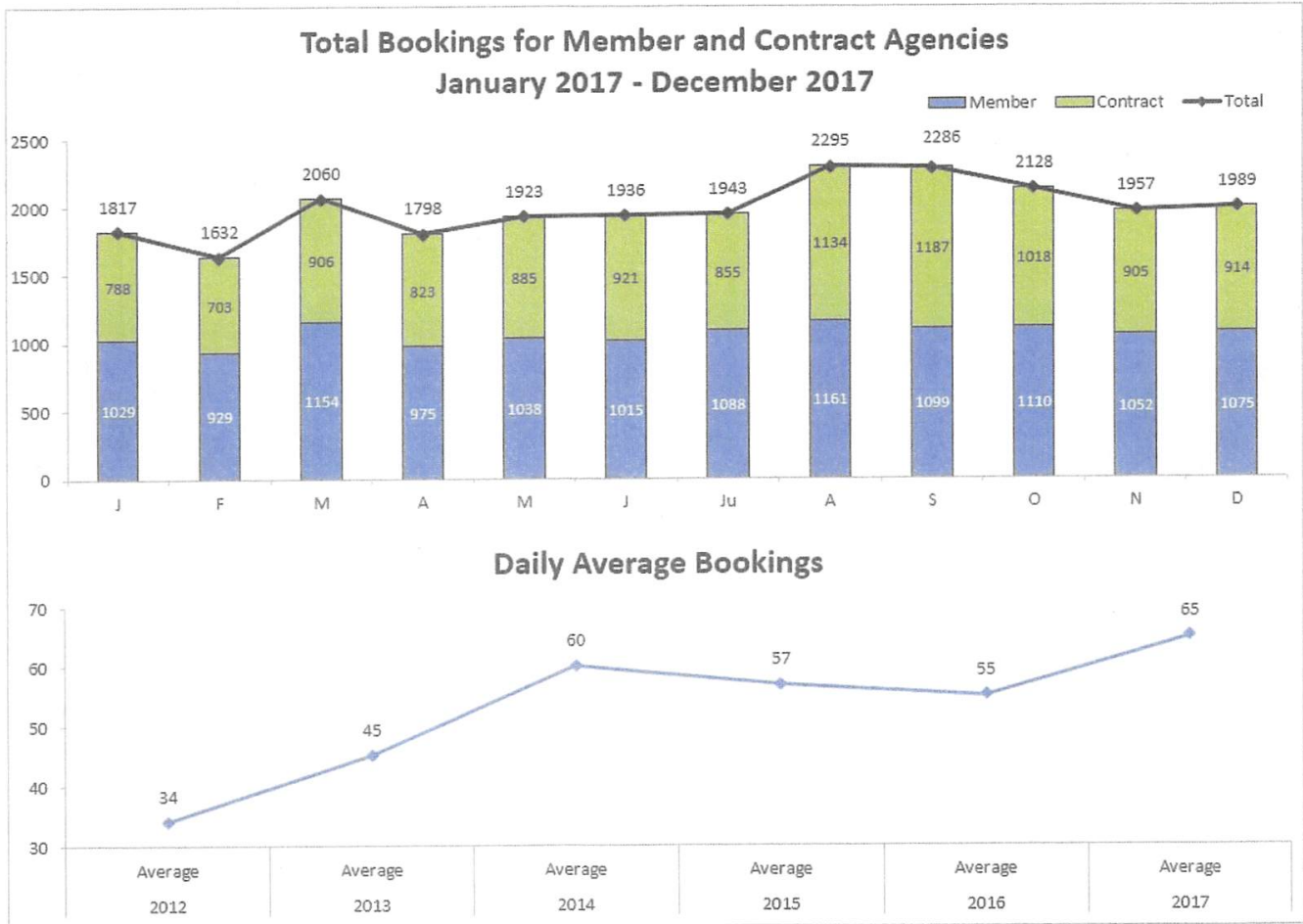
April 1, 2016 to March 31, 2017 (Based on 366 Days)

UBURN	BURIEN	DES MOINES	FEDERAL WAY	RENTON	SEATAC	TUKWILA
Inmate Days:	Inmate Days:	Inmate Days:	Inmate Days:	Inmate Days:	Inmate Days:	Inmate Days:
8,531	4,339	2,897	29,180	27,691	6,565	7,329
ADP: 51	ADP: 12	ADP: 8	ADP: 80	ADP: 76	ADP: 18	ADP: 20

TOTAL BOOKINGS: 2012-2017

2012	12,456	2015	20,969
2013	16,538	2016	20,076
2014	21,850	2017	24,763

2017 BOOKINGS



TOTAL MEMBER CITY BOOKINGS

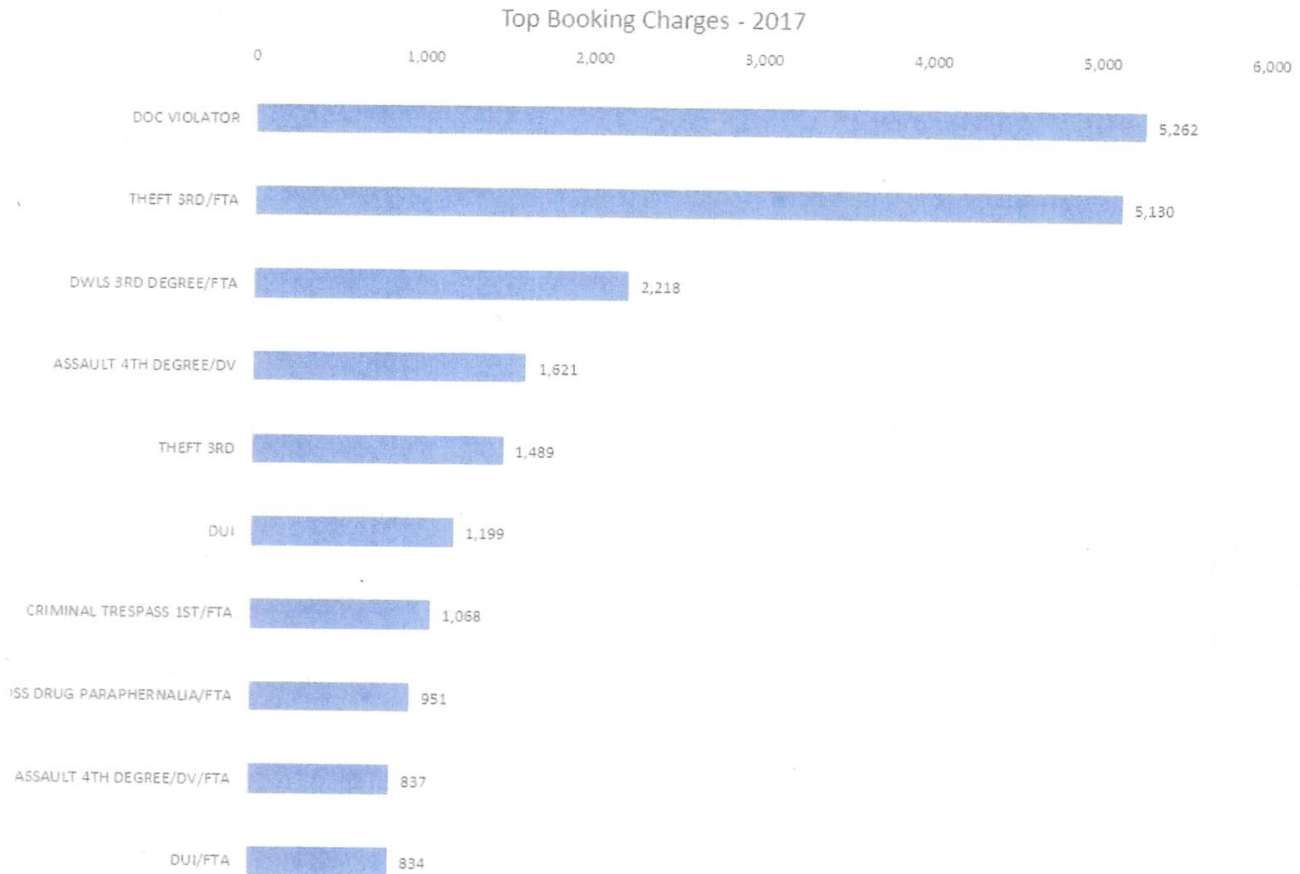
- 13,436 total Member City bookings
- Average monthly bookings for Member Cities was 1,119
- In 2017, four months exceeded the average

TOTAL CONTRACT AGENCY BOOKINGS

- 12,725 total contract agency bookings
- Average monthly bookings for contracts was 1,060
- In 2017, six months exceeded the average



2017 TOP BOOKING CHARGES



BREAKDOWN BY CHARGE TYPES

- 46% Warrants
- 41% New Charges
- 13% Department of Corrections Violators
- 41,112 Total Charges in 2017
- 10% DV Charges (Any)

PROPERTY CRIMES

- 1,489 Theft 3rd Charges
- 5,130 Theft 3rd Failure to Appear Charges (Warrants)
- 1,068 Criminal Trespass Failure to Appear (Warrants)

COMMUNITY CORRECTIONS

- 5,262 Department of Corrections Violations

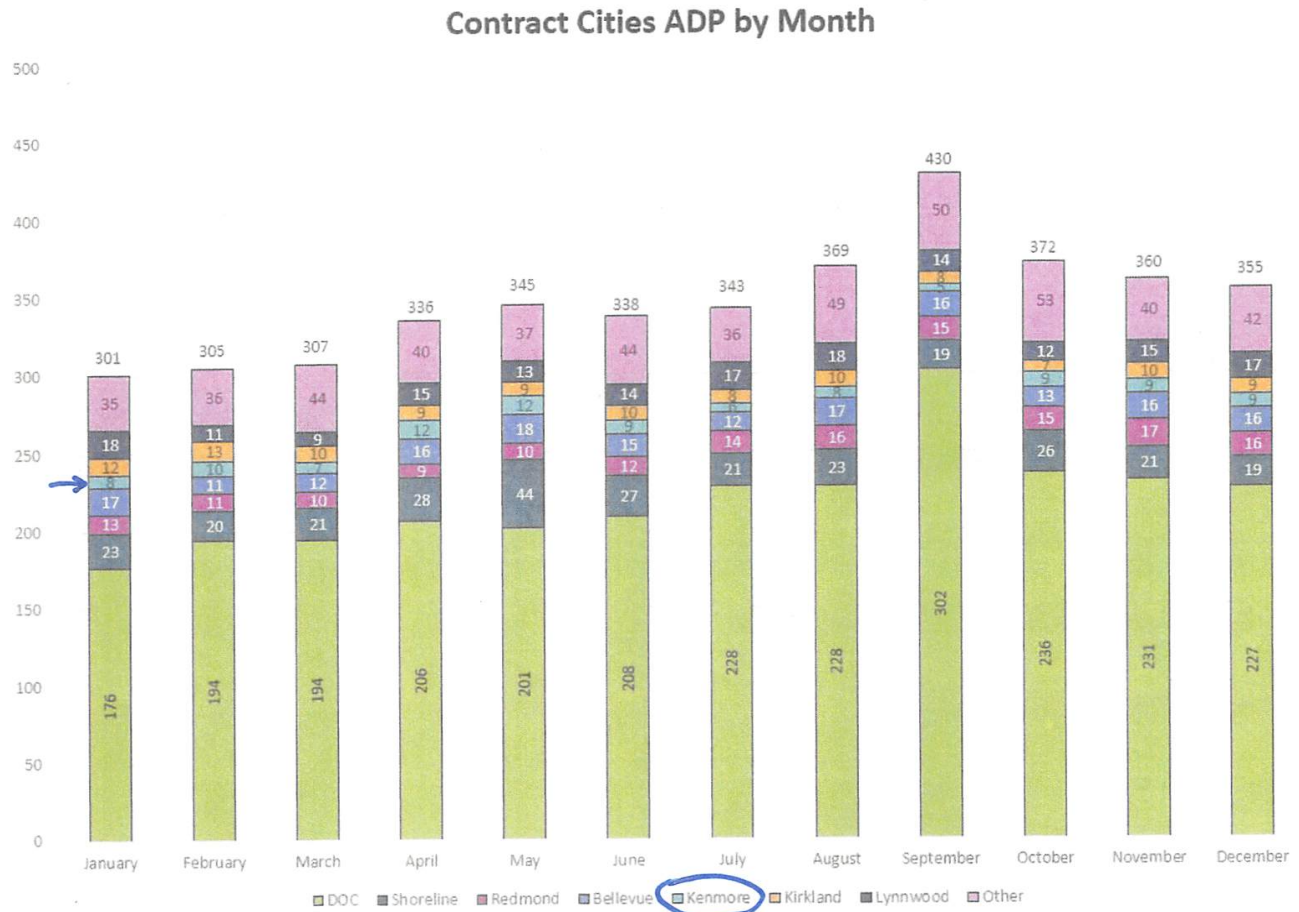
TRAFFIC CRIMES

- 1,199 Driving Under the Influence (DUI) Charges
- 834 DUI Failure to Appear Charges (Warrants)
- 2,218 Driving with License Suspended (DWLS 3rd) Failure to Appear Charges (Warrants)

PEOPLE CRIMES

- 837 Assault / Domestic Violence / Failure to Appear (Warrants)
- 1,621 Assault 4th Degree Domestic Violence
- 951 Possession of Drug Paraphernalia / Failure to Appear (Warrants)

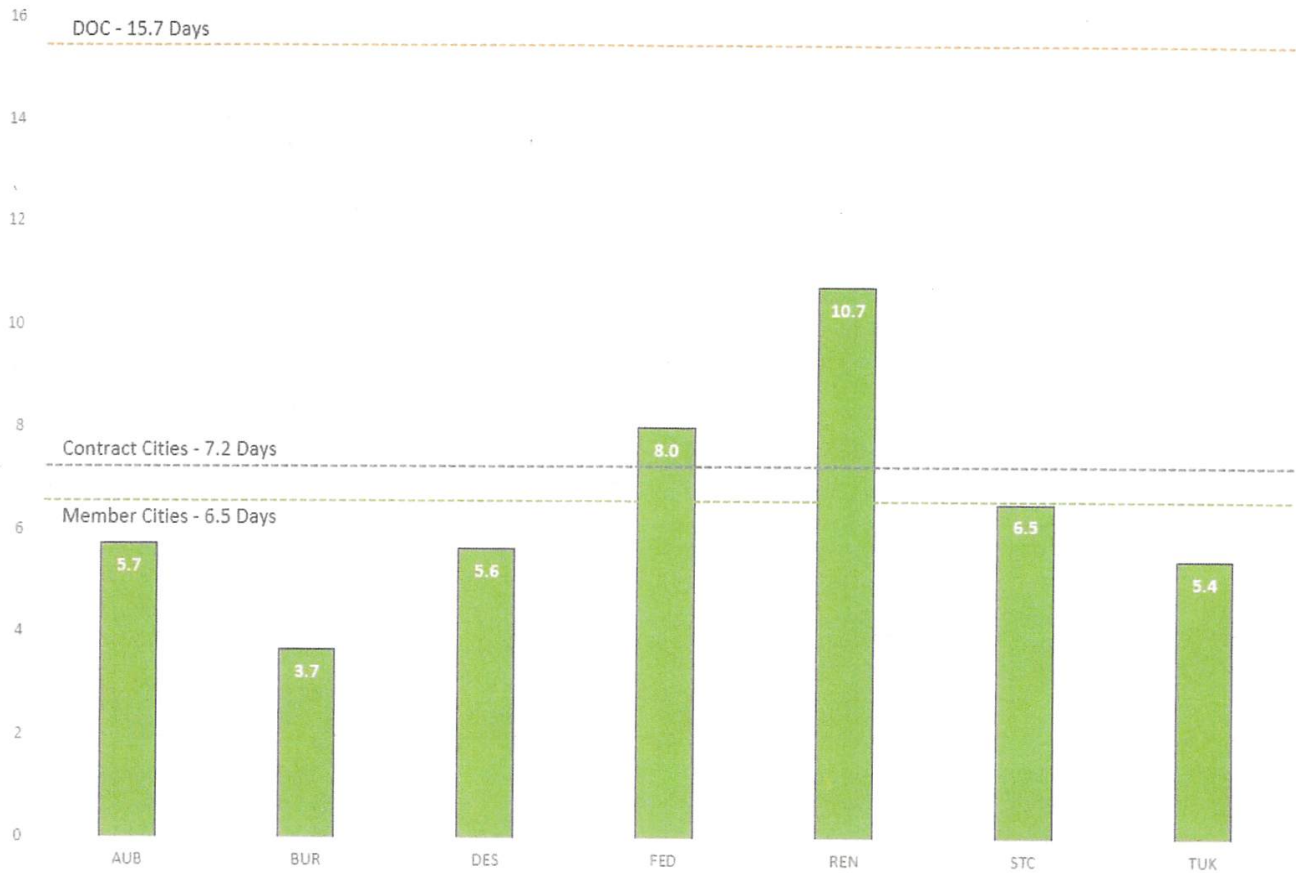
2017 CONTRACT CITY AVERAGE DAILY POPULATION



In 2017, SCORE contracts experienced an approximate 30% increase in revenue over the previous year. The increase was largely attributed to the Department of Corrections (DOC) running sanctions consecutively to local charges, which resulted in increases to DOC's average length of stays. Although the state mandated bed rate for the Department of Corrections is lower than SCORE's guaranteed bed rate; SCORE was able to recoup booking costs with their longer lengths of stays. The average length of stay in 2017 for DOC is 16 days—more than double the Member and Contract cities length of stays. In 2017, SCORE also saw changes in the jail housing market and benefited from the return of previously contracted agencies. SCORE had the same seasonal increases in contract revenue over the summer months and experienced higher than average revenue increases into late fall.



2017 AVERAGE LENGTH OF STAY



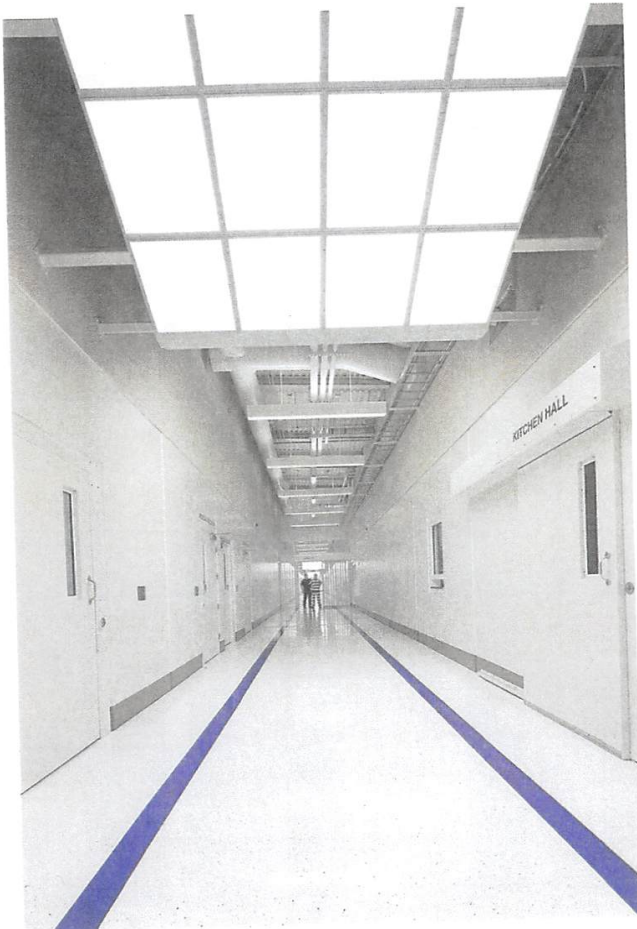
CORE continues to impact the region by providing a variety of programming and treatment services for inmates. Of all bookings in 2017, SCORE found 68% of persons incarcerated were under the influence of drugs or alcohol. Of those individuals who are under the influence, 80% are under the influence of opioids.

As a result, SCORE's health services provider, NaphCare, partnered with Evergreen Treatment Services to provide methadone and opioid treatment services. SCORE designated pods for detox with specialized detox nurses to monitor inmates. Inmates in detox pods are checked more frequently and may also be prescribed medication to assist them with the detox process. Inmates may receive comfort medications and electrolytes such as Gatorade to assist them. If an inmate's symptoms

increase, they are moved to SCORE's medical unit or transferred to the nearest hospital for immediate attention.

SCORE has become a model facility offering treatment options for inmates. SCORE helps connect inmates with services by working with over 100 providers by linking inmates to services after they are released. As a result of release planning, SCORE recidivism rate is 37% compared to the national average of approximately 80% at five-years. SCORE continues to analyze inmate data and identify possible reasons for its success. One theory is that SCORE offers a significant number of programs to inmates. Inmates who stay longer at SCORE increase their chances of connecting with resources and communities benefit from the lower recidivism rate.

INMATE SERVICES



SCORE identifies and connects inmates with program resources, health coverage and re-entry programs. SCORE offers a wide array of programs to connect offenders housed within the facility with internal services and outside resources and organizations.

SCORE provides the following services:

- LIBRARY & LAW LIBRARY ACCESS
- EDUCATION APPLICATION ASSISTANCE
- RELIGIOUS SERVICES
- CHILD PROTECTIVE SERVICE (CPS) CONNECTIONS

MEDICAL SERVICES

SCORE has partnered with NaphCare, a national medical services provider, who provides correctional healthcare services to 49 county/city jails and federal prisons throughout the United States.

NaphCare provides 75 employees to SCORE and offers the following services:

- Medical Care
- Dental Care
- Specialty Care
- 24 Hour Nursing Services
- Mental Health Treatment Program Services
- Methadone Treatment Program Services
- Western State Competency Evaluations On-Site



KITCHEN & COMMISSARY SERVICES

SCORE partners with Aramark who provides a staff of 6 kitchen and 2 commissary employees. Aramark provides on-the-job training for inmates.



AUTOMATED PAYMENT & DEPOSIT SERVICES

SCORE partners with Touch Pay to provide secure, reliable and convenient payment services.



GLOBAL TEL*LINK (GTL) INMATE PHONE SERVICE

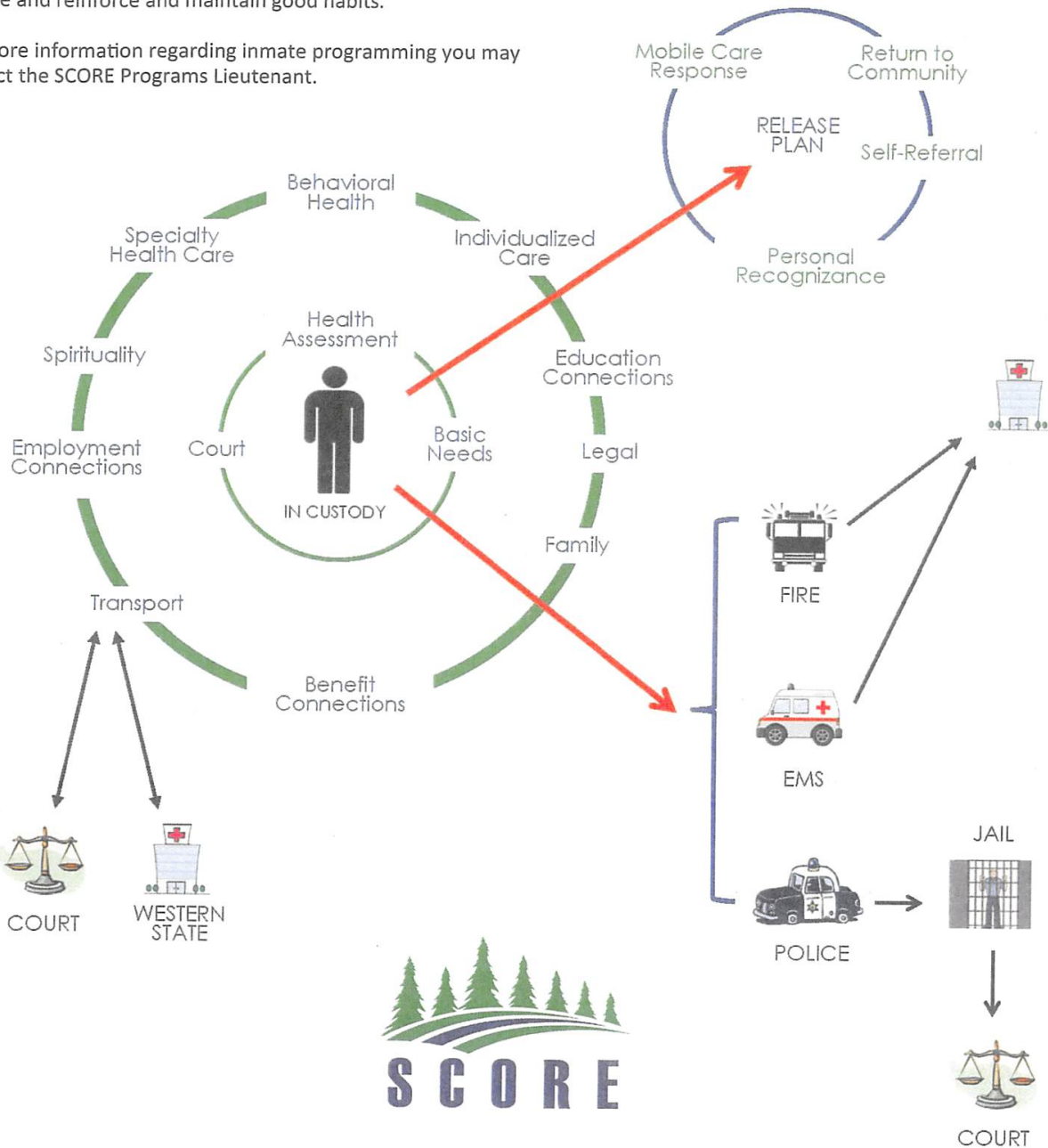
SCORE partners with GTL, a national service provider to provide secure pre-pay inmate call accounts. GTL provides a robust technology where visitors can schedule visits at home or at SCORE. The automated system allows immediate email updates for visitors.



PERSON-CENTERED PROGRAMMING

With a goal of connecting inmates with services in the community; SCORE prepares inmates to be released back into their community with options and resources to make a positive change and reinforce and maintain good habits.

For more information regarding inmate programming you may contact the SCORE Programs Lieutenant.



PROGRESSIVE JAIL MANAGEMENT

TECHNOLOGY BASED FACILITY

SCORE is a progressive jail with a state-of-the-art corrections facility that is technology based with a centrally controlled observation. SCORE is also data driven with electronic billing, records and security technology. SCORE provides real time court appearances for more than 16 jurisdictions connecting offenders with courts on a daily basis via video court.



Pictured Left:
SCORE Central Control
Center

Pictured Bottom:
Video Court

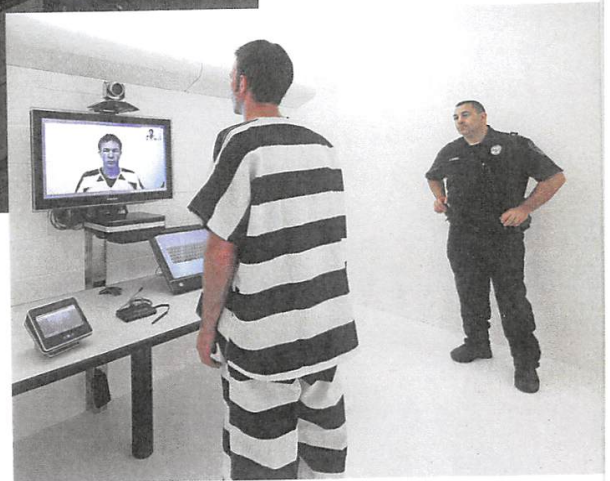
The jail's booking area has resilient flooring to reduce injuries, while the lobby has video-visiting kiosks that include access for visitors from their homes.

SUSTAINABILITY

The facility incorporates a significant number of sustainable features, some of which include a constant volume HVAC system that can reclaim heat; permeable asphalt to reduce storm water detention and offsite flows; daylighting via a large number of skylights with glass double glazing in hurricane weight skylight frames; steel prefabricated cell construction with a very high level of reclaimed steel; a white reflective roof; and a waste control plan.

COURT EFFICIENCIES

SCORE also has inmate programming space that includes several interview rooms, including audio and video-recording capabilities, and several video-court areas to handle day-to-day court matters, again reducing the amount of time and cost spent transporting inmates to court.



(Inmates Pictured are Actors)

CONNECTING TO COMMUNITIES

RE-ENTRY PROGRAMS

SCORE connects individuals with programs, coverage and transition programs such as:

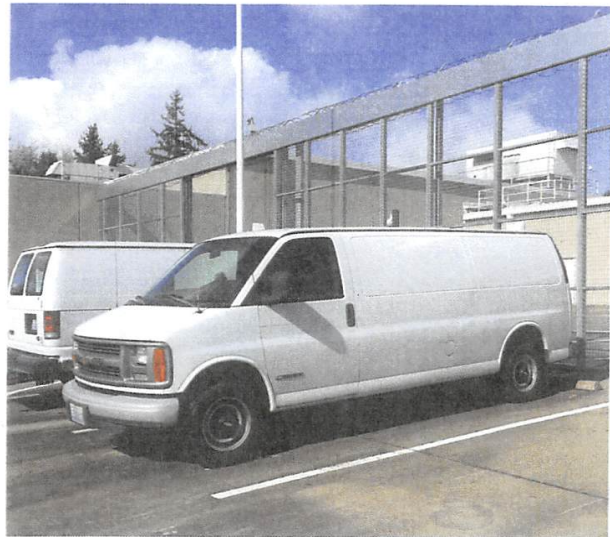
- Community Health Centers
- Mental Health Resources
- Treatment Services
- Educational Resources
- Employment Work Source
- DSHS/AppleCare

TRANSPORTS

SCORE provides transport services for Member Cities.

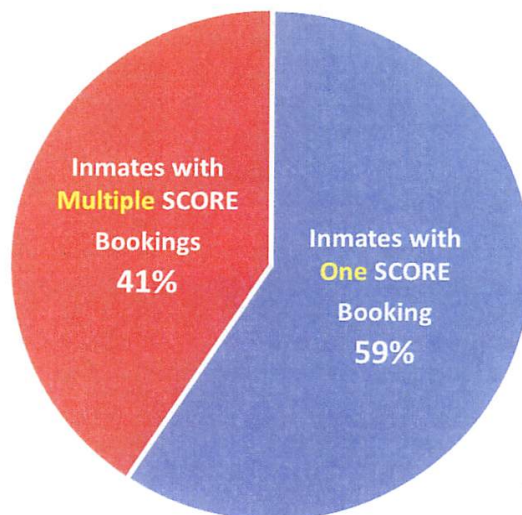
GOAL

To facilitate continuity of care and connection to programs and services to inmates that will best prepare them for their return to society.



SCORE Transport Vehicle

2017 SCORE INCARCERATIONS



In 2017, almost 60% of SCORE Inmates were booked at SCORE for the first time.

ACCREDITATIONS & ACHIEVEMENTS

2014 & 2017 SCORE EARNS NATIONAL COMMISSION on HEALTH CARE (NCCHC) ACCREDITATION

SCORE is one of approximately 250 jails in the United States to earn the NCCHC accreditation and only 8% of jails are nationally accredited. When it comes to delivering quality care in correctional settings, the NCCHC *Standards* provide the framework to ensure that systems, policies and procedures are in place to produce the best outcomes in the most cost-efficient and effective manner.

Developed by leading experts in the fields of health, law and corrections, the *Standards* are our recommendations for managing the delivery of medical and mental health care in correctional systems. These essential resources have guided the field toward continual improvement of care for the incarcerated, strengthening organizational effectiveness and reducing the risk of adverse legal judgments. The *Standards* are also the foundation of NCCHC's accreditation program. NCCHC *Standards* are updated periodically in keeping with the best contemporary practices.



2015 SCORE 100% PRISON RAPE ELIMINATION ACT (PREA) COMPLIANCE

SCORE completed the agency's first PREA (Prison Rape Elimination Act) audit, demonstrating 100% compliance on all forty-one applicable PREA Standards for Adult Detention facilities.

The SCORE Jail PREA audit, which took place on October 26th and 27th 2015, was conducted by an independent certified Department of Justice PREA Auditor whose findings and recommendations were submitted to the Department of Justice. According to the PREA Act, all confinement facilities must be audited at least every three years to remain compliant with federal law.

SCORE's 100% compliance demonstrates the dedication and commitment to implementing policies, procedures and practices to meet the requirements of the PREA standards.



2016 SCORE CORRECTIONS OFFICERS EARN NATIONAL JAIL OFFICER CERTIFICATION (CJO)

Six SCORE Corrections Officers received the national designation of Certified Jail Officer (CJO) by the authority of the American Jail Association through the Jail Manager Certification Commission.

The certification was completed in November 2015 granted upon the successful completion of a background application and an intensive three-hour examination jointly prepared by the American Jail Association and the Jail Manager Certification Commission. Certification in jail operations is a demonstration of officer competency and professionalism in the industry. It documents the mastery of a strong level of knowledge in corrections and demonstrates continuing education and growth.



Accordingly to the American Jail Association, SCORE employs 9 of the 11 certified corrections officers in the State of Washington and has 2 certified jail managers. As of December 2015, there are only 411 active CJO's in this Nation's 3,200-plus jail and detention facilities.

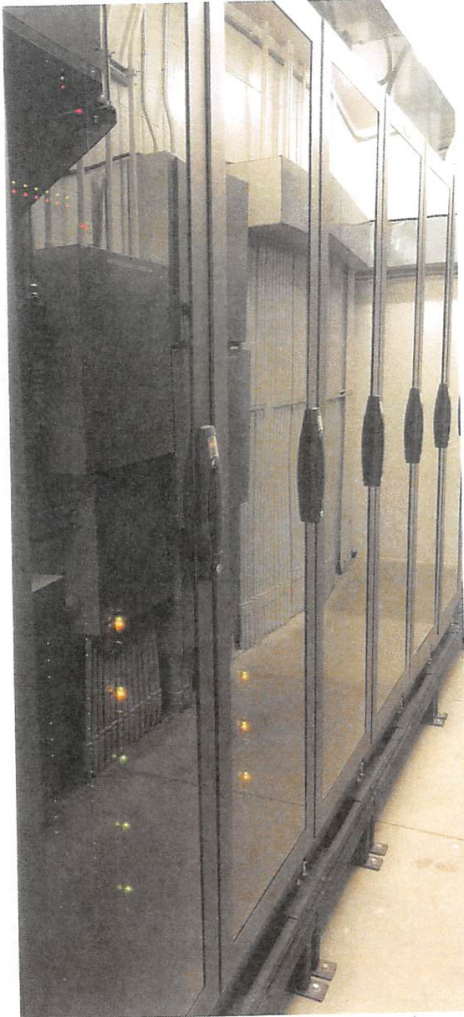
2016 SCORE JAIL AWARDED FIRST WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS (WASPC) JAIL ACCREDITATION

The South Correctional Entity (SCORE) was awarded accreditation through the Washington Association of Sheriffs and Police Chiefs (WASPC) by proving compliance with 150 applicable WASPC jail standards and demonstrates SCORE is operating under industry best practices and standards. The accreditation audit took place in April 2016 and was conducted by a group of volunteer assessors from various law enforcement agencies across Washington State. As part of the on-site evaluation process, the assessors reviewed agency policies and procedures; reviewed documentation (proofs) and interviewed SCORE agency staff members gathering additional information to show SCORE is in compliance with the WASPC jail standards.



Agencies seeking accreditation must prove compliance with standards addressing major areas of oversight such as use of force, records management, information technology, investigations functions, evidence and property control, health and safety, fiscal management, inmate management and communication, sanitation and maintenance, security, recruitment and training.

ADVANCING WITH TECHNOLOGY



SCORE continues to be guided by our agency's vision of to protect the public, by providing secure and humane housing of inmates within its control and by providing the best corrections services within Washington State. The depth of our mission unlocks the opportunity to leverage technology to transform our agency infrastructure to make a difference in the lives of our inmates, employees and interfacing with our business constituents.

Over the last year, SCORE has seen some incredibly positive changes and new opportunities to administer technological advancements in our facility. We're proud of our progress and are eager to make even more progress in the year ahead.

The following are the highlights from our 2017 list of more than 25 information technology projects supporting our agency and the communities in which we provide services for.

2017 INFORMATION TECHNOLOGY PROJECT HIGHLIGHTS

Upgraded Firewall Security

Networks are protected from unauthorized users and safeguards agency information from cyber-attacks.

Migrated Video Court to Cloud Computing

Multiple agencies can access video court through the Internet simultaneously from multiple locations efficiently and reliably.

Updated Inmate Phone System & Surveillance

Turnkey solution for inmates to make payments with reliable connectivity. This powerful upgrade provides law enforcement investigators a robust package of analytical features.

Implemented Inmate Kite Communication Technology

Streamlines workflow and allowed faster response time to the inmate. Inmates are enabled to view electronic documents.

Enhanced Security with Windows 10 Installation

Created a secure computing environment where critical data is less likely to be stolen or reused and reduces computer vulnerability.



2017 EMPLOYEE RECOGNITIONS

CERTIFIED JAIL OFFICER ACHIEVEMENT

Officer Shane Yoshizawa
Officer John Minshall
Officer Jessica Bailey
Officer Aaron Bjornberg
Sergeant Dan Koidahl
Officer Christopher Marken
Sergeant Davia Nendick
Captain Bryan Terhune

CERTIFIED JAIL MANAGER ACHIEVEMENT

Captain Ryan Barrett
Captain John DiCroce

COMMENDATIONS

Sergeant Daniel Koidahl
Corrections Officer Tyler Brown,
Corrections Officer Matthew Nader
Sergeant Davia Nendick
Corrections Officer Kelly Stock
Corrections Officer Anthony Taylor
Corrections Officer Kelly Chun
Corrections Officer Timothy Bettis
Corrections Officer Colby Doering
Corrections Officer Jerry Rojanaparpai
Sergeant David Burdulis
Corrections Officer Pindu Dhaliwal
Sergeant Brandon Anderson
Sergeant Nicole Summers
Corrections Officer Tesla Turner
Corrections Officer Marilyn Hood

EMPLOYEES OF THE YEAR

Shannon Rowland (Administrative)
Christopher Marken (Corrections)
Robert Austin (Corrections)

METAL OF MERITORIOUS SERVICE FOR LIFESAVING

Corrections Officer Jerry Boisture
Corrections Officer Christopher Marken
Corrections Officer Kristofer Boot
Corrections Officer Eli Sims
Corrections Officer Tesla Turner
Corrections Officer Brandon Saeturn
Corrections Officer Arturo Sparza

METAL OF MERITORIOUS SERVICE FOR DISTINCTION

Corrections Officer Ernest Cedillo
Corrections Officer Erich Huntley
Corrections Officer David Hutzell

PROMOTIONS

Sergeant Todd Barker
Sergeant Brandon Anderson
Sergeant Matthew Roosa
Sergeant Brandon Heath
Sergeant Nicole Summers

200% AWARDS

Michael Jovanovich
William Ridgeway
Joshua Fenske
Mara Mossberg
Arturo Sparza
Camden Glithero
Ernest Cedillo
Micah Lester
Kristofer Boot
John Minshall
Jennifer May
Matthew Nader
Nicole Summers
Daniel Koidahl
Todd Barker
Brenda Scott

5-YEAR SERVICE RECOGNITION

Nathan Free
Teresa Milosevich
Lisa McKenney
Jesse Marchand
Michael Jovanovich
Brandon Hicks
Jerry Rojanaparpai
Davia Nendick
Bryan Terhune
Shane Yoshizawa
Dawn Brathovde
Timothy Bettis
Jane Dore
Anna Santamaria
Joshua Fenske
Joshua Burgess
Ryan Timm
Christopher Marken
Tracy Moore
Jessica Bailey



Left Picture: Medal for Meritorious Service for Lifesaving. Right Picture: Medal for Meritorious Service for Distinction



SOUTH CORRECTIONAL ENTITY (SCORE)

20817 17th Avenue South
Des Moines, Washington 98198
www.scorejail.org

(206) 257-6200

Serving the Cities of:

Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac and Tukwila



Report Prepared By: Marilyn Montenegro



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

Subject/Topic: SR 522 Irrigation Project Construction

For Council Meeting Agenda of: July 23, 2018

Department: Public Works

Prepared by: Kent Vaughan

To Be Presented By: N/A

Proposed Council Action/Motion:

Grant the City Manager authority to execute a change order to the SR 522 Irrigation Contract 18-C1841 with Judha of Lion Landscaping and Services LLC in the amount of \$267,100 and increase the final project budget to \$415,500.

Approved by Department Head:

Approved by City Attorney:

Approved by Finance Director:

Approved by City Manager:

Initial & Date

@ 7/16/18

N/A

July 7/17/18
RJK

Exhibits/Attachments:

INFORMATION/BACKGROUND:

This project replaced one mile of the existing drip irrigation system along the north side of the NE Bothell Way between 68th Avenue NE and 83rd Place NE (and in the four medians) with a new sprinkler head system. Other project components included new topsoil, mulch and plants. The construction contract for this work was paid on a time and materials basis.

On May 7, 2018, the City Council authorized a total project budget of \$330,000 based on staff's projected contract duration of 60 working days.

Construction is now completed with a total contract duration of 97 working days. The final project cost was \$415,500.

Cost increases were attributed to the following:

- Slower production / labor-intensive work to dig in tree roots, work around utilities and troubleshoot solutions resulting from unexpected conditions;
- More equipment required (trucks, back-hoes, landscaper trailers, trencher and other equipment) to complete multi-disciplinary work (sidewalk removal / haul & installation, asphalt removal / haul & patching, soil excavation / haul & replacement, etc.);
- Additional traffic control required to complete the work safely;
- Additional materials required to complete the work (new topsoil / mulch / plants along majority of the corridor).

Although project costs were higher than anticipated, the project was a success. The contractor did a fantastic job installing the irrigation system. This project will realize future operational and maintenance time and cost savings and the new plants will greatly improve the aesthetics of the corridor and business district over time.

FISCAL CONSIDERATION:

This project was funded from SR 522 West A project savings (\$394,000). An additional \$21,500 in general funds are being appropriated to fully fund the project.

The final expenditures and revenue for the project are outlined below:

Expenditures			
	Pre-Construction Cost Estimate	April 27 Cost Estimate	Final Cost
Contractor Labor	\$ 42,000	\$ 135,000	\$167,300
Contractor Equipment	\$ 5,000	\$ 31,000	\$64,540
Materials	\$ 30,000	\$ 70,000	\$77,960
Traffic Control	\$8,000	\$27,000	\$42,300
Construction Contract Subtotal	\$85,000	\$263,000	\$352,100
Plant Purchase	\$0	\$22,000	\$35,400
Contingency	\$ 45,000	\$15,000	\$0
Construction Sub-Total	\$ 130,000	\$ 300,000	\$387,500
Construction Management / Inspection Services (KBA)	\$ 30,000	\$30,000	\$28,000
ESTIMATED TOTAL PROJECT COST	\$ 160,000	\$330,000	\$415,500
Revenues			
2017-18 SR522 West A Project Budget Savings			\$394,000
Other General Funds			\$21,500
TOTAL			415,500

RECOMMENDATION: Staff recommends that City Council grant the City Manager authority to execute a change order to the SR 522 Irrigation Contract 18-C1841 with Judha of Lion Landscaping and Services LLC in the amount of \$267,100 (from \$85,000 to \$352,100) and increase the final project budget to \$415,500.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

- Manage parks and facilities maintenance and repair program through contracted services with the City of Lake Forest Park Public Works Department and other private companies.



PO Box 82607
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: July 12, 2018
RE: April 2018 Financial Reports for the City of Kenmore, Washington

April 2018 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

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

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

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, April is the sixteenth month (67%) of the 2017-2018 biennial budget period. For the month of April, revenues exceeded expenditures in the General Fund by \$1,805,276. Biennium to date revenues exceed expenditures by \$2,517,224.

The following chart illustrates the monthly revenue and expenditure activity in the General Fund through April 2018.

City of Kenmore, Washington
Monthly Financial Report
April 2018

April 2018 expenditures were **\$636,004**. Biennium to date expenditures are \$13,755,393, which is 58% of the amended biennial budget expenditures of \$23,535,546.

Total City cash (\$19,089,912) and long-term investments (\$9,963,428), at the end of April, totaled \$29,053,340. Proposition 1 levy funds of \$7.9M are included in this cash balance. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2017-2018 biennial budget.

Total non-General Fund revenues were \$1,394,810 and total non-General Fund expenditures were \$646,177.

In the **Street Fund** revenue from gas tax distributions was \$33,273. \$62,574 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$178,656 on pedestrian & bike safety projects. The fund received \$3,787 in sidewalk grant reimbursements.

The **Park Impact Fee** fund received \$2,642 in revenues during the month.

There was \$9,600 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$148,514 of real estate excise taxes (REET) in April from sales activity that occurred in March. 53 transactions were reported during the month. The 2018 year to date revenue is lower than the 2017 revenue by \$147,443 and the 2018 target by \$31,739.

The **Park Capital** fund had expenditures in the amount of \$80,578 on park improvement projects.

The **Kenmore Village** Fund had \$4,456 in maintenance and operations expenditures during the month.

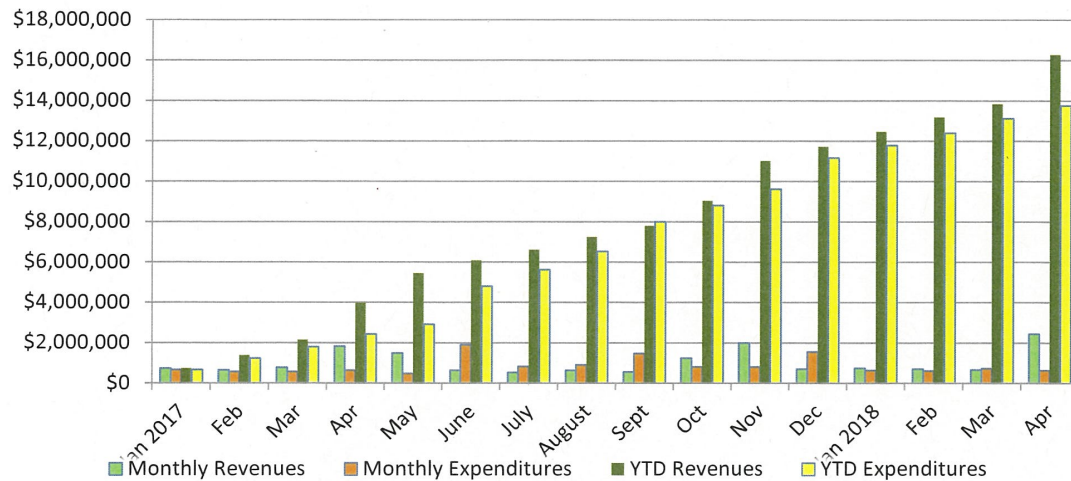
The **Walkways & Waterways Debt Service** Fund collected \$468,142 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,828,407.

The **Transportation Benefit District** Fund received \$32,393 in vehicle license fees during the month.

SUMMARY

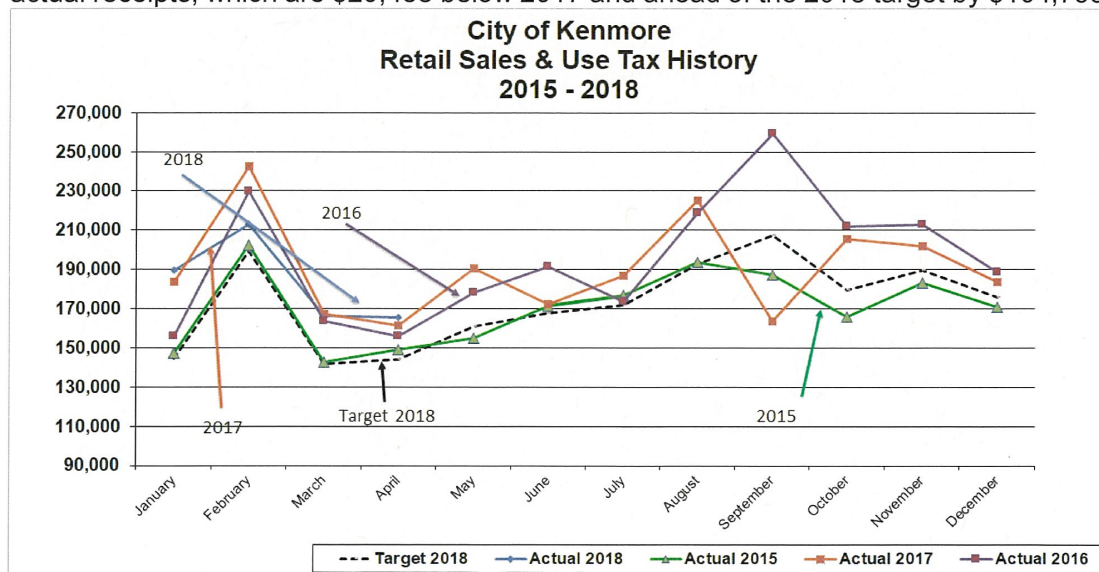
This concludes the financial report for the City of Kenmore as of **April 30, 2018**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
Monthly Financial Report
April 2018



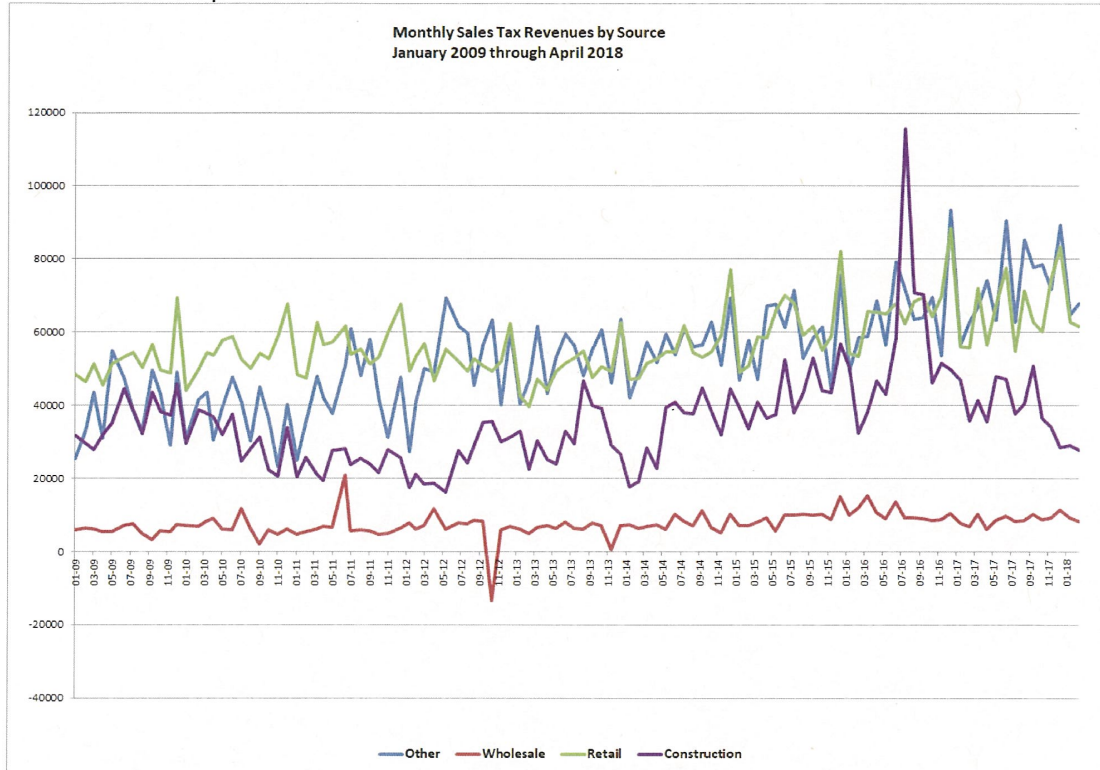
Total **revenues** for the month were **\$2,441,280**. Biennium to date revenues are \$16,272,617, which is 69% of the budgeted revenues of \$23,533,174. Primary sources of revenue for the month included property taxes in the amount of \$1,809,829, development fees & permits in the amount of \$151,502, retail sales and use taxes in the amount of \$165,619, intergovernmental and grant revenues in the amount of \$49,749, franchise fees in the amount of \$71,952 and utility taxes in the amount of \$120,433.

A summary of sales tax revenues received in April is attached. These receipts are based on February sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2018 line is a monthly average of actual receipts during 2015, 2016, and 2017. The blue line represents 2018 actual receipts, which are \$20,483 below 2017 and ahead of the 2018 target by \$104,755.



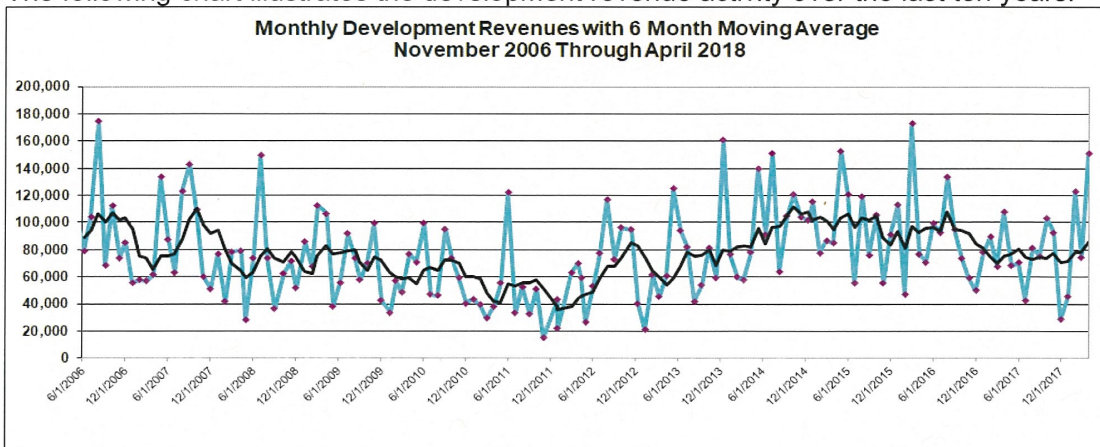
City of Kenmore, Washington
Monthly Financial Report
April 2018

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2009 through April 2018. Retail and Other are on a favorable upward trend.



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



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City of Kenmore, Washington
General Fund Summary Report
April 30, 2018



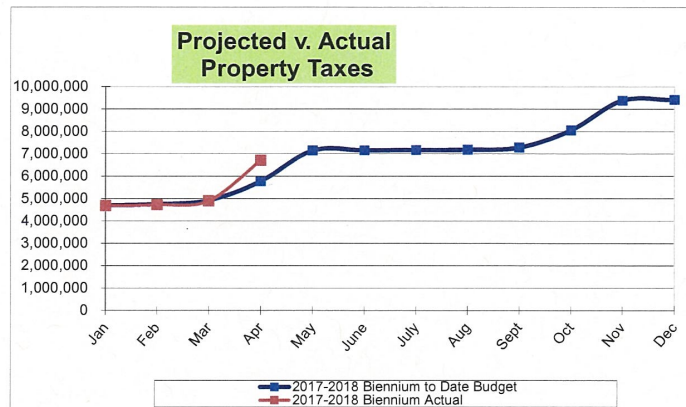
	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2016			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	April 2018	2017-2018	BUDGET	2017-2018	April 2016	2015-2016	BUDGET	2015-2016
REVENUES								
Beginning Fund Balance		2,981,035		3,131,687				
Property Taxes	1,809,829	6,698,458	71.2%	9,408,704	817,103	5,566,830	61.3%	9,075,766
Sales and Use Taxes	211,815	3,849,131	71.6%	5,376,291	198,261	3,484,605	69.7%	5,000,532
Utility Taxes	120,433	1,731,071	63.7%	2,717,485	114,187	1,684,213	60.9%	2,763,390
Other Taxes	14,855	110,817	50.8%	218,113	265	106,734	94.7%	112,720
Development Fees & Permits	151,502	1,303,338	73.9%	1,764,518	77,015	1,553,688	72.2%	2,151,432
Franchise Fees	71,952	1,187,700	71.2%	1,668,476	74,750	1,115,715	68.8%	1,622,160
Intergovernmental and Grants	49,749	629,627	74.8%	841,615	45,815	565,989	80.0%	707,370
Investment Interest	8,203	131,765	253.4%	52,000	9,647	62,625	123.5%	50,700
Fines and Forfeitures	0	14,440	0.0%	0	-444	-5,435	n/a	0
Transfers and Other Revenues	2,941	616,268	41.5%	1,485,972	6,392	88,280	16.3%	541,200
Total Revenues	2,441,280	16,272,617	69.1%	23,533,174	1,342,992	14,223,243	64.6%	22,025,270
Total Revenues & Beginning Fund Balance		19,253,653		26,664,861				22,025,270

	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2016			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	April	2017-2018	BUDGET	2017-2018	April 2016	2015-2016	BUDGET	2015-2016
EXPENDITURES								
Cost Center								
City Council	14,422	247,095	75.0%	329,426	14,979	228,816	69.7%	328,435
City Manager	140,064	2,064,887	62.0%	3,328,297	127,805	1,913,330	59.2%	3,233,222
City Clerk	26,154	361,534	85.0%	425,368	12,248	231,116	83.2%	277,683
Finance	37,398	1,329,828	79.5%	1,672,775	52,349	1,106,218	74.2%	1,490,155
Legal	17,415	324,964	65.0%	500,000	27,668	267,991	38.3%	700,000
Interfund Transfers	0	650,220	49.0%	1,328,228	0	1,666,216	46.9%	3,552,671
Public Safety	65,504	4,217,160	47.9%	8,806,304	57,344	4,357,174	53.4%	8,160,115
Engineering & Environmental Services	60,160	825,992	58.4%	1,415,011	82,713	1,231,968	70.6%	1,743,950
Community Development	56,288	837,168	48.8%	1,715,510	52,126	552,279	66.5%	830,030
Developmental Services	134,272	1,592,825	76.9%	2,071,288	113,579	1,224,521	69.8%	1,755,050
Parks & Facility Maintenance	84,328	1,303,719	67.1%	1,943,339	37,036	1,040,940	51.3%	2,029,409
Total Expenditures	636,004	13,755,393	58.4%	23,535,546	577,846	13,820,571	57.3%	24,100,720
Ending Fund Balance		5,498,260		3,129,315			0.0%	-2,075,450
Total Expenditures and Ending Fund Balance		19,253,653		26,664,861				22,025,270

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

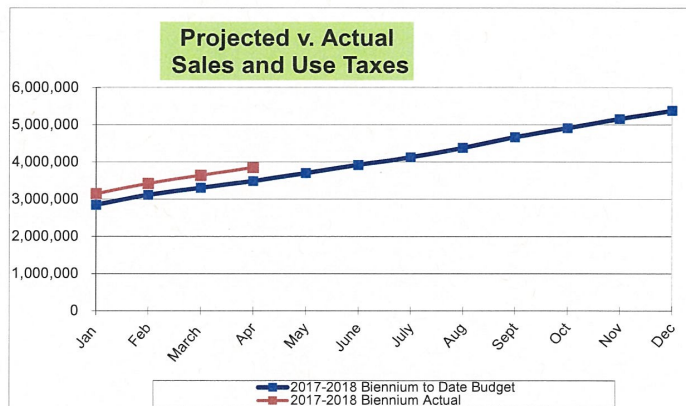
City of Kenmore, Washington
General Fund Revenue Graphs
April 30, 2018
PROPERTY TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	4,668,509	4,656,328
Jan	4,683,738	4,673,846
Feb	4,742,392	4,720,413
Mar	4,916,568	4,888,629
Apr	5,765,778	6,698,458
May	7,142,021	
June	7,155,271	
July	7,168,409	
Aug	7,182,371	
Sept	7,277,730	
Oct	8,047,191	
Nov	9,381,763	
Dec	9,408,704	
2017-18	9,408,704	
Year To Date		
Actual v. Projected		116%



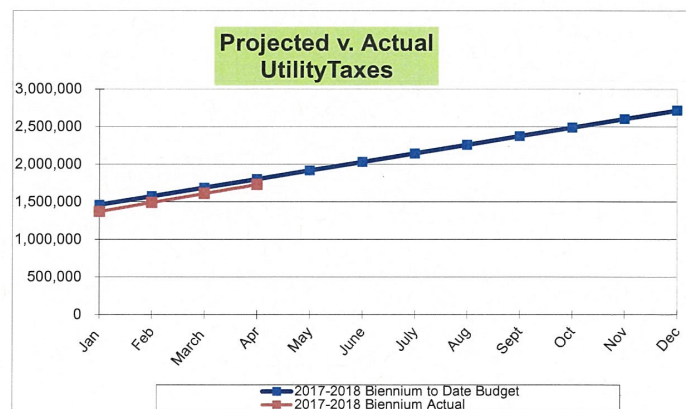
SALES, USE, CRIM JUSTICE TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	2,661,530	2,903,337
Jan	2,847,158	3,143,844
Feb	3,114,522	3,422,078
March	3,304,812	3,637,316
Apr	3,488,513	3,849,131
May	3,699,746	
June	3,919,794	
July	4,124,717	
Aug	4,378,444	
Sept	4,664,890	
Oct	4,909,348	
Nov	5,156,649	
Dec	5,376,291	
2017-18	5,376,291	
Year To Date		
Actual v. Projected		110%



UTILITY TAXES

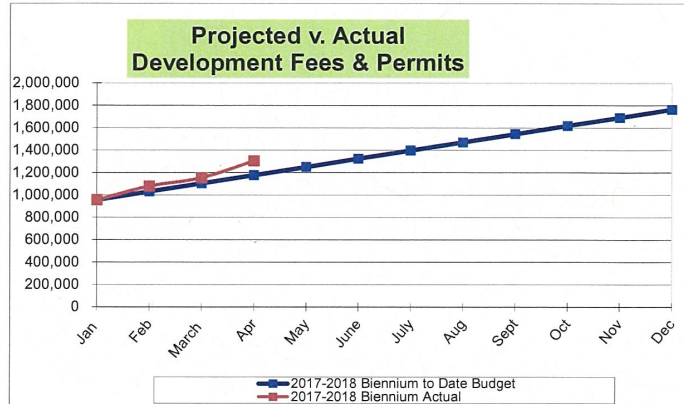
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,345,290	1,242,051
Jan	1,459,640	1,370,760
Feb	1,573,989	1,490,618
March	1,688,339	1,610,638
Apr	1,802,688	1,731,071
May	1,917,038	
June	2,031,388	
July	2,145,737	
Aug	2,260,087	
Sept	2,374,436	
Oct	2,488,786	
Nov	2,603,135	
Dec	2,717,485	
2017-18	2,717,485	
Year To Date		
Actual v. Projected		96%



City of Kenmore, Washington
General Fund Revenue Graphs
April 30, 2018

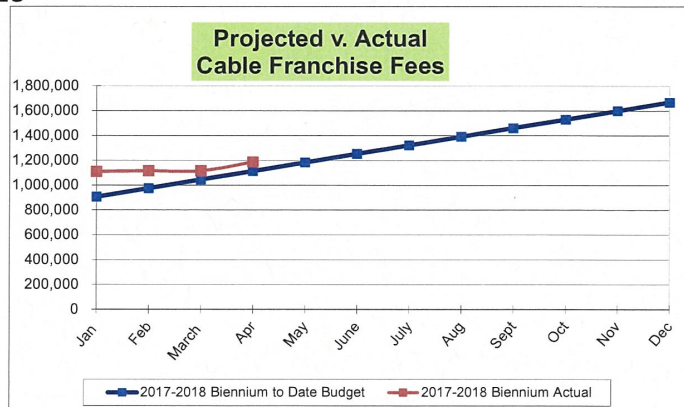
DEVELOPMENT FEES & PERMITS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	882,259	907,838
Jan	955,781	953,639
Feb	1,029,302	1,077,107
March	1,102,824	1,151,836
Apr	1,176,345	1,303,338
May	1,249,867	
June	1,323,389	
July	1,396,910	
Aug	1,470,432	
Sept	1,543,953	
Oct	1,617,475	
Nov	1,690,996	
Dec	1,764,518	
'2017-18	1,764,518	
Year To Date		
Actual v. Projected		111%



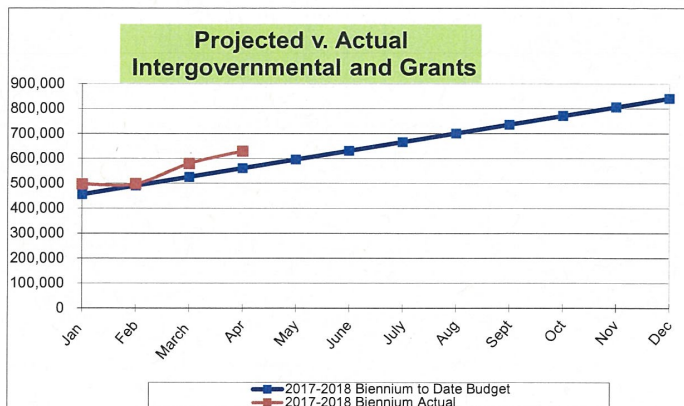
CABLE/WATER/SEWER FRANCHISE FEES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	837,494	861,559
Jan	906,743	1,109,316
Feb	975,991	1,115,749
March	1,045,240	1,115,749
Apr	1,114,488	1,187,700
May	1,183,737	
June	1,252,985	
July	1,322,234	
Aug	1,391,482	
Sept	1,460,731	
Oct	1,529,979	
Nov	1,599,228	
Dec	1,668,476	
'2017-18	1,668,476	
Year To Date		
Actual v. Projected		107%



INTERGOVERNMENTAL & GRANTS

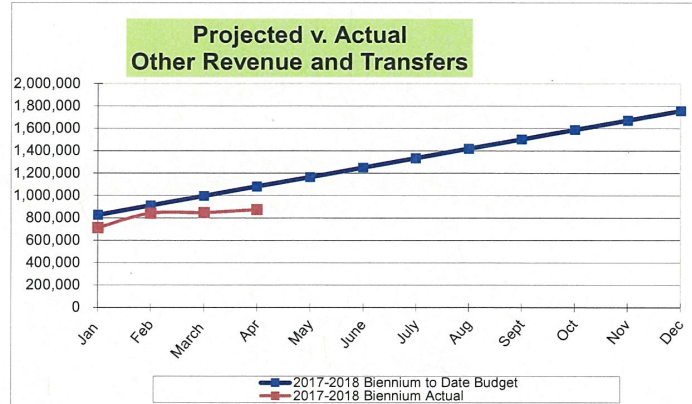
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	420,808	448,132
Jan	455,875	497,763
Feb	490,943	498,463
March	526,010	579,878
Apr	561,077	629,627
May	596,145	
June	631,212	
July	666,279	
Aug	701,347	
Sept	736,414	
Oct	771,481	
Nov	806,549	
Dec	841,615	
'2017-18	841,615	
Year To Date		
Actual v. Projected		112%



**City of Kenmore, Washington
General Fund Revenue Graphs
April 30, 2018**

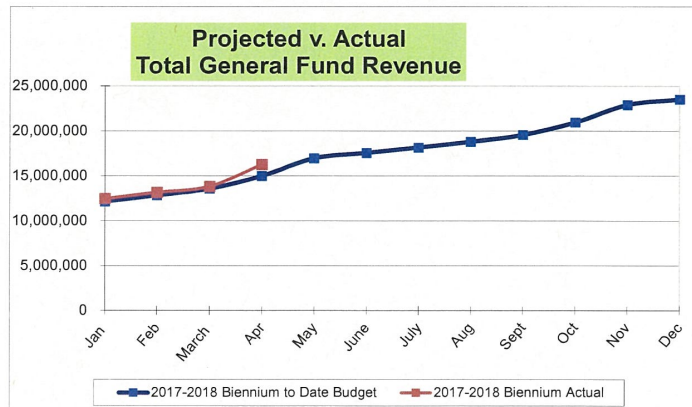
OTHER REVENUES AND TRANSFERS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	742,986	701,874
Jan	827,411	712,400
Feb	911,836	840,519
March	996,261	847,291
Apr	1,080,686	873,291
May	1,165,111	
June	1,249,536	
July	1,333,960	
Aug	1,418,385	
Sept	1,502,810	
Oct	1,587,235	
Nov	1,671,660	
Dec	1,756,085	
2017-18 Year To Date	1,756,085	
Actual v. Projected		81%



TOTAL GENERAL FUND REVENUE

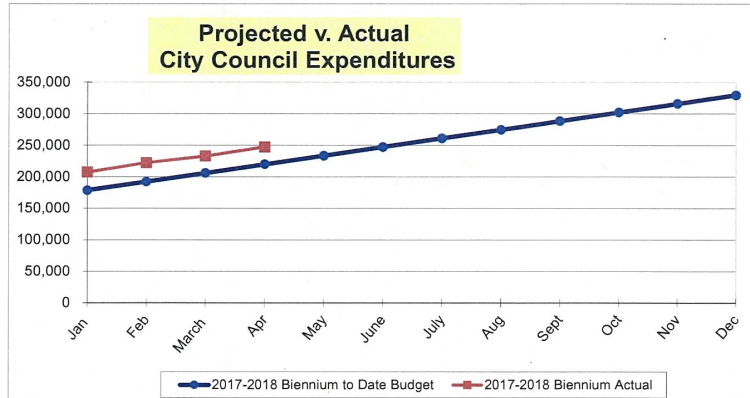
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	12,136,345	12,461,569
Feb	12,838,975	13,164,947
March	13,580,053	13,831,338
Apr	14,989,576	16,272,617
May	16,953,663	
June	17,563,574	
July	18,158,246	
Aug	18,802,547	
Sept	19,560,964	
Oct	20,951,495	
Nov	22,909,980	
Dec	23,533,174	
Year To Date		
Actual v. Projected		109%



City of Kenmore, Washington
General Fund Expenditure Graphs
April 30, 2018

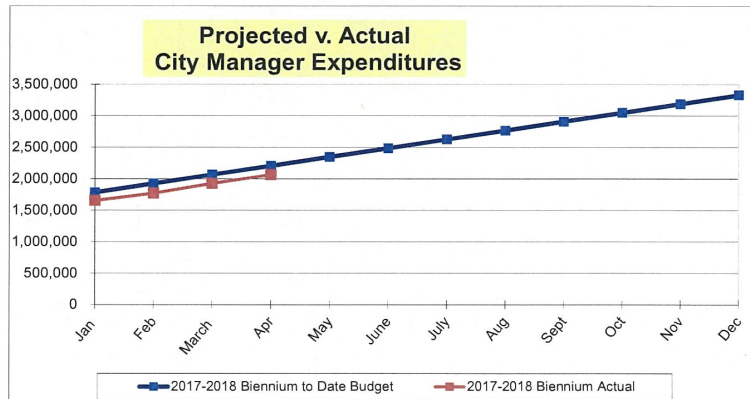
CITY COUNCIL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	164,713	167,354
Jan	178,439	207,017
Feb	192,165	221,839
March	205,891	232,673
Apr	219,617	247,095
May	233,343	
June	247,070	
July	260,796	
Aug	274,522	
Sept	288,248	
Oct	301,974	
Nov	315,700	
Dec	329,426	
2017-18	329,426	
Year To Date		
Actual v. Projected		113%



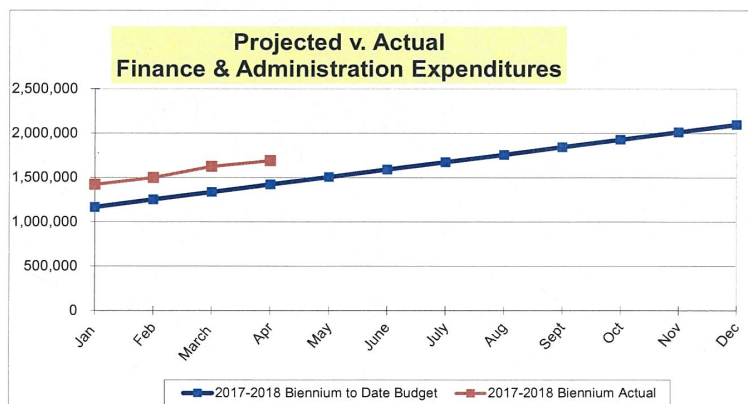
CITY MANAGER

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,643,289	1,563,222
Jan	1,783,706	1,654,331
Feb	1,924,124	1,770,648
March	2,064,541	1,924,823
Apr	2,204,958	2,064,887
May	2,345,376	
June	2,485,793	
July	2,626,210	
Aug	2,766,628	
Sept	2,907,045	
Oct	3,047,462	
Nov	3,187,880	
Dec	3,328,297	
2017-18	3,328,297	
Year To Date		
Actual v. Projected		94%



FINANCE & ADMINISTRATION

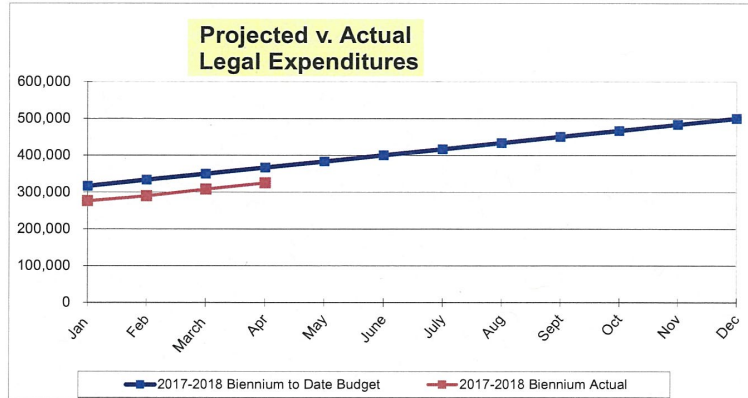
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,083,885	1,129,357
Jan	1,168,407	1,424,099
Feb	1,252,928	1,501,280
March	1,337,450	1,627,809
Apr	1,421,971	1,691,362
May	1,506,493	
June	1,591,014	
July	1,675,536	
Aug	1,760,057	
Sept	1,844,579	
Oct	1,929,100	
Nov	2,013,622	
Dec	2,098,143	
2017-18	2,098,143	
Year To Date		
Actual v. Projected		119%



City of Kenmore, Washington
General Fund Expenditure Graphs
April 30, 2018

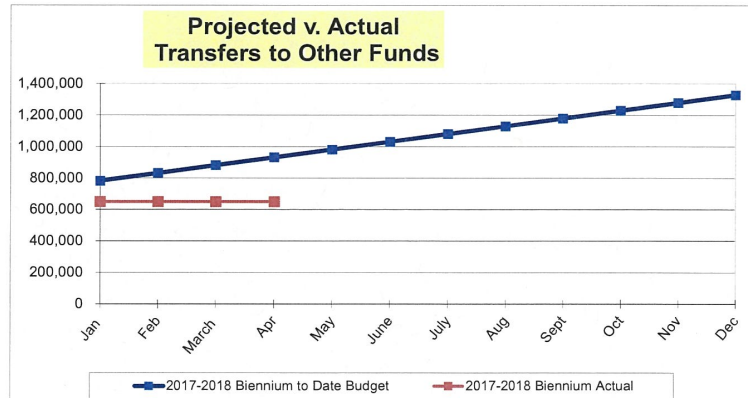
LEGAL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	300,000	274,954
Jan	316,667	275,802
Feb	333,333	289,096
March	350,000	307,549
Apr	366,667	324,964
May	383,333	
June	400,000	
July	416,667	
Aug	433,333	
Sept	450,000	
Oct	466,667	
Nov	483,333	
Dec	500,000	
2017-18	500,000	
Year To Date		
Actual v. Projected		89%



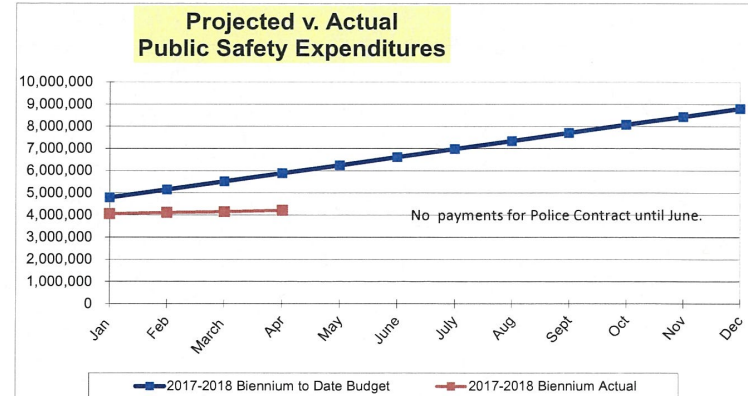
TRANSFERS TO OTHER FUNDS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	733,151	650,220
Jan	782,741	650,220
Feb	832,331	650,220
March	881,920	650,220
Apr	931,510	650,220
May	981,100	
June	1,030,690	
July	1,080,279	
Aug	1,129,869	
Sept	1,179,459	
Oct	1,229,049	
Nov	1,278,638	
Dec	1,328,228	
2017-18	1,328,228	
Year To Date		
Actual v. Projected		70%



PUBLIC SAFETY

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	4,428,152	4,055,650
Jan	4,792,998	4,062,008
Feb	5,157,844	4,126,878
March	5,522,690	4,151,656
Apr	5,887,536	4,217,160
May	6,252,382	
June	6,617,228	
July	6,982,074	
Aug	7,346,920	
Sept	7,711,766	
Oct	8,076,612	
Nov	8,441,458	
Dec	8,806,304	
2017-18	8,806,304	
Year To Date		
Actual v. Projected		72%

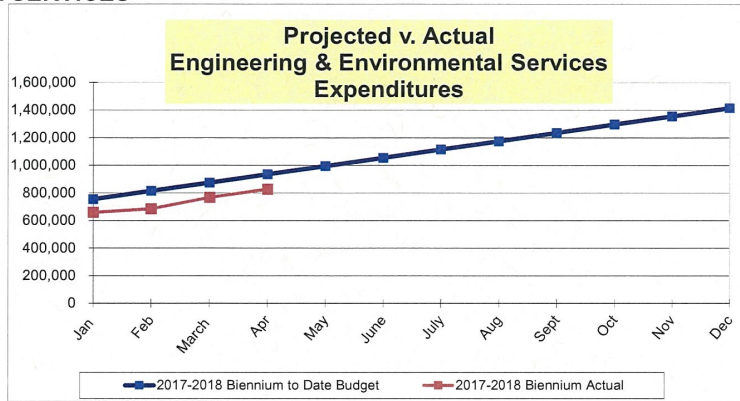


**City of Kenmore, Washington
General Fund Expenditure Graphs**

April 30, 2018

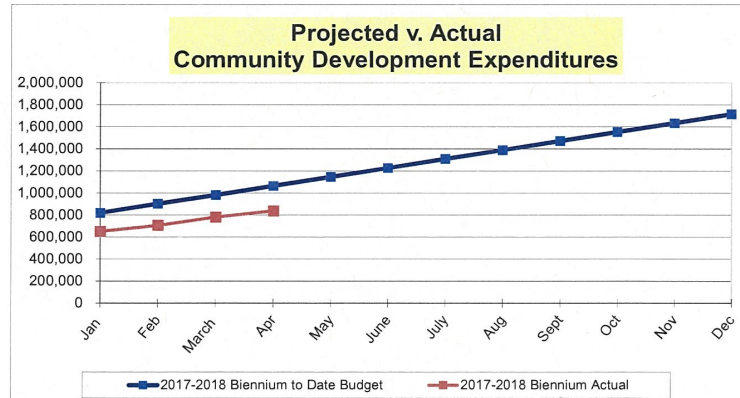
ENGINEERING & ENVIRONMENTAL SERVICES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	694,010	629,990
Jan	754,093	657,935
Feb	814,177	684,399
March	874,260	765,832
Apr	934,344	825,992
May	994,427	
June	1,054,511	
July	1,114,594	
Aug	1,174,677	
Sept	1,234,761	
Oct	1,294,844	
Nov	1,354,928	
Dec	1,415,011	
2017-18	1,415,011	
Year To Date		
Actual v. Projected		88%



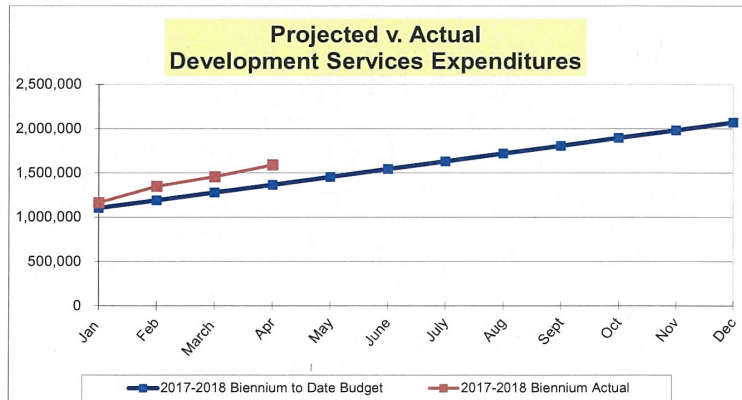
COMMUNITY DEVELOPMENT

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	737,951	599,620
Jan	819,414	650,702
Feb	900,878	705,878
March	982,341	780,880
Apr	1,063,804	837,168
May	1,145,267	
June	1,226,731	
July	1,308,194	
Aug	1,389,657	
Sept	1,471,120	
Oct	1,552,584	
Nov	1,634,047	
Dec	1,715,510	
2017-18	1,715,510	
Year To Date		
Actual v. Projected		79%



DEVELOPMENT SERVICES

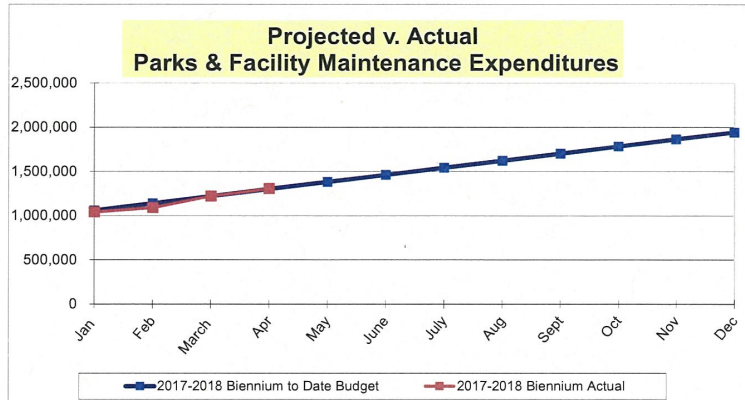
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,017,664	1,087,784
Jan	1,105,466	1,165,099
Feb	1,193,268	1,351,077
March	1,281,070	1,458,554
Apr	1,368,872	1,592,825
May	1,456,674	
June	1,544,476	
July	1,632,278	
Aug	1,720,080	
Sept	1,807,882	
Oct	1,895,684	
Nov	1,983,486	
Dec	2,071,288	
2017-18	2,071,288	
Year To Date		
Actual v. Projected		116%



City of Kenmore, Washington
General Fund Expenditure Graphs
April 30, 2018

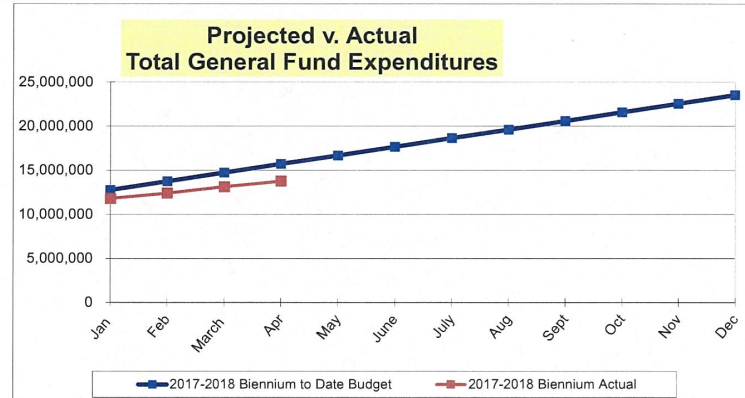
PARKS & FACILITY MAINTENANCE

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	978,706	1,002,290
Jan	1,059,092	1,040,692
Feb	1,139,478	1,090,051
March	1,219,864	1,219,391
Apr	1,300,250	1,303,719
May	1,380,636	
June	1,461,023	
July	1,541,409	
Aug	1,621,795	
Sept	1,702,181	
Oct	1,782,567	
Nov	1,862,953	
Dec	1,943,339	
2017-18	1,943,339	
Year To Date		
Actual v. Projected		100%



TOTAL GENERAL FUND EXPENDITURES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	12,761,023	11,787,903
Feb	13,740,525	12,391,367
March	14,720,027	13,119,388
Apr	15,699,529	13,755,393
May	16,679,031	
June	17,658,534	
July	18,638,036	
Aug	19,617,538	
Sept	20,597,040	
Oct	21,576,542	
Nov	22,556,044	
Dec	23,535,546	
Year To Date		
Actual v. Projected		88%



**City of Kenmore, Washington
Street Fund Summary Report
April 30, 2018**



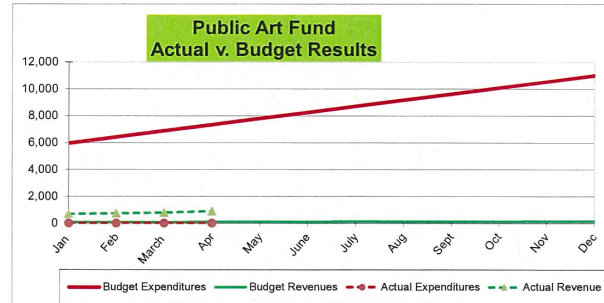
	MONTH <u>April 2018</u>	BIENNIUM TO DATE <u>2017-2018</u>	% of <u>BUDGET</u>	BUDGET <u>2017-2018</u>
<u>REVENUES</u>				
Beginning Fund Balance		790,989		861,602
Fuel Tax	33,273	633,866	65.4%	969,604
Investment Interest	725	4,512	-	6,000
Miscellaneous	0	5,767	-	1,500
ROW Permit Fees/Inspections	9,794	168,645	76.7%	220,000
Multimodal Transportation	0	31,410	68.0%	46,200
Transfer from General Fund	0	527,135	52.7%	1,000,000
Transfer from TBD	0	334,500	50.0%	669,000
Total Revenues	43,792	1,705,834	58.6%	2,912,304
Total Revenues & Beginning Fund Balance		2,496,823		3,773,906

		BIENNIUM TO DATE <u>2017-2018</u>	% of <u>BUDGET</u>	BUDGET <u>2017-2018</u>
<u>EXPENDITURES</u>				
Salary and Benefits	36,343	614,869	65.5%	938,209
Maintenance & Operations	62,574	1,269,643	65.8%	1,930,800
Capital	1,523	132,250	330.6%	40,000
Total Expenditures	100,440	2,016,762	69.3%	2,909,009
Ending Fund Balance		480,061		864,897
Total Expenditures and Ending Fund Balance		2,496,823		3,773,906

City of Kenmore, Washington
Other Funds Monthly Activity
April 30, 2018

PUBLIC ART FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	5,500	0	75	680
Jan	5,958	0	81	697
Feb	6,417	0	88	748
March	6,875	0	94	805
Apr	7,333	0	100	911
May	7,792		106	
June	8,250		113	
July	8,708		119	
Aug	9,167		125	
Sept	9,625		131	
Oct	10,083		138	
Nov	10,542		144	
Dec	11,000		150	
2017-18	11,000		150	
Total Actual to Date vs Total Budget		0%		607%

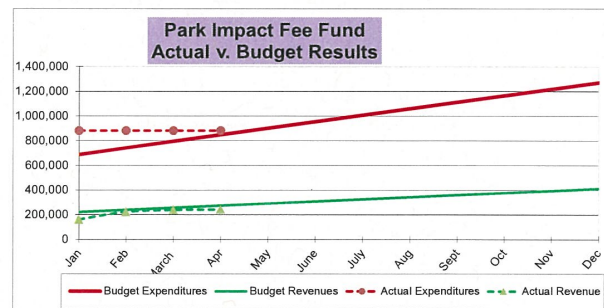


This fund accounts for public art authorized by Ordinance 01-0115. One percent (1%) of public project construction contracts is contributed to this fund to provide for public art displays or performing arts events as authorized by the City Council.

0

PARK IMPACT FEE FUND

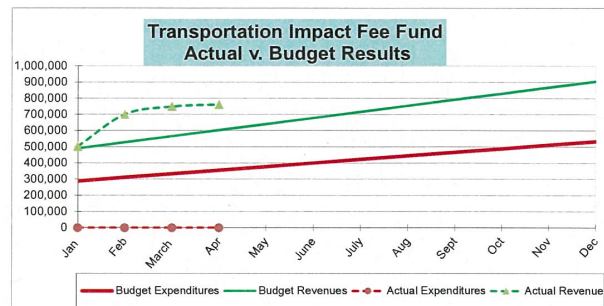
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	635,938	881,377	206,000	157,195
Jan	688,933	881,377	223,167	162,442
Feb	741,928	881,377	240,333	223,793
March	794,923	881,377	257,500	239,635
Apr	847,917	881,377	274,667	243,108
May	900,912		291,833	
June	953,907		309,000	
July	1,006,902		326,167	
Aug	1,059,897		343,333	
Sept	1,112,892		360,500	
Oct	1,165,886		377,667	
Nov	1,218,881		394,833	
Dec	1,271,876		412,000	
2017-18	1,271,876		412,000	
Total Actual to Date vs Total Budget		69%		59%



This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.

TRANSPORTATION IMPACT FEE FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	266,892	350,000	452,750	482,822
Jan	289,133	0	490,479	501,882
Feb	311,374	0	528,208	700,717
March	333,615	0	565,938	748,915
Apr	355,856	0	603,667	761,446
May	378,097		641,396	
June	400,338		679,125	
July	422,579		716,854	
Aug	444,820		754,583	
Sept	467,061		792,313	
Oct	489,302		830,042	
Nov	511,543		867,771	
Dec	533,784		905,500	
2017-18	533,783		905,500	
Total Actual to Date vs Total Budget		0%		84%

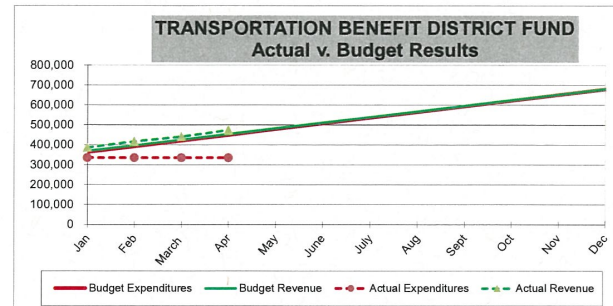


This fund accounts for City imposed transportation impact fees on new development. Expenditures are for public transportation improvements.

City of Kenmore, Washington
Other Funds Monthly Activity
April 30, 2018

TRANSPORTATION BENEFIT DISTRICT FUND

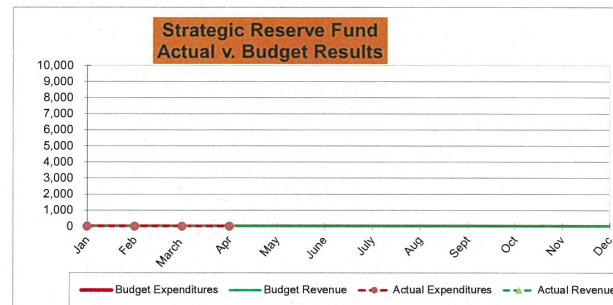
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	334,500	334,500	340,400	357,603
Jan	363,250	334,500	368,767	385,946
Feb	392,000	334,500	397,133	416,835
March	420,750	334,500	425,500	441,451
Apr	449,500	334,500	453,867	474,142
May	478,250		482,233	
June	507,000		510,600	
July	535,750		538,967	
Aug	564,500		567,333	
Sept	593,250		595,700	
Oct	622,000		624,067	
Nov	650,750		652,433	
Dec	679,500		680,800	
2017-18	669,000		680,800	
Total Actual to Date vs Total Budget		50%		70%



The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

STRATEGIC RESERVE FUND

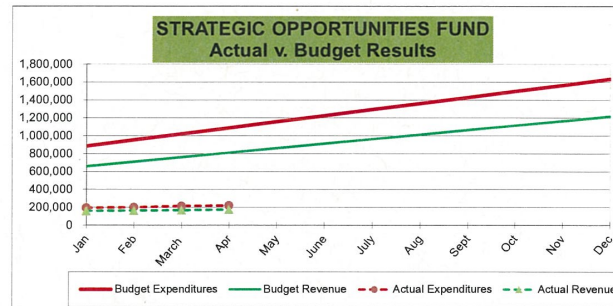
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	0	0	0	12,814
Jan	0	0	0	13,141
Feb	0	0	0	14,091
March	0	0	0	15,175
Apr	0	0	0	17,157
May	0		0	
June	0		0	
July	0		0	
Aug	0		0	
Sept	0		0	
Oct	0		0	
Nov	0		0	
Dec	0		0	
2017-18	0	0	0	0
Total Actual to Date vs Total Budget		0%		0%



This fund was created to serve as the City's emergency reserve fund. Per State Statute, the fund cannot exceed \$.375 per \$1,000 of the City's assessed value and is fully funded at \$1,264,464 for 2011. No expenditures are anticipated or have been budgeted at this time.

STRATEGIC OPPORTUNITIES FUND

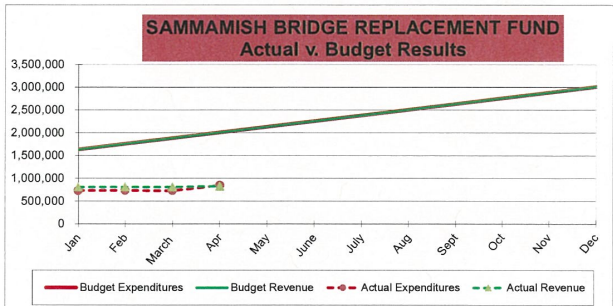
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	817,450	191,649	608,973	157,176
Jan	885,571	196,367	659,721	160,994
Feb	953,692	202,543	710,469	165,166
March	1,021,813	216,010	761,216	169,459
Apr	1,089,933	222,006	811,964	176,299
May	1,158,054		862,712	
June	1,226,175		913,460	
July	1,294,296		964,207	
Aug	1,362,417		1,014,955	
Sept	1,430,538		1,065,703	
Oct	1,498,658		1,116,451	
Nov	1,566,779		1,167,198	
Dec	1,634,900		1,217,946	
2017-18	1,634,900		1,217,946	
Total Actual to Date vs Total Budget		14%		14%



The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves. For 2015-16, the Business Incubator expenditures are budgeted in this fund.

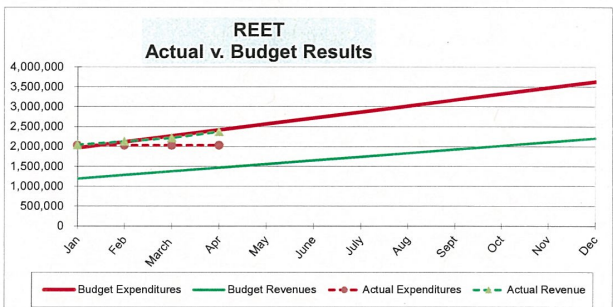
City of Kenmore, Washington
Other Funds Monthly Activity
April 30, 2018

SAMMAMISH BRIDGE REPLACEMENT FUND				
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	1,504,981	730,007	1,504,981	748,320
Jan	1,630,396	730,007	1,630,396	809,241
Feb	1,755,811	731,822	1,755,811	809,241
March	1,881,226	731,822	1,881,226	809,241
Apr	2,006,641	846,253	2,006,641	826,740
May	2,132,056		2,132,056	
June	2,257,471		2,257,471	
July	2,382,886		2,382,886	
Aug	2,508,301		2,508,301	
Sept	2,633,716		2,633,716	
Oct	2,759,131		2,759,131	
Nov	2,884,546		2,884,546	
Dec	3,009,961		3,009,961	
2017-18	3,009,961		3,009,961	
Total Actual to Date vs Total Budget		28%		27%



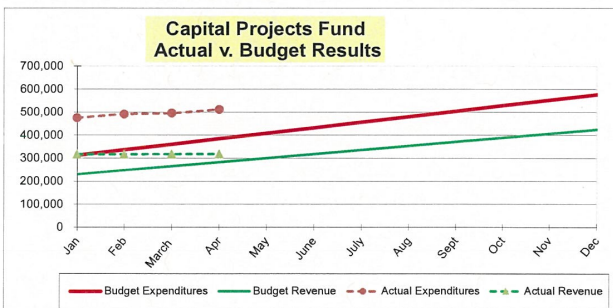
The Sammamish Bridge Replacement fund is a fund used to put money aside for the replacement of the West Sammamish bridge.

REAL ESTATE EXCISE TAX FUND				
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	1,811,413	2,027,786	1,101,500	1,943,691
Jan	1,962,364	2,027,786	1,193,292	2,043,535
Feb	2,113,315	2,027,786	1,285,083	2,127,696
March	2,264,266	2,027,786	1,376,875	2,219,631
Apr	2,415,217	2,027,786	1,468,667	2,372,457
May	2,566,168		1,560,458	
June	2,717,119		1,652,250	
July	2,868,070		1,744,042	
Aug	3,019,021		1,835,833	
Sept	3,169,972		1,927,625	
Oct	3,320,923		2,019,417	
Nov	3,471,874		2,111,208	
Dec	3,622,826		2,203,000	
2017-18	3,622,826		2,203,000	
Total Actual to Date vs Total Budget		56%		108%



The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include transfers to the Park Capital Fund for park improvements and Transportation Capital Fund for transportation improvements.

KENMORE VILLAGE FUND				
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	288,397	462,039	212,314	317,063
Jan	312,430	475,427	230,007	317,143
Feb	336,463	491,040	247,700	317,366
March	360,496	495,848	265,393	317,616
Apr	384,529	511,742	283,085	318,492
May	408,562		300,778	
June	432,596		318,471	
July	456,629		336,164	
Aug	480,662		353,857	
Sept	504,695		371,550	
Oct	528,728		389,242	
Nov	552,761		406,935	
Dec	576,794		424,628	
2017-18	576,794		424,628	
Total Actual to Date vs Total Budget		89%		75%

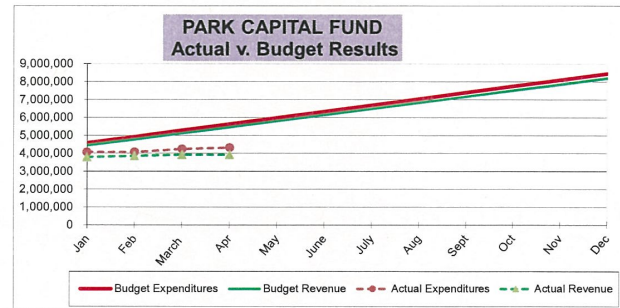


The Kenmore Village Fund accounts for leasing activity and property transactions within Kenmore Village

City of Kenmore, Washington
Other Funds Monthly Activity
April 30, 2018

PARK CAPITAL FUND

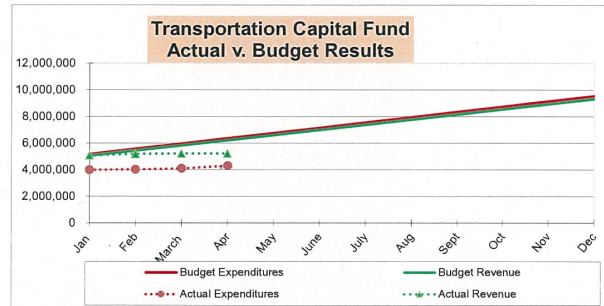
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	4,223,416	4,014,258	4,095,448	3,788,172
Jan	4,575,367	4,055,630	4,436,735	3,788,172
Feb	4,927,319	4,071,533	4,778,023	3,854,834
March	5,279,270	4,233,590	5,119,310	3,918,586
Apr	5,631,221	4,314,168	5,460,597	3,918,586
May	5,983,173		5,801,885	
June	6,335,124		6,143,172	
July	6,687,075		6,484,459	
Aug	7,039,027		6,825,747	
Sept	7,390,978		7,167,034	
Oct	7,742,929		7,508,321	
Nov	8,094,881		7,849,609	
Dec	8,446,832		8,190,896	
2017-18	8,446,832		8,190,896	
Total Actual to Date vs Total Budget		51%		48%



The Park Capital fund will account for Park Capital Projects formerly included in the Municipal Capital fund. In addition, distributions from the King County Proposition 2 Parks Expansion Levy will be receipted into this fund

TRANSPORTATION CAPITAL FUND

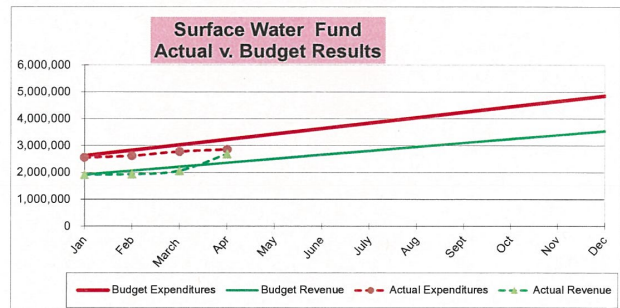
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	4,764,503	3,962,031	4,658,163	4,812,485
Jan	5,161,544	3,981,389	5,046,343	5,074,873
Feb	5,558,586	4,025,853	5,434,524	5,186,452
March	5,955,628	4,099,114	5,822,704	5,218,404
Apr	6,352,670	4,304,767	6,210,884	5,222,191
May	6,749,712		6,599,064	
June	7,146,764		6,987,245	
July	7,543,796		7,375,425	
Aug	7,940,838		7,763,605	
Sept	8,337,880		8,151,785	
Oct	8,734,922		8,539,966	
Nov	9,131,964		8,928,146	
Dec	9,529,005		9,316,326	
2017-18	9,529,005		9,316,326	
Total Actual to Date vs Total Budget		45%		56%



The Transportation Capital Fund accounts for capital improvements to the City's streets and SR 522, funded by various grants plus City resources from real estate excise tax and transportation impact fees. All phases of improvements to SR 522 are now accounted for in this fund. There is a time lag between project expenditures and reimbursements from grants; this accounts for the lower revenues compared to the expenditures.

SURFACE WATER MANAGEMENT FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	2,427,244	2,456,063	1,771,700	1,904,373
Jan	2,629,514	2,556,873	1,919,342	1,918,065
Feb	2,831,784	2,620,689	2,066,983	1,935,188
March	3,034,055	2,780,437	2,214,625	2,064,654
Apr	3,236,325	2,858,715	2,362,267	2,692,904
May	3,438,595		2,509,908	
June	3,640,866		2,657,550	
July	3,843,136		2,805,192	
Aug	4,045,406		2,952,833	
Sept	4,247,677		3,100,475	
Oct	4,449,947		3,248,117	
Nov	4,652,217		3,395,758	
Dec	4,854,487		3,543,400	
2017-18	4,854,487		3,543,400	
Total Actual to Date vs Total Budget		59%		76%

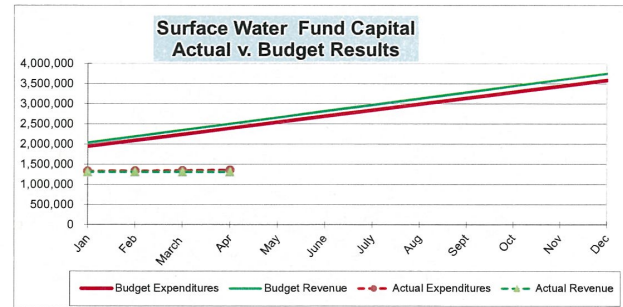


This fund accounts for receipts from surface water assessments. The assessments are collected through the property tax billings; the majority of the receipts are collected in May and November. Expenditures are for surface water maintenance activities such as sweeping and drainage as well as capital improvements.

City of Kenmore, Washington
Other Funds Monthly Activity
April 30, 2018

SURFACE WATER CAPITAL FUND

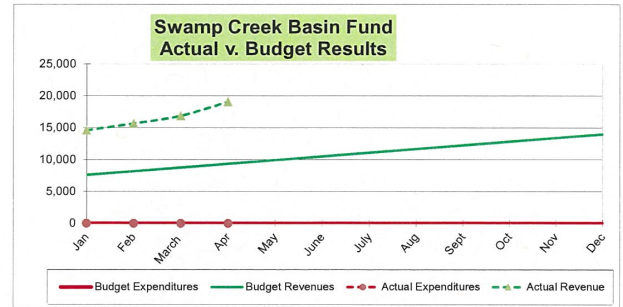
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	1,791,817	1,310,242	1,875,317	1,306,617
Jan	1,941,135	1,322,751	2,031,593	1,306,617
Feb	2,090,453	1,329,855	2,187,870	1,306,617
March	2,239,771	1,337,042	2,344,146	1,306,617
Apr	2,389,089	1,352,499	2,500,423	1,306,617
May	2,538,407		2,656,699	
June	2,687,726		2,812,976	
July	2,837,044		2,969,252	
Aug	2,986,362		3,125,528	
Sept	3,135,680		3,281,805	
Oct	3,284,998		3,438,081	
Nov	3,434,316		3,594,358	
Dec	3,583,634		3,750,634	
2017-18	3,583,634		3,750,634	
Total Actual to Date vs Total Budget		38%		35%



This fund accounts for the expenditures for Surface Water Capital Improvements. Revenue sources for this fund include a variety of federal, state, or local grants, surface water management fees transferred from the Surface Water Management Fund and real estate excise taxes.

SWAMP CREEK BASIN FUND

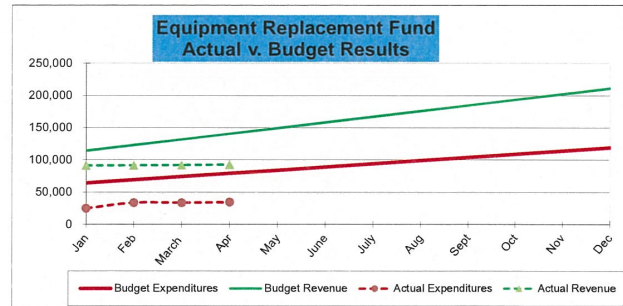
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	0	0	7,000	14,238
Jan	0	0	7,583	14,601
Feb	0	0	8,167	15,657
March	0	0	8,750	16,862
Apr	0	0	9,333	19,064
May	0		9,917	
June	0		10,500	
July	0		11,083	
Aug	0		11,667	
Sept	0		12,250	
Oct	0		12,833	
Nov	0		13,417	
Dec	0		14,000	
2017-18	0		14,000	
Total Actual to Date vs Total Budget		0%		136%



This fund accounts for the Memorandum of Agreement with King County which provided funds reserved for surface water projects, improvements, and maintenance within the Swamp Creek Basin.

EQUIPMENT REPLACEMENT FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	59,500	24,882	105,493	91,288
Jan	64,458	24,882	114,284	91,403
Feb	69,417	33,807	123,075	91,730
March	74,375	33,807	131,866	92,103
Apr	79,333	34,729	140,657	92,784
May	84,292		149,448	
June	89,250		158,240	
July	94,208		167,031	
Aug	99,167		175,822	
Sept	104,125		184,613	
Oct	109,083		193,404	
Nov	114,042		202,195	
Dec	119,000		210,986	
2017-18	119,000		210,986	
Total Actual to Date vs Total Budget		29%		44%



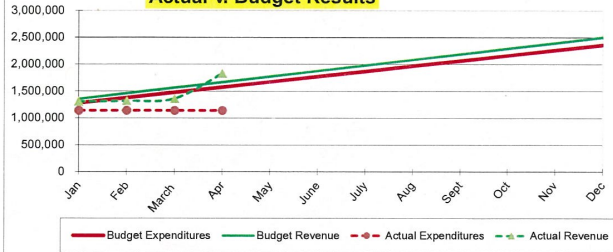
This fund is used to maintain a reserve for future replacement of equipment, including, but not limited to furniture, computers and vehicles. Payments are received from various operating departments and funds that benefit from or use the assets.

City of Kenmore, Washington
Other Funds Monthly Activity
April 30, 2018

W & W DEBT SERVICE FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	1,179,127	1,136,503	1,250,000	1,301,272
Jan	1,277,387	1,136,503	1,354,167	1,305,442
Feb	1,375,648	1,136,503	1,458,333	1,317,370
March	1,473,908	1,136,503	1,562,500	1,360,265
Apr	1,572,169	1,136,503	1,666,667	1,828,406
May	1,670,429		1,770,833	
June	1,768,690		1,875,000	
July	1,866,951		1,979,167	
Aug	1,965,211		2,083,333	
Sept	2,063,472		2,187,500	
Oct	2,161,732		2,291,667	
Nov	2,259,993		2,395,833	
Dec	2,358,253		2,500,000	
2017-18	2,358,253		2,500,000	
Total Actual to Date vs Total Budget		48%		73%

**W&W Debt Service Fund
Actual v. Budget Results**

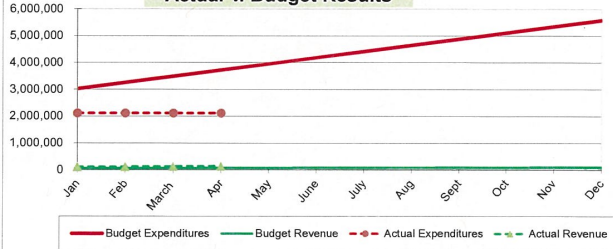


This fund accumulates the voted property tax levy receipts for the Walkways and Waterways Bonds which are used to make the principal and interest repayments on the bonded debt.

W & W BOND PROCEEDS FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
2017	2,787,500	2,111,671	50,000	94,180
Jan	3,019,792	2,111,671	54,167	105,598
Feb	3,252,083	2,111,671	58,333	114,572
March	3,484,375	2,111,671	62,500	125,211
Apr	3,716,667	2,111,671	66,667	136,432
May	3,948,958		70,833	
June	4,181,250		75,000	
July	4,413,542		79,167	
Aug	4,645,833		83,333	
Sept	4,878,125		87,500	
Oct	5,110,417		91,667	
Nov	5,342,708		95,833	
Dec	5,575,000		100,000	
2017-18	5,575,000		100,000	
Total Actual to Date vs Total Budget		38%		136%

**W & W Bond Proceeds Fund
Actual v. Budget Results**



This fund holds the receipts from the December 2016 sale of the Walkways and Waterways Bonds and transfers money to the Transportation and Park Capital Funds to pay for the specific Walkways and Waterways projects.

City of Kenmore, Washington
Cash and Investment Report
April 30, 2018



<u>Fund</u>	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$3,860,924	\$2,441,280	\$636,004	5,666,199
Street	536,711	43,792	100,440	480,063
Transportation Capital	1,187,015	3,787	205,654	985,148
Public Art	68,413	105	0	68,519
Park Impact Fee	537,791	3,473	0	541,263
Transportation Impact Fee	1,897,257	12,532	0	1,909,788
Swamp Creek Basin	1,432,222	2,202	0	1,434,423
Transportation Benefit District	169,535	32,692	0	202,227
Sammamish Bridge Replacement	77,939	17,499	114,431	(18,993)
Walkways & Waterways Debt Service	223,763	468,141	0	691,904
Real Estate Excise Tax	2,689,924	152,826	0	2,842,749
Kenmore Village	297,007	877	15,894	281,989
Park Capital	-55,432	0	80,578	(136,010)
Walkways & Waterways Bond	7,874,820	11,221	0	7,886,041
Surface Water Management	1,203,428	628,250	78,277	1,753,401
Surface Water Capital	-65,801	0	15,457	(81,258)
Strategic Reserve	1,289,024	1,982	0	1,291,006
Strategic Opportunities	2,126,129	6,840	5,995	2,126,974
Equipment Replacement	443,649	681	922	443,408
Trust & Agency	704,825	7,914	28,529	684,210
Totals	\$26,499,142	\$3,836,090	\$1,282,181	\$29,053,051

<u>Fund</u>	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	\$1,288,183	\$4,378,429	5,666,611
Street	-369,937	850,000	480,063
Transportation Capital	985,029	0	985,029
Public Art	53,518	15,000	68,518
Park Impact Fee	-388,734	930,000	541,266
Transportation Impact Fee	1,879,791	30,000	1,909,791
Swamp Creek Basin	34,424	1,400,000	1,434,424
Transportation Benefit District	202,226	0	202,226
Sammamish Bridge Replacement	-18,993	0	(18,993)
Walkways & Waterways Debt Service	691,903	0	691,903
Real Estate Excise Tax	2,842,748	0	2,842,748
Kenmore Village	-168,014	450,000	281,986
Park Capital	-136,010	0	(136,010)
Walkways & Waterways Bond	7,886,041	0	7,886,041
Surface Water Management	1,243,402	510,000	1,753,402
Surface Water Capital	-81,258	0	(81,258)
Strategic Reserve	441,007	850,000	1,291,007
Strategic Opportunities	2,126,975	0	2,126,975
Equipment Replacement	-6,593	450,000	443,407
Trust & Agency	584,205	100,000	684,205
Totals	\$19,089,912	\$9,963,429	\$29,053,341

City of Kenmore, Washington
Investment Schedule
April 30, 2018



		Average Yield to Maturity-Securities					Overall Average Yield	0.83%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
Morgan Stanley								
	3134G9GR2	FHLMC	8/18/2020	8/7/2017	1.60%	1.62%	999,500.00	16,191.90
	3130ACTL8	FHLB	11/25/2020	12/22/2017	1.95%	1.95%	997,650.00	19,454.18
	3133EHXL2	FHLB	3/5/2020	9/19/2017	1.54%	1.54%	999,000.00	15,384.60
	3130AB3N4	FHLB	10/29/2019	4/28/2017	1.55%	1.55%	1,000,750.00	15,511.63
Total Morgan Stanley Purchases							3,996,900.00	66,542.30
Time Value Investments								
	31771EAQ4	FHLB	11/2/2018	11/23/2016	1.08%	1.08%	999,868.36	10,798.58
	3130A7RL1	FHLB	4/19/2021	1/26/2017	1.80%	1.80%	992,893.00	17,872.07
	3135G0XK4	FNMA	5/25/2018	11/25/2013	1.38%	1.38%	985,750.00	13,583.64
	3135G0XK4	FNMA	5/25/2018	2/27/2014	1.30%	1.30%	989,691.00	12,865.98
	3135G0G23	FNMA	4/29/2019	11/24/2015	1.35%	1.35%	998,326.00	13,477.40
Total TVI Purchases							4,966,528.36	68,597.67
Sound Community Bank CD's								
Total Sound Community Bank CD's							0.00	0.00
Opus Bank CD's								
	11495975	CD	2/10/18	6/10/15	0.35%	0.35%	1,000,000.00	3,500.00
Total Cascade Bank CD's							1,000,000.00	3,500.00
TOTAL ALL SECURITIES							\$ 9,963,428.36	\$ 138,639.97
Banner Checking and Savings						0.07% Banner	7,309,808.23	5,116.87
Opus Savings						0.83% Opus	3,015,778.91	25,030.96
Cash								-
LGIP - Primary Account						0.83% LGIP	792,156.65	6,574.90
LGIP - Bond Proceeds Account						0.83% LGIP	7,972,168.30	66,169.00
Total Accounts							\$ 29,053,340.45	241,531.70

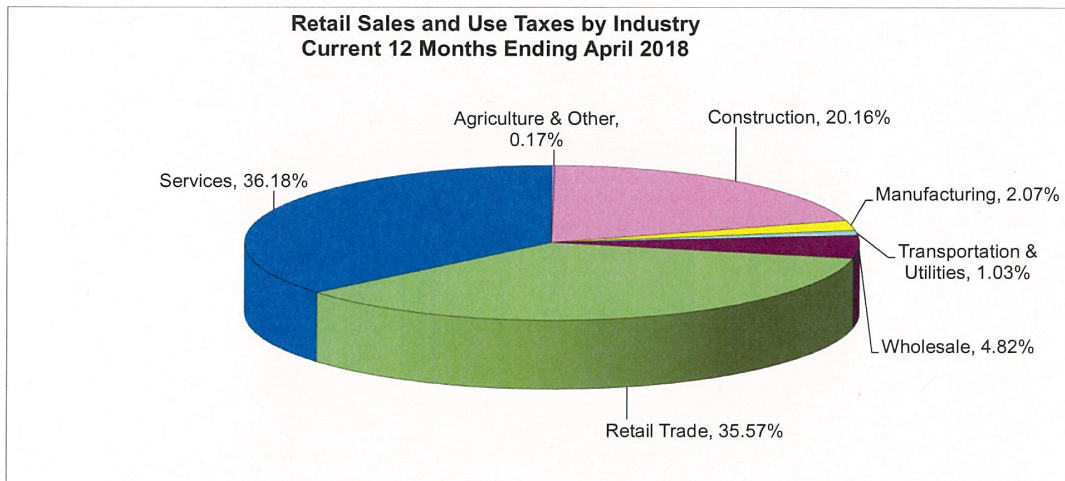
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 April 2018

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	83.12	0.00	83.12	0.1%
OTHER	0.00	3,095.19	3,095.19	1.9%
CONSTRUCTION	27,693.34	45.71	27,739.04	16.7%
MANUFACTURING	2,311.57	7.32	2,318.89	1.4%
TRANSPORTATION & UTILITIES	1,760.74	290.99	2,051.72	1.2%
WHOLESALE	8,273.98	40.37	8,314.35	5.0%
RETAIL TRADE	61,483.17	109.43	61,592.60	37.2%
SERVICES	52,299.40	708.50	53,007.90	32.0%
INFORMATION	7,371.47	39.50	7,410.97	4.5%
PUBLIC SERVICES	0.10	5.53	5.63	0.0%
	<u>161,276.89</u>	<u>4,342.54</u>	<u>165,619.43</u>	<u>100.0%</u>

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
April 30, 2018

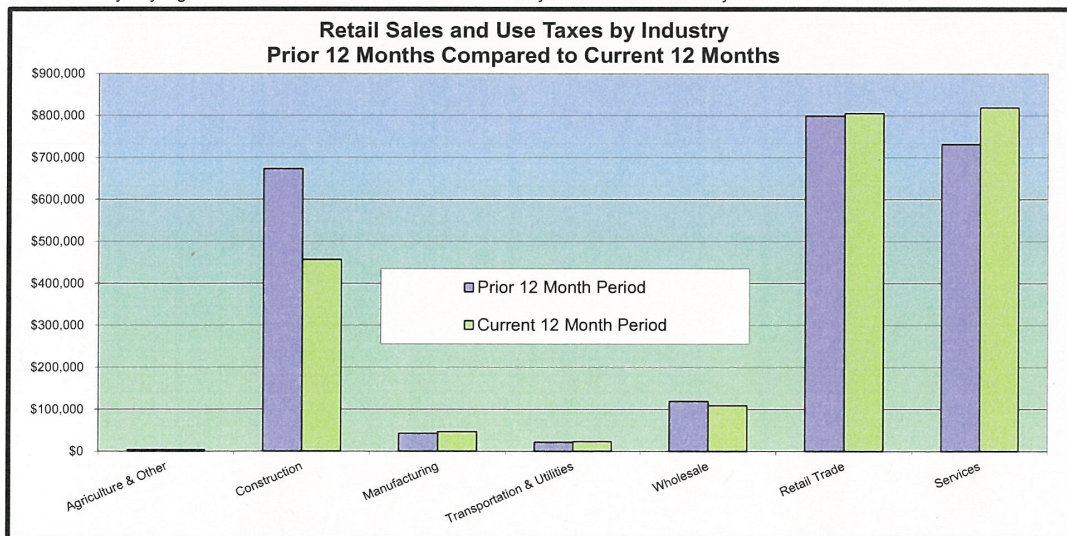


<u>Industry</u>	<u>Prior 12 Months ending April 2017</u>	<u>Current 12 Months ending April 2018</u>	<u>% Increase/ (Decrease)</u>	<u>% of Total</u>
Agriculture & Other (Landscaping, Animal Hospitals)	\$3,261	\$3,897	19.49%	0.17%
Construction	672,942	456,490 *	-32.16%	20.16%
Manufacturing (Printing, Publishing, Other Manuf.)	42,655	46,904	9.96%	2.07%
Transp/Comm/Utilities (Telecomm., Air Transport.)	21,491	23,292	8.38%	1.03%
Wholesale (Lumber, Other Wholesale)	118,977	109,049	-8.34%	4.82%
Retail Trade (Eating, Merchandise, Food Stores)	799,104	805,219	0.77%	35.57%
Services (Auction, Recreation, Auto Repair, Financial)	731,432	819,147	11.99%	36.18%
Totals	\$2,389,862	\$2,263,998	-5.27%	100%
Increase/(Decrease)		(\$125,864)	-5.27%	



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

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



I:\Admin & Finance\Monthly Reports\2018\AprilSalesTaxDist

**City of Kenmore, Washington
Real Estate Excise Tax Report
April 30, 2018**



**Real Estate Excise Taxes (REET)
2015 - 2018 Monthly Receipts**

	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Target 2018
January	74,259	122,819	176,657	99,205	124,578
February	61,070	70,146	94,134	82,263	75,117
March	111,337	110,066	170,086	89,698	130,496
April	104,280	133,161	126,245	148,514	121,228
May	112,927	129,599	139,422		127,316
June	156,338	167,575	211,430		178,448
July	173,095	177,426	163,138		171,219
August	166,651	165,397	114,754		148,934
September	147,668	136,176	221,719		168,521
October	129,678	150,786	186,805		155,756
November	120,907	124,437	150,187		131,844
December	96,566	131,651	146,159		124,792
	\$1,454,776	\$1,619,239	\$1,900,736	\$419,680	\$1,658,250

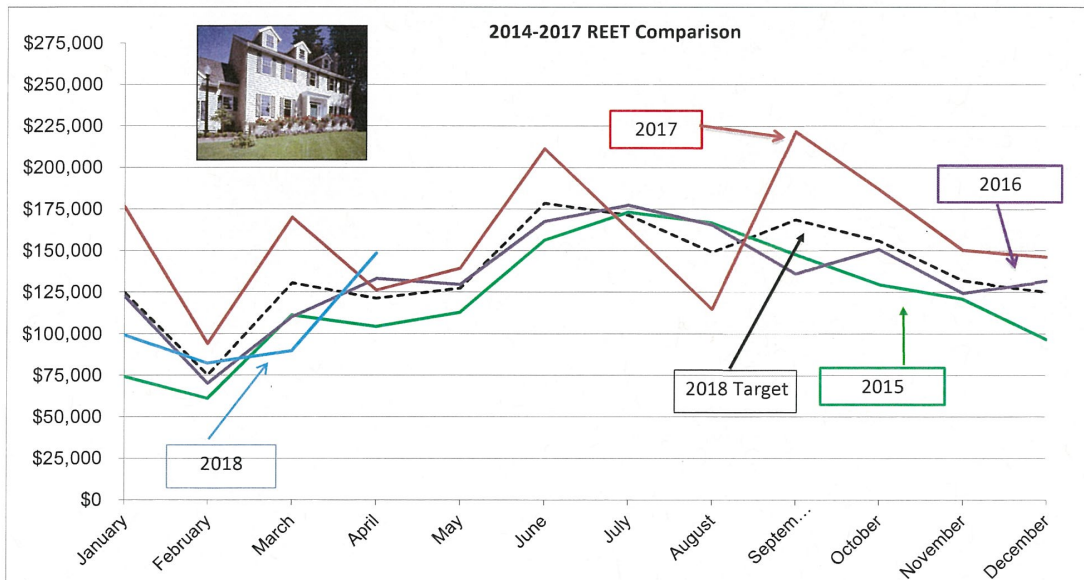
For 2018, REET is \$147,443
less than the same period
last year and less than the 2018
target by \$31,739

* NOTE THE 2018 target
is computed on a 3 year average
(2015-2017) of actual receipts

**Real Estate Excise Taxes (REET)
2015 - 2018 Property Sales > \$500,000**

(The sales actually occur in the prior month; there is a 30 day lag between sales and when the City receives the revenue)

	2015	2016	2017	2018	2014	2015	2016	2017
January	7,418,000	18,590,517	27,548,430	17,379,581	23,264	36,719	92,023	136,365
February	6,607,900	9,701,034	19,017,050	15,277,640	19,458	32,709	48,020	94,134
March	7,874,934	15,147,174	29,692,641	13,818,387	10,768	38,981	74,979	146,979
April	14,291,370	21,160,913	19,953,544	23,896,450	21,120	70,742	104,747	98,770
May	14,068,904	19,813,122	24,277,456		61,121	69,641	98,075	120,173
June	20,361,466	26,065,161	36,414,050		36,402	100,789	129,023	180,250
July	25,571,387	24,020,546	28,779,145		74,604	126,578	118,902	142,457
August	22,614,538	21,648,781	18,859,991		29,117	111,942	107,161	93,357
September	18,821,380	16,950,242	38,431,272		41,767	93,166	83,904	190,235
October	16,519,240	21,157,409	31,278,148		220,060	81,770	104,729	154,827
November	14,736,156	16,916,011			44,164	72,944	83,734	0
December	13,187,535	20,607,695	25,603,889		35,357	65,278	102,008	126,739
	\$182,072,810	\$231,778,605	\$299,855,616		617,202	901,259	1,147,305	\$1,484,286



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City of Kenmore, Washington
Monthly Report for Kenmore Village Fund
April 30, 2018



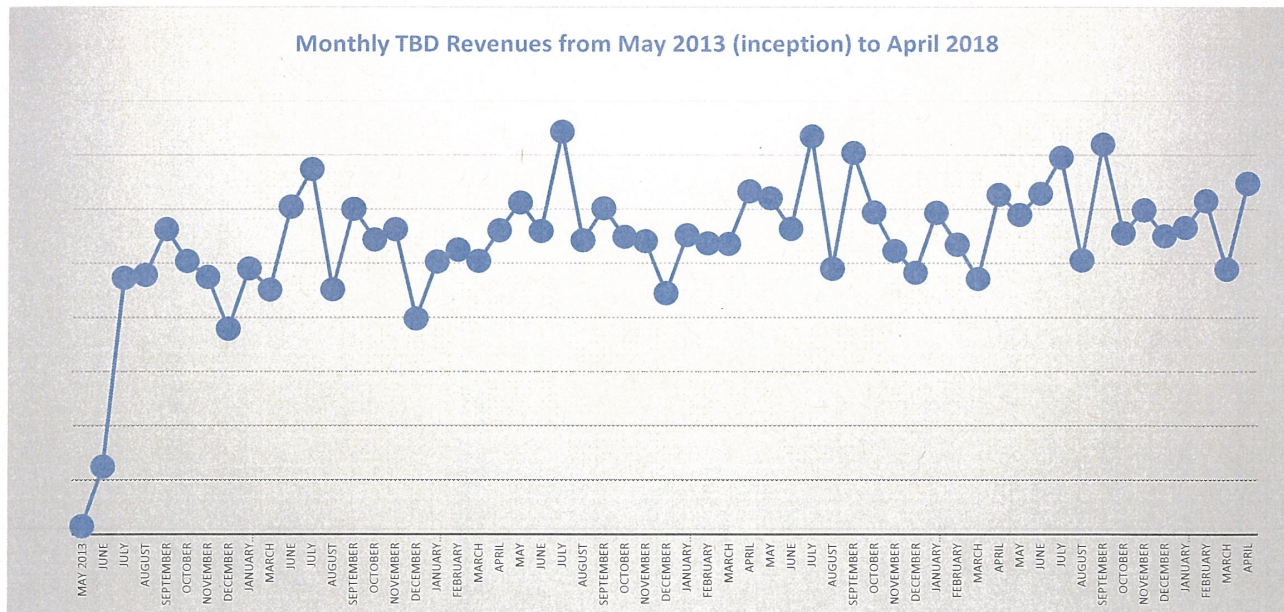
<u>Revenues</u>	<u>April 2018</u>	<u>Biennium-to- Date</u>	<u>Biennium Budget</u>
Lease Income (USPS & Kenmore Village)		20,120	89,000
Investment Interest	433	3,918	5,000
Transfer From General Fund	0	123,085	328,228
Misc. Revenues	0	170,282	0
Leasehold Excise Returned	444	1,087	2,400
Total Revenues	877	318,492	424,628
<u>Expenditures</u>			
Salaries/Wages/Benefits	0	761	60,000
Downtown Plan Services	0	8,232	0
Events & Misc.	0	28,451	44,000
Utilities and Insurance - Kenmore Village	4,028	43,789	64,200
Repairs, Maintenance, Other Services	4,456	67,262	84,600
Surface Water and Fire Benefit Fees	0	5,423	0
Computer Software	70	280	20,000
Improvements	0	0	8,000
Kenmore Village Public Square	7,340	352,990	0
Total Expenditures	15,894	507,189	292,228
Net Income (Loss)	-15,018	-188,697	132,400

NOTE: This schedule only reflects activity occurring on the City books and does not include the lease revenue and expenditures accounted for by the property management firm.

**Kenmore Transportation Benefit District
Monthly Report
April 30, 2018**



Revenues	April 2018	Biennium-to-Date	Percent of Budget	Biennium Budget
Vehicle Fees	32,393	469,622	69.06%	680,000
Investment Interest	299	4,520	564.97%	800
Total Revenues	\$32,692	\$474,142	69.64%	\$680,800
Expenditures				
Reimbursement to Street Fund	0	334,500	50.00%	669,000
Total Expenditures	0	334,500	50.00%	669,000
Net Income (Loss)	\$32,692	\$139,642		\$11,800





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Public Works Consulting Services Move to: Authorize the City Manager to increase agreement (Contract No. 17-C1809 as amended) with Muni Manage, LLC for Public Works consulting services, not-to-exceed amount from \$65,000 to \$145,000 through December 31, 2018.	For Council Meeting Agenda of: July 23, 2017 Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager <u>Initial & Date</u> Approved by Department Head: _____ Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>RAK</u> Exhibits/Attachments: Information about Muni Manage, LLC and its Principal/Founder, Ben Yazici
INFORMATION/BACKGROUND: <u>Public Works Consulting Services</u> The city has been utilizing the consulting services of Muni Manage to assist in Public Works. The City's Public Works Director position is currently vacant, and Muni Manage has been providing assistance with the following: 1) Review the recently completed Public Works Services analysis and provide recommendations and assistance in creating a plan for next steps and options, including the possibility of bringing Public Works services in-house. 2) Assist with renegotiating the public works services interlocal agreement with Lake Forest Park. 3) Assist the City Manager with a departmental organizational analysis and interface with other departments. Provide recommendations on structuring the Public Works department as well as processes, flow of work, and interactions between Public Works and other departments. 4) In the temporary absence of a Public Works Director, consultant may provide a physical presence at City Hall approximately one day per week as needed for the purposes of mentoring, guiding, training, and consulting with Public Works and other city employees. 5) Assist the City Manager or designated department in managing implementing selected capital improvement project(s). 6) Assist the City with any other work assigned by the City Manager. The City plans on continuing to utilize Muni Manage for Public Works consulting services over the next year for most of the above services, with the addition of assisting the City with the transition of public works operations to in-house. Salary savings from the vacant Public Works Director position as well as savings in other areas of the budget will continue to be utilized to fund these consulting services.	



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Mobile Home Park (MHP) Approaches Proposed Council Action/Motion: Provide preliminary direction to staff on preferred land use and financial assistance strategies for the City's six MHPs.	For Council Meeting Agenda of: 7/23/18 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner</u> Initial & Date Approved by Department Head: <u>PA 7/11/18</u> Approved by City Attorney: Approved by Finance Director: <u>[Signature] 7/11/18</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: 1. Planning Commission recommendations 2. Planning Commission evaluation criteria 3. Direct Financial Assistance Information 4. Responses to City Council questions
<u>INFORMATION/BACKGROUND:</u> On July 9, the Planning Commission presented their recommendations on treatment options for the City's six mobile home parks (MHPs) (see Attachment 1). Criteria used by the Commission in making their recommendations are found in Attachment 2. On July 16, Arthur Sullivan with ARCH will provide a primer on possible direct financial assistance strategies related to the MHP options. The staff memo for this meeting is included as Attachment 3. At your meeting on July 23, staff hopes to receive preliminary direction from the City Council on the land use and financial assistance strategies to be pursued for the MHPs. With this information, staff will craft code amendments and/or prepare budget amendments for your consideration. Responses to some of the questions raised by the Council at the July 9 meeting are included in Attachment 4. Additional information will be provided the week of July 16.	
<u>FISCAL CONSIDERATION:</u> If the City Council wishes to pursue direct financial assistance strategies, budget amendments may be necessary.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Comprehensive Plan Objective H-3.1: "Encourage retention of the existing housing stock in Kenmore as a source of affordable housing." Comprehensive Plan Policy H-3.1.2 "Encourage relocation assistance and replacement housing to be developed, where feasible, to help very low- and low-income households when displacement is unavoidable. For mobile home parks, consider a funding pool to assist low- and moderate-income residents in deteriorating and obsolete mobile homes to find alternative housing in the community, or help to establish preferences in nearby housing for persons giving up their obsolete homes." Comprehensive Plan Policy H-3.2.1 "Support efforts of private developers, both for-profit and not-for-profit, to preserve or develop affordable housing, including housing with on site services, for very low-, low- and moderate-income families..." Comprehensive Plan Policy H-2.1.3 "Support housing options and services that enable seniors to stay in their homes or neighborhoods."	

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PLANNING COMMISSION'S MOBILE HOME PARK (MHP) RECOMMENDATIONS

"X" in a cell means that the Planning Commission recommends this option for the specific MHP.

	7031 NE 175 th St. (Lakewood Villa)	7301 NE 175 th St. (Inglewood East)	7000 NE 181 st St. (Lake Terrace)	7021 NE 181 st St. (unnamed)	7614 NE Bothell Wy. (Kenmore Village)	6837 NE 182 nd St. (Lakewood)
Option 1 Long-term preservation. The mobile home park (MHP) would be preserved for the long-term through purchase of the property-owner's development rights and/or provision of direct financial assistance (infrastructure loans, reduced fees, etc.) to the property-owner. Includes protective zoning and/or a preservation covenant for the MHP.	X	X				
Option 2 Long-term preservation. The MHP would be preserved for the long-term through purchase by a preservationist (for example, MHP residents, private nonprofit agency, or public agency). Includes protective zoning and/or a preservation covenant for the MHP after purchase.	X	X				
Option 3 Potential preservation through incentives. The MHP may be preserved for several years through incentives available to the property-owner in exchange for some period of preservation (for example, reduced fees, infrastructure loans, etc.). Taking the incentives would be the property-owner's choice.						X
Option 4 No City requirement to preserve the MHP (remains the choice of the property owner), but preservation of affordability and assistance. MHP property would be up-zoned with a requirement that redevelopment include affordable housing units comparable in number, size and cost to those being replaced. MHP residents may have first right to rent the new units. Relocation assistance may be provided.			X	X	X	X

MOBILE HOME PARK (MHP) OPTIONS

(6/5/2018)

LONG TERM MHP PRESERVATION

Option 1: Preserve the MHP for the long-term through land value exchanges or other financial assistance

- Allow park owners to either (a) transfer (sell) their development rights (TDR) from the MHP to another designated area and property where increased density is suitable, (b) receive affordable housing fee-in-lieu payments as compensation, and/or (c) receive direct assistance (infrastructure upgrade loans, reduced taxes or fees) in exchange for long-term preservation.
- The park owner and/or its buyer would covenant to preserve the MHP for the long-term, with corollary maintenance requirements, and/or or the City would put a protective zoning overlay over the property. The City should consider obtaining "first right of refusal" to buy the park as part of a financial transaction.
- If direct financial assistance is received, a portion of the assistance should be returned to qualified homeowners, if feasible (for example, reduced utility charges).
- The TDR and/or affordable housing fee-in-lieu payments programs would be limited to the City of Kenmore initially, but if unsuccessful, a regional approach could be considered.

City Code/Regulatory Actions:

- Overlay zoning or covenant
- Create fee-in-lieu option (city-wide), and/or
- Create TDR program
- Remove nonconforming status

Possible Direct City Assistance:

- Up-front financing of fee-in-lieu payment to property owner
- Financial assistance for home rehabilitation
- Reduce property-owner operating costs (e.g., utilities, property tax)
- Loans for property upgrades

Issues:

Will there be enough new development in Kenmore to make TDR or fee-in-lieu feasible?

How would the TDR or fee-in-lieu transfer occur? Would the transfer be between individual parties with the City as broker, or would the City or another agency serve as the "bank?"

How would the timing be regulated? For example, would the MHP property owner receive payments over time as new development purchased TDR units or made fee-in-lieu payments, or would the City or another agency front the payment to the property owner?

Who would determine the values of the transfer units or fee-in-lieu?

How would the values of the units or amount of the fees be indexed over time?

Are financial incentives feasible if they are regulated by other entities (State, utility provider, etc.)?

Option 2: Preserve the MHP for the long-term through purchase from the property owner at fair market value

- Purchase the MHP, blending any or all financial resources from MHP residents, private nonprofit agencies, public agencies, or other preservationists.
- After purchase, place a long-term covenant over the property to preserve the park and/or rezone the park to provide protection.

City Code/Regulatory Actions:

- Create fee-in-lieu option (city-wide)

Possible Direct City Assistance:

- Financial assistance (grant or loan) for property purchase/upgrade
- Financial assistance for home rehabilitation

Issues:

Implications for residents/nonprofits/agencies paying fair market value for properties currently planned for higher densities or commercial uses.

Would the property owners wait for the longer time period typically needed to put together financing by groups trying to preserve existing parks?

Would the rezoning approach allow for future redevelopment?

EXTENDED MHP PRESERVATION

Option 3: Potentially preserve the MHP for several years through a variety of incentives offered to the property owner

- Provide direct assistance (infrastructure upgrade loans, reduced taxes or fees) in exchange for some period of preservation, with corollary maintenance responsibilities.
- In exchange for funding, consider obtaining "first right of refusal" to buy the park.

City Code/Regulatory Actions:

- Require relocation plan
- Remove nonconforming status

Possible Direct City Assistance:

- Reduce property-owner operating costs (e.g., utilities, property tax)
- Loans for property upgrades

- Financial assistance for home rehabilitation
- Relocation assistance

Issues:

Are financial incentives feasible if they are regulated by other entities (State, utility provider, etc.)?

Would the property owner continue to maintain the property as the preservation sunset date approached?

Would residents move in/out of the park as the preservation sunset date approached?

PRESERVATION OF AFFORDABILITY WITH ASSISTANCE

Option 4: Do not take City action to preserve the MHP (remains the choice of the property owner), but preserve affordability and provide assistance

- Rezone the MHP property for greater density but require new development to include affordable housing units comparable in number, size and cost to those in the MHP being replaced.
- Provide the current MHP residents with a "right of first opportunity" to rent the newly built affordable units.
- For residents who want to move into the new units, provide temporary relocation assistance and/or other monetary compensation for the loss of their MH unit.
- For residents who do not want to move into the new units, require a relocation plan, a longer notice of park closure, and/or provide a certain amount of relocation assistance.

City Code/Regulatory Actions:

- Upzone with affordability requirement equivalent to mobile homes
- Require relocation plan
- Provide "right of first opportunity" to rent
- Consider requiring a longer notice of park closure

Possible Direct City Assistance:

- Relocation assistance
- Compensation for loss of unit

Issues:

How would residents handle the transition between the closure of the park and the construction of the new units?

Would potential future projects be big enough and at high enough densities to accommodate all of the required units?

Would existing MHP unit sizes (primarily 2 bedroom) be achievable?

Could projects achieve the income levels needed by the current residents?

Should the income limits be adjusted over time once the MHP residents are no longer living in the development?

How would "current residents" be defined? (Residents on the date the notice of park closure is received? Residents at the time of MHP closure? Other?)

What tenant screening requirements would apply?

Evaluation Criteria

The Planning Commission developed several criteria to evaluate the mobile home parks (MHPs) and make their recommendations:

MHP ADDRESS CRITERIA	7031 NE 175 th St. (Lakewood Villa)	7301 NE 175 th St. (Inglewood East)	7000 NE 181 st St. (Lake Terrace)	7021 NE 181 st St. (unnamed)	7614 NE Bothell Way (Kenmore Village)	6837 NE 182 nd St. (Lakewood)
1. Size of MHP (# units)	Large (57)	Large (78)	Small (11)	Small (20)	Medium (27)	Large (63)
2. Existing % of allowable density	88%	84%	22%	30%	38% (existing zoning, not TOD*)	40%
3. Consistency with the Comprehensive Plan vision	Consistent	Consistent	Inconsistent	Inconsistent	Moderately consistent with zoning. Inconsistent with TOD overlay.	Moderately consistent
4. Age restrictions (elderly are a particularly vulnerable population)	Yes	Yes	No	No	No	No
5. Property sale/ redevelopment timeline (current owner)	10-15 years	Not anticipated	< 5 years	< 5 years	< 5 years	5-10 years
6. Age of MHP structures (% post-1976)	45%	19%	27%	76%	48%	65%
7. Environmental issues with redevelopment	Yes: wetlands, river, floodplain, seismic hazard	Yes: wetlands, river, floodplain, seismic hazard	No	No	Yes: wetlands, floodplain, seismic hazard	No
8. Feasibility of selected option						
RECOMMENDATIONS	Recommend Options 1 and 2 based on criteria 1, 2, 3, 4, 5, and 7.	Recommend Options 1 and 2 based on criteria 1, 2, 3, 4, 5, and 7.	Recommend Option 4 based on criteria 1, 2, 3, 5, and 7.	Recommend Option 4 based on criteria 1, 2, 3, 5, and 7.	Recommend Option 4 based on criteria 1, 2, 3, and 5.	Recommend Option 3 based on criteria 1, 3 and 5. Recommend Option 4 based on criteria 2, 3, and 7.

*Transit-oriented development district



18120 68TH AVENUE NE
KENMORE, WASHINGTON 98028

MEMO

TO: City Council

FROM: Arthur Sullivan, ARCH Program Manager

DATE: June 29, 2018

SUBJECT: Mobile Home Park Project – Direct Assistance Strategies

On July 16, we will be reviewing direct assistance tools that could be used to support the Planning Commission's approaches to the mobile home parks (MHPs). The purpose of this memo is to identify the tools and some perspectives on potential costs, and review possible sources of funds.

Transfer of Development Rights (TDR)

The concept of TDR is that in exchange for preserving a property under a certain use (most commonly open space) a property owner can sell unusable development capacity to other properties. Often a TDR program will designate specific areas where TDR 'credits' can be used to increase density. This is a tool that could be paired with Option 1.

Sending/Receiving Areas. In this circumstance, the area that would receive TDR credits that could be sold ('Sending Area') would be the mobile home park properties that get the MH zoning overlay. 'Receiving Areas' are areas that are designated by the city that could purchase TDR credits to increase density above the current base zoning. In this case it is proposed that the Receiving Areas include the TOD overlay area, and the Downtown Commercial (DC), Downtown Residential (DR), and Regional Business (RB) zones. These areas already have provisions to increase density in exchange for affordable housing or other public benefits. A code amendment would add TDRs to the list of ways a property owner could increase density. Staff estimates that there is capacity within these proposed Receiving Areas for up to 3,000 bonus housing units.

The Amount of TDR Credits: For a TDR program, a first question is how much TDR credit should individual properties in a 'Sending Area' receive. For each TDR 'credit' it is proposed that properties in the Receiving Area be able to build one additional housing unit. Therefore, the amount of TDR credit that a property in the Sending Area would receive could be based on the difference between the existing number of units on the Sending property, and how many units could be allowed there under the current zoning. The table below estimates that figure for each of the existing MHPs in Kenmore.

One possible consideration in determining TDR credits is that the land value per allowed residential unit in a Sending Area could be different than the land value per allowed residential unit in a Receiving Area. This could be true if the allowed density is different, and typically lower density properties have higher land value per allowed residential unit than higher density properties. The proposed Receiving Areas (TOD overlay area, DC, DR, and RB) are all higher density than two of the potential Sending Areas (Lakewood Villa and Inglewood East, zoned R-12). Accounting for estimated difference in land values per unit between Sending and Receiving areas, it may be justified to allow 2.5 TDR credits for every unit from the Sending Area (see second row of table).

TDR/Unit	(Lakewood Villa)	(Inglewood East)	(Lake Terrace)	(Unnamed, 181 st St.)	(Kenmore Village)	(Lakewood)
1.0	8	15	40	47	45	95
2.5	20	37.5				

Value of TDR Credits. Generally, the value of a TDR credit will be based on the per unit land values in the Receiving Area. This is roughly estimated at approximately \$30,000.

Financing/Banking TDR Credits. There are two approaches for facilitating the transfer of TDRs from Sending Areas to Receiving Areas. First would be for TDR transfers to be directly negotiated between the MHP property-owner and the purchasing developer. That way the property owner has the flexibility to choose when and for how much to sell their TDR credits. This is relatively common in other forms of TDR programs. The City's role would be to document the TDR transfers.

Alternatively, the City could act as the "broker"/"bank" for the TDRs. The City would need to set the acquisition price for a TDR, purchase the TDRs, and resell them to developers in the Receiving Area. Considerations for the City would include: 1) How to finance the initial purchase; 2) Is there some set time period for purchasing TDRs from Sending Sites; 3) Will there be a time gap between when TDR credits are purchased and when there is a market to sell TDR credits; and 4) The risk of changing land values and thus TDR values between when the City purchases and sells TDR Credits.

Fee-in-Lieu

'Fee in-lieu' is a tool that cities have used as an alternative to developers directly providing affordable housing units under local zoning provisions. Typically, fee in-lieu is associated with land use incentive programs that require a portion of units in a new development to meet a specified affordability level in exchange for increased development capacity. Kenmore currently has such provisions in several areas (e.g. TOD Overlay, Residential Density Incentives KMC 18.80).

Value and Capacity of Fee In Lieu. To implement fee in-lieu a city needs to establish the cost per affordable unit. For other cities this has been based on calculating the difference between the cost of creating a housing unit and the debt a unit can carry based on it having an affordable rent or sales price. Based on an analysis of local conditions and fees in-lieu in other communities in King County, an in-lieu payment could be \$75,000 or significantly more per affordable unit.

Use of In-Lieu Fee for Manufactured Housing. Under state legislation, when a fee In-lieu alternative is used, funds are to be used for affordable housing related items. For Kenmore MHPs, fee in-lieu could possibly be a resource to assist with implementing several of the Options as discussed below.

Option 2 involves assisting a purchaser who is purchasing a property for the dual purpose of preserving the use as manufactured housing, but also explicitly agreeing to maintain an affordability level specified by the City (and potentially other public funders). The 'purchaser' could be one of a number of entities, including the homeowners, but most typically when public funds are involved has involved a non-profit agency or housing authority. One reason for this is that they are eligible to receive other public funds, such as the State Trust Fund. The ability for City resources to leverage other public funds can be impacted by the current priority of other funders.

The City could potentially use fees-in-lieu for a variation on Options 1 and 2. This would involve an existing owner explicitly agreeing to set, long-term affordability levels specified by the City. It would require recording a long-term affordability covenant that would apply to future property owners. It is noted that this approach would be less likely to access other public funds, especially from the State, because of their limitations on eligible applicants.

A variety of items impact public funding needed to acquire an existing park, including: other costs associated with acquiring the property (e.g. financing, infrastructure rehabilitation); the amount of private debt that can be covered from rents; and ability to leverage other public funds. For each in-lieu payment it may be possible to preserve 2 to 4 manufactured units (e.g. to preserve 100 manufactured units could need in-lieu payments for 25 - 50 affordable units). Looking at the areas of the city that currently have bonus provisions related to affordable housing, there is the potential for 1000 or more affordable units.

Option 4 involves providing some type of relocation assistance in the event a park is redeveloped and residents displaced (see below). For income eligible households, in-lieu fees may be a source for any city paid relocation benefits. One trade-off is that if funds are used for one-time forms of assistance, less resources are available for long-term preservation with explicit affordability provisions.

Not directly related to the Options being reviewed by Council, in-lieu funds may also be able to be used as loans to help with rehabilitation of existing homes to income-eligible homeowners.

To implement some type of fee-in-lieu system targeted toward manufactured housing could require some amendments to the city's existing regulations.

Reduce property-owner operating costs

The objective of this tool is to find ways to incent property owners to maintain the current use of their properties by helping to reduce ongoing operating costs for the owners (Option 3). The property owners, during public comment, also noted that they would look at ways they could help pass on such savings to individual homeowners. The tools most cited, because they represent significant operating costs, were related to utility costs and property taxes. Staff explored several options as summarized below, but did not find any that is believed could significantly reduce operating costs to the land owner. One idea being further researched is whether there may be a way to reduce property taxes on the property owner's land based on

the number of low income senior residents (see below). However, any such program, if authorized, would likely require passing savings on to residents.

Utilities. Utilities paid by property owners include surface water management (SWM) and water and sewer. A comment made by property owners is that they thought their fees may be relatively high compared to single family properties, especially for water and sewer. Rates are calculated differently for MHPs and single-family dwellings, but in an attempt to compare them on comparable terms, it appears that utility rates for manufactured homes are below rates for single family homes, and probably similar to townhouse-type homes. The City also charges taxes on utility bills. It is estimated that these are approximately \$4 per month per manufactured home, so are not significant.

Property taxes. 'Property taxes' are paid in two ways for manufactured housing. The property owner pays taxes on the value of the land and the homeowners pay taxes on the value of their home. Low income senior homeowners are eligible to pay their taxes based on the senior rate, which saves them over 40% on taxes. Staff is trying to find out how many senior homeowners in manufactured housing are using that benefit. MHP property owners in Kenmore pay property taxes of \$700 to \$850 annually per pad and they pay based on the standard levy rate. If their taxes were adjusted to pay the senior rate, for those homes with eligible residents, it could save homeowners approximately \$35 per month.

Other. There are a couple other ways that public resources could potentially benefit property owners. However, these would assist with one-time type costs, and not ongoing operating costs. First are costs related to replacing an existing manufactured home. There is a \$900 permit cost. In addition, depending upon how much time has elapsed between replacing units, there is a possibility that impact fees related to new housing units could be charged. The City could explore reducing the standard permit cost, and clarifying that replacement units would not be charged impact fees.

Second, the county administers several home/property repair programs. Staff is researching the potential use of these programs by individual homeowners and/or property owners. For the former, homeowners must be income eligible, and loans have no ongoing payments and are repaid at time of sale or refinance. For property owners, they may be able to use such loans for infrastructure type repairs, but do require that the owner enter into an affordability covenant for a specified period of time (e.g. 15 years).

Relocation Assistance - Existing Residents

Option 4 includes provisions to provide relocation assistance to existing homeowners in the event a property is redeveloped.

Amount of relocation assistance. There was a variety of input from both homeowners and property owners related to relocation assistance. Comments regarding what type of costs relocation assistance should cover included:

- Value of home
- Relocation costs (moving costs, deposits required for moving into rental housing)
- Monthly rent supplement for several years toward rental housing.

All of the factors above have potential merit. Current listings for manufactured homes in north King County range from \$20,000 to \$130,000. For rental supplement, figures between \$200 to \$700 monthly (\$2,400 - \$8,400 annually) could be justified. There are no apparent standards related to assistance for homeowners in manufactured housing, but there is state legislation that sets some limits for certain sources (see below). For rental households, if federal relocation assistance is triggered, income-eligible households receive a combination of moving costs and monthly rental assistance (up to 42 months), which can total \$10,000 per household. If no federal requirements are triggered, local funders require relocation assistance of approximately \$2,000 per income-eligible household.

If the City sets its own level of relocation assistance, it may want to consider several factors to determine assistance for individual households such as household size and income of homeowner, or the size, age and condition of a home.

Sources of relocation assistance. State legislation has impacted the amount and sources of relocation assistance for general relocation assistance, and specifically manufactured homeowners. There is a state supreme court decision (Guimont) which limits assistance required from MHP property owners. Following are specific state provisions:

- **RCW 59.21 Mobile Home Relocation Assistance Fund.** In response to the Guimont case, state legislation (RCW 59.21) created the Mobile Home Relocation Assistance Fund which is funded by individual manufactured homeowners through a fee on initial sales and resales of manufactured homes. To the extent funds are available, it provides up to \$7,500 for singlewide homes and \$12,000 for doublewide owners, and has limitations on what funds can be used for. In the past, the fund did not have sufficient balance to meet needs and supplement funding was provided through the state budget. Staff is collecting more current information on the status of this fund and what funds can be used for.
- **RCW 59.18.440.** Not directly related to manufactured housing, this legislation can provide approximately \$2,400 in relocation assistance to income eligible housing displaced by redevelopment. In addition to the cap, the property owner is limited to paying 50% of this cost, and the city must pay the other 50%.

Staff is not aware of other sources to assist with relocation assistance. To the extent the City explores using its own resources, it is presumed assistance would need to be limited to income qualified households, with a maximum threshold being 80% of median income.

Relocation Plan. Another element of Option 4 is to require a relocation plan. Several other cities have adopted code provisions requiring a relocation plan including Seattle and Tukwila. There is not necessarily any direct cost to the city related to requiring a relocation plan, but staff time would be needed to review and implement relocation plans for specific properties.

Responses to 7/9/18 City Council Questions

Legal Opinions

1. Is a protective zoning overlay legal or a “taking”?

The City Attorney’s Office responded to this question in the context of the mobile home parks (MHPs) in areas of more intensive zoning as follows: “We understand the question to be whether the city can rezone mobile home parks as “mobile home park zones” that restrict land use to mobile home parks, or similar uses, that are currently zoned as Downtown Commercial or Downtown Residential. Our opinion is that the city can rezone mobile home parks as described above, so long as the zone regulations include a “safety valve” that allows property owners to apply for a use exception if he or she can demonstrate that they do not have reasonable use of their property under the mobile home park zoning, or that the uses authorized by the mobile home park zoning are not economically viable at the property’s location.

In *Laurel Park v. Tumwater*, the Ninth Circuit upheld city ordinances that rezoned some mobile home parks as mobile home park zones, which were located on properties that had allowed for a variety of uses. The mobile home park owners argued that they could have developed more profitable housing under the previous zoning designation, and were deprived of this right through an unreasonable restriction requiring the land to remain mobile home parks. The Ninth Circuit ruled for the city, holding that reasonable restrictions on land use do not deprive property owners of their fundamental rights just because they can no longer pursue land uses that had once been available:

“When [the mobile home park owners] bought the properties, they had the expectation that, when they desired or when market conditions made it attractive, they could convert to a more profitable use, such as multi-family housing or housing developments. The zoning laws previously allowed such development, and the ordinances now foreclose that option ... But those facts are no different than the assertions that could be made by property owners adversely affected by any zoning law... Of most importance, Plaintiffs retain the ability to continue operating the properties as manufactured home parks. So the law does not interfere with what must be regarded as [Plaintiffs’] primary expectation concerning the use of the parcel. In other words, although the ordinances affected one of [the owners’] expectations – that at some indefinite time in the future they could convert their properties to some other specific use – the ordinance did not affect [the owners’] primary expectation ... like expecting rent to be paid ... The ordinances restrict to some extent the owners’ ability to use their properties, because they can no longer build multi-family housing, for example. But imposing use restrictions on property – as distinct from restrictions on alienation – is the essence of zoning.”

Clearly, a mobile home park zone is a valid land use designation. Our opinion is that this kind of zone designation is not invalidated just because the mobile home parks are located in areas that allow for some commercial activity. Downtown Commercial allows for development consistent with “a small-town feel” that is “pedestrian-friendly” and permits uses such as small scale commercial and retail,

locally oriented professional and personal services, and high-density housing. These uses are not so commercially robust that a mobile home park rezone deprives park owners of their fundamental property rights. By contrast, in *Tumwater*, the city did not rezone a mobile home park that was zoned as General Commercial that allowed for highly intensive commercial development and included major retail such as Fred Meyer and Costco. That mobile home park owner may have had a better argument that due to their location, the mobile home park zone unreasonably deprived him or her of expected use. But, that is not the case with properties in Kenmore zoned as Downtown Commercial. In fact, Downtown Commercial specifically prohibits development requiring service bays, wide curb cuts, and other uses consistent with more intensive commercial activity. Therefore, the park owners in Kenmore are more like the unsuccessful litigants in *Tumwater*. This analysis also applies to mobile home parks currently zoned as Downtown Residential. This designation primarily allows for residential use, with some limited business and commercial activity. Since we believe the mobile home park zone could apply to Downtown Commercial, we think it could also apply to Downtown Residential.

A final key factor the court looked to in *Tumwater* was the fact that the mobile home park zone allowed property owners to apply for a use exception if they could demonstrate that they do not have reasonable use of their property under the mobile home park zoning, or that the uses authorized by the mobile home park zoning are not economically viable at the property's location."

The City Attorney's office concluded, "Kenmore can rezone mobile home parks currently zoned as Downtown Commercial or Downtown Residential, and restrict use to mobile home parks, since these zones are not so commercially intense that property owners are being deprived of their fundamental rights. The legality of this rezone would be further strengthened by a provision allowing property owners to seek a use exception based on a showing of economic need, as described above."

2. Is protective overlay zoning "spot zoning" and subject to legal challenge on that basis?

The City Attorney's Office responded to this question as follows: "The Washington Supreme Court has defined spot zoning as a zoning action by which a smaller area is singled out of a larger area or district and specially zoned for a use classification totally different from, and inconsistent with, the classification of surrounding land and not in accordance with the comprehensive plan. When faced with a rezone challenge, the main inquiry is whether the zoning action bears a substantial relationship to the general welfare of the affected community. In *Tumwater*, the Ninth Circuit specifically rejected the park owners' argument that singling out existing mobile home parks for the mobile home park zone was spot zoning. In *Save a Neighborhood Environment v. Seattle*, the WA Supreme Court allowed Seattle to rezone a single property in order to build a large housing project for the elderly, finding that the project "presented a unique opportunity to allow elderly residents the chance to remain in a residential neighborhood in affordable housing."

Apart from *Tumwater*, most of the cases analyzing spot zoning deal with the government up zoning property for increased development. Here, Kenmore would be essentially down zoning or at least not permitting increased densities. In *Jones v. King County*, the county down zoned Jones' property from urban to rural for environmental protection purposes. Jones argued the down zone was an illegal regulatory taking of his property without compensation and a violation of due process. These are practically the same arguments one would make in a spot zoning claim. The Court of Appeals ruled that the down zone was valid. It was not a regulatory taking because despite being down zoned "Jones still

maintains all the rights of ownership and can still develop the land, even if not to the extent previously desired. Thus, the property still has economic value.”

Regarding a due process violation, the court held that when a government burdens private property for public interest, there is a possibility that the regulation becomes so burdensome that the property owner is in essence being required to remedy a public problem, which is a violation of due process. The court pointed to *Guimont*, the WA Supreme Court case in which the court invalidated a state law requiring mobile home park owners who close their parks to pay for the tenants’ relocation costs. There, by forcing mobile home park owners to pay for relocation, the state had overly burdened park owners with the responsibility of helping displaced residents. Additionally, there are a few WA Supreme Court cases striking down a Seattle ordinance that required developers to pay large fees after razing affordable housing units. Again, by requiring developers to pay costs, the government was forcing private parties to remedy a public issue. But that is much different than a rezone in which the property owner is losing no property rights. Yes, the property owner is being regulated to some degree, but the court ruled that reasonable land use restrictions are not unduly burdensome just because development has been restricted.”

The City Attorney’s office concluded: “In light of *Tumwater* and related cases, we do not believe Kenmore’s proposed mobile home park zone would be illegal spot zoning.”

Additional background information on the MHPs

1. What is the zoning of the MHPs?

MHP name and location	Size of property (acres)	Zoning	Base density (dwelling units/acre)	Maximum density (dwelling units/acre)*
Lakewood Villa 7031 NE 175 th St.	5.43	R12	12	18
Inglewood East 7301 NE 175 th St.	7.76	R12	12	18
Lake Terrace 7000 NE 181 st St.	1.05	DC/DR	48	72
Unnamed 7021 NE 181 st St.	1.40	DC	48	72
Kenmore Village 7614 NE Bothell Way	3.00	R24. In the TOD Overlay**	24	36
Lakewood 6837 NE 182 nd St.	3.29	DR	48	72

*Achievable through residential density incentives, including affordable housing.

**Minimum density in the TOD overlay is 60 dwelling units/acre. Maximum density is 150 dwelling units per acre. Achievable if the developer chooses to use TOD development standards, including provision of affordable housing.

2. When were the MHPs in the core transferred to their current owners?

Lake Terrace (7000 NE 181st Street): 1998

Unnamed (7021 NE 181st Street): 1998

Lakewood (6837 NE 182nd Street): 2006

3. Which park has the most residents?

We do not have information from all of the MHPs. We have heard from the owners of 3 parks, with their estimates as follows:

MHP name and location	Estimated population
Lakewood Villa 7031 NE 175 th St.	110
Inglewood East 7301 NE 175 th St.	115
Lakewood 6837 NE 182 nd St.	125-150

The remaining three parks contain the following numbers of homes:

MHP name and location	Number of homes
Lake Terrace 7000 NE 181 st St.	11 (2 vacant)
Unnamed 7021 NE 181 st St.	20
Kenmore Village 7614 NE Bothell Way	27

4. Do overlays discourage additional MHP development?

As mentioned in the July 9 meeting, staff received information from a representative of Manufactured Housing Communities of Washington (MHP property-owner organization) that no new mobile home parks have been built in the Puget Sound area in the last ten years, regardless of whether or not overlay zoning has been put in place. Property owners have told us that the cost of land is what is discouraging new MHP development.

Bothell Overlay Information**1. How long has the Bothell overlay been in place?**

The overlay was put in place more than 20 years ago.

2. Were there any court challenges?

Staff is researching this question.

3. Are there any overlay areas in Downtown Bothell?

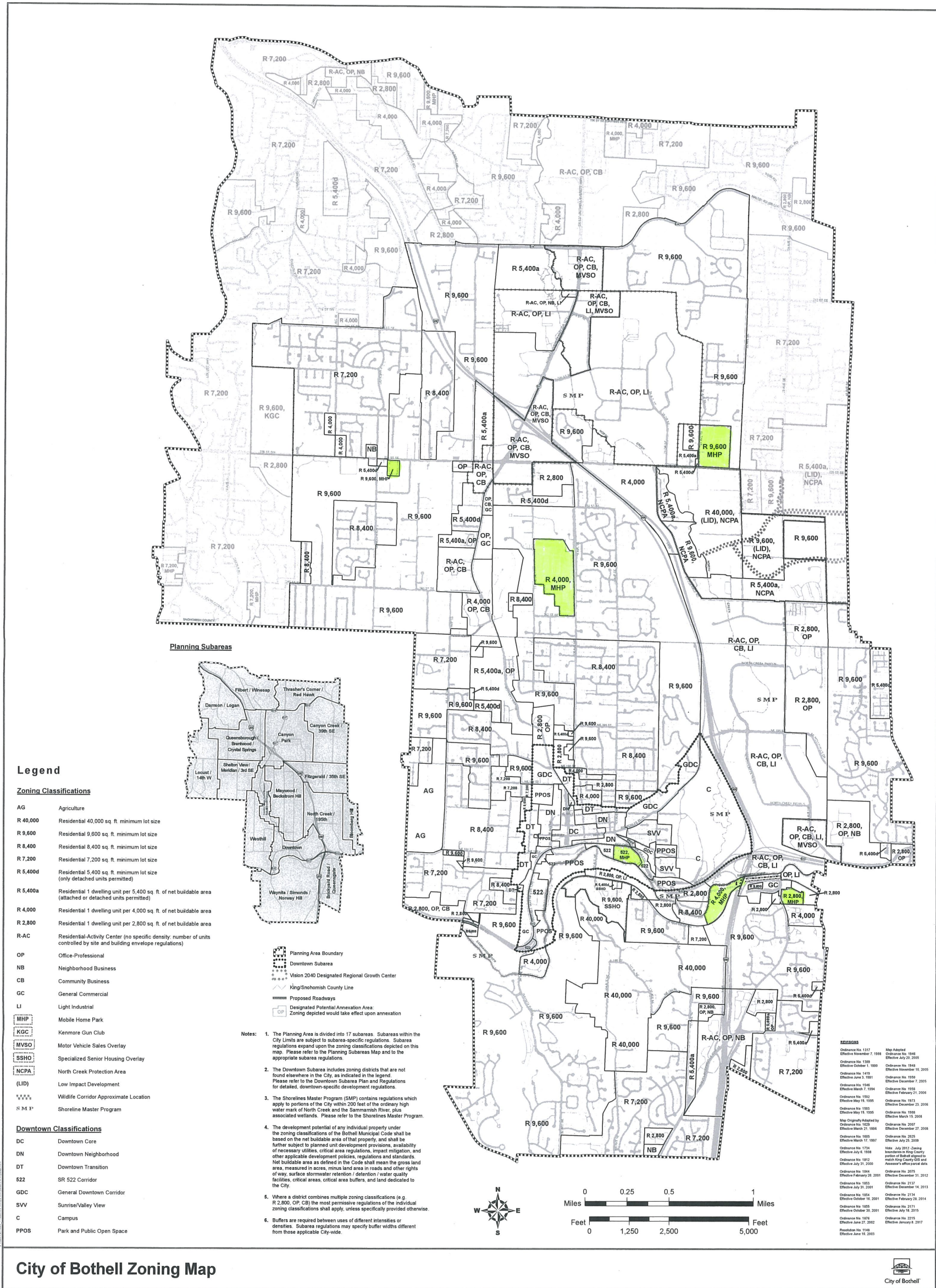
One MHP (97 pads) is located in the Downtown subarea. Three additional parks (49 pads, 55 pads and 72 pads) are located on the edge of Downtown (see attached map). The remaining 3 parks are in the northern part of the City in Snohomish County.

4. What is the acreage of Bothell's MHP overlay zones and how does it compare to Kenmore's acreage?

Looking at the 4 parks located in/near Downtown Bothell, the acreage totals 25.93 acres. This is compared with the 6 parks in/near Downtown Kenmore, where the acreage totals 21.93 acres.

5. Have the overlays resulted in a lack of infrastructure maintenance in the MHPs?

Staff is researching this question.



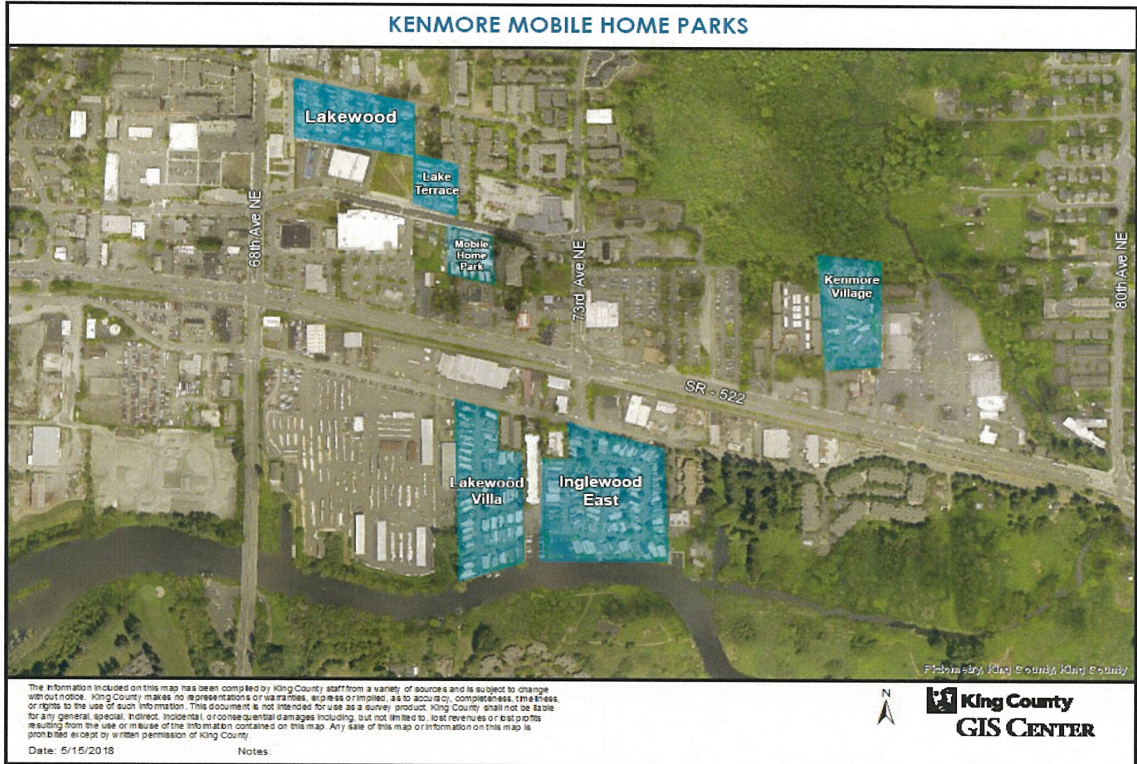
Kenmore City Council Mobile Home Park (MHP) Discussion and Direction

July 23, 2018

MHPs

6 parks:

Lakewood Villa
Inglewood East
Lake Terrace
unnamed MHP
Kenmore Village
Lakewood



Balancing priorities

Balancing policy priorities: Depending on where you land, different priorities may lead to different conclusions.

- City's affordable housing goals and strategies
- 2003 Downtown vision
- City's general housing goals and expectations
- Landowners' interests
- Homeowners' interests

Balancing priorities

Priority: City's affordable housing goals and strategies

- Preserving existing affordable housing is a priority strategy.
- MHPs provide a relatively affordable unsubsidized form of single-family housing
- Manufactured/mobile homes make up about 40% of all low- and moderate-income affordable homeownership opportunities in Kenmore
- 52% of the households living in Kenmore in mobile homes have incomes less than 50% AMI and many residents are over 65

HOWEVER:

- More new housing may help stabilize rents

Balancing priorities

Priority: 2003 Downtown vision

- Two of the parks (NE 181st Street) are in the Downtown Commercial zone
- The City's vision calls for a vibrant, walkable downtown, with more dense housing and mixed use

HOWEVER:

- One of the parks (NE 182nd Street) is in the Downtown Residential zone
- The other parks are on the periphery of Downtown and are zoned for residential development

Balancing priorities

Priority: City's general housing goals and expectations

- City must meet its housing targets
- Adequate housing supply stabilizes rents

HOWEVER:

- Housing capacity in 2015 at base densities was more than 4,503 units--1,523 units above the City's 2031 target. Allowed bonuses could add more than 3,000 units
- If redevelopment of the MHPs is not allowed, gross calculations using base densities show a loss of approximately 250 future housing units--ranging from 8 to 95 housing units in the individual parks

Balancing priorities

Priority: Landowners' interests

- Some of the landowners purchased their MHP as an investment with expectations of redevelopment
- Public comment from the landowners supports incentives to preserve rather than requirements to do so

HOWEVER:

- MHPs are an income-producing land use
- Some of the parks are close to their maximum allowable density
- TDR and/or fee-in-lieu are workable programs to compensate the landowner if redevelopment is not allowed
- Incentives to preserve are limited and have not been successful in other communities (Lynnwood)

Balancing priorities

Priority: Homeowners' interests

- Almost all of the residents own their mobile homes
- Many of the mobile homes cannot be moved
- Public comment from the homeowners supports an overlay zone to protect the community and homeowners' investments

HOWEVER:

- The homeowners' leases state that the MHP may be redeveloped
- Relocation assistance may be available

Fundamental Question

Does the City wish to:

- Preserve existing affordable housing, or
- Create affordability through redevelopment?

Planning Commission Criteria

Evaluation Criteria

The Planning Commission developed several criteria to evaluate the mobile home parks (MHPs) and make their recommendations:

MHP ADDRESS	7031 NE 175 th St. (Lakewood Villa)	7301 NE 175 th St. (Inglewood East)	7000 NE 181 st St. (Lake Terrace)	7021 NE 181 st St. (unnamed)	7614 NE Bothell Way (Kenmore Village)	6837 NE 182 nd St. (Lakewood)
CRITERIA						
1. Size of MHP (# units)	Large (57)	Large (78)	Small (11)	Small (20)	Medium (27)	Large (63)
2. Existing % of allowable density	88%	84%	22%	30%	38% (existing zoning, not TOD*)	40%
3. Consistency with the Comprehensive Plan vision	Consistent	Consistent	Inconsistent	Inconsistent	Moderately consistent with zoning. Inconsistent with TOD overlay.	Moderately consistent
4. Age restrictions (elderly are a particularly vulnerable population)	Yes	Yes	No	No	No	No
5. Property sale/ redevelopment timeline (current owner)	10-15 years	Not anticipated	< 5 years	< 5 years	< 5 years	5-10 years
6. Age of MHP structures (% post-1976)	45%	19%	27%	76%	48%	65%
7. Environmental issues with redevelopment	Yes: wetlands, river, floodplain, seismic hazard	Yes: wetlands, river, floodplain, seismic hazard	No	No	Yes: wetlands, floodplain, seismic hazard	No
8. Feasibility of selected option						
RECOMMENDATIONS	Recommend Options 1 and 2 based on criteria 1, 2, 3, 4, 5, and 7.	Recommend Options 1 and 2 based on criteria 1, 2, 3, 4, 5, and 7.	Recommend Option 4 based on criteria 1, 2, 3, 5, and 7.	Recommend Option 4 based on criteria 1, 2, 3, 5, and 7.	Recommend Option 4 based on criteria 1, 2, 3, and 5.	Recommend Option 3 based on criteria 1, 3 and 5. Recommend Option 4 based on criteria 2, 3, and 7.

*Transit-oriented development district

Planning Commission Recommendations

PLANNING COMMISSION'S MOBILE HOME PARK (MHP) RECOMMENDATIONS

"X" in a cell means that the Planning Commission recommends this option for the specific MHP.

	7031 NE 175 th St. (Lakewood Villa)	7301 NE 175 th St. (Inglewood East)	7000 NE 181 st St. (Lake Terrace)	7021 NE 181 st St. (unnamed)	7614 NE Bothell Wy. (Kenmore Village)	6837 NE 182 nd St. (Lakewood)
Option 1 Long-term preservation. The mobile home park (MHP) would be preserved for the long-term through purchase of the property-owner's development rights and/or provision of direct financial assistance (infrastructure loans, reduced fees, etc.) to the property-owner. Includes protective zoning and/or a preservation covenant for the MHP.	X	X				
Option 2 Long-term preservation. The MHP would be preserved for the long-term through purchase by a preservationist (for example, MHP residents, private nonprofit agency, or public agency). Includes protective zoning and/or a preservation covenant for the MHP after purchase.	X	X				
Option 3 Potential preservation through incentives. The MHP may be preserved for several years through incentives available to the property-owner in exchange for some period of preservation (for example, reduced fees, infrastructure loans, etc.). Taking the incentives would be the property-owner's choice.						X
Option 4 No City requirement to preserve the MHP (remains the choice of the property owner), but preservation of affordability and assistance. MHP property would be up-zoned with a requirement that redevelopment include affordable housing units comparable in number, size and cost to those being replaced. MHP residents may have first right to rent the new units. Relocation assistance may be provided.			X	X	X	X

Option 1: Long-term Preservation

OPTION 1.a

- Use TDR as compensation to the property-owner
- In exchange, require preservation of MHP use

OPTION 1.b

- Use **fee-in-lieu** or direct financial assistance (infrastructure loans, reduced taxes or fees) as compensation to the property-owner
- In exchange, require preservation of MHP use and establish explicit affordability levels

Possible Direct City Assistance:

- Up-front financing of TDR or fee-in-lieu payments to the property owner
- Loans for property upgrades (Option 1.b only)
- Reduced taxes or fees (Option 1.b only)

Option 1.a Example

SENDING SITE 'MHP HEIGHTS'



Zoning Allowed Units: 100
- Existing # Units: 60
Gap: 40 units

Number of TDR Credits

Option A (1:1): 40 TDR credits
Option B (2.5:1): 100 TDR credits

Zoning or Covenant recorded
against property limiting future
use to manufactured housing units

RECEIVING SITE 'HERON VISTA'



Site Size: 2 Acres
Base Density: 40 per acre
Allowed Units (Base): 80

Proposed Project: 200 units (100 per acre)
Required Bonus Units: 120 units
1 TDR Credit = 1 Bonus Unit
1 Affordable Unit = 3 Bonus Units

Option A:

Purchase 40 TDR Credits = 40 Bonus Units
Provide 27 Affordable Units = 80 Bonus Units
120 Bonus Units
Covenant recorded to provide 27 affordable units

Option B:

Purchase 100 TDR Credits = 100 Bonus Units
Provide 7 Affordable Units = 20 Bonus Units
120 Bonus Units

Covenant recorded to provide 7 affordable units

Option 2: Long-term Preservation

- Purchase the MHP, blending any or all financial resources from MHP residents, private nonprofit agencies, public agencies, or other preservationists.
- Place a long-term covenant and/or rezone the park to preserve the park and create explicit affordability levels

Possible Direct City Assistance:

- Financial assistance (grant or loan) for property purchase/upgrade
- Fee-in-lieu could be used to support this option

Option 3: Extended Preservation

- Preserve the MHP for several years by giving the property owner financial incentives such as reduced taxes or fees or infrastructure loans
 - Use of public funds mandates a public benefit (affordability)
- Preservation would be the property owner's choice
- In exchange for funding, consider obtaining "first right of refusal" to buy the park
- Require a relocation plan

Possible Direct City Assistance:

- Reduce property-owner operating costs (e.g., utilities, property tax, permit fees)
- Infrastructure loans

Option 4: Preserve affordability with assistance

- Do not take City action to preserve the MHP (remains the choice of the property owner)
- Upzone the MHP property with affordability requirements that provide units comparable in number, size and cost to the mobile homes
- Provide the current MHP residents with a "right of first opportunity" to rent the newly built affordable units
- Consider a relocation plan, relocation assistance, mobile home compensation, and/or a longer notice of closure

Possible Direct City Assistance:

- Relocation assistance
- Compensation for loss of unit

New Option 5: Long-term Preservation through MHP Overlay

- Put a zoning overlay over the MHP property that restricts uses and favors MHP retention
- Other communities with overlay zones: Snohomish County, Lynnwood, Tumwater, Marysville, Spokane
- Bothell has had an overlay for 20+ years, with no legal challenges
 - Kenmore's downtown and TOD areas are roughly comparable (or a little less in acreage) to the Bothell central downtown area. One MHP in Downtown Bothell has the overlay zoning (97 units); 3 others are preserved on the periphery (total of 176 units). A total of 26 MHP acres are protected in/near Downtown Bothell.
- Overlay should include a "safety valve" to address economic viability

VII. B. Ordinance #18-0465 Plastic Bag Policy - Jack Urquhart, Managemen...

Kenmore 20-year Vision, item No. 3: protects natural and environmentally sensitive areas, significant open space, trees, and air and water quality.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0465**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON ADOPTING A PLASTIC BAG POLICY;
AND ADOPTING A NEW CHAPTER 8.50 OF THE
KENMORE MUNICIPAL CODE.**

WHEREAS the Washington State Legislature ("Legislature"), in RCW 70.95.010(4), established waste reduction as the first priority for the collection, handling, and management of solid waste, and

WHEREAS the Legislature, in RCW 70.95.010(4), found that it is "necessary to change manufacturing and purchasing practices and waste generation behaviors to reduce the amount of waste that becomes a governmental responsibility," and

WHEREAS the Legislature, in RCW 70.95.010(6)(c), found that it is the responsibility of city governments "to assume primary responsibility for solid waste management and to develop and implement aggressive and effective waste reduction and source separation strategies," and

WHEREAS, it is the City's desire to conserve resources, reduce greenhouse gas emissions, waste, litter, and marine pollution, and to protect the public health and welfare, including wildlife, all of which increase the quality of life for the City's residents, and

WHEREAS less reliance on single-use carryout bags contributes toward the goals of conserving energy and natural resources while reducing greenhouse gases and litter, and

WHEREAS plastic bags are made of nonrenewable resources and never biodegrade; they photo-degrade and can take hundreds of years to break down into tiny toxic bits which can seep into the soil, waterways, lakes, and bays, posing a threat to animal life and the natural food chain, and

WHEREAS the Ocean Conservancy cited plastic bags as within the 12 most collected items in the 2017 Coastal Cleanup in Washington State, and

WHEREAS the Washington State Department of Ecology's "Beyond the Curb" study of commingled residential recyclables from the Southwest Region estimates that it takes \$700-\$1,000 per ton for recycling centers to remove plastic films from other recyclables, and

WHEREAS, the City finds that composting is threatened because of contamination by confusingly colored, marked and look-alike materials, including some non-compostable plastic film bags; and

WHEREAS, it is in the City's interest that contamination in local compost be reduced to ensure local compost is marketable and viable for use in local gardens, farms, landscaping, and surface water and transportation projects; and

WHEREAS, in order to reduce the use of single-use plastic and paper carryout bags in the City, it is necessary to regulate such use, and

WHEREAS regulations that prohibit the use of single-use plastic carryout bags and require a pass-through charge on all carryout bags will encourage shoppers to bring their own reusable carryout bags, reduce the cost of solid waste disposal by the City, and protect the environment, and

WHEREAS the City Council finds that it is in the best interest of the health, safety, and welfare of the citizens of the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Adoption. A new City of Kenmore Municipal Code Chapter 8.50 is hereby created and adopted to read as follows:

**Chapter 8.50
PLASTIC BAG POLICY**

8.50.010 Definitions.

A. "Compostable" means that the product completely breaks down into a stable product due to the action of microorganisms in a controlled, aerobic commercial process that results in a material safe and desirable as a soil amendment meeting the compost quality standards found under WAC 173-350-220 for metals, physical 1 parameters, pathogens, manufactured inert material, and other testing parameters set by the local Health Department, has been found to degrade satisfactorily at the composting facility receiving the material, meets standard specification ASTM D6400, and has been certified as compostable by the Biodegradable Products Institute or similar national or international certification authority.

B. "Carryout bag" means any bag that is provided by a retail establishment at the check stand, cash register, point of sale or other point of departure to a customer for use to transport or carry away purchases such as merchandise, goods or food from the retail establishment. This also includes bags provided for home delivery. Carryout bags do not include:

1. Bags used by consumers inside stores to package bulk items, such as fruit, vegetables, nuts, grains, candy, greeting cards or small hardware items such as nails, bolts or screws, contain or wrap frozen foods, meat or fish

regardless of whether they are prepackaged, contain or wrap flowers, potted plants or other items where dampness may be a problem, contain unwrapped prepared foods or bakery goods, contain prescription drugs; or

2. A bag used to protect a purchased item from damaging or contaminating other purchased items when placed in a recycled paper bag or reusable bag, such as prepared take-out foods or prepared liquids intended for consumption away from the retail establishment; or

3. Newspaper bags, door-hanger bags, tire bags, laundry-dry cleaning bags or bags sold in packages containing multiple bags for uses such as food storage, garbage, pet waste or yard waste.

C. "Recycled paper carryout bag" means a paper carryout bag provided by a store to a customer at the point-of-sale that meets all of the following requirements:

1. Except as provided in subsection 2 of this subsection (C), the paper carryout bag contains an average of 40% postconsumer recycled materials;

2. An eight-pound or smaller recycled paper bag shall contain a minimum of 20% postconsumer recycled material;

3. The paper carryout bag is accepted for recycling in curbside programs in a majority of households that have access to curbside recycling programs in the City;

4. The paper carryout bag is capable of composting, consistent with the timeline and specifications of the American Society of Testing and Material (ASTM) Standard D6400, as published in Master Environmental Assessment on Single Use and Reusable Bags, March 2010; and

5. Printed on the paper carryout bag is the minimum percentage of postconsumer content.

D. "Retail establishment" means any person, corporation, partnership, business, facility, vender, organization or individual that sells or provides merchandise, goods, or materials, including, without limitation, clothing, food, or personal items of any kind, directly to a customer: retail establishment includes, by way of example, and not limitation, any grocery store, department store, hardware store, pharmacy, liquor store, restaurant, catering truck, convenience store, and any other retail store or vendor, including temporary ones at farmers markets, street fairs, and festivals.

E. “Reusable carryout bag” means a bag made of cloth or other material with handles that is specifically designed and manufactured for long term multiple reuse and meets all of the following requirements:

1. Is machine washable or made from a material that can be cleaned or disinfected, and
2. If made of film plastic, in a minimum of at least 2.25 mils thick.

F. “Single-use plastic carryout bag” means any bag that is less than 2.25 mils thick and is made from plastic or any nonrenewable resource.

G. “Pass-through charge” means a charge to be collected by retailers from their customers when providing plastic or recycled paper carryout bags, and retained by retailers to offset the cost of bags and other costs related to the pass-through charge.

8.50.020 Regulations.

A. No retail establishment in the City shall provide a carryout bag to a customer unless otherwise permitted pursuant to this chapter.

B. No retail establishment shall distribute a carryout bag at any City facility, City-managed concession, City-sponsored event, or City-permitted event unless otherwise permitted pursuant to this chapter.

C. Retail establishments in the City may, subject to Chapter 8.50 KMC, provide to a customer at the point-of-sale a reusable carryout bag or a recycled paper carryout bag.

D. No retail establishment in the City shall provide a paper carryout bag with a manufacturer’s stated capacity of one-eighth barrel (882 cubic inches) or larger that is not a recycled paper carryout bag

E. A retail establishment may make reusable carryout bags available to customers through sale.

F. No retail establishment in the City shall use or provide polyethylene or other non-compostable plastic film bags tinted green or brown for customers to bag products in stores, as carryout bags, or for home delivery.

G. Any film bags meeting the definition of compostable that retail establishments provide to customers for food or other products, such as vegetables bagged in stores prior to checkout, must be tinted green or brown and shall be clearly labeled “COMPOSTABLE,” including language following the Federal Trade Commission’s “Green Guides.”

H. No film bag that retail establishments provide to customers to bag products in stores, as carryout bags, or for home delivery may be labeled with the term "biodegradable," "degradable," "decomposable," or any similar terms, or in any way imply that the product will break down, fragment, biodegrade, or decompose in a landfill or other environment.

I. Each retail establishment that provides a customer with a reusable carryout bag or a recycled paper carryout bag shall collect a pass-through charge of not less than \$0.05 for each reusable or recycled paper carryout bag provided.

8.50.030 Exemptions.

A. Notwithstanding the requirements contained in Chapter 8.50 KMC, retailer may not collect a pass-through charge from anyone with a voucher or electronic benefits card issued under programs including, but not limited to, Women Infants and Children (WIC); Temporary Assistance to Needy Families (TANF); Federal Supplemental Nutrition Assistance Program (SNAP), also known as Basic Food; and the Washington State Food Assistance Program (FAP).

B. Food banks and other food assistance programs are exempt from the requirements for this chapter.

C. The city manager or designee may exempt a retail establishment from the requirements of this chapter for up to a one-year period, upon a request by the retail establishment showing that the conditions of this chapter would cause undue hardship. An "undue hardship shall only be found in:

1. Circumstances or situations unique to the particular retail establishment, such that there are no reasonable alternatives to single-use plastic carryout bags or a pass-through charge cannot be collected; or

2. Circumstances or situations unique to the retail establishment, such that compliance with the requirements of this chapter would deprive a person of a legally protected right.

D. If a retail establishment requires an exemption beyond the initial exemption period, the retail establishment must reapply prior to the end of the exemption period and must demonstrate continued undue hardship if it wished to have the exemption extended. Extensions may only be granted for intervals not to exceed one year.

E. An exemption request shall include all information necessary for the City to make its decision, including, but not limited to, documentation showing the factual support for the claimed exemption. The city manager or designee may

require the applicant to provide additional information to permit the City to determine facts regarding the exemption request.

F. The city manager or designee may approve the exemption request, in whole or in part, with or without conditions.

G. Exemption decisions are effective immediately. A party aggrieved by a final decision may appeal or seek review of the decision in accordance with applicable law. Unless another period of time applies under applicable law or court rule, an appeal of the decision must be filed within 21 calendar days from the date the final decision was served personally or placed in the United States mail, postage prepaid and properly addressed.

H. The city council may, by resolution, establish a fee for exemption requests. The fee shall be sufficient to cover the costs of processing the exemption request.

8.50.040 Violations.

A. Upon a first violation of any part of this chapter, the code enforcement officer may issue a notice of violation to the offending person or business. The notice of violation shall contain the date of and alleged type of violation. The notice of violation shall be regarded as a warning and no other sanctions shall be implemented. Notice shall be served upon the premises to the highest ranking employee currently on duty at the time of delivery.

B. If after the issuance of a notice of violation the code enforcement officer becomes aware of subsequent noncompliance, he or she has the authority to issue a civil infraction. Any subsequent violation of this chapter shall be designated as a Class 1 civil infraction. Each day of any such violation is a separate civil infraction; a notice of infraction may be issued for each day of any such violation. Civil infractions shall be heard and determined according to Chapter 7.80 RCW as amended, and any applicable court rules.

C. It shall be a violation of this chapter for any retail establishment to penalize, discipline, or discriminate against any employee for performing any duty necessary to comply with this chapter.

Section 2. Effective Date. This Ordinance shall take effect and be in full force starting January 1, 2019.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE _____ DAY OF _____, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.:
DATE OF PUBLICATION:
EFFECTIVE DATE:

Policy Memo and Supplemental Information



City of Kenmore, Washington

Memorandum

Date: May 31, 2018

To: Rob Karlinsey, City Manager

From: Jack Urquhart, Management Intern

Re: Plastic Bag Reduction Policy

Recommendation

Staff recommends that the City Council reviews data and examples of plastic bag ordinances contained in this memo and discusses whether to direct staff in drafting a policy ordinance.

Problem and History

American families use an average of 1,500 single-use plastic bags per year.¹ Waste Management reported that only 1 percent are recycled.² Bags that aren't recycled end up in landfills (where they don't degrade), storm drains, trees and the ocean. In 2015, plastic grocery bags were the fifth most common item collected during the Ocean Conservancy's International Coastal Cleanup.³

Waste Management cites that plastic bags are used for an average of 12 minutes.⁴ Despite their limited use, the amount of plastic bags used in the U.S. annually require 12 million barrels of oil to produce.⁵ They are responsible for killing 100,000 marine animals each year, with 46,000 bags per square mile of ocean.⁶

Due to the problems associated with single-use plastic bags, 18 jurisdictions in Washington have implemented carryout bag ordinances dating back to 2011.⁷ A bill (SB 5432) prohibiting plastic bags at retail stores statewide has been introduced multiple times to the Washington legislature. Plastic bag bans exist in more than 90 California cities and hundreds of U.S. jurisdictions.⁸

Effectiveness

The effectiveness of plastic bag bans is evident in a few studies. In San Jose, California, a plastic bag ban led to a 62 percent reduction in the number of plastic bags winding up in the city's storm drains and a 59 percent reduction of plastic bags in the streets.⁹ A year after implementation of California's statewide ban, plastic bags accounted for less than half of the percentage of litter collected on Coastal Cleanup Day (3.1 percent) than in 2010 (7.4 percent).¹⁰ Thurston County reported six months after implementing its ban

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that only 3 percent of residents said they used single-use carryout bags, compared to 63 percent before the ban. Reusable bag use increased from 20 percent to 53 percent.¹¹

Drawbacks

The solution is not simple. Alternatives to single-use plastic carryout bags also come with drawbacks. Paper bags take more energy to manufacture, and thus come with a higher carbon footprint.¹² However, a big difference is the fact that paper bags naturally degrade, while single-use plastic bags do not. Reusable bags are much more costly in terms of manufacturing energy, and some scientists estimate that a reusable bag needs to be used more than 100 times to make up for its high energy and waste cost compared to a plastic bag.¹³

Opponents of plastic bag bans also point to adverse effects on local businesses and U.S. industry, compliance issues and limited environmental impact as reasons to not implement bag ordinances.¹⁴

Alternatives

The following examples of plastic bag regulations in other municipalities may be helpful, should the council decide to pursue an ordinance:

1. Ban on plastic carryout bags; fee on recycled paper bags

Common in other Washington cities, this type of regulation would ban retail stores from providing single-use plastic carryout bags at checkout. Customers would be able to either provide their own bags, purchase reusable bags (if available in store) or use store-provided recyclable paper bags for a pass-through fee (typically five (5) or 10 cents per bag), which is retained by the retailer.

Example: Kirkland

2. Ban on plastic carryout bags; no fee on recycled paper bags

In this variation of No. 1, stores would provide recyclable paper bags to customers without a mandatory fee.

Example: Edmonds

3. Ban on all single-use carryout bags

This type of regulation would ban retail stores from providing all single-use carryout bags (paper or plastic) at checkout. Customers would need to provide their own bag.

Example: Austin, Texas

Of note: The first of its kind (there have been several since), Austin's ban on all single-use carryout bags has been controversial, as some researchers believe Austin has greatly raised its carbon footprint since implementation due to impacts from manufacturing reusable bags.¹⁵

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4. *Fee on all single-use carryout bags*

This type of regulation would allow stores to provide single-use carryout bags with associated fees per bag type (i.e., 10 cents per plastic single-use carryout bag and five (5) cents per paper single-use carryout bag).

Example: New York City

Potential Exemptions

The following are potential cases for exemption to the bag ban, in response to councilmembers' questions and examples from other jurisdictions:

Exempted plastic bags

Many jurisdictions have used 2.25 millimeters as a bag thickness cutoff point for plastic bags, contending that bags thicker than 2.25 millimeters are potentially reusable, and therefore permissible. More recent ordinances also stipulate that permissible plastic bags be designed and manufactured for long-term use. Zero Waste Washington, a non-profit organization focused on sustainable and responsible consumption and production, includes in their model ordinance (Appendix D) that in order for a bag to be "reusable," it must have a lifetime of 125 uses (can carry 22 pounds 175 feet 125 times).

Also, while cities with bag ordinances define "retail store" as any entity that directly provides goods to customers, several types of bags are typically exempted from plastic bag bans. They are as follows:

- In-store bags for specific items
 - Bulk foods
 - Produce
 - Meat
- Takeout bags for prepared foods (restaurant bags)
- Laundry dry-cleaning bags
- Newspaper bags
- Pet waste bags
- Bags for items where dampness could be an issue, such as flowers
- Garbage bags

Small stores

Some jurisdictions establish exemptions from bag bans based on size of store. For example, Portland's policy applies to grocery stores (defined as "any business in the City with gross annual receipts of \$2,000,000 or greater, offering for sale items of food and perishable items as well as other household goods and supplies") or retail establishments of more than 10,000 square feet.

Issaquah didn't exempt small stores, but gave them one year longer to become compliant.

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Compostable bags

Some jurisdictions with bag bans, such as Seattle, allow single-use plastic carryout bags if they are compostable. However, most Washington municipalities have passed ordinances that ban all single-use plastic bags, without distinction.

Another important consideration is an amendment to Seattle's ordinance that addresses composting confusion due to the color of bags. Seattle has banned retailers from providing brown or green in-store plastic bags unless they are labeled as compostable. (Appendix G).

Low-income customers

Several codes exempt food banks and other food assistance programs. Customers using vouchers or electronic benefits cards (WIC, TANF, SNAP, FAP) are typically exempted from the five-cent pass-through charge.

Compliance Date and Notice

Approved ordinances typically give retail stores a period ranging from three (3) months to one (1) year to become compliant. The council may establish minimum notice from city staff to residents prior to the compliance date. Ten (10) months before implementation, Kirkland produced an information packet (Appendix E) for businesses that would be affected by the ordinance.

Enforcement and Enforcement Time

In existing ordinances, violation of the ordinance results in a civil violation or infraction. Some ordinances provide for a verbal or written warning before any violations are reported. Edmonds attaches a \$100 fine for the first offense and \$250 for subsequent offenses.

Zero Waste Washington actually advocates minimal enforcement. They said that businesses typically comply, with higher rates of compliance over time, and a heavy-handed approach would not be favorable. They insisted that cities have typically responded to non-compliance from citizens by sending a letter to the retailer, and that has usually resolved the non-compliance.

Name of Policy

Early-adopting jurisdictions commonly named their policies "Carryout Bag Regulation" or "Plastic Reduction Policy" in their municipal codes. However, Zero Waste Washington uses the term "Reusable Bag Policy," to shift the focus to what is being promoted, rather than what is being banned. Tacoma's bag regulations are a section of its code titled "Bring Your Own Bag."

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Conclusion

Staff recommends that the City Council reviews this memo and discusses whether to move forward in directing staff in drafting a policy ordinance.

Notes

1. "Bags by the Numbers," Waste Management, accessed May 29, 2018, <http://www.wmnorthwest.com/guidelines/plasticvspaper.htm#>
2. Waste Management, "Bags by the Numbers"
3. "International Coastal Cleanup 2017 Report," Ocean Conservancy, accessed May 29, 2018, https://oceanconservancy.org/wp-content/uploads/2017/06/International-Coastal-Cleanup_2017-Report.pdf/
4. Waste Management, "Bags by the Numbers"
5. Waste Management, "Bags by the Numbers"
6. Waste Management, "Bags by the Numbers"
7. "Washington – Bag Legislation," Bag Laws, accessed May 29, 2018
8. "Plastic and Paper Bag Bans in the United States," accessed May 29, 2018, https://reason.org/wp-content/uploads/2014/06/plastic_bag_bans-1.pdf
9. "Do Plastic Bag Bans Work?" accessed May 29, 2018, <https://www.scientificamerican.com/article/do-plastic-bag-bans-work/>
10. "California Coastal Cleanup Day – Litter Data Summary 2010-2017," accessed May 29, 2018, <https://static1.squarespace.com/static/54d3a62be4b068e9347ca880/t/5a0237d7652deae895d2df1c/1510094808473/California+Coastal+Cleanup+Data+2010.2016.2017.pdf>
11. "Thurston County Solid Waste Releases Six-Month Plastic Bag Ban Report," accessed May 29, 2018, <http://www.thurstontalk.com/2015/02/19/plastic-bag-ban/>
12. "Do Plastic Bag Bans Work?"
13. "Do Plastic Bag Bans Work?"
14. "Learn the Facts," Bag the Ban, accessed May 29, 2018, <http://www.bagtheban.com/learn-the-facts>
15. "Austin Bag Ban Study Finds Reusable Plastic Bag Use on the Rise," accessed May 29, 2018, <http://kut.org/post/austin-bag-ban-study-finds-reusable-plastic-bag-use-rise>

Supplemental Information: Comparing Environmental Costs of Bag Types

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Tables comparing environmental costs

A [helpful study](#)¹, conducted by the United Kingdom's Environment Agency in 2011, and used frequently by opponents of bag ordinances, responds to Councilmember Smith's request. The study examines the environmental cost of several types of bags. You can review the study to learn about how bag types and impact categories are defined, but included is a table that speaks directly to the question about the environmental cost of a paper bag compared to a plastic one (HDPE, as defined by the study, is the typical lightweight carryout bag provided by supermarkets, and other bags are compared against it; LDPE is a plastic "bag for life" that is more heavy-duty and intended for reuse):

Table A.2.2. The results of the study over 8 indicators (>1 equals worse than HDPE bag, <1 equals superior to HDPE bag)

Impact categories	HDPE bag	LDPE bag			Paper bag	Bio-degradable bag
		Used 2x	Used 4x	Used 20x		
Consumption of non-renewable energy sources	1	1.4	0.7	0.1	1.1	0.9
Consumption of water	1	1.3	0.6	0.1	4	1
Emission of greenhouse gases	1	1.3	0.6	0.1	3.3	1.5
Atmospheric acidification	1	1.5	0.7	0.1	1.9	1.8
Formation of photochemical oxidants	1	0.7	0.3	0.1	1.3	0.5
Eutrophication of water	1	1.4	0.7	0.1	14	12
Production of solid waste	1	1.4	0.7	0.1	2.7	1.1
Risk of littering	High	Average to low			Low	Average to low

This next table shows how many times paper bags, LDPE bags, non-woven PP bags (this is the heaviest-duty plastic bag for reuse, view study for further description and photos of bag examples) and cotton bags, respectively, must be used to match the global warming potential impact of one standard HDPE bag:

Type of carrier	HDPE bag (No secondary reuse)	HDPE bag (40.3% reused as bin liners)	HDPE bag (100% reused as bin liners)	HDPE bag (Used 3 times)
Paper bag	3	4	7	9
LDPE bag	4	5	9	12
Non-woven PP bag	11	14	26	33
Cotton bag	131	173	327	393

The amount of primary use required to take reusable bags below the global warming potential of HDPE bags with and without secondary reuse

Counterpoints

While the conclusion bag opponents arrive at is the high environmental cost of a plastic bag compared to a paper one (and heavier-duty plastic and cotton bags), there is still much to be considered. For instance, the great benefits of reusable plastic bags are hard to ignore. Important questions that I haven't seen data for are as follows:

- How many times on average are reusable bags used?
- Does a pass-through charge influence customers to use less paper bags than they would have used of plastic bags?
- What other impact categories are not being considered?

To that third question, proponents of plastic bag bans would point to the simple fact that scientists now say plastic bags take anywhere from 500 years to never² to decompose. On the other hand, paper bags take only one month³. Plastic bags end up and stay in the ocean and in storm drains and landfills, while paper bags eventually decompose. Additionally, paper bags are produced from a renewable resource (trees), while plastic bags are produced from a nonrenewable⁴ resource (polyethylene). Furthermore, paper bags easier to recycle and are therefore recycled much more often than plastic bags.

Balanced comparisons of plastic and paper bags

The following stories contain balanced comparisons of the advantages of both plastic and paper, with links to studies:

<https://science.howstuffworks.com/environmental/green-science/paper-plastic1.htm>

Pro Plastic

- Manufacturing paper emits 80 percent more greenhouse gases
- Paper bag process results in 50 times more water pollutants than making plastic bags
- Making a paper bag consumes four times as much energy as making a plastic bag
- According to some measures, paper bags generate 80 percent more solid waste

Pro Paper

- Plastic waste is deceptive for birds and other wildlife, who mistake it for food
- Plastic waste is more likely to make its way to marine life and sea birds
- Light breaks plastic down so it photodegrades rather than biodegrades. Estimates say that this process can take up to 500 or even 1000 years in landfills
- Although for the most part, plastic takes less energy to recycle than paper, plastic bags are a frustrating recycling dilemma

https://alumni.stanford.edu/get/page/magazine/article/?article_id=95690

Pro Plastic

- It takes three reuses of a paper bag to neutralize its environmental impact, relative to plastic
- Manufacturing a paper bag requires about four times as much water as a plastic bag
- The fertilizers and other chemicals used in tree farming and paper manufacturing contribute to acid rain and eutrophication of waterways at higher rates

Pro Paper

- There is no way around the fact that plastic is derived from petroleum. Petroleum is a finite resource, and as it becomes increasingly limited, obtaining it becomes increasingly damaging to the environment
- Many cities do not accept them in the municipal recycling stream
- Plastic can be reincarnated a limited number of times before it is too costly to revive

https://www.huffingtonpost.com/2008/07/08/paper-or-plastic-a-look-a_n_111547.html

Pro Plastic

- Plastic creates 9.1 cubic pounds of solid waste vs. 45.8 cubic pounds for paper; plastic creates 17.9 pounds of atmospheric emissions vs. 64.2 pounds for paper; plastic creates 1.8 pounds of waterborne waste vs. 31.2 pounds for paper
- Plastic bags require 9.7 million Btus (British thermal units (energy)), vs. 16.3 for paper bags at zero percent recycling; even at 100% recycling rates, plastic bags still require less — 7.0 to paper's 9.1

Pro Paper

- Paper bags can hold more stuff per bag — anywhere from 50 percent to 400 percent more, depending on how they're packed

Conclusion

Determining whether plastic or paper bags (or any other kind of bags) are more environmentally friendly is difficult, because it requires the comparison of environmental values.

Questions such as the following illustrate the complexity of weighing environmental factors:

- Is the cheaper carbon footprint cost of a plastic bag enough to compensate for the fact that it never decomposes?
- Is it more important to reduce emissions or protect marine life?
- How much production energy is worth not seeing plastic bags stuck in fences and trees?
- How much will pass-through fees for paper bags and environmental campaigns cut down on the use of paper bags?
- How optimistic are you that Kenmore residents will be encouraged by new policy to switch to reusable bags?

To that last question, a representative of Zero Waste Washington told me that while a five-cent pass-through fee does encourage reusable bag use, the five-cent fee is common because it's politically feasible. Kenmore could float the idea of a higher (10-cent?) pass-through fee, if it believes paper bag use can be further diminished as a consequence.

Notes

1. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/291023/scho0711buan-e-e.pdf
2. http://www.slate.com/articles/news_and_politics/explainer/2007/06/will_my_plastic_bag_still_be_here_in_2507.html
3. <https://abcnews.go.com/Technology/story?id=97476&page=1>
4. <https://abcnews.go.com/Technology/story?id=97476&page=1>

VII. C. Ordinance #18-0466 Temporary Homeless Shelters - Jack Urquhart, ...

Staff will take time to review applications.
Enforcement of the policy would require occasional inspections (a couple times per 125-day stay) to the site and emergency response (rare occurrences) from Police and Fire.
City Council would establish a permit fee.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Kenmore 20-year Vision, item No. 9: offers a diversity of housing types to provide a choice of attractive living accommodations for all residents

Kenmore 20-year Vision, item No. 11: supports the safety, health, and welfare of all of its citizens

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0466**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON RELATING TO ZONING AND LAND USE
CONTROLS AND TEMPORARY HOMELESS SHELTERS;
AND ADDING A NEW SECTION 18.100.200 TO THE
KENMORE MUNICIPAL CODE TO ENACT
REGULATIONS FOR INDOOR AND OUTDOOR
TEMPORARY HOMELESS SHELTERS.**

WHEREAS, the City Council desires to “provide access to adequate housing options and access to services to meet the basic needs of all income levels,” in order to foster a “connected, involved and family-oriented community that values diversity,” as established in its priority-based budgeting process; and

WHEREAS, as declared by Seattle and King County in a state of emergency in 2015 and reported in The Seattle Times in December 2017, King County has the third-largest concentration of homeless persons in the United States; and

WHEREAS, the City Council directed staff to report to the City Council possible amendments to the City code to establish a consistent and not burdensome permitting process for temporary homeless shelters; and

WHEREAS, to prepare the report, City staff worked with interested members of the public, churches, and human service organizations and reviewed regulations of other municipalities on this topic; and

WHEREAS, on July 9, 2018, the City Council held a public hearing on amendments to the City code proposed by City staff on this topic and received public testimony on the proposed amendments and on this topic; and

WHEREAS RCW 35.21.915(1) states that “a religious organization may host temporary encampments for the homeless on property owned or controlled by the religious organization whether within buildings located on the property or elsewhere on the property outside of buildings;” and

WHEREAS RCW 35.21.915(2) states that “a city or town may not enact an ordinance or regulation or take any other action that imposes conditions other than those necessary to protect public health and safety and that do not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization;” and

WHEREAS, in its 20-year Vision Statement adopted in 2015, the City Council envisions a community that “supports the safety, health, and welfare of all of its citizens;” and

WHEREAS, KMC 18.100.125 states that an applicant for a temporary use must demonstrate that the proposed temporary use “will not be materially detrimental to the public welfare;”

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DO ORDAIN that a new Section 18.100.200 is added to the Kenmore Municipal Code as set forth in the attached Exhibit “A.”

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.:
DATE OF PUBLICATION:
EFFECTIVE DATE:

EXHIBIT "A"

Chapter 18.100

GENERAL PROVISIONS – NONCONFORMANCE, EXISTING LEGAL USES, AND TEMPORARY USES

18.100.100 Temporary use permits.

A temporary use permit is a mechanism by which the City may permit a use to locate within the City on an interim basis, without requiring full compliance with the development standards, or by which the City may permit seasonal or transient uses not otherwise permitted.

Except as provided by KMC 18.100.110, a temporary use permit shall be required for:

- A. Uses not otherwise permitted in the zone that can be made compatible for periods of limited duration and/or frequency;
- B. Uses permitted in a zone which do not meet all of the required development standards but that can be made compatible for periods of limited duration and/or frequency; or
- C. Limited expansion of any use that is otherwise allowed in the zone but which exceeds the intended scope of the original land use approval. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.110 Temporary use permits – Exemptions to permit requirement.

- A. Any use not exceeding a cumulative total of two days each calendar year shall be exempt from requirements for a temporary use permit.
- B. The following uses shall be exempt from requirements for a temporary use permit when located in the RB, WC, UC, CB, DC, PSP, P, or NB zone for the time period specified below:
 - 1. Uses not to exceed a total of 30 days each calendar year:
 - a. Christmas tree lots; and
 - b. Produce stands.
 - 2. Uses not to exceed a total of 14 days each calendar year:
 - a. Amusement rides, carnivals, or circuses;
 - b. Community festivals; and
 - c. Parking lot sales.
- C. Any community event held in a park and not exceeding a period of seven days shall be exempt from requirements for a temporary use permit.

D. Temporary uses or activities, conducted during an emergency event, or training exercises conducted at emergency sites, designated pursuant to an emergency management plan, shall not be subject to the provisions of this title. [Ord. 14-0391 § 2 (Exh. 1); Ord. 11-0329 § 3 (Exh. 1).]

18.100.120 Temporary use permits – Duration and frequency.

Temporary use permits shall be limited in duration and frequency as follows:

- A. The temporary use permit shall be effective for up to 365 days after issuance by the city manager;
- B. The temporary use shall not exceed a total of 90 days or as otherwise provided in this title; provided, that this requirement applies only to the days that the event(s) authorized by the permit actually takes place. This time limit may be extended by the city council following a public hearing on the proposal;
- C. The temporary use permit shall specify a date upon which the use shall be terminated and removed; and
- D. A temporary use permit shall not be granted for the same temporary use on a property more than once per calendar year; provided, that a temporary use permit may be granted for multiple events during the approval period. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.125 Temporary use permits – Decision criteria.

A temporary use permit shall be granted by the City only if the applicant demonstrates that:

- A. The proposed temporary use will not be materially detrimental to the public welfare;
- B. The proposed temporary use is compatible with existing land uses in the immediate vicinity in terms of noise and hours of operation; and
- C. Adequate public off-street parking and traffic control for the exclusive use of the proposed temporary use can be provided in a safe manner. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.130 Temporary use permits – Parking.

Parking and access for proposed temporary uses shall be approved by the City. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.140 Temporary use permits – Traffic control.

The applicant for a proposed temporary use shall provide any parking/traffic control attendants as specified by the department. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.150 Temporary construction buildings.

Temporary structures for storage of tools and equipment, or for supervisory offices, may be permitted for construction projects; provided, that such structures are:

- A. Allowed only during periods of active construction; and
- B. Removed within 30 days of project completion or cessation of work. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.160 Temporary construction residence.

A. A mobile home, motor home, travel trailer, or truck camper may be permitted on a lot as a temporary dwelling for the property owner, provided a building permit for a permanent dwelling on the site has been obtained and adequate provisions are made for utility services, including potable water and waste water disposal.

B. The temporary construction residence permit shall be effective as long as the building permit for the permanent dwelling on the site is active.

C. The temporary construction residence shall be removed within 90 days of:

1. The expiration of the building permit for the permanent dwelling on the site; or
2. The issuance of a certificate of occupancy for the permanent residence, whichever occurs first. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.170 Temporary mobile home for medical hardship.

A. A mobile home may be permitted as a temporary dwelling on the same lot as a permanent dwelling, provided:

1. The mobile home together with the permanent residence shall meet the setback, height, building footprint, and lot coverage provisions of the applicable zone; and
2. The applicant submits with the permit application a notarized affidavit that contains the following:
 - a. Certification that the temporary dwelling is necessary to provide daily care, as defined in Chapter 18.20 KMC;
 - b. Certification that the primary provider of such daily care will reside on-site;
 - c. Certification that the applicant understands the temporary nature of the permit, subject to the limitations outlined in subsections B and C of this section;
 - d. Certification that the physician's signature is both current and valid; and
 - e. Certification signed by a physician that a resident of the subject property requires daily care, as defined in Chapter 18.20 KMC.

B. Temporary mobile home permits for medical hardships shall be effective for 12 months. Extensions of the temporary mobile home permit may be approved in 12-month increments subject to demonstration of continuing medical hardship in accordance with the procedures and standards set forth in subsection A of this section.

C. The mobile home shall be removed within 90 days of:

1. The expiration of the temporary mobile home permit; or
2. The cessation of provision of daily care. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.180 Temporary real estate offices.

One temporary real estate office may be located on any new residential development; provided, that activities are limited to the initial sale or rental of property or units within the development. The office

use shall be discontinued within one year of recording of a short subdivision of four lots or less or issuance of a final certificate of occupancy for an apartment development, and within two years of the recording of a formal subdivision or short subdivision of more than four lots. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.190 Temporary school facilities.

Temporary school structures may be permitted during construction of new school facilities or during remodeling of existing facilities; provided, that such structures:

- A. Are allowed only during periods of active construction or remodeling;
- B. Do not expand the student capacity beyond the capacity under construction or remodeling; and
- C. Are removed within 30 days of project completion or cessation of work. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.200 Indoor and Outdoor Temporary homeless shelters.

A. In recognition of the need for temporary housing for homeless persons, it is the purpose of this section to allow sponsoring religious, non-profit, and governmental organizations (hereafter, "sponsoring organizations") to use property owned or controlled by them for indoor and outdoor temporary homeless shelters (hereafter, "temporary homeless shelters" or "shelters"), while preventing harmful effects associated with such uses, including but not limited to the use of open flames, the possibility of impediments to emergency services, the possibility of environmental degradation, the use of improper sanitary facilities, and the possibility of any other factors that would be considered a nuisance under applicable laws. An outdoor temporary homeless shelter shall include all land and buildings that is used for the shelter, and an indoor temporary homeless shelter shall include all buildings and outdoor areas that are used for the shelter.

B. Temporary homeless shelters may be permitted in accordance with the following procedures, requirements and standards, which shall apply instead of KMC 18.100.120 through 18.100.140:

1. The city manager is authorized to issue temporary use permits for temporary homeless shelters only upon demonstration by the sponsoring organization that all public health and safety requirements of this section have been satisfied or adequately addressed. The city manager may administratively adjust such requirements upon entry of findings and conclusions to support the adjustment. The city manager may terminate a permit upon a determination that the shelter is unfit for human habitation due to safety concerns, bad sanitary conditions or health related concerns, or disorderly or disorganized activities that adversely impact the safety, health, and welfare of the neighborhood adjacent to the shelter site.

2. An application for a temporary homeless shelter shall include the following:

- a. The dates of the start and termination of the shelter;
- b. The maximum number of residents proposed;
- c. The location, including parcel number(s) and address(es);
- d. The name(s) of the sponsoring organization(s);
- e. A proposed plan regarding self-management;

e. A site plan, which shall:

i. Show components of the shelter, including but not limited to: dwelling, eating, living, potable water, sanitary, solid waste, and administrative facilities and areas; entry and exit points; pathways; parking areas; and access routes for emergency services; and

ii. Demonstrate compliance with all safety and health requirements of this section, as applicable;

f. A transportation plan, which shall include details of how residents will arrive at the shelter upon commencement and depart from the shelter at termination, contain a general day-to-day transportation plan, and show the location of nearby transit stops and

g. A code of conduct, which shall at a minimum:

i. Require residents to agree to the code prior to being permitted to dwell on site; and

ii. Prohibit drugs, alcohol, weapons, violence and open flames; prohibit loitering in the area surrounding the site; and establish and require observance to quiet hours.

3. A temporary homeless shelter shall be subject to and satisfy all of the following health and safety standards:

a. Have a maximum of 50 residents. The city manager may further limit the number of residents as property and shelter conditions dictate.

b. For outdoor shelters, have a total site area of at least 150 square feet per resident.

c. Have a maximum duration of 125 consecutive days.

d. At approximately the 60-day mark, the sponsoring organization must file a report with the city manager that contains topics, data and information required by the city manager, and thereafter summarize the report at a City Council meeting.

e. Cannot locate on a property until 180 days have lapsed from the end date of the previous shelter, whether that shelter was an outdoor shelter or an indoor shelter.

f. Enclose outdoor shelters on all sides with a minimum six-foot tall, sight-obscuring fence; provided, that if the shelter cannot be viewed by a person standing on the ground or looking out of the window of a building on an abutting property, the fence does not need to be constructed along such abutting property.

g. Cannot include the construction of permanent structures as part of the shelter area, but can include the use of existing permanent structures.

h. Identify and have a point of contact who can be reached by phone at any time.

i. Prohibit children under the age of 18 from staying overnight unless accompanied by a parent or guardian.

j. Screen each potential resident before admission to the shelter for active warrants and sex offender status. No sex offender shall be permitted as a resident of the shelter. The sponsoring organization shall notify the City Police immediately if a sex offender or person with an active warrant is identified.

k. Provide adequate sanitary facilities and satisfy all applicable public health requirements.

l. Allow Inspections by City and King County Health, Fire, and Police Departments at any reasonable time and without notice.

m. Provide a minimum of two off-street parking spaces per 25 residents, except for an indoor shelter with a fluctuating number of residents, which shall require a minimum of four off-street parking spaces. Any required parking for the principal/existing use on the property shall not be displaced as a result of the shelter.

n. Restrict smoking to a designated smoking area, which must be a minimum of 25 feet from adjacent properties.

o. Observe quiet hours in accordance with KMC 8.05.025.

4. The sponsoring organization applicant shall accomplish the following:

a. A minimum of 30 days before submittal of the application, mail a notice by first class mail to owners, residents, and tenants of all property within 1,000 feet of the subject property. The notice at a minimum shall inform these persons of the proposed duration and operation of the shelter, the applicable standards and requirements of this section, the provisions of the proposed code of conduct, and mechanisms for obtaining information regarding shelters in general and the proposed shelter in particular. At least two business days before mailing the notice, the sponsoring organization shall submit a copy of the draft notice to the city manager.

b. Hold an informational meeting before the city manager's decision on the application. A minimum of 14 calendar days before the city manager's decision on the application, the sponsoring organization shall mail notice by first class mail to owners, residents, and tenants of all property within 1,000 feet of the subject property, advising them of the date, time and location of a public informational meeting regarding the application. At least two business days before mailing the notice, the sponsoring organization shall submit a copy of the draft notice to the city manager. At the meeting, the sponsoring organization shall inform the attendees of the proposed duration and operation of the shelter, conditions that will likely be placed on the operation of the shelter, and provisions of the code of conduct, and shall answer questions regarding the proposed shelter.

5. A minimum of 14 calendar days before the city manager's decision on the application, the City shall update the City's website with the date of the application, shelter location, and proposed duration and operation of the shelter.

C. The following conditions shall apply to all temporary homeless shelters:

1. In no event shall more than one shelter be in operation within the City at any given time.

2. Shelters are prohibited in critical areas and their buffers.

Appendix B: Policy Comparison Matrix with Kenmore Proposal



City of Kenmore, Washington

Memorandum

Date: June 8, 2018

To: Rob Karlinsey, City Manager
From: Jack Urquhart, Management Intern

Re: Temporary Shelter Policy

Recommendation

Staff recommends that the City Council reviews data and examples of temporary shelter ordinances contained in this memo and discusses whether to direct staff in drafting a policy ordinance.

Problem and History

Over the last year, Kenmore has received multiple requests to use sites as temporary shelters and/or resource centers. The City has appropriately conditioned applications through its Temporary Use Permit process. However, the question has been raised as to whether Kenmore should have specific code for temporary shelter regulations to address concerns of safety and security. At the January 2018 retreat, the City Council directed staff to produce a policy memo in summer 2018 with research and recommendations for a temporary shelter ordinance.

Current Conditioning

The Kenmore Code currently establishes general regulations for Temporary Use Permits. Kenmore's Temporary Use code is included in this packet as Appendix A.

Two Types of Shelters

A potential new policy could address two different types of homeless shelters: 1) temporary shelters and 2) low-barrier temporary shelters.

Definitions

For the purpose of this memo and policy matrix (Appendix B), staff will define temporary shelters as barrier-based indoor and outdoor shelters, including outdoor encampments.

Low-barrier temporary shelters are indoor shelters with minimum expectations from tenants. They often will not reject residents for things such as drugs, alcohol, and pets. Many do not require identification for sex offender or active warrant checks. However, staff proposes that low-barrier temporary shelters as defined by Kenmore can include shelters with sex offender and warrant checks, so long as other barriers are absent.

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Staff proposes that the City Manager or designee issuing Temporary Use Permits will classify applicant shelters as temporary shelters or low-barrier temporary shelters depending on their barrier characteristics, and corresponding regulations will apply.

Regulation Areas

Refer to the attached matrix with comparisons of temporary shelter policies from Shoreline, Kirkland, and Bothell. The matrix shows details of each city's policy per regulation area, with a proposed Kenmore policy in the highlighted columns for both types of shelter. The Kenmore proposal is a launching point for the City Council to consider each regulation area and make its own determinations.

Key regulations areas are as follows:

Application Requirements and Permit Fee

Jurisdictions require varying amounts of information from applicants. Many call for plans to ensure the managing and or/sponsoring organization's consideration of safety, health, site impacts, security, transportation, and parking. Ultimately, a designated staff member will review applications and grant permits based on meeting application requirements and public health and safety requirements.

The permit fee for a recent homeless encampment's temporary use permit in Woodinville was \$976 and was paid by the sponsoring church. Bothell's transitory accommodation permit fee was \$2,842, including a 5 percent technology fee. In Redmond's research, they found the average fee to be \$1,135. A chairman for Camp Unity said their permit fees have normally ranged from \$300-\$2,000 and have occasionally been waived. He described high permit fees as "onerous" for Camp Unity and its sponsoring organizations.

When Kenmore issued temporary use permits for encampments and emergency shelters in the past year, no permit fee was applied.

Of note: Redmond is quite different than other cities surveyed. Its code allows for permits that can be granted for five years and allow three stays over that period of time, as long as encampment plan and conditions remain unchanged. Therefore, its fee of \$2,652.53 is divided over three possible stays. Though it was not adopted, Redmond also explored permitting five stays on one five-year permit, and lowering the fee to \$1000 (\$200 per stay).

The City Council will establish an appropriate permit fee.

Location

A buffer of 20 ft. from abutting properties is a common standard for required separation. Jurisdictions typically prohibit critical areas and their buffers for shelter sites.

The City Council will likely address concerns regarding a separation distance for low-barrier temporary shelters from surrounding properties or specific types of properties, such as schools and public areas. Staff proposes discretion in the Temporary Use application process to determine whether the site's location and condition meet the requirement of not being in conflict with the health and safety of the community (see KMC 18.115.40 E for language that will be applied).

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If the City Council determines a specific separation distance from certain types of properties should be required, staff seeks direction from the City Council in determining regulations.

Maximum Occupancy

Typical maximum occupancy per city ordinance is 100. Camp Unity has changed its maximum occupancy to 40, based on the difficulty of managing a site with more residents. A separate maximum occupancy for indoor, cold-weather emergency shelters may not be necessary. A few other jurisdictions in the state require a minimum of 150 square feet per resident for outdoor encampments.

Duration

Temporary shelters: Typical duration limits for temporary encampments are around 90 days. In Tacoma's newer temporary shelter policy, shelters can be permitted for a 185-day stay, with the possibility of extending to one (1) year. The Camp Unity chairman said that 90 days is difficult, because set up and take down both require one week apiece. Camp Unity would prefer a duration limit of 120 days, so as to have three (3) locations over the course of a year, instead of four (4), although 125 days would actually ensure only three annual sites.

Low-barrier temporary shelters: Organizations such as Lake City Partners Ending Homelessness typically rotate from church to church one month at a time during the coldest months of the year.

Frequency

Other municipalities have commonly opted for six (6) months to one (1) year for the amount of time that needs to transpire before requesting a new permit on a vacated site.

In Kenmore's case, Northlake Lutheran Church has been the site of an outdoor homeless encampment and an indoor, low-barrier temporary shelter. A decision can be made on whether the two separate types of shelters can be hosted concurrently or successively on the same site. For instance, code could regulate that one site can only host one temporary shelter at the same time, and a specified amount of time must transpire between permits for the same site unless successive shelters are of different types (i.e., an encampment followed shortly thereafter by a low-barrier temporary shelter).

Concurrence

Some cities opt to regulate how many encampments or other temporary shelters can operate at the same time. Tacoma has a limit of six (6), with extra stipulations on where they can be located. Lynwood has a limit of one (1).

Pre-screening of Residents

Temporary shelters: Other jurisdictions commonly obtain identification of residents and perform checks for sex offenders and active warrants. If sex offenders or persons with active warrants are identified, police is immediately notified.

Low-barrier temporary shelters: Low-barrier shelter organizations often don't require identification from residents, as their funding depends on it. Mark Ellerbrook from the King County Department of Community and Human services confirmed that King County's funding of

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Lake City Partners Ending Homelessness is contingent upon its low-barrier status, and that no screening is a fundamental component of that status.

Code of Conduct

Codes of conduct are commonly required from sponsoring or managing organizations. Jurisdictions vary in their codes of conduct requirements, with Kirkland's being one of the most comprehensive (see matrix).

Notice

If desired, a minimum notice for surrounding property owners and/or the public before the beginning of operation for a temporary homeless shelter. For instance, Kirkland requires that all owners of all properties within 500 ft. of the site be notified by mail at least 14 days prior to beginning of operation. Furthermore, notice must be published in the city newspaper and on the city website. Sumner requires that owners of properties within 500 ft. be invited by the managing or sponsoring agency to an information meeting, which must be held at least 30 days before submitting the application.

Supervision

Outdoor encampments: Some jurisdictions require that a representative of the sponsoring or managing agency be on site at all times.

Indoor, cold-weather emergency shelters: Lake City Partners Ending Homelessness requires that two monitors be on site during operating hours. A regulation for minimum supervision should be established.

Enforcement

Enforcement comes through 1) issuing permits based on applicants meeting all requirements, 2) inspecting sites as stipulated in the ordinance, and 3) sending notice of non-compliance and, if necessary, revoking the Temporary Use Permit. Other jurisdictions typically send violation notices and give a reasonable period of time for compliance. If the Temporary Use Permit must be revoked, all temporary shelter activities on the site must cease.

Conclusion

Staff recommends that the City Council reviews data and examples of temporary shelter ordinances contained in this memo and discusses whether to direct staff to move forward in drafting a policy ordinance.

Explanation of Appendices

Appendix A: The current Kenmore Temporary Use code.

Appendix B: A policy matrix comparing neighboring codes for temporary encampments and a proposal for Kenmore regulations, with columns for temporary shelters and low-barrier temporary shelters.

Appendix C: The Shoreline Temporary Use code with a section addressing “transitional encampments.” Shoreline’s code is characteristic of neighboring codes, with language for regulations that staff proposes be influential in Kenmore’s regulations.

Appendix D: The Tacoma Temporary Use code, with a section addressing “temporary shelters.” City Attorney Rod Kaseguma favors the setup of the Tacoma code, insisting that Kenmore’s code could follow a similar order in addressing regulation areas.

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Appendix A: Kenmore Temporary Use Code

6/7/2018

Chapter 18.100 GENERAL PROVISIONS – NONCONFORMANCE, EXISTING LEGAL USES, AND TEMPORARY USES

18.100.100 Temporary use permits.

A temporary use permit is a mechanism by which the *City* may permit a *use* to locate within the *City* on an interim basis, without requiring full compliance with the development standards, or by which the *City* may permit seasonal or transient *uses* not otherwise permitted.

Except as provided by KMC 18.100.110, a temporary use permit shall be required for:

A. *Uses* not otherwise permitted in the zone that can be made compatible for periods of limited duration and/or frequency;

B. *Uses* permitted in a zone which do not meet all of the required development standards but that can be made compatible for periods of limited duration and/or frequency; or

C. Limited expansion of any *use* that is otherwise allowed in the zone but which exceeds the intended scope of the original land use approval. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.110 Temporary use permits – Exemptions to permit requirement.

A. Any *use* not exceeding a cumulative total of two days each calendar year shall be exempt from requirements for a temporary use permit.

B. The following *uses* shall be exempt from requirements for a temporary use permit when located in the RB, WC, UC, CB, DC, PSP, P, or NB zone for the time period specified below:

1. *Uses* not to exceed a total of 30 days each calendar year:

- a. Christmas tree lots; and
- b. Produce stands.

2. *Uses* not to exceed a total of 14 days each calendar year:

- a. Amusement rides, carnivals, or circuses;
- b. Community festivals; and
- c. Parking lot sales.

C. Any community event held in a *park* and not exceeding a period of seven days shall be exempt from requirements for a temporary use permit.

D. Temporary uses or activities, conducted during an *emergency* event, or training exercises conducted at emergency sites, designated pursuant to an emergency management plan, shall not be subject to the provisions of this title. [Ord. 14-0391 § 2 (Exh. 1); Ord. 11-0329 § 3 (Exh. 1).]

18.100.120 Temporary use permits – Duration and frequency.

Temporary use permits shall be limited in duration and frequency as follows:

A. The temporary use permit shall be effective for up to 365 days after issuance by the *city manager*;

B. The temporary use shall not exceed a total of 90 days or as otherwise provided in this title; provided, that this requirement applies only to the days that the event(s) authorized by the permit actually takes place. This time limit may be extended by the *city* council following a public hearing on the proposal;

C. The temporary use permit shall specify a date upon which the *uses* shall be terminated and removed; and

6/7/2018

Chapter 18.100 GENERAL PROVISIONS – NONCONFORMANCE, EXISTING LEGAL USES, AND TEMPORARY USES

D. A temporary use permit shall not be granted for the same temporary use on a property more than once per calendar year; provided, that a temporary use permit may be granted for multiple events during the approval period. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.125 Temporary use permits – Decision criteria.

A temporary use permit shall be granted by the *City* only if the *applicant* demonstrates that:

A. The proposed temporary use will not be materially detrimental to the public welfare;

B. The proposed temporary use is compatible with existing land *uses* in the immediate vicinity in terms of noise and hours of operation; and

C. Adequate public off-street parking and traffic control for the exclusive use of the proposed temporary use can be provided in a safe manner. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.130 Temporary use permits – Parking.

Parking and access for proposed temporary *uses* shall be approved by the *City*. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.140 Temporary use permits – Traffic control.

The *applicant* for a proposed temporary use shall provide any parking/traffic control attendants as specified by the *department*. [Ord. 11-0329 § 3 (Exh. 1).]

Appendix B: Policy Comparison Matrix with Kenmore Proposal

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					Temporary Shelters	Low-barrier Shelters
Type of Permit	Temporary Use: Transitional Encampments	Temporary Use: Encampments	Transitory Accommodation		Temporary Use: Temporary Shelters	Temporary Use: Low-barrier Shelters
Permit Fee	Fee waived	\$231 plus technology fee	\$2842 including 5 percent technology fee	Woodinville: \$976, paid by sponsoring church Camp Unity said that some cities require an onerous application fee anywhere from \$300-\$2,000. In some cases they can get it waived	No fee	
Permitted Locations					Prohibited in critical areas and their buffers Not detrimental to the public welfare, compatible with existing uses in the immediate vicinity in terms of noise and hours of operation, adequate parking and traffic control provided in a safe manner Not in conflict with health and safety of the community Low-barrier shelters must be indoors	
Application	Permit issued by Director based on: Mitigated impacts on safety, health and parking Hours of operations specified Noise, light, and glare don't negatively affect surrounding area	Application provided by Planning and Building Department Reviewed and decided upon by planning official Transportation plan required with application	Permits issued by Community Development Director based on adequate impact mitigation Permit fee established by City Council Impact mitigation plan Code of conduct		City manager or designee authorizes permits based on public health and safety requirements being addressed and consideration of application's conformance to regulations	
Operating Hours						Open between the hours of 7:30 p.m. and 7:30 a.m.
Maximum Occupancy	100 maximum; 7,500 sq. ft. required for up to 50 first residents, 150 sq. ft. per resident after that	100 maximum		Camp Unity limit is 40	100 maximum Outdoor shelters: 150 sq. ft. required per resident Indoor shelters: Compliance with building code for safety	
Duration	90 days, with possible extension for 90 more days based on meeting site requirements	92 days	90 days	Camp Unity said that the common 90-day limit is difficult, due to preparations to move and moving. Much prefers 120 days	125 days (causes temporary shelter to only need 3 sites per year)	31 days

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					Temporary Shelters	Low-barrier Shelters
Frequency	Once vacated, site not authorized for new permit for 180 days	Once per 365 day period on same site	Permit for 90 days per site in 12-month period, cumulatively or consecutively		Once vacated, site not authorized for new permit for 180 days for a shelter of the same type (i.e., a low-barrier shelter cannot be followed by another low-barrier shelter on the same site until 180 days have transpired) A permit for a different shelter type on the same site can be issued with no required buffer time (i.e., a low-barrier shelter can come in December to a church that hosted an outdoor encampment from September to November) A temporary shelter and a low-barrier shelter cannot operate on the same site concurrently	
Concurrence				Some jurisdictions, such as Lynwood, stipulate that only one temporary homeless shelter can operate at a time	Only one shelter of each type (temporary shelter and low-barrier shelter) may operate in the city at any time	
Exterior boundary	10 ft. setbacks from neighboring properties, 5 ft. setback from right-of-way lines	Must be located a minimum of 20 ft. from property lines of abutting residential properties	No less than 20 ft. from adjacent property lines unless property gives consent		If outdoors, must be located a minimum of 20 ft. from property lines of abutting properties	
Sight-obscuring Fence	Six-foot sight-obscuring screen. Screen can't be black.	Sight-obscuring fence required around perimeter unless out of view of adjacent properties	Sight-obscuring fence required around perimeter unless out of view of adjacent properties		If outdoors, a six-foot-tall sight-obscuring fence required, unless site is out of view of adjacent properties	
Lighting		Exterior lighting must face downward and contained within encampment	Compliant with city light and glare regulations		If outdoors, exterior lighting must face downward and be contained within encampment	
Children		No children under 18 allowed in encampment			Persons under 18 only allowed if accompanied by a guardian or part of organization providing a meal	No children under 18 allowed in shelter
Pre-screening of Residents	Sex offender and warrant checks Identification list sent to King County Sheriff's Office Communication Center	Sex offender and warrant checks All police requirements for offenders met	Sex offender and warrant checks Police immediately notified if sex offender or person with active warrant identified	Lake City Partners Ending Homelessness has King County as its primary funder, and the county's funding is contingent upon low-barrier (no-screening) status	Sex offender and warrant checks Police immediately notified if sex offender or person with active warrant identified	Sex offender and warrant checks Police immediately notified if sex offender or person with active warrant identified UNLESS Funding agency's grant contingent upon no screening

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					Temporary Shelters	Low-barrier Shelters
Transportation		Transportation plan required with application	Temporary shelter must be located within one-half mile of a regular public transportation stop		Transportation plan required with application	Sponsoring organization provides bus tickets or other transportation for daytime hours when shelter is not operating
Adequate Facilities and Inspections	"Provide adequate sanitary facilities" Permit inspections by City and King County Health and Fire Departments at any reasonable time without notice Inspection by Fire Department first week of operation	"... compliance with Washington State and City codes concerning but not limited to drinking water connections, human waste, solid waste disposal, electrical systems and fire-resistant materials"	"All applicable city, county and state regulations pertaining to public health shall be met." Adequate toilet facilities as determined by Public Works Director Inspections permitted by the City to ensure public health at any time without notice	Camp Unity claims Tacoma's code overreaches. CUE has one shower for 40 residents and says it's adequate	Provide adequate sanitary facilities Permit inspections by City and King County Health, Fire and Police Departments at any reasonable time without notice Adequate access for emergency vehicles	
Parking		Parking for five vehicles shall be provided	Adequate parking will be provided so as to not reduce parking utilized by existing surrounding uses Proposed parking plan		Minimum of two (2) off-street parking spaces per 25 residents unless shelter is cold-weather shelter where amount of residents cannot be anticipated. In that case, a minimum of eight (8) off-street parking spaces is required Required parking for principal/existing use on-site shall not be displaced	
Code of Conduct	Code of conduct includes: -No drugs, alcohol, violence -Exclusion of sex offenders	Managing agency provides and enforces code of conduct containing the following as a minimum: -No drugs or alcohol -No weapons -No violence -No open flames -No loitering in surrounding neighborhood -Quiet hours	Required with names and phone numbers of persons comprising the applicant		Code of conduct required and submitted with application for review Includes at a minimum: -No drugs or alcohol -No weapons -No violence -No open flames -No loitering in surrounding neighborhood -Quiet hours	Code of conduct required and submitted with application for review Includes at a minimum: -No violence -No open flames -No loitering in surrounding neighborhood -Quiet hours
Supervision and Security					One representative of managing/sponsoring agency on site at all times	Two monitors required on site during operating hours

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					<i>Temporary Shelters</i>	<i>Low-barrier Shelters</i>
Smoking	Smoking only in designated area, must be 25 feet from neighboring properties				Smoking only in designated area, must be 25 feet from neighboring properties	
Quiet Hours					For outdoor encampments, quiet hours must be observed from 9:00 p.m. to 9:00 a.m.	
Notice	Neighborhood meeting and written summary before application is submitted	14 days before anticipated start, mailed notice to owners of property within 500 ft. and residents and tenants adjacent to property Published in city newspaper and posted on city web site	Comments sought from any public or private schools within 600 ft. of boundaries Mediation through city if necessary		30 days before application is submitted, property owners and residents within 500 ft. of site and the City must be mailed a notice by managing/sponsoring agency At least two weeks before application is submitted, a public information meeting must be held by managing/sponsoring agency	

Appendix C: Shoreline Temporary Use Code

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20.30.295 Temporary use.

A. A temporary use permit is a mechanism by which the City may permit a use to locate within the City (on private property or on the public rights-of-way) on an interim basis, without requiring full compliance with the Development Code standards or by which the City may permit seasonal or transient uses not otherwise permitted.

B. The Director may approve or modify and approve an application for a temporary use permit if:

1. The temporary use will not be materially detrimental to public health, safety, or welfare, nor injurious to property and improvements in the immediate vicinity of the subject temporary use;
2. The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use;
3. Adequate parking is provided for the temporary use and, if applicable, the temporary use does not create a parking shortage for the existing uses on the site;
4. Hours of operation of the temporary use are specified;
5. The temporary use will not create noise, light, or glare which would adversely impact surrounding uses and properties; and
6. The temporary use is not in conflict with the standards of the critical areas regulations, Chapter [20.80](#) SMC, Critical Areas, and is located outside the shoreline jurisdiction regulated by the Shoreline Master Program, SMC Title [20](#), Division II.

C. Except for transitional encampments, a temporary use permit is valid for up to 60 calendar days from the effective date of the permit, except that the Director may establish a shorter time frame or extend a temporary use permit for up to one year.

D. Additional Criteria for Transitional Encampment.

1. The site must be owned or leased by either a host or managing agency.
2. The application fee for a temporary use permit (TUP) for a transitional encampment is waived.
3. Prior to application submittal, the applicant is required to hold a neighborhood meeting and provide a written summary as set forth in SMC [20.30.045](#) and [20.30.090](#).
4. The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center.
5. The applicant shall have a code of conduct that articulates the rules and regulation of the encampment. These rules shall include, at a minimum, prohibitions against alcohol and/or drug use and violence; and exclusion of sex offenders. The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment.
6. The maximum number of residents at a transitional encampment site shall be determined taking into consideration site conditions, but shall in no case be greater than 100 residents at any one time. Any proposed site

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shall meet the site requirements in subsection (D)(7) of this section and be of sufficient size to support the activities of the transitional encampment without overcrowding of residents.

7. Site Requirements.

- a. The minimum useable site area for a transitional encampment shall be: 7,500 square feet for the first 50 residents, plus 150 square feet for each additional resident, up to the maximum allowable of 100 residents. The useable site area may be a combination of contiguous parcels in the same ownership of the host or managing agency.
- b. Tents and supporting facilities within an encampment must meet 10-foot setbacks from neighboring property lines, not including right-of-way lines or properties under the same ownership as the host agency. Setback from rights-of-way must be a minimum of five feet. Additional setback from rights-of-way may be imposed based on the City's Traffic Engineer's analysis of what is required for safety. Setbacks to neighboring property lines may be reduced by the Director to a minimum of five feet if it can be determined that the reduction will result in no adverse impact on the neighboring properties, taking into account site conditions that extend along the entire encampment area, including but not limited to:
 - i. Topography changes from adjoining property;
 - ii. Visually solid, minimum six-foot height, intervening structures;
 - iii. Distance from nearest structure on neighboring property;
 - iv. Vegetation that creates a visual screen.
- c. The transitional encampment shall be screened. The screening shall meet setbacks except screening or structures that act as screening that are already in existence. The color of the screening shall not be black.
- d. A fire permit is required for all tents over 400 square feet. Fire permit fees are waived.
- e. All tents must be made of fire resistant materials and labeled as such.
- f. Provide adequate number of 2A-10BC rated fire extinguishers so that they are not more than 75 feet travel distance from any portion of the complex. Recommend additional extinguishers in cooking area and approved smoking area.
- g. Smoking in designated areas only; these areas must be a minimum of 25 feet from any neighboring residential property. Provide ashtrays in areas approved for smoking.
- h. Emergency vehicle access to the site must be maintained at all times.
- i. Members of the transitional encampment shall monitor entry points at all times. A working telephone shall be available to ensure the safety and security of the transitional encampment at all times.
- j. Provide adequate sanitary facilities.

8. The encampment shall permit inspections by City, King County Health Department, and Fire Department inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit.

9. The encampment shall allow for an inspection by the Shoreline Fire Department during the initial week of the encampment's occupancy.

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10. Encampments may be allowed to stay under the temporary use permit for up to 90 days. A TUP extension may be granted for a total of 180 days, on sites where agencies in good standing have shown to be compliant with all regulations and requirements of the TUP process, with no record of rules violations. The extension request must be made to the City, but does not require an additional neighborhood meeting or additional application materials or fees.
11. Host or managing agencies may not host a transitional encampment on the same site within 180 days of the expiration date of the TUP for a transitional encampment.
12. At expiration of the permit, the host or managing agency shall restore the property to the same or similar condition as at permit issuance. (Ord. 762 § 1 (Exh. A), 2017; Ord. 724 § 1 (Exh. A), 2015; Ord. 425 § 1, 2006).

Appendix D: Tacoma Temporary Shelter Code

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a valid building permit for which a complete application is submitted within 18 months following said damage, which permit must be actively pursued to completion.

J. Nonconforming signs. Nonconforming signs shall be subject to the regulations found in Section 13.06.521.N. Signs for nonconforming commercial and/or industrial uses in a residential district shall be limited to the signage which existed at the time it became nonconforming or, in the event the sign is destroyed or removed, it may be replaced by a sign not to exceed 32 square feet.

(Ord. 28376 Ex. E; passed Aug. 16, 2016: Ord. 28336 Ex. C; passed Dec. 1, 2015: Ord. 28230 Ex. D; passed Jul. 22, 2014: Ord. 28077 Ex. C; passed Jun. 12, 2012: Ord. 27893 Ex. A; passed Jun. 15, 2010: Ord. 27771 Ex. C; passed Dec. 9, 2008: Ord. 27539 § 18; passed Oct. 31, 2006: Ord. 27431 § 11; passed Nov. 15, 2005: Ord. 27079 § 47; passed Apr. 29, 2003: Ord. 26933 § 1; passed Mar. 5, 2002)

13.06.635 Temporary use.

A. Purpose. The purpose of this section is to allow listed temporary uses which:

1. Are not contrary to the various purposes of this chapter;
2. Will not impede the orderly development of the immediate surrounding area, as provided for in the Comprehensive Plan and the zoning district in which the area is located; and
3. Will not endanger the health, safety, or general welfare of adjacent residences or the general public.

B. Temporary uses.

1. General. A temporary use shall be subject to the standards of development specified in this section.
2. Duration and/or frequency. Where permitted as a temporary use, the following uses may be authorized for the time specified in Table 1, and subject to Section 13.06.635.B.

Table #1: TEMPORARY USES ALLOWED – NUMBER OF DAYS ALLOWED	
Temporary Use Type	Days Allowed Per Year
Seasonal sales	45
Carnival	14
Temporary housing	See Section 13.06.635.B.3.a
Temporary office space	See Section 13.06.635.B.3.b
Temporary storage	See Section 13.06.635.B.3.d
Temporary shelters	See Section 13.06.635.B.4

a. The duration of the temporary use shall include the days the use is being set up and established, when the event actually takes place, and when the use is being removed.

b. A parcel may be used for no more than three temporary uses within a calendar year; provided, the time periods specified in Table 1 are not exceeded. Multiple temporary uses may occur on a parcel concurrently; provided, the time periods in Table 1 are not exceeded.

3. Temporary structure standards.

a. Temporary housing.

(1) Such use shall be placed on a lot, tract, or parcel of land upon which a main building is being in fact constructed. The applicant shall have a valid building permit approved by Planning and Development Services;

(2) Such uses are of a temporary nature not involving permanent installations, including structures and utilities;

(3) That such a house trailer or mobile home shall be located at least 25 feet away from any existing residences;

(4) That conformance with all applicable health, sanitary, and fire regulations occasioned by the parking and occupancy of said house trailer or mobile home shall be observed.

(5) The temporary housing shall be removed within 30 days after final inspection of the project, or within one year from the date the unit is first moved to the site, whichever may occur sooner.

b. Temporary office space.

(1) Such use shall be in accordance with the use regulations of the zoning district within which the temporary office is located.

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- (2) Such use is appropriate due to the construction or reconstruction of a main building or the temporary nature of the use.
- (3) Such use is of a temporary nature not involving permanent installations, including structures, utilities, and other improvements, unless such improvements are to be used in conjunction with a permanent structure, plans for which have been approved by Planning and Development Services. This provision shall not be construed to prohibit the installation of utilities necessary to serve the temporary use or the requiring of improvements necessary to eliminate or mitigate nuisances or adverse environmental impacts resulting from the temporary use.
- (4) Such a temporary building shall be located at least 25 feet away from any existing structure or structures under construction unless it can be demonstrated that a lesser distance will be adequate to safeguard adjacent properties and provide a safe distance from any construction occurring on the site.
- (5) Such temporary building shall not be required to comply with the design standards found in Section 13.06.501.
- (6) That conformance with all applicable health, sanitary, and fire regulations occasioned by the parking and occupancy of said temporary building shall be observed.
- (7) The temporary office shall be removed within 30 days after final inspection of the project, or within one year from the date the unit is first moved to the site, whichever may occur sooner.

c. Carnival.

- (1) Such uses are of a temporary nature not involving permanent installations, including both structures and utility services, except those already existing on the premises.
- (2) Proper regard shall be given to the controlling of traffic generated by the use with respect to ingress and egress to the given site and the off-street parking of automobiles attracted by the use.
- (3) That any structures, buildings, tents, or incidental equipment shall be located at least 200 feet from existing residences;
- (4) That off-street parking for the primary use on the site shall not be reduced below the required parking for that use.

d. Temporary storage. Temporary storage units are transportable units designed and used primarily for temporary storage of building materials, household goods, personal items and other materials for use on a limited basis. Temporary storage units, where allowed, shall be subject to the following standards:

- (1) Temporary storage units shall be allowed as part of an active construction project or active moving process.
- (2) In residential zoning districts, the maximum duration of temporary storage shall be 180-days in any two-year period, with up to one 60-day extension allowed at the discretion of Planning and Development Services.
- (3) In commercial, mixed-use or industrial zoning districts, temporary storage units shall be removed within 30 days after final inspection of the project.
- (4) Temporary storage units shall be placed in the least conspicuous location available to minimize disturbance to any adjoining properties and shall be located in accordance with all applicable building, health and fire safety ordinances and regulations. Units shall provide a minimum 5-foot setback from all exterior property lines and shall not be located within required buffer areas. Units shall not block, impair, or otherwise unduly inconvenience pedestrian or vehicular traffic patterns, emergency access, access points to the site, parking lots, or adjacent uses.
- (5) Such use is of a temporary nature not involving permanent installations, including structures, utilities, and other improvements, unless such improvements are to be used in conjunction with a permanent structure, plans for which have been approved by Planning and Development Services. This provision shall not be construed to prohibit the installation of utilities necessary to serve the temporary use or the requiring of improvements necessary to eliminate or mitigate nuisances or adverse environmental impacts resulting from the temporary use.
- (6) Such temporary building shall not be required to comply with the standard locational, bulk and area requirements or the design, landscaping, parking and other standards found in Sections 13.06.500-.522.
- (7) Planning and Development Services shall have full discretion to stipulate additional limitations or conditions on such temporary use to ensure that it does not unduly affect the health, safety, or general welfare of adjacent properties or residences or the general public.

4. Temporary Shelters.

a. Purpose. In recognition of the need for temporary housing for homeless persons, it is the purpose of this section to allow sponsoring religious, non-profit, and governmental organizations to use property owned or controlled by them for temporary homeless shelters, while preventing harmful effects associated with such uses, including the use of open flames, the possibility

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of impediments to emergency services, the possibility of environmental degradation, the use of improper sanitary facilities, and the possibility of any other factors that would be considered a nuisance under applicable laws.

b. Application. In order to allow sponsoring religious, non-profit, and governmental organizations to establish a temporary shelter on qualifying property, a permit must be obtained from Planning and Development Services in accordance with TMC 13.05, Land Use Permit Procedures, and the following:

(1) The Director of Planning and Development Services is authorized to issue permits for temporary shelters only upon demonstration that all public health and safety considerations have been adequately addressed, and may administratively adjust standards upon providing findings and conclusions that justify the requirements. A permit allowing a temporary shelter site may be terminated if the City determines the site is unfit for human habitation based on safety, sanitary conditions or health related concerns or activities have become disorderly or disorganized so as to impact the safety, health, and welfare of the neighborhood adjacent to the site.

(2) An application for a temporary shelter shall include the following:

(a) The dates of the start and termination of the temporary shelter;

(b) The maximum number of residents proposed;

(c) The location, including parcel number(s) and address(es);

(d) The names of the managing agency, proposed self-management plan (the self-management plan would require consultation with the sponsor and oversight by City staff and meetings with neighboring property owners, businesses, Safe Streets organizations, Neighborhood Councils, and/or similar organizations), or manager and sponsor;

(e) A site plan showing the following shall be prepared and reviewed by staff, which will make recommendations for best practices, including Crime Prevention through Environmental Design ("CPTED") principles:

(i) Property lines;

(ii) Property dimensions;

(iii) Location and type of fencing/screening (must be a minimum of ten feet from property lines);

(iv) Location of all support structures (administrative, security, kitchen, and dining areas) or planned space to be used inside an on-site structure;

(v) Method of providing and location of potable water;

(vi) Method of providing and location of waste receptacles;

(vii) Location of required sanitary stations (latrines, showers, hygiene, hand washing stations);

(viii) Location of vehicular access and parking;

(ix) Location of dwellings for each person (must meet Tacoma-Pierce County Health Department requirements);

(x) Entry/exit control points;

(xi) Internal pathways, and access routes for emergency services.

(f) A statement from the sponsoring religious, non-profit, or governmental organization regarding its commitment to maintain liability insurance in types and amounts sufficient to cover the liability exposures inherent in the permitted activity during the existence of any sponsored temporary shelter;

(g) a signed trespass order filed with the Tacoma Police Department;

(h) a mandatory preapplication meeting to be attended by city representatives, such as agents from Planning and Development Services and Neighborhood and Community Services, as deemed appropriate;

(i) transition plan for assisting residents in moving to another location.

c. Safety and health requirements. A temporary shelter shall be established in accordance with the following standards:

(1) No more than 100 residents shall be allowed per shelter location. The City may further limit the number of residents as site conditions dictate.

(2) A minimum of 7,500 square feet of site area shall be required for shelters serving up to 50 people. The minimum site area may be proportionally reduced if adjacent existing buildings are used for sleeping or support facilities such as kitchen, dining hall, showers, and latrines.

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(3) For a shelter serving more than 50 residents, the minimum 7,500 square-foot site area shall be increased by 150 square feet for each additional resident, up to a total of 100 residents.

(4) The maximum duration of a temporary shelter shall be 185 consecutive days, except as provided below:

(a) The Director may extend the permit once for up to 40 days if unforeseen problems arise regarding shelter relocation. An extension must be requested before the last 30 days of the temporary permit and will not be granted if any violation of the temporary shelter permit has occurred. Notice of such an extension shall be provided to the same notification list required for the original permit application, as well as any other individuals who commented on the original request.

(b) The Director may extend the permit once when inclement weather, natural disaster, or other emergency necessitates the continued use of the shelter location. The Director may extend the permit until the event necessitating the extension has ended but no longer than 90 days. An extension must be requested prior to the event or when reasonable given the circumstances of the event. Notice of such an extension shall be provided to the same notification list required for the original permit application, as well as any other individuals who commented on the original request.

(c) The Director may extend the temporary permit for a longer period, up to 180 days, if the shelter has demonstrated continuing need and demonstrated compliance with this chapter. An extension must be requested before the last 60 days of the existing temporary permit. As indicated in Section 13.05.020.H, the maximum duration for this type of temporary permit is one year, however, successive permits for one shelter facility can also be approved under this section. If an extension is approved, the decision shall address any appropriate modifications to conditions of approval. This type of long-term extension, or successive long-term permits, shall be processed in the same manner required for the original Temporary Shelters Permit (as outlined in Section 13.05), including the same level of community notification, community meeting, and comment period. The Director's decision regarding this type of extension shall require periodic monitoring not less than every 45 days. An extension shall not be granted if any violation of the existing temporary shelter permit has occurred. In considering whether to grant this type of long-term extension, the Director shall consider factors such as:

- i. The number of code compliance cases.
- ii. The number of calls placed to police due to disruptions on-site by residents.
- iii. The number of community engagements, which may include meetings or volunteer opportunities.
- iv. A report documenting the status of resident jobs, skills, or behavioral trainings.
- v. A report documenting efforts, up to and including, transitioning of residents into other temporary, long-term, or more stable housing.

(5) A temporary shelter may only return to the same site after six-months has lapsed since the end date of the previous temporary shelter.

(6) In no event shall more than six temporary shelter sites be permitted within the City at any given time. Additionally, a maximum of two (2) shelters should be allowed in any single Police Sector at any given time and a minimum of one mile must separate each temporary shelter site. Prior to approving a request for a second temporary shelter location within a sector, all other sectors shall have a temporary shelter location. As part of process for approving a second location within a sector, the City shall determine whether there are adequate City services to support the second location in a sector.

(7) Outdoor shelters shall be enclosed on all sides with a minimum six-foot tall, sight-obscuring fence. No fence will be required if the site is out of view of adjacent properties.

(8) Permanent structures are prohibited from being constructed within the temporary shelter site. Existing permanent structures may be used for sheltering or service provision.

(9) Temporary shelters are prohibited in Shoreline Districts, critical areas, and their buffers.

(10) The sponsoring religious, non-profit, or governmental organization shall work with Neighborhood and Community Services and other agencies to find more permanent housing solutions for the inhabitants of the shelter during its operation.

(11) One security/office/operations structure shall be provided for the site manager. The manager must be on site at all times. Persons who are acting as the on-site manager must be awake while on shift to monitor the security of the shelter and be ready and able to alert police and/or other emergency responders if the need arises.

(12) The minimum age for unaccompanied shelter residents is 18 years of age. Individuals under the age of 18 will only be allowed if accompanied by a guardian.

(13) Each resident shall be pre-screened for warrants and a background check shall be completed by the sponsor religious, non-profit, or governmental organization. No sex offenders will be permitted as shelter residents.

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(14) The temporary shelter must be located within one-half mile of a transit stop that is in service seven days per week.

(15) The following facilities and provisions must be made available on-site and approved for adequacy and location by the Tacoma-Pierce County Health Department prior to occupancy:

(a) Potable water as approved or provided by local utilities. Estimated usage is four to five gallons per day, per resident.

(b) Provide sanitary toilets as provided in the following table:

Number of residents	1-20	21-40	41-60	61-80	81-100
Number of toilets required	1	2	3	4	5

(c) Provide hand washing stations with warm water, soap, paper towels and covered garbage cans and recycling containers at the following locations:

(i) Hand washing stations next to toilets provided in the following manner:

Number of residents	1-15	16-30	31-45	46-60	61-75	76-90	91-100
Number of stations required	1	2	3	4	5	6	7

(d) Showering facilities are required as provided in the following table:

Number of residents	1-33	34-66	67-100
Number of showers required	1	2	3

(e) At least one food preparation area with refrigeration, sinks, and cooking equipment. If food is prepared on-site, adequate dishwashing facilities must be available.

(f) Food preparation, storage, and serving. No children under the age of ten shall be allowed in food preparation or storage areas.

(g) An adequate water source must be made available to the site.

(h) Indoor sleeping facilities must meet the following standards:

(i) Must comply with all life safety and building code requirements.

(i) Outdoor sleeping facilities must meet the following standards:

(i) Appropriate spacing is required between all temporary, semi-permanent, and permanent sleeping structures of all types, materials, and sizes. Appropriate spacing will be specified during application intake and review.

(j) Waste water disposal, which drains to sanitary sewer.

(k) Solid waste: Garbage and recycling removal by local utilities. Adequate scheduled dumping to prevent overflow. Infectious waste/sharps disposal shall be made available.

(l) Premises must be maintained to control insects, rodents, and other pests.

(16) Premises must be maintained as approved by the Tacoma Fire Department ("TFD"), including:

(a) Approval letter from the TFD, should the shelter site contain structures in excess of 200 square feet or canopies in excess of 400 square feet.

(b) Provide fire extinguishers in quantity and locations as specified by TFD.

(c) Adequate access for fire and emergency services, with a minimum of two access points, shall be maintained.

(d) No smoking or open flames shall be allowed in sleeping or food prep structures. Smoking within the shelter site will be within designated smoking areas only.

(e) Electrical inspections, in coordination with a Planning and Development Services electrical inspector, shall occur to ensure safe installation of power, if provided, including to support facilities (administration, security, kitchen, dining, shower, hygiene, and latrine facilities) and any sleeping structures.

(f) Security Plan. The security plan shall:

(i) List the contact name and phone number of the on-site manager;

(ii) Contain an evacuation plan for the temporary shelter;

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- (iii) Contain a controlled access plan for residents; and
- (iv) Contain a fire suppression and emergency access plan.

(17) Parking standards.

- (a) Parking spaces, layouts, and configuration shall be designed in accordance with TMC 13.06.510.
- (b) A minimum of two off-street parking spaces per 25 residents are required for all temporary shelters.
- (c) Any required parking for the principal/existing use on-site shall not be displaced as a result of the temporary shelter.

(18) Refuse and recycling containers shall be provided on-site, with service provided by Solid Waste Management and paid for by the applicant.

(Ord. 28498 Ex. A; passed Apr. 10, 2018; Ord. 28460 Ex. A; passed Oct. 17, 2017; Ord. 28216 Ex. C; passed Apr. 22, 2014; Ord. 28109 Ex. O; passed Dec. 4, 2012; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27079 § 48; passed Apr. 29, 2003; Ord. 26933 § 1; passed Mar. 5, 2002)

13.06.640 Conditional use permit.

A. Purpose. In many zones there are uses that may be compatible but because of their size, operating characteristics, potential off-site impacts and/or other similar reasons warrant special review on a case-by-case basis. The purpose of the conditional use permit review process is to determine if such a use is appropriate at the proposed location and, if appropriate, to identify any additional conditions of approval necessary to mitigate potential adverse impacts and ensure compatibility between the conditional use and other existing and allowed uses in the same zoning district and in the vicinity of the subject property. The zoning district use tables identify which uses require a conditional use permit (see Sections 13.06.100, -.200, -.300, and -.400). These uses may be authorized by the Director or Hearing Examiner in accordance with the procedures established in TMC 13.05 and the applicable criteria outlined below.

B. Conditional uses and height. Since certain conditional uses have intrinsic characteristics related to the function or operation of such uses, which may necessitate buildings or other structures associated with such uses to exceed the height limits of the zoning districts in which the conditional uses may be located, the Director or Hearing Examiner may authorize the height of buildings or other structures associated with the following conditional uses to exceed the height limit set forth in the zoning district in which such uses are located; provided, such height is consistent with the criteria contained in subsection C of this section:

1. Airports.
2. Religious assembly.
3. Schools, public or private.
4. Public safety and public services facilities.
5. Hospitals.
6. Wireless communication towers or wireless facilities, subject to the requirements set forth in Section 13.06.545, and the time limitations set forth in Chapter 13.05, Table G.
7. Utilities.
8. Park and recreation.
9. Surface Mining, and subject to the requirements of Section 13.06.540.

In order to ensure that the location and character of these uses will be compatible with the Comprehensive Plan, a review and decision by the Director or Hearing Examiner are required prior to the issuance of any conditional use permit.

C. Conditional Use Permits and Historic Properties. For proposals affecting properties that are listed individually on the Tacoma Register of Historic Places, or are within historic special review or conservation districts, the Director shall refer the complete application to the Landmarks Preservation Commission for comment regarding whether the proposal appears to meet applicable historic guidelines and standards.

D. Criteria. A conditional use permit shall be subject to the following criteria:

1. There shall be a demonstrated need for the use within the community at large which shall not be contrary to the public interest.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Discussion of St. Edward Ballfield Project Costs and Project Elements Proposed Council Action/Motion: Provide direction on project elements.	For Council Meeting Agenda of: 7/23/18 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent, Community Development Director</u> Initial & Date Approved by Department Head: <u>DA 7/16/18</u> Approved by City Attorney: <u>NIA</u> Approved by Finance Director: <u>One</u> Approved by City Manager: <u>ABR</u> Exhibits/Attachments: 1. 6/12/17 Agenda Bill, St Edward Ballfield status update 2. Construction 60% cost estimates for a synthetic or grass field. 3. Total project cost estimates for a synthetic or grass field 4. 5/14/18 draft Park CIP presented to council (Note: Staff are in the process of updating). 5. 2/1/18 memo St Edward Ballfield project status update (presented to Council at the 2/12/18 Council meeting)
INFORMATION/BACKGROUND: At the 7/23/18 Council meeting staff will present updated project cost estimates. Staff is requesting Council confirm and give direction on project elements to assist in development of the six-year (2019-2024) Park Capital Improvement Project (CIP) budget. \$7,071,910 Project Cost Estimate for Turf Fields (includes synthetic turf, field lighting, parking lot illumination, bleachers, dugouts): Construction costs have been trending upwards over the last few years, and the construction estimate reflects changes in unit prices (See attachment #2, numbers highlighted in pink). The construction cost estimate was also revised to includes items that have been added or amended to reflect design changes (see attachment #2, highlighted in purple). The total cost estimate (see attachment #3) also includes consultant costs and other project costs such as sales tax and project contingency. The following bullets show that estimated costs to complete the project have significantly increased: • \$4,869,106 (see attachment #1): staff presented cost estimates to Council 6/12/17 with costs based on 2016 data. • \$5,818,603 (see attachment #4) staff presented a draft Park Capital Improvement Program (CIP) to Council. Staff are in the process of updating the CIP. • \$7,071,910 (see attachment #3). The total project cost estimate July 2018 includes construction cost estimates based on a projected 2019 project construction (see attachment #2). The total cost includes: field lighting at approximately \$483,000, parking lot illumination \$41,000 and bleachers and dugouts \$25,000. \$5,450,510 Project Cost Estimate for Grass Fields (no field lighting, no parking lot illumination, no bleachers or dugouts): Costs assumed using the same kind of drainage system for the synthetic turf field. There may be some cost savings for a conventional underdrainage system. However, given site conditions and to meet stormwater requirements, water	

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quality, detention and subsurface collection are required whether the surface is turf or grass. Construction cost estimate provided (see attachment #2) and total project cost estimate (see attachment #3).

Project Status Update Since February 2018: The variance permit and SEPA application (submitted 7/28/17) remain under review pending the outcome of the SEPA Environmental Impact Statement (EIS). The EIS schedule has not yet been determined. Project updates are available on the City's website at <http://www.kenmorewa.gov/athletic-field-saint-edward>.

- 2/9/18: Staff submitted a response to the 10/16/17 project comments and requested corrections.
- 2/12/18: Staff gave a project update to Council at the 2/12/18 Council meeting (see attachment #5).
- 3/28/18: Staff met with State Parks Staff. State Parks staff have ongoing questions/concerns about the project.
- 5/21/18: Council directs staff to proceed with an Environmental Impact Statement (EIS) to identify and analyze environmental impacts, reasonable alternatives and possible mitigation. Estimated consultant costs for completing the EIS is \$300,000.
- 5/29/18: Staff notified State Parks staff about Council direction to pursue an EIS. Based on State Parks staff schedule they are tentatively available to discuss process and next steps in July.

FISCAL CONSIDERATION: City staff are in the process of updating the Park Capital Improvement Program (CIP) and will be bringing this back for Council consideration in September. The draft CIP presented to council 5/7/18 (see attachment #4) included \$5.4 million in the six-year period (2019-2024) and a project total of \$5,818,603 (2013-2024). Council direction at the May 2018 Council retreat was to proceed with an Environmental Impact Statement for the project, which is estimated at approximately \$300,000.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Council goal #6: To continue to implement a Parks Improvement Plan. A "Key Value" of the Park Recreation and Open Space (PROS) Plan is a park and recreation system that provides a diversity of facilities, balancing passive and active recreation, including athletic fields and that balances the needs of different age groups, abilities and interests. PROS plan Policy P-6.4.2 seek partnerships to enhance opportunities for public recreation on existing public property.



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Status Update on the St. Edward Ballfield Improvement Project	For Council Meeting Agenda of: June 12, 2017								
Proposed Council Action/Motion: Direction on staff recommendations for next steps	Department: <u>City Administration and Community Development</u>								
	Prepared by: <u>Rob Karlinsey, City Manager and Debbie Bent, Community Development Director</u>								
	<table> <tr> <td>Approved by Department Head:</td> <td><u>Initial & Date</u> <u>LA for DB, 6/8/17</u></td> </tr> <tr> <td>Approved by City Attorney:</td> <td><u> </u></td> </tr> <tr> <td>Approved by Finance Director:</td> <td><u> </u></td> </tr> <tr> <td>Approved by City Manager:</td> <td><u> </u></td> </tr> </table>	Approved by Department Head:	<u>Initial & Date</u> <u>LA for DB, 6/8/17</u>	Approved by City Attorney:	<u> </u>	Approved by Finance Director:	<u> </u>	Approved by City Manager:	<u> </u>
Approved by Department Head:	<u>Initial & Date</u> <u>LA for DB, 6/8/17</u>								
Approved by City Attorney:	<u> </u>								
Approved by Finance Director:	<u> </u>								
Approved by City Manager:	<u> </u>								
	Exhibits/Attachments: 1. Ballfield design 2. Spreadsheets showing estimated hours of field use (with and without lighting) and estimated revenues 3. Spreadsheet showing project cost estimate 4. Spreadsheet showing estimated revenues and expenditures for both capital improvements and operations/maintenance								
Next Steps and Staff Recommendations: At the 6/12/17 Council meeting, staff will provide a progress report on the St. Edward State Park ballfield improvement project. For next steps, staff recommends continuing to proceed with negotiating terms for a 20-year lease with State Park Staff and preparing materials for a land use permit application (critical area variance) and SEPA application. Staff also recommends that if light sensitive, State-priority species bats are present at St. Edward State Park (based on the results of the upcoming State Park study June/July), that field lighting be excluded from the project. Staff is requesting direction on staff recommendations. The renovation of the ballfields supports year-round recreation opportunities. The field will be available for scheduled use by youth and adult sport leagues as well as for informal recreational use by the public and other activities and events. The renovation will also support existing recreation uses: an adult cricket league that currently uses the field between May and October; the Wilderness Awareness School program; and informal recreation. The field is not currently used by any other youth or adult organized leagues. The youth and soccer leagues serving Kenmore are part of a larger service area and have experienced significant growth over the last few years and competition for use of fields. Renovating the fields at St. Edward will help meet Kenmore's proportionate share of fields for youth soccer and baseball. Lease Status: A long-term lease agreement is required between the City and State Parks to allow the City to improve, manage and maintain the ballfields at St. Edward State Park. On 1/22/16 a Memorandum of Agreement (Contract 16-C1507) was executed by the City and State Parks to work towards a long-term lease agreement. City staff and parks staff have been working on terms of a 20-year draft lease but there are still details to work out. The date for Commission action on the lease has not yet been determined. At the 5/17/17 State Park Commission meeting several commissioners expressed the desire to act on the lease by year end. Critical Area Variance Permit Status and SEPA Status: Since December 2016, staff has been compiling materials in support of a SEPA application and a critical area variance permit application to allow variance from the wetland buffer width requirement. A variance application is a Type 2 administrative decision by the Development Services Director appealable to the Kenmore Hearing Examiner. A combined SEPA process for the variance permit and lease is also required. Public comment periods and an appeal period are part of the SEPA and permit process.									

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The following is a tentative schedule for the permit and SEPA process.

- Late June: Submit critical area variance permit application and SEPA checklist
- August: Notice of Application for the permit with a 21-day public comment period
- September: Issue “draft” SEPA determination with a 14-day public comment period
- October: Issue SEPA and Permit decision with a 21-day appeal period
- November: Possible State Park Commission consideration of the ballfields lease. It is also anticipated that State Parks would schedule a public meeting in Kenmore to receive public comment prior to the Parks Commission’s November meeting held in Westport.

Status of Issues/Questions: Both City staff and State Parks staff have been compiling information to address questions raised by the State Park Commissioners at their November 2016 and January 2017 meetings, and questions from citizens.

- **Location of the headwaters of Stream 0226:** Several citizens questioned the location of the headwaters of Stream 0226 that is located southeast of the existing grass ballfield. In 2017 the City’s consultant ESA completed an updated “draft” Critical Area Report which defined the start of the stream channel approximately 500 feet south of the existing ballfield. A previous 2008 Critical Area Report identified the stream channel beginning 50 to 100 feet south of the ballfield. On 5/8/17 city staff, state park staff, the City’s environmental consultant and interested citizens met with WDFW staff on site. WDFW staff identified the likely location of the start of the stream; it appears that the stream at its identified location will not be affected by the project. This information regarding the stream will be referenced in an updated Critical Area report and SEPA checklist.
- **Confirmation of the wetland boundary:** Several citizens questioned the location of the wetland boundary delineated by ESA, the City’s environmental consultant. The Department of Ecology (DOE) has the regulatory authority to confirm wetland boundaries when there is a dispute. On 3/17/17 city staff, state park staff, the city’s environmental consultant and several citizens met with DOE staff on site but the verification could not be completed due to heavy rains in previous weeks. On 5/9/17 DOE revisited the site and confirmed the location of the wetland boundary as delineated by the City’s consultant.
- **Field lighting and bats:** State Park Commissioners raised questions about the effect of field lighting on nocturnal animals, particularly bats. State Parks staff are in the process of compiling a literature review and have consulted with WDFW. At the 5/17/17 Commission meeting, State Park staff recommended that a consultant be hired to complete a study in June and July to assess if light sensitive bats are present at the park. City staff recommends excluding field lighting from the project for the duration of the lease if the conclusion of the study is that light sensitive, State-priority species bats are present at the park. If light sensitive bats are not present, then City staff recommends including field lighting in the project.
- **Field use and field lighting:** The existing grass field is in poor condition. The grass field is currently used by The Olympic Cricket Club and Northwest Cricket club for practice and weekend games but is not used by any other youth or adult leagues. The proposed ballfield improvements will not preclude use of the field by the Wilderness Awareness School as their program is weekdays from 9-3pm and scheduled practice for Little League and Soccer starts generally at 4:00pm on weekdays. The draft lease terms will likely require that the City dedicate use of the field to State Parks for State Parks scheduled play, unscheduled play or open play or State Parks sponsored event of no less than 24 daylight hours per week between March 1st and November 1st with at least four of the hours available one weekday no sooner than 3 pm. The lease will also likely require no City scheduled games, practice games or tournament use on Memorial Day weekend or weekends and holidays July 1 through Labor Day without the prior consent of State Parks designated representative. Based on these terms, Attachment #2 shows use of fields by sports leagues under two scenarios: 1. Field lighting and no summer weekend practice/game use and 2. No field lighting and no summer weekend practice/game use. Lighting the fields increases available hours by approximately 36%. Fields are anticipated to be used approximately 60% by youth and 40% by adults, both with and without lights.
- **Noise and park users:** State Park Commissioners raised questions about noise from field use and how far away it could be heard by park users e.g. trail users. The City hired the Greenbusch Group in March 2017 to

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complete a noise study. The report is anticipated to be received the first week of June, and results will be incorporated into the SEPA checklist.

- **Parking demand:** State Park Commissioners raised questions about parking demand. State Park staff hired Sound Engineering late 2016 to review the parking study prepared by the City's consultant Fehr & Peers related to parking demand associated with ballfield use and provide an estimated 20-year parking demand project for general park visitor use. The study was completed in April 2017. The City received a copy of the study 5/15/17 which is currently being reviewed by the City's traffic consultant, Fehr & Peers. Results will be incorporated in the SEPA checklist.

There are 220 parking stalls available for visitors to St. Edward State Park; these visitors include ballfield users and spectators. The proposed project will increase the parking supply by 19 new parking stalls. The existing strip of gravel parking on the west side of the ball field (20 parking spaces) will be paved and restriped and pavement extended to add 8 new parking stalls. In addition, the northernmost parking lot (55 parking spaces) will be restriped to add 11 new parking stalls. Sound Engineering recommends a total of 36 stalls be added related to ballfield use over the term of the lease. Timing for provision of additional stalls (potentially 17) is still to be determined and will likely be addressed in the lease.

Proposed Ballfield Improvement Project Description: The City proposes improvements to the existing grass ballfield area footprint (approximately 3.5 acres) in St. Edward State Park to accommodate two little league fields, two youth soccer fields, one full-size soccer field or one full-size cricket field (see Attachment #1).

- **Wetland and Wetland Buffer:** The ballfields will be shifted to the west and moved outside of the delineated wetland area (but still within the existing grass footprint), so there will be no direct wetland impacts. Installation of the synthetic turf field would cover 37,932 square feet of disturbed wetland buffer, which is currently mowed grass (and is currently disturbing the buffer). Another 4,725 square feet of mowed wetland buffer would be filled during site grading, but not covered with synthetic turf. Approximately 30,000 square feet of wetland enhancement and 25,000 square feet of wetland buffer enhancement (total 1.3 acres) is proposed as mitigation for buffer impacts.
- **Stormwater and Turf:** As part of ballfield site preparation, approximately 131,000 square feet of sod will be removed from under the field. Once the sod is stripped, a 6-inch thick layer of free-draining aggregate will be placed over the subgrade, which will be covered with a 6-inch thick plastic grating drainage system. The field will be graded flat and covered with a non-toxic synthetic turf and contain a rounded silica sand or organic infill. The new 100,632 square foot synthetic turf field will be pervious, and a subsurface stormwater system will be installed to provide drainage for the field. Controlled stormwater detention will maintain the natural hydrology to the surrounding wetland. To integrate and blend the turf into the cultural landscape, the turf will be a dark green color as recommended by the Department of Archaeology and Historic Preservation.
- **Pathways:** Porous concrete will be used to provide a walking path around the perimeter of the fields, to support the backstop posts and to provide a floor surface in the new dugouts. An ADA-accessible permeable trail, approximately 6 feet wide, will be installed to connect the western side of the fields to the parking areas and access road. Soils that are disturbed by installation of the pathways will be hydroseeded with native grass seed following construction.
- **Field Lighting and Pedestrian Lighting:** Field lighting consisting of ten LED floodlight poles and lighting fixtures around the perimeter of the field are proposed to accommodate field use. A draft lease term requires that lighting be allowed no later than 9 pm each evening. State Parks will be contracting with a consultant to complete a study to determine if there are State-priority, light sensitive bat species present at the park. If these species are present, then staff recommends that field lighting be excluded from the ballfield project. The proposed lighting will consist of LED floodlights mounted on 70 foot tall galvanized steel poles. The poles will be installed as close to the field as possible to not compromise the safety of the players, to allow for pedestrian access, and to minimize impacts to wildlife habitat in the vicinity to the extent possible. Lighting will use the latest technology to minimize glare and light spillage. Lighting hours will be outlined in the lease agreement between the City of Kenmore and the State Park Commission, likely no earlier than 3pm or later than 9pm during scheduled field use. To further integrate the lighting fixtures to blend into the cultural

landscape, the pole color will be a dark green, as recommended by the Washington State Department of Archaeology and Historic Preservation.

The paving and illumination plan shows three proposed pedestrian light fixtures to be installed to illuminate the proposed improved parking area immediately west of the field. The color and type of fixture will be consistent with existing light fixtures at St. Edward State Park.

- **Backstops, Bleachers, Dugouts and Shed:** The existing backstop in the northwest corner of the field will be removed, and two new backstops will be installed; one in the northwest corner and the other in the southeast corner. The backstops will be approximately 24 feet high and made from chain-link fencing or netting material supported by metal posts. The dugouts will also be constructed of chain-link fencing with roofs. Covered bleachers are proposed and a small equipment shed (10' x 25') will be constructed near the southwest corner of the field. To further integrate improvements to blend into the cultural landscape, the backstop color will be green and the bleacher seating green or brown, as recommended by the Washington State Department of Archaeology and Historic Preservation.
- **Trees and Landscaping:** The conclusion of the City's Tree Protection plan is that no trees need to be removed to install ballfield improvements. Tree protection measures will be implemented during construction in accordance with recommendations in the Tree Protection Plan. State Park staff may remove any retained trees in the future if they are determined to be hazard trees in accordance with the State Park hazard tree policy such as posing a danger to structures or field users. Based upon a recommendation from the Washington State Department of Archaeology and Historic Preservation a mix of native conifers and shrubs will be planted adjacent to the north side of the field. The new plants will be installed to screen the ballfield, while still retaining some views of the ballfield and adjacent forest.
- **Parking:** See "Parking demand" on page 3 of this Agenda Bill.
- **Cultural/Historic Landscape:** In addition to the measures described above as recommended by the Department of Archaeology and Historic Preservation to integrate ballfield improvements into the cultural landscape, several cultural landscape restoration mitigation measures would be undertaken at the Nun's Garden, The Orchard and The Grotto at St. Edward State Park. Restoration measures will be consistent with treatment recommendations outlined in the 2006 Cultural Landscape Inventory prepared for St. Edward State Park prepared by the National Parks Service. If the project does not include field lighting, then restoration mitigation measures could also change.
- **Shoreline Restoration:** The current lease negotiations also include a proposal for a future shoreline restoration project at St. Edward State Park Lake Washington. While not a mitigation measure required for the ballfield project, some shoreline restoration may be pursued by the City of Kenmore in partnership with Washington State Parks, as a future project phase, dependent on grant funding. Additional SEPA review will be completed at the time of Shoreline Permit review. A preliminary project scope proposes to remove large angular boulders that form a bulkhead and three groins along the state park shoreline and fill remaining voids and depressions with gravels and sands that match the natural lakebed substrate. Enhancement of shoreline vegetation by planting additional coniferous trees and shrubs would also be a likely component of the project.

BACKGROUND:

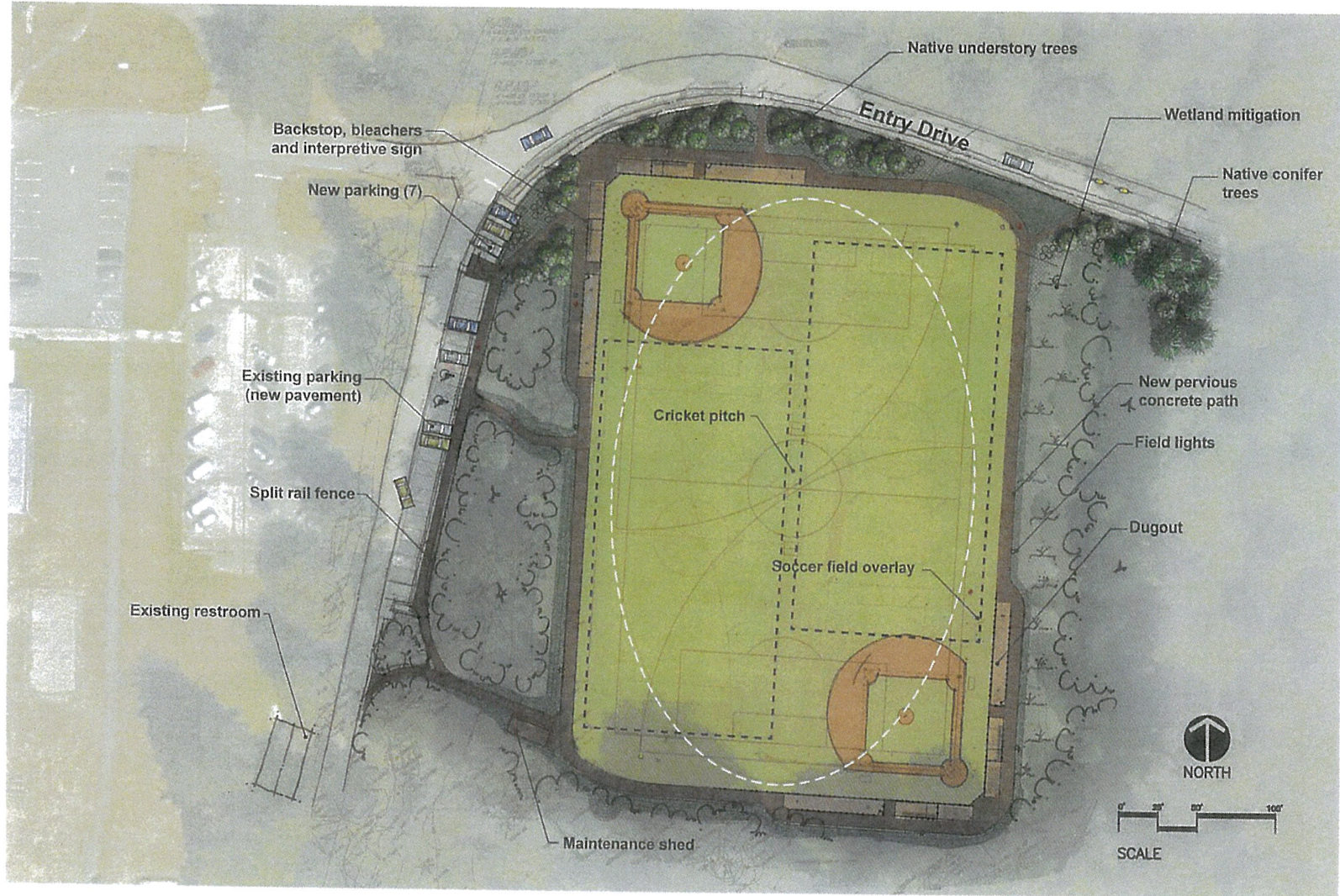
- 11/9/15 Council meeting, Council consensus directing staff to consider what is necessary for the City to assume control of the uses, improvements and maintenance of the ballfields, including potential costs.
- 12/14/15 letter from the City Manager to the Director of Washington State Parks, proposing to work on a long-term lease agreement
- 1/11/16 ballfield concept design presented to Council.
- 1/22/16 Contract 16-C1507 Memorandum of Understanding between the City and State Parks for preparing a long-term solution, likely a lease with final approval by the State Parks Commission whereby the City improves, manages and maintains the ballfields.
- 2/23/16 open house, presenting ballfield design concept.
- 3/31/16 presentation of ballfield design concept to the Park Commission.
- 5/23/16 Council authorizes the City Manager to execute Contract No. 16-C1561, the SEPA lead agency agreement assigning lead agency responsibilities for the proposed ballfield project.

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- 8/8/16 Staff submitted SEPA application 16-0097 and a Public Agency Utility Exception (PAUE) permit application PAUE 16-0098
- 8/31/16 status update to the Park Commission real estate committee.
- 9/9/16 SEPA notice issued providing a 21-day comment period.
- 10/31/16 Staff submitted revised documents to address SEPA comments and PAUE review comments.
- 11/16/16 status update to the Park Commission.
- 11/28/16 Growth Board decision on an appeal of the PAUE ordinance 16-0418, invalidating the ordinance and remanded it back to the City for action. As of 11/28/16 the PAUE application was therefore also void.
- On 5/8/17 the Council adopted Resolution 17-295 confirming that the PAUE regulations as existed prior to the adoption of Ordinance 16-0418.
- 1/26/17 status update to the Park Commission.
- 5/17/17 status update to the Park Commission.
- 5/22/17 status update to Council.

FISCAL CONSIDERATION: The ballfield project is identified in the adopted Park Capital Improvement Program as Project (P29). As design and lease negotiations progress, the capital cost of the ballfield project is being more fully developed. The current capital project cost estimate for the ballfields, including lighting, is approximately \$4.87 million. Funding sources for the project can include State recreation grants (\$750,000 currently proposed; awaiting State Legislature approval), King County recreation grant (\$611,000 secured), park impact fees, real estate excise tax (REET), strategic opportunities fund, and the general fund. To maintain a strong balance in REET and park impact fee funds, the City may consider issuing a multi-year note to be paid back with REET and/or park impact fee revenue. City staff are in the process of updating the Parks Capital Improvement Plan, and as the ballfields' capital costs are more fully developed, the City Council will be discussing the Parks CIP update, including funding sources for the ballfields, at one of its meetings in July. Attachment #3 shows the estimated ballfield improvement capital costs. Attachment #4 shows projected operation and maintenance expenditures/revenues.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Council goal #4: To continue to implement a Parks Improvement and Financial Plan. A "key value" of the Park Recreation and Open Space (PROS) Plan is a park and recreation system that provides a diversity of facilities, balancing passive and active recreation, including athletic fields and that balances the needs of different age groups, abilities and interests. PROS plan Policy P-6.4.2 seek partnerships to enhance opportunities for public recreation on existing public property.



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Attachment 2

BALLFIELDS: HOURS OF USE BY ALL SPORTS LEAGUES
LIGHTS-No Summer Weekends Estimate

Revised: 6/8/2017

Month	Days per Mo	Weeks per Mo	No. of Fields	Week days Practice Start	Week days Practice End	Hours per Day	Days per Week	Week day Hours per Week**	Week day Hours per Month	Week end Start Time	Week end Time	Ave Sunset Time	Ave Hrs per Day	Days per Week end	Ave # Fields per Week end	WE Hrs per Mo	Total Hours per Month	100% Scheduled Rental Fees
January	31	4.4	2			0	4	0	0			4:48	0	2	2	0	0	
February	28	4.0	2	4:00	9:00	5	4	40	160	8:00	9:00	5:31	0	2	2	0	160	
March	31	4.4	2	4:00	9:00	5	4	40	177	8:00	9:00	7:16	13	2	2	230	407	
April	30	4.3	2	4:00	9:00	5	4	40	171	8:00	9:00	8:00	13	2	2	223	394	
May*	31	3.0	2	4:00	9:00	5	4	40	120	8:00	9:00	8:32	13	2	1	78	198	
June	30	4.3	2	4:00	9:00	5	4	40	171	8:00	9:00	9:04	13	2	1	111	283	
July	31	4.4	2	4:00	9:00	5	4	40	177	8:00	9:00	9:06	13	0	1	0	177	
August	31	4.4	2	4:00	9:00	5	4	40	177	8:00	9:00	8:31	13	0	1	0	177	
Septembe	30	4.3	2	4:00	9:00	5	4	40	171	8:00	9:00	7:39	13	2	1	111	283	
October	31	4.4	2	4:00	9:00	5	4	40	177	8:00	9:00	6:22	13	2	2	230	407	
November	30	4.3	2	4:00	9:00	5	4	40	171	8:00	9:00	4:36	13	2	2	223	394	
December	31	4.4	2			0	4	0	0	8:00	9:00	4:23	13	2	2	230	230	
Yearly Totals:		50.7						Practice Hours:	1674				Game Hours:			1437	3112	

*Removed Memorial Day Weekend	Youth Practice Hourly Rate	\$35	Game Hourly Rate	\$60	
** Does not reflect any use of both fields as 1	Practice Revenue	58,600	Game Revenue	86,246	Total Revenue: \$144,846

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Sheet: 6-12-17 City Council
Date Printed: 6/9/2017

BALLFIELDS: HOURS OF USE BY ALL SPORTS LEAGUES
NO LIGHTS-No Summer Weekends Estimate

Revised: 6/8/2017

Month	Days per Mo	Weeks per Mo	No. of Fields	Week days Practice Start	Week days Practice End	Hours per Day**	Days per Week	Week day Hours per Week	Week day Hours per Month	Week end Start Time	Week end End Time	Ave Sunset Time	Ave Hrs per WE Day	Days per Week end	Ave # Fields per Week end	WE Hrs per Mo	Total Hours per Month	100% Scheduled Rental Fees
January	31	4.4	2			0.0	4	0	0			4:48		2	2	0	0	
February	28	4.0	2	4:00	5:30	1.5	4	12	48			5:31		2	2	0	48	
March	31	4.4	2	4:00	7:00	3.0	4	24	106	8:00	7:00	7:16	11.0	2	2	195	301	
April	30	4.3	2	4:00	8:00	4.0	4	32	137	8:00	8:00	8:00	12.0	2	2	206	343	
May*	31	3.0	2	4:00	8:30	4.5	4	36	108	8:00	8:30	8:32	12.5	2	1	75	183	
June	30	4.3	2	4:00	9:00	5.0	4	40	171	8:00	9:00	9:04	13.0	2	1	111	283	
July	31	4.4	2	4:00	9:00	5.0	4	40	177	8:00	9:00	9:06	13.0	0	1	0	177	
August	31	4.4	2	4:00	8:30	4.5	4	36	159	8:00	8:30	8:31	12.5	0	1	0	159	
Septembe	30	4.3	2	4:00	7:30	3.5	4	28	120	8:00	7:30	7:39	11.5	2	1	99	219	
October	31	4.4	2	4:00	6:30	2.5	4	20	89	8:00	6:30	6:22	10.5	2	2	186	275	
November	30	4.3	2	4:30	4:30	0	4	0	0	8:00	4:30	4:36	8.5	2	2	146	146	
December	31	4.4	2			0	4	0	0	8:00	4:30	4:23	8.5	2	2	151	151	
Yearly Totals:		50.7						Practice Hours:	1116				Game Hours:			1168	2284	

*Removed Memorial Day Weekend

** Does not reflect any use of both fields as 1

Youth Practice Hourly Rate \$35
Practice Revenue 39,060

Game Hourly Rate \$60
Game Revenue 70,071
Total Revenue: \$109,131

total with lights/total without 3112/2284 = change from no lights to lights
1.36
3112-2284 = 828 increase over 2284 36% increase in available hours

Attachment 3

Saint Edward State Park		
Ballfields Renovation		
Project Cost Estimate		
Date Prepared: Rev 6/1/2017		
Item	Project Est.	Totals
Construction Estimate - Perteet 7/29/2016	3,051,000	12.6%
Wetland Mitigation CN	25,000	
Interpretive Sign	5,000	
Conduit for Electrical	25,000	
TOTAL CONSTRUCTION COSTS:	3,106,000	
TOTAL CONSULTANT COSTS (from other page):	390,000	
Other Project Costs:		
WSST 10%	310,600	
Bidding Costs	2,000	
City Permits Eng, Bldg	20,000	
Utility Facilities Charge: Water Meter	10,000	
1% for Art - 1% of CN	31,060	
Project Contingency - 10% of CN	310,600	
Grant-Reimbursable Staff Costs \$6,000	6,000	
TOTAL OTHER PROJECT COSTS:	690,260	
Total Estimated Field Renovation:		4,186,260
Field Lighting		
Construction - BDA 12/2/15 Estimate	370,875	
Sales Tax - 10%	37,088	
Consultant Services - 10% of CN	37,088	
Construction Management	15,000	
Bidding Costs	2,000	
Permits	5,000	
1% for Art - 1% of CN	3,709	
Project Contingency - 10% of CN	37,088	
Electrical conduit not installed	-25,000	
TOTAL LIGHTING PROJECT COSTS:		482,846
Total Field and Lighting:		4,669,106
State Parks Project Additions - Prelim. Estimate		
Planning Level Est. Design & Construction-State Parks Additions		200,000
Total Field, Lighting and State Additions		4,869,106

J:\Parks Projects\Saint Edward State Park\2015 Ballfield Improvements Design\2017 0522 Consultant Deliverables Coordination Project Cost Est 2017 0601
Date Printed: 6/1/2017

Attachment 4

DRAFT St. Edward Ballfields Operating Projection
with Lighting

Ballfields Operating Account										
Year	1	2	3	4	5	6	7	8	9	10
Annual Operating Sources										
Field Use Fees	120,000	122,400	124,848	127,345	129,892	132,490	135,139	137,842	140,599	143,411
Annual General Fund Contribution	15,200	15,316	15,468	15,657	15,887	16,159	16,475	16,838	17,250	17,715
Total Sources	135,200	137,716	140,316	143,002	145,779	148,648	151,614	154,680	157,850	161,126
Annual Uses (Expenses)										
Part Time Maintenance Worker	31,500	32,760	34,070	35,433	36,851	38,325	39,858	41,452	43,110	44,834
Weekend On Call Maint. Worker	6,600	6,864	7,139	7,424	7,721	8,030	8,351	8,685	9,033	9,394
Supplies and Equipment	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378
Utilities	2,400	2,448	2,497	2,547	2,598	2,650	2,703	2,757	2,812	2,868
Repairs	8,500	8,670	8,843	9,020	9,201	9,385	9,572	9,764	9,959	10,158
Wetland & Buffer Establishment	13,200	13,464	13,733	14,008	14,288	14,574	14,865	15,163	15,466	15,775
Ground Lease Payment	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048
Other/Misc.	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171
Subtotal	82,700	85,216	87,816	90,502	93,279	96,148	99,114	102,180	105,350	108,626
Transfer to Turf Replacement Reserv	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500
Total Uses	135,200	137,716	140,316	143,002	145,779	148,648	151,614	154,680	157,850	161,126

Synthetic Turf Replacement Reserve Account										
Year	1	2	3	4	5	6	7	8	9	10
Beginning Fund Balance	0	52,500	105,000	157,500	210,000	262,500	315,000	367,500	420,000	472,500
Sources										
Transfer from Ballfields Account	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500
State & County Grants										600,000
Total Sources	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	652,500
Uses										
Synthetic Turf Replacement	0	0	0	0	0	0	0	0	0	1,125,000
Ending Account Balance	52,500	105,000	157,500	210,000	262,500	315,000	367,500	420,000	472,500	0

ATTACHMENT

2



Full Build-Out: Synthetic Fields with Illumination, Dugouts and Bleachers							
60% Opinion of Cost							
City of Kenmore - St. Edward State Park							
July 12, 2018							
SPEC. REFERENCE	ITEM			UNIT	QUANTITY	UNIT PRICE	AMOUNT
SCHEDULE A							
DIV 1	DUTY	GENERAL REQUIREMENTS					
1-04SP	P	UNEXPECTED SITE CHANGES	EST	1	\$ 5,000	\$ 5,000	
1-05SP	P	SITE SURVEYING	LS	1	\$ 10,000	\$ 10,000	
1-07	P	SPCC PLAN	LS	1	\$ 1,000	\$ 1,000	
1-09	P	MOBILIZATION	LS	1	\$ 248,000	\$ 248,000	
DIV 2	EARTHWORK						
2-01	P	CLEARING AND GRUBBING	ACRE	3.0	\$ 17,500	\$ 52,500	
		KILL AND TILL SOD	LS	1	\$ 14,045	\$ 14,045	
		CUT AND FILL (ASSUME 1 FOOT)	LS	1	\$ 75,900	\$ 75,900	
2-02SP	P	REMOVE STRUCTURES AND OBSTRUCTIONS	LS	1	\$ 6,000	\$ 6,000	
2-02SP	P	SAW CUTTING	LF	320	\$ 4	\$ 1,280	
2-03	P	EXCAVATION INCL. HAUL	CY	160	\$ 30	\$ 4,800	
2-03	P	GRAVEL BORROW INCL. HAUL	TON	11,430	\$ 30	\$ 342,900	
2-03SP	P	TOPSOIL REMOVAL INCL. HAUL	CY	6,100	\$ 30	\$ 183,000	
DIV 4	BASES						
4-04		CRUSHED SURFACING BASE COURSE	TON	800	\$ 30	\$ 24,000	
DIV 5	SURFACE TREATMENTS AND PAVEMENTS						
5-04	P	HMA CL 1/2 IN. PG 64-22	TON	120	\$ 110	\$ 13,200	
DIV 6	STEEL STRUCTURES						
6-03	B	STEEL MAINTENANCE BUILDING	LS	1	\$ 50,000	\$ 50,000	
6-05	B	DUGOUT BENCHES, BLEACHERS, AND BAT RACKS	LS	1	\$ 19,280	\$ 19,280	
6-05	B	SOCCER GOALS	PR	1	\$ 4,000	\$ 4,000	
DIV 7	DRAINAGE STRUCTURES, STORM SEWERS, SANITARY SEWERS, WATER MAINS, AND CONDUITS						
7-01SP	P	DRAIN PIPE 8 IN. DIAM.	LF	90	\$ 110	\$ 9,900	
7-01SP	P	UNDERDRAIN PIPE 6 IN. DIAM.	LF	1,900	\$ 20	\$ 38,000	
7-04SP	P	SCHEDULE A STORM SEWER PIPE 12 IN. DIAM.	LF	60	\$ 95	\$ 5,700	
7-04SP	P	GRAVEL BACKFILL FOR PIPE ZONE BEDDING	CY	93	\$ 30	\$ 2,794	
7-05SP	P	CATCH BASIN TYPE 2 54 IN. DIAM. W/FLOW RESTRICTOR	EA	1	\$ 7,000	\$ 7,000	
7-06SP	P	PLASTIC DETENTION GRID 54 FT. X 54 FT. X 3.5 FT.	LS	1	\$ 76,000	\$ 76,000	
		SILT POND	LS	1	\$ 3,278	\$ 3,278	
		SEDIMENT BARRIERS	LS	1	\$ 2,013	\$ 2,013	
		CONSTRUCTION FENCE	LS	1	\$ 3,000	\$ 3,000	
		OUTFALL SPLASH PAD	LS	1	\$ 989	\$ 989	
		BASEBALL 1 & 2 (SAND 9')	LS	1	\$ 117,318	\$ 117,318	
		INFIELD SOIL (6" OVER 3: SAND)	LS	1	\$ 21,714	\$ 21,714	
		BASEBALL 1 & 2 SUBDRAINAGE	LS	1	\$ 80,049	\$ 80,049	
7-08	P	STRUCTURE EXCAVATION CLASS B INCL. HAUL	CY	480	\$ 90	\$ 43,200	
7-08	P	SHORING OR EXTRA EXCAVATION CLASS B	SF	50	\$ 1	\$ 50	
7-17SP	P	8" CLEANOUT	EA	25	\$ 800	\$ 20,000	
	P	TURF UNDERDRAIN SYSTEM	SF	100,632	\$ 4	\$ 402,528	
DIV 8	MISCELLANEOUS CONSTRUCTION						
		DESIGN FEES	LS	1	\$ 58,593	\$ 58,593	
		WETLAND DELINEATION/REPORT (ESTIMATE)	LS	1	\$ 14,410	\$ 14,410	
		WETLAND MITIGATION (ESTIMATE)	LS	1	\$ 57,350	\$ 57,350	
8-01	P	STABILIZED CONSTRUCTION ENTRANCE	SY	170	\$ 25	\$ 4,250	
8-01	P	INLET PROTECTION	EA	1	\$ 100	\$ 100	
8-01SP	P	HIGH VISIBILITY FENCE	LF	1,400	\$ 4	\$ 5,600	
8-01	P	SILT FENCE	LF	600	\$ 5	\$ 3,000	
8-01	P	ESC LEAD	DAY	20	\$ 500	\$ 10,000	
8-01SP	P	SEEDING, FERTILIZING, AND MULCHING	SY	1,560	\$ 2.75	\$ 4,290	
		BASEBALL 1 & 2 SEEDING	LS	1	\$ 16,270.00	\$ 16,270	
		PERIPHERAL AREAS HYDROSEED	LS	1	\$ 2,972.00	\$ 2,972	
8-01SP	P	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)	LS	1	\$ 1,000	\$ 1,000	
8-02SP	P	TOPSOIL TYPE A (12" DEPTH)	SY	1,560	\$ 55	\$ 85,800	
8-02SP	P	REMOVE TREE	EA	3	\$ 1,800	\$ 5,400	
8-02SP	P	GRAVEL BACKFILL FOR DRAINS	CY	2,440	\$ 80	\$ 195,200	
8-20SP	P	ILLUMINATION SYSTEM - PARKING LOT	LS	1	\$ 32,000	\$ 32,000	
		FIELD LIGHTING	LS	1	\$ 370,875	\$ 370,875	
8-21	P	PERMANENT SIGNING	LS	1	\$ 800	\$ 800	
8-22	P	PAINT LINE	LF	630	\$ 2	\$ 1,260	
8-22	P	PLASTIC ACCESS PARKING SPACE SYMBOL WITH BACKGROUND	EA	2	\$ 500	\$ 1,000	
8-02	B	EVERGREEN TREES ALONG ENTRY DRIVE	EA	45	\$ 400	\$ 18,000	
8-02	B	IRRIGATION (EVERGREEN TREES AND FIELD PERIMETER)	LS	1	\$ 19,435	\$ 19,435	
		CUT-IN ASSEMBLY (IRRIGATION)	LS	1	\$ 2,310	\$ 2,310	
		CONTROLLER (IRRIGATION)	LS	1	\$ 3,960	\$ 3,960	
		BASEBALL 1 & 2 IRRIGATION	LS	1	\$ 43,546	\$ 43,546	
8-03	B	DOMESTIC WATER AND DRINKING FOUNTAIN	LS	1	\$ 18,206	\$ 18,206	
8-05	B	SYNTHETIC TURF AND PAD	SF	100,632	7.50	\$ 754,740	
8-05	B	BASES AND PLATES	EA	2	\$ 2,000	\$ 4,000	
8-12	B	CHAINLINK BACKSTOPS AND COVERED DUGOUTS/BLEACHERS	EA	2	\$ 100,000	\$ 200,000	



60% Opinion of Cost						
City of Kenmore - St. Edward State Park						
July 12, 2018						
SPEC. REFERENCE	ITEM		UNIT	QUANTITY	UNIT PRICE	AMOUNT
8-12	B	CHAINLINK SOCCER SCREEN	EA	2	\$ 50,000	\$ 100,000
8-12	B	6' CHAINLINK BULLPEN PERIMETER	LF	60	\$ 35	\$ 2,100
		CONCRETE PAVING (10' WIDE AT 2 BACKSTOPS)	LS	1	\$ 19,642	\$ 19,642
		CRUSHED ROCK PERIMETER PATH (10' WIDE)	LS	1	\$ 10,725	\$ 10,725
8-14	B	CONCRETE CURB AT BACKSTOPS	LF	320	\$ 20	\$ 6,400
8-14	B	PERVIOUS CONCRETE WALK	SF	15,855	\$ 9	\$ 142,695
8-20	B	SECONDARY POWER	LS	1	\$ 6,595	\$ 6,595
8-20	B	SCOREBOARDS	EA	2	\$ 10,000	\$ 20,000
		SCHEDULE A SUBTOTAL				\$ 4,130,962
		Construction Contingencies (10%)				
		SCHEDULE A TOTAL				\$ 4,131,000
			Inflation	Const. Year	Cost Index	
		SCHEDULE A FUTURE COST BASED ON INFLATION	0.05	2019	2016	\$ 4,783,000
SCHEDULE B - ADDITIONAL PARKING						
DIV 8 MISCELLANEOUS CONSTRUCTION						
8-21		57 STALLS ADDED TO EXISTING PARKING LOT	LS	1	\$ 156,037	\$ 156,037
	P	PERMANENT SIGNING	LS	1	\$ 400	\$ 400
8-22	P	PAINT LINE	LF	660	\$ 2	\$ 1,320
8-22	P	PAINT ARROW	EA	9	\$ 85	\$ 765
8-22	P	PAINT CROSSWALK	SF	437	\$ 5	\$ 2,185
8-22	P	REMOVING PAINT LINE	LF	880	\$ 1	\$ 880
		SCHEDULE B SUBTOTAL				\$ 161,587
		Construction Contingencies (10%)				
		SCHEDULE B TOTAL				\$ 161,600
			Inflation	Const. Year	Cost Index	
		SCHEDULE B FUTURE COST BASED ON INFLATION	0.05	2019	2016	\$ 188,000
ALL SCHEDULES						
CONSTRUCTION TOTAL						\$4,971,000

* CRUSHED ROCK SURFACING is assumed to be needed to raise baseball field above groundwater table.

X:\Kenmore, City of\Projects\20120170 - Professional Services Contract 12-C1082\035 - St. Edwards Park Sports Fields\Design\Estimates\EIS Alternatives\20120170.035 60% Estimate_Added nonoverlapping costs_2017-06-19.xlsx\Ba



Minimal Disturbance: Grass Fields without Illumination or Dugouts and Bleachers							
60% Opinion of Cost							
City of Kenmore - St. Edward State Park							
July 12, 2018							
SPEC. REFERENCE	ITEM			UNIT	QUANTITY	UNIT PRICE	AMOUNT
SCHEDULE A							
DIV 1	DUTY	GENERAL REQUIREMENTS					
1-04SP	P	UNEXPECTED SITE CHANGES	EST	1	\$ 5,000	\$	5,000
1-05SP	P	SITE SURVEYING	LS	1	\$ 10,000	\$	10,000
1-07	P	SPCC PLAN	LS	1	\$ 1,000	\$	1,000
1-09	P	MOBILIZATION	LS	1	\$ 248,000	\$	248,000
DIV 2	EARTHWORK						
2-01	P	CLEARING AND GRUBBING	ACRE	3.0	\$ 17,500	\$	52,500
		KILL AND TILL SOD	LS	1	\$ 14,045	\$	14,045
		CUT AND FILL (ASSUME 1 FOOT)	LS	1	\$ 75,900	\$	75,900
2-02SP	P	REMOVE STRUCTURES AND OBSTRUCTIONS	LS	1	\$ 6,000	\$	6,000
2-02SP	P	SAW CUTTING	LF	320	\$ 4	\$	1,280
2-03	P	EXCAVATION INCL. HAUL	CY	160	\$ 30	\$	4,800
2-03	P	GRAVEL BORROW INCL. HAUL	TON	11,430	\$ 30	\$	342,900
2-03SP	P	TOPSOIL REMOVAL INCL. HAUL	CY	6,100	\$ 30	\$	183,000
DIV 4	BASES						
4-04		CRUSHED SURFACING BASE COURSE	TON	800	\$ 30	\$	24,000
DIV 5	SURFACE TREATMENTS AND PAVEMENTS						
5-04	P	HMA CL 1/2 IN. PG 64-22	TON	120	\$ 110	\$	13,200
DIV 6	STEEL STRUCTURES						
6-03	B	STEEL MAINTENANCE BUILDING	LS	1	\$ 50,000	\$	50,000
6-05	B	DUGOUT BENCHES, BLEACHERS, AND BACKstops	LS	0	\$ 19,280	\$	-
6-05	B	SOCCER GOALS	PR	1	\$ 4,000	\$	4,000
DIV 7	DRAINAGE STRUCTURES, STORM SEWERS, SANITARY SEWERS, WATER MAINS, AND CONDUITS						
7-01SP	P	DRAIN PIPE 8 IN. DIAM.	LF	90	\$ 110	\$	9,900
7-01SP	P	UNDERDRAIN PIPE 6 IN. DIAM.	LF	1,900	\$ 20	\$	38,000
7-04SP	P	SCHEDULE A STORM SEWER PIPE 12 IN. DIAM.	LF	60	\$ 95	\$	5,700
7-04SP	P	GRAVEL BACKFILL FOR PIPE ZONE BEDDING	CY	93	\$ 30	\$	2,790
7-05SP	P	CATCH BASIN TYPE 2 54 IN. DIAM. W/FLOW RESTRICTOR	EA	1	\$ 7,000	\$	7,000
7-06SP	P	PLASTIC DETENTION GRID 54 FT. X 54 FT. X 3.5 FT.	LS	1	\$ 76,000	\$	76,000
		SILT POND	LS	1	\$ 3,278	\$	3,278
		SEDIMENT BARRIERS	LS	1	\$ 2,013	\$	2,013
		CONSTRUCTION FENCE	LS	1	\$ 3,000	\$	3,000
		OUTFALL SPLASH PAD	LS	1	\$ 989	\$	989
		BASEBALL 1 & 2 (SAND 9')	LS	1	\$ 117,318	\$	117,318
		INFIELD SOIL (6" OVER 3: SAND)	LS	1	\$ 21,714	\$	21,714
		BASEBALL 1 & 2 SUBDRAINAGE	LS	1	\$ 80,049	\$	80,049
7-08	P	STRUCTURE EXCAVATION CLASS B INCL. HAUL	CY	480	\$ 90	\$	43,200
7-08	P	SHORING OR EXTRA EXCAVATION CLASS B	SF	50	\$ 1	\$	50
7-17SP	P	8" CLEANOUT	EA	25	\$ 800	\$	20,000
	P	TURF UNDERDRAIN SYSTEM	SF	100,632	\$ 4	\$	402,528
DIV 8	MISCELLANEOUS CONSTRUCTION						
		DESIGN FEES	LS	1	\$ 58,593	\$	58,593
		WETLAND DELINEATION/REPORT (ESTIMATE)	LS	1	\$ 14,410	\$	14,410
		WETLAND MITIGATION (ESTIMATE)	LS	1	\$ 57,350	\$	57,350
8-01	P	STABILIZED CONSTRUCTION ENTRANCE	SY	170	\$ 25	\$	4,250
8-01	P	INLET PROTECTION	EA	1	\$ 100	\$	100
8-01SP	P	HIGH VISIBILITY FENCE	LF	1,400	\$ 4	\$	5,600
8-01	P	SILT FENCE	LF	600	\$ 5	\$	3,000
8-01	P	ESC LEAD	DAY	20	\$ 500	\$	10,000
8-01SP	P	SEEDING, FERTILIZING, AND MULCHING	SY	1,560	\$ 2.75	\$	4,290
		BASEBALL 1 & 2 SEEDING	LS	1	\$ 16,270.00	\$	16,270
		PERIPHERAL AREAS HYDROSEED	LS	1	\$ 2,972.00	\$	2,972
8-01SP	P	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)	LS	1	\$ 1,000	\$	1,000
8-02SP	P	TOPSOIL TYPE A (12" DEPTH)	SY	1,560	\$ 55	\$	85,800
8-02SP	P	REMOVE TREE	EA	3	\$ 1,800	\$	5,400
8-02SP	P	GRAVEL BACKFILL FOR DRAINS	CY	2,440	\$ 80	\$	195,200
8-20SP	P	ILLUMINATION SYSTEM - PARKING LOT	LS	0	\$ 32,000	\$	-
		FIELD LIGHTING	LS	0	\$ 370,875	\$	-
8-21	P	PERMANENT SIGNING	LS	1	\$ 800	\$	800
8-22	P	PAINT LINE	LF	630	\$ 2	\$	1,260
8-22	P	PLASTIC ACCESS PARKING SPACE SYMBOL WITH BACKGROUND	EA	2	\$ 500	\$	1,000
8-02	B	EVERGREEN TREES ALONG ENTRY DRIVE	EA	45	\$ 400	\$	18,000
8-02	B	IRRIGATION (EVERGREEN TREES AND FIELD PERIMETER)	LS	1	\$ 19,435	\$	19,435
		CUT-IN ASSEMBLY (IRRIGATION)	LS	1	\$ 2,310	\$	2,310
		CONTROLLER (IRRIGATION)	LS	1	\$ 3,960	\$	3,960
		BASEBALL 1 & 2 IRRIGATION	LS	1	\$ 43,546	\$	43,546
8-03	B	DOMESTIC WATER AND DRINKING FOUNTAIN	LS	1	\$ 18,206	\$	18,206
8-05	B	GRASS SEEDING OVER TOPSOIL TYPE A FOR 12.00" DEPTH	ACRE	2	\$ 8,500.00	\$	19,637
8-05	B	BASES AND PLATES	EA	2	\$ 2,000	\$	4,000
8-12	B	CHAINLINK BACKSTOPS AND COVERED DUGOUTS/BLEACHERS	EA	2	\$ 100,000	\$	200,000



60% Opinion of Cost						
City of Kenmore - St. Edward State Park						
July 12, 2018						
SPEC. REFERENCE	ITEM		UNIT	QUANTITY	UNIT PRICE	AMOUNT
8-12	B	CHAINLINK SOCCER SCREEN	EA	2	\$ 50,000	\$ 100,000
8-12	B	6' CHAINLINK BULLPEN PERIMETER	LF	60	\$ 35	\$ 2,100
		CONCRETE PAVING (10' WIDE AT 2 BACKSTOPS)	LS	1	\$ 19,642	\$ 19,642
		CRUSHED ROCK PERIMETER PATH (10' WIDE)	LS	1	\$ 10,725	\$ 10,725
8-14	B	CONCRETE CURB AT BACKSTOPS	LF	320	\$ 20	\$ 6,400
8-14	B	PERVIOUS CONCRETE WALK	SF	15,855	\$ 9	\$ 142,695
8-20	B	SECONDARY POWER	LS	1	\$ 6,595	\$ 6,595
8-20	B	SCOREBOARDS	EA	2	\$ 10,000	\$ 20,000
SCHEDULE A SUBTOTAL						\$ 2,973,703
		Construction Contingencies (10%)				
SCHEDULE A TOTAL						\$ 2,974,000
			Inflation	Const. Year	Cost Index	
SCHEDULE A FUTURE COST BASED ON INFLATION			0.05	2019	2016	\$ 3,443,000
SCHEDULE B - ADDITIONAL PARKING						
DIV 8 MISCELLANEOUS CONSTRUCTION						
8-21		57 STALLS ADDED TO EXISTING PARKING LOT	LS	1	\$ 156,037	\$ 156,037
	P	PERMANENT SIGNING	LS	1	\$ 400	\$ 400
8-22	P	PAINT LINE	LF	660	\$ 2	\$ 1,320
8-22	P	PAINT ARROW	EA	9	\$ 85	\$ 765
8-22	P	PAINT CROSSWALK	SF	437	\$ 5	\$ 2,185
8-22	P	REMOVING PAINT LINE	LF	880	\$ 1	\$ 880
SCHEDULE B SUBTOTAL						\$ 161,587
		Construction Contingencies (10%)				
SCHEDULE B TOTAL						\$ 161,600
			Inflation	Const. Year	Cost Index	
SCHEDULE B FUTURE COST BASED ON INFLATION			0.05	2019	2016	\$ 188,000
ALL SCHEDULES						
CONSTRUCTION TOTAL						\$3,631,000

* CRUSHED ROCK SURFACING is assumed to be needed to raise baseball field above groundwater table.

X:\Kenmore, City of\Projects\20120170 - Professional Services Contract 12-C1082\035 - St. Edwards Park Sports Fields\Design\Estimates\EIS Alternatives\20120170.035 60% Estimate_Added nonoverlapping costs_2017-06-19.xlsx\Ba

Attachment 3

**Saint Edward State Park
Ballfields Renovation**

Project Cost Estimate

Date Revised: 7/12/2018

Grass Fields No Lighting

Item	Project Est.	Totals
Estimated Construction Costs - Perteeet 7/12/2018 lighted turf	3,631,000	
TOTAL CONSTRUCTION COSTS:	3,631,000	
TOTAL CONSULTANT COSTS* including \$300k EIS:	690,000	19.0%
<u>Other Project Costs:</u>		
WSST 10%	363,100	
Bidding Costs	2,000	
City Permits: Eng, Bldg, Var	30,000	
Utility Facilities Charges: Water Meter	25,000	
Electrical Service Fee	10,000	
1% for Art - 1% of Estimated Construction	36,310	
Project Contingency - 10% of Estimated Construction	363,100	
Four years - mitigation monitoring and maintenance	40,000	
Staff Costs	60,000	
TOTAL OTHER PROJECT COSTS:	929,510	
Total Estimated Field Renovation:		5,250,510

State Parks Project Additions - Preliminary Estimate	
Planning Level Est. Design & Construction for State Parks Additions	200,000
Total Field and State Parks Additions	5,450,510

*Total includes expenditures in prior budget years

**Saint Edward State Park
Ballfields Renovation**

Project Cost Estimate

Date Revised: 7/12/2018

Synthetic Turf Fields with Lighting

Item	Project Est.	Totals
Estimated Construction Costs - Pertee 7/12/2018 lighted turf	4,971,000	
TOTAL CONSTRUCTION COSTS:	4,971,000	
TOTAL CONSULTANT COSTS* including \$300k EIS:	690,000	13.9%
<u>Other Project Costs:</u>		
WSST 10%	497,100	
Bidding Costs	2,000	
City Permits: Eng, Bldg, Var	30,000	
Utility Facilities Charges: Water Meter	25,000	
Electrical Service Fee	10,000	
1% for Art - 1% of Estimated Construction	49,710	
Project Contingency - 10% of Estimated Construction	497,100	
Four years - mitigation monitoring and maintenance	40,000	
Staff Costs	60,000	
TOTAL OTHER PROJECT COSTS:	1,210,910	
Total Estimated Field Renovation:		6,871,910

State Parks Project Additions - Preliminary Estimate	
Planning Level Est. Design & Construction for State Parks Additions	200,000
Total Field and State Parks Additions	7,071,910

*Total includes expenditures in prior budget years

Attachment 4

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	\$15,520,000

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

Attachment 5



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

MEMO

TO: Rob Karlinsey, City Manager
FROM: Debbie Bent, Community Development Director *DB*
DATE: February 1, 2018
SUBJECT: St. Edward Ballfield Project Status Update

At the 1/29/18 Council meeting, Council requested a status update on the St. Edward Ballfield project. A 12/11/17 memo (attached) was provided to Council in the January 5th-6th Council agenda retreat packet.

Staff is very close to having materials ready to submit a response to all review comments.

Attachments

Attachment 1: 12/11/17 staff memo "St Edward Ballfield Project Status Update"



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

MEMO

TO: Rob Karlinsey, City Manager
FROM: Debbie Bent, Community Development Director 
DATE: December 11, 2017
SUBJECT: St. Edward Ballfield Project Status Update.

Project Description: About two years ago, the City Council gave direction to propose renovating the existing ballfield at St. Edward State Park to a new public sports field. The field is designed to accommodate two little league fields, two youth soccer fields, one full size soccer field or one full size cricket field. The proposed improvements will stay within the footprint of the existing ballfield and is smaller than the 3-diamond configuration proposed in 2007. Proposed improvements include new synthetic turf, bleachers, backstops, dugouts, a perimeter walking path, field lighting, maintenance shed, landscaping, wetland restoration and buffer enhancement, drainage improvements, and parking improvements.

Status of SEPA/Lease/Critical Area Variance Permit: On January 22, 2016, a Memorandum of Understanding (Contract 16-C1507) was executed between the City and State Parks to prepare a long term (20 year) lease whereby the City would improve the ballfields and manage and maintain them. On June 6, 2016, a SEPA Lead Agency Agreement (Contract 16-C1561) was executed between the City and State Parks to coordinate SEPA documents and nominate the City as the SEPA lead agency.

On July 28, 2017, a Critical Area Variance Permit application (to allow variance from wetland buffer widths) and SEPA application was submitted to the City's Development Services Department. The City as applicant is in the process of providing a response to public comments submitted under two public review comment periods ending 9/25/17 (approximately 36 commenters in opposition and approximately 99 commenters in favor of the project). The City is also responding to review comments received from State Parks staff on the SEPA checklist in August 2017 and the City's Development Services Department review team comments received 10/16/17. The City is providing a consolidated response to all comments. Given the quantity and complexity of comments it is anticipated that a response may not be ready until January 2018. State Parks staff and the City's Development Services Department review team will then review the response which could potentially lead to one or more rounds of review/response.

Once all review comments have been addressed the City's Development Services Director (who is also the SEPA official) issues a SEPA determination and decision on the Critical Areas Variance. The SEPA determination could be a Determination of Non-Significance (DNS), Mitigated Determination of Non-Significance (MDNS) or Determination of Significance (DS).

The SEPA decision and variance decision may be appealed to the Kenmore Hearing Examiner. Following issuance of a SEPA determination the State Park Commission may consider action on a long-term lease. The terms/conditions for a long-term 20-year lease are still under discussion between City staff and parks staff.

The 10/17/17 letter from Don Hoch Director of the Washington State Parks and Recreation Commission (Attachment #1) outlined mitigation measures that require City commitment for State Parks staff to proceed with SEPA and a long-term lease. The City provided an 11/2/17 response letter (Attachment #2) reiterating the city's earlier request for State Parks to wait on making final conclusions until the City has responded to review comments and issues a SEPA threshold determination. In this letter, the City also requested a meeting to specifically discuss field lighting, impacts and mitigation measures. An 11/6/17 letter from Don Hoch (Attachment #3) invited the City to attend the 11/16/17 commission meeting. Three representatives of the city did attend the commission meeting in Westport.

At the 11/16/17 State Parks Commission meeting in Westport, the slide presentation Attachment #4) given by Parks Staff included next steps described as follows:

- Meet with City to ensure that environmental and lease requirements are mutually understood
- Consider utilizing a facilitator to ensure effective exchange of information
- If at impasse, exit SEPA lead agency agreement. The City may then proceed independently with SEPA to secure a variance from its Critical Areas Ordinance
- City may request a lease for which State Parks would lead environmental review

ATTACHMENT
1



WASHINGTON STATE PARKS AND RECREATION COMMISSION

www.parks.state.wa.us

October 17, 2017

Rob Karlinsey, City Manager
City of Kenmore
18120 68th Avenue NE
Kenmore, Washington 98028

Dear Mr. Karlinsey:

Thank you for your staff's response to our letter of September 13, 2017. I very much appreciate your clarification of the City's process, as well as steps the City intends to take moving forward its ballfield proposal.

As we have learned during the past sixteen months, the City's application of SEPA procedures differs considerably from that of State Parks. Nevertheless, pursuant to Section IV.B of our SEPA Lead Agency Agreement, we acknowledge the six steps outlined in your letter as an alternate resolution and agree to maintain our agreement if the City can meet additional considerations outlined in this letter.

As the SEPA process has identified potential environmental impacts of the proposed ballfield project, the City has, in our view, struggled to demonstrate that ballfields can be constructed in harmony with the surrounding state park and its recreation and conservation purpose. A ballfield development, while not *aligned* with State Parks' mission, may nevertheless be *compatible* with the agency's mission if impacts to natural systems and the state park experience can be mitigated to State Parks' standards.

We must therefore insist that the City's proposal provide sufficient detail by which State Parks staff can comprehensively identify and analyze impacts to the environment. The City must also commit to corresponding mitigations to assure that ballfield improvements remain compatible with State Parks' mission and consistent with the Commission's adopted policies and plans.

For State Parks to continue consideration of the ballfield proposal, the City will need to:

1. Refine design of ballfield improvements in collaboration with State Parks staff to the degree necessary to conduct appropriate environmental review, including at minimum:
 - o Removing ballfield lighting from design.
 - o Including 36 new parking stalls to fully account for ballfield use during a twenty year lease term.
 - o Specifying materials and systems that will be used to manage ballfield related stormwater quality and quantity.

- Renovating existing restroom serving ballfields to meet current code and anticipated additional use.
- 2. Fully describe potential impacts of ballfield improvements and corresponding mitigations in the current SEPA checklist, and otherwise incorporate edits and act on suggestions provided by State Parks staff.
- 3. Agree to lease provisions that offset costs and other impacts on state park operations including at minimum:
 - Completing necessary tree removal and pruning identified by State Parks staff and developing a tree risk management plan to guide future management activities using the State Parks' critical root zone tree protection standards.
 - Payment of \$13,000 annually to offset additional operating expenses.
 - Guarantee \$13,000 in annual sales of Discover Passes (e.g., purchase passes from State Parks for distribution or resale to ballfield users).
 - Prepare an ongoing operations plan to specify roles, responsibilities, and communications the City and State Parks will undertake during the course of the lease.

With specific regard to lighting, it remains my understanding that significant impacts associated with ballfield lighting, including those to light-sensitive bats and the underlying ecosystem supporting them, cannot be mitigated sufficiently within the park. It is the Commission's policy that any impacts to wildlife arising from development activities must be avoided, mitigated on-site, or in rare circumstances, mitigated off-site. Because ballfield lighting is not critical to the mission and purpose of Saint Edward State Park, State Parks staff will not be able to recommend to the Commission an action that would likely cause unmitigated harm to the park's wildlife or its supporting habitat.

If State Parks' staff determines that the updated proposal is incomplete, has impacts that are inadequately mitigated, or has analysis insufficient for the purposes of making an informed decision, my only option would be to terminate our SEPA Lead Agency Agreement, pursuant to paragraph V.F. The City and State Parks will then each be responsible for environmental review for the portion of the project under their jurisdiction (Section IV.C). In this case, I would likely halt any additional investment of time or resources in this project.

I request that you respond to this letter in writing no later than Tuesday, October 31, 2017, indicating whether the City will agree to the suggested resolution and describing how the City intends to satisfy the requirements outlined in this letter. Please let me know if you have any questions about this information.

Sincerely,



Donald Hoch
Director



City of Kenmore, Washington

November 2, 2017

Don Hoch, Director
Washington State Parks and Recreation Commission
1111 Israel Road SW
P.O. Box 42650
Olympia, WA 98504-2650

Dear Mr. Hoch:

I would like to begin by expressing my gratitude to the Commission, you, and your co-workers at Washington State Parks for investing time, energy, and resources into the ballfield renovation project at St. Edward State Park here in Kenmore. This letter is in response to your October 17th letter outlining additional considerations regarding the project. As you know, the ballfield project is of great importance to us and has significant support in our community. The City remains hopeful that we can jointly identify a path forward to advance the project from vision to reality.

Our agencies have historically worked well together on issues in and around Saint Edward State Park. Our city council, citizens, and staff view Saint Edward State Park as a great asset to the community. We aim to work collaboratively with State Parks to protect and enhance this valuable park. For example, in the past, we have worked together to advance a proposal to improve the Seminary building – a complex project requiring changes in state law. We hope that both the City and State Parks will continue to bring the same spirit of collaboration that our agencies have shared in the past to the ballfield project.

The additional considerations in your October 17th letter are well taken and we appreciate the communication. We do feel the need to offer our perspective on how we have arrived at this point in the process, and would like to offer a path forward for more collaborative interaction between our two agencies.

Our understanding is that parks staff does not feel the Commission can be presented with a decision to approve a lease for the project, specifically as it has been proposed to include lighting, unless the project is consistent with State Parks' policy and mission or an environmental impact statement has been completed for the project. The City believes the ballfield project, including the proposed lighting, is consistent with State Parks' policy and aligned with State Parks' mission.

Even if there is some concern about whether the ballfield project is in keeping with State Parks' policies and mission, we are confident that the SEPA threshold determination process provides adequate environmental assessment to allow the ballfield project approval and lease

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to go before the Commission. If State Parks' disagrees with these assertions, the City would like to request as a next step that the City and State Parks discuss the issue of the ballfield project lighting and the project's impact on bat species in a facilitated format.

The Proposed Ballfield Project is Consistent with State Parks' Mission & Policy on Common Native Species and Habitat

Our understanding is that parks staff believes that in order to present the Commission with a recommendation regarding the ballfield project, the project must be compatible with State Parks' Mission and State Parks' Policy on Common Native Species and Habitat *or* the project must undergo an environmental impact statement. The City believes that the project is consistent with State Parks' Mission and State Park's Policy on Common Native Species and Habitat.

Your October 17th letter states that the proposed ballfield renovation, which includes lighting, is not aligned with State Parks' mission. We respectfully disagree and hope that the Commission will consider this question. We are aware that at least eleven other Washington State Parks have ballfields, and we hope that considerations about what is already happening in the park (concerts, festivals, car shows, sporting events), historical significance of the amenity, the park's location (urban vs. remote), and whether the proposal advances State Park's Transformation Strategy (leveraging partnerships to increase park usability in the shoulder seasons, generate more revenue, and offset O&M costs) will be part of the alignment discussion.

We do recognize that impacts on parks operations and assets must be addressed, and to that end we have been working with State Parks staff since late 2015 on potential mitigation measures.

The State Park's Policy on Common Native Species and Habitat reads as follows:

State Parks will preserve, promote, and protect all native species and their respective habitats in balance with the agency's cultural resources protection and recreation objectives. Where native species are significantly impacted by regulations or Commission-sanctioned actions (developments associated with approved mark master plans, treatment of problem wildlife), efforts will be made to minimize and mitigate these impacts.

We believe the proposed ballfield renovation is in harmony with the above policy; in fact, the policy makes the case for the ballfield project.

The City agrees that native species need to be protected *in balance with* the agency's objectives. The 2008 St. Edward State Park CAMP document states "continue use of the field for a variety of organized and unorganized recreational events. Prepare development, use and maintenance agreements with local organizations such as baseball, softball, soccer and cricket and the City of Kenmore". In addition, State Parks' 2006 cultural landscape inventory for the park discusses the ballfields and acknowledges the ballfields as part of the Park's history—as a contributing factor to the historic landscape of the park.

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Furthermore, “Significant” in the above policy is further defined as “having or likely to have an important (usually quantifiable) effect”. Based on information presented to the city via SEPA comments from State Parks, State Parks has not demonstrated that the ballfield project, including lighting, will have a significant, important, or quantifiable effect on bat species (see discussion below on lighting/bats on how to further come to a conclusion on this component).

SEPA Process Adequate to Address All Impacts

As is acknowledged in your letter, the SEPA procedures utilized by the City are different than what State Parks has traditionally used for environmental analysis. In particular, it appears that State Parks historically has conducted an environmental impact statement (EIS) for any project, property decision, etc., and is unfamiliar with the SEPA threshold determination procedure that the City is utilizing.

The SEPA Lead Agency Agreement between State Parks and the City designates the City of Kenmore as the lead agency. The City, as the lead agency, selected the threshold determination process instead of skipping over the threshold determination process and going directly to an environmental impact statement. The threshold determination procedure does not provide any less environmental scrutiny, especially given the rigor with which both of our agencies have been approaching this project. We believe the threshold determination will provide parks staff with sufficient environmental review to advance the issue forward to the Commission.

From our experience as a land use regulator, a project of this size and scope rarely rises to the level of requiring an EIS. As a permitting agency, the City of Kenmore processes projects of larger size and complexity than the ballfield renovation, and very few of these projects rise to the level of an EIS.

Conducting an EIS implies that the project will produce significant impacts that cannot be mitigated. As the project applicant, we have been and continue to be confident that all impacts can be adequately mitigated, subject to the SEPA process and threshold determination.

Additionally, it seems that State Parks compares the ballfield project to Mount Spokane as a reason why going directly to an environmental impact statement may be necessary. These two projects are very different. The Mount Spokane case involved clear cutting trees on many of acres of slope in a remote wilderness area. The ballfield project involves renovating three acres of an existing ballfield—about one percent of the land area of St. Edward State Park.

State Parks has known that the City intended to use the SEPA threshold determination process since the SEPA Lead Agency Agreement was entered into in June of 2016. The SEPA Lead Agency Agreement does not contemplate skipping the threshold determination process by going directly to an EIS. Instead, the Agreement references the environmental checklist (D.2) and SEPA threshold determination (C.4.ii) process which the city has been following.

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In Bryan Hampson's September 26, 2017 letter to Peter Herzog, he reiterated a very thorough process for receiving and responding to comments from State Parks and the public under this process. In that letter, he asked Mr. Herzog to honor the SEPA threshold process currently in place and reserve judgment regarding an appropriate threshold determination until the City had been able to respond to State Parks' and the public's comments. We are currently reviewing comments from State Parks and are in the process of drafting responses.

State Parks staff have provided a great deal of comments indeed, and we appreciate the work that went into providing those comments and your agency's desire to be thorough. We too want to be thorough, and we have been working in good faith to respond to those comments as part of the SEPA process that is currently underway.

Responding to your agency's comments has been no small chore, and we have assumed that Parks staff have submitted all of their comments in good faith and with the expectation that we, the City, would be able to respond to those comments. We are also relying on the belief that State Parks will be open minded and willing to consider our responses to State Parks' comments.

The conclusions reached in your October 17th letter without waiting for our responses and without waiting for the SEPA process is frustrating and problematic. We respectfully ask that you wait for our responses to your comments on the SEPA checklist before making firm conclusions and demands, especially given all of the work and resources both of our agencies have put into this SEPA process and the overall ballfields project over the last two years. Ideally, our two agencies would agree on the determination. We are hopeful that this letter may set forth a process that allows for that agreement.

After the City reviews State Parks' comments and other comments and receives further input from State Parks, the City will determine, as contemplated by the SEPA statute and SEPA regulations, whether the threshold determination should be a DNS, MDNS or DS. Only a DS results in the preparation of an EIS. After reviewing the SEPA checklist, other documents, and information available to the City, the City might be able to issue a MDNS that includes mitigation measures designed to mitigate impacts of the ballfield proposal. If that happens, a DS need not be issued and an EIS need not be prepared.

If State Parks disagrees with the City's determination, State Parks could terminate the SEPA Lead Agency Agreement and appeal the City's MDNS pursuant to KMC 19.35.160. We hope that will not happen. Of course, if State Parks disagrees with a MDNS, State Parks could proceed on its own with a DS and EIS for the lease.

Comprehensive List of Considerations

Perhaps emerging from confusion over the City's SEPA procedure, State Parks has incrementally raised additional concerns regarding the ballpark project in an inefficient manner that is not consistent with the SEPA process. Over the last two years, State Parks has continually added new issues that we had thought were already negotiated.

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Throughout the continuous flow of new issues and changes in position, the City has repeatedly raised this as a concern. Mr. Herzog kindly understood and acknowledged the concern in November 2016, and he and his staff put together a comprehensive list of considerations regarding the ballfield project. This list included field lighting and turf as permitted uses and added a number of new conditions, including no City use of the ballfield on summer weekends; renovating the Nun's Garden, the Grotto, and the Orchard; working with State Parks to remove rip rap along the lakeshore; and other conditions. While this list added significant costs to the project, we were encouraged and sensed an atmosphere of cooperation and working together on finding solutions.

However, since November 2016 and especially since the first half of 2017, more requests and changes in position have come from State Parks including increased parking demands, tree removal, changes in positions on wildlife (see bat discussion later in this letter), and other issues have been raised. In order to move forward, we ask that State Parks please indicate that the latest October 17th letter represents the most comprehensive list of considerations that our agencies need to work to address in order for the project to move forward. We can review the October 17th items as part of the SEPA threshold determination process, and move toward issuing a determination.

Starting in the first half of this year, we have observed a noticeable increase in State Parks' challenges and level of scrutiny toward our project. Issues that were not raised during the first SEPA process in fall of 2016 have now been raised during the current SEPA process. Why the increased level of scrutiny? What has changed?

More recent examples include a change in bats species of "conservation concern" to all bat species, adding more studies, speculative comments about Ph level of rain water on pervious concrete, whether the turf would be safe for animals and people to walk on during hot summer days, and stormwater runoff, despite our commitment to follow DOE standards and best management practices. Another example includes a new request to address impacts of the project to "the region as a whole" (August 2017).

What makes this situation even more frustrating is that for a while, both parties were in good faith lease negotiations for the ballfields. We have met with State Parks staff a number of times to negotiate a lease, and we have exchanged lease drafts proposed by State Parks that allow ballfield lighting and turf. The progress we saw during these lease negotiations and our reliance on what State Parks included in their drafts (lights, turf, etc.) caused us to continue on in the process and incur more time and cost in the project. Those lease negotiations stalled when State Parks' level of scrutiny increased earlier this year.

Proposed Path Forward on Lighting/Bat Species

While the City believes that the ballfield project, as currently designed to include lighting, is compatible with State Parks' Mission and Policies, and that the SEPA threshold determination process provides adequate review, we recognize that a more recent point of contention between our agencies is around the impact that lighting will have on bats. In order to move forward in the same collaborative spirit that our agencies have brought to previous projects,

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we need to identify a path forward to allow for greater understanding for both the City and State Parks.

Based on what has occurred thus far, the City believes additional discussion and research is required. Below is an accounting, from the City's perspective, of the work that has been done to date:

- The bat issue was first raised as a part of State Parks' comments to our first SEPA process in August 2016. The comment mentioned concern for "bats that are of conservation concern" (as opposed to common species). The City provided a lengthy response that discussed how the project would improve foraging and habitat by restoring the wetland, enhancing the surrounding buffer, and providing bat nesting boxes.
- In mid-January 2017, parks staff informed City staff that they would be working with WDFW on a wildlife literature review. The City did not receive a draft of the literature review until June 28, 2017, and the City received a final draft on August 3, 2017, nearly two years into the project. The literature review was four pages long.
- In May 2017, State Parks staff reported to the Commission in Leavenworth that they were concerned about impacts of ballfield lights on bats. My recollection of that discussion was that the main concern was "priority species" bats. State Parks staff announced that they would conduct a bat study to further understand what species were in the park.
- In early August 2017, we heard that the bat study was complete, but the city did not receive a copy of it until late August. The report concluded that no priority species of bats were observed in the park. The report also stated that there are various bat species in the park, but the report did not draw any conclusions from the data. However, the report did state that "adding further lighting of such extent *might* reduce the value of certain areas to bats." (emphasis added) Also noteworthy are the words "*of such extent*" in the sentence. "Of such extent" refers to the security lighting at the Seminary and the Gymnasium. The ballfield proposal does not include this same type of lighting. The Seminary and Gymnasium lights are old-fashioned, bright, glaring, light standards that point horizontally away from the buildings. These security lights cast a noticeable shadow if you are standing in the surrounding areas, including the ballfields. These security lights on the Seminary and Gymnasium are on all night, 365 nights per year. In contrast to the Seminary and Gymnasium lights, the ballfield lights will be turned off by 9 pm each night and will be used less than half of year. In addition, the ballfield lighting will use the latest LED technology that drastically reduces spillage and glare, and the lighting technology we will use is approved by the International Dark Skies Association.
- When the Bat Survey report was shared with the City, State Parks staff indicated that not only were they concerned about priority species, but now all bat species, including

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common species, and that ballfield lighting would have a significant impact on bats. Parks staff did not describe what that significant impact would be or how they arrived at that conclusion. State Parks staff also said that the only mitigation for lights is no lights. The City was left wanting an explanation for these conclusions.

- In an effort to become more educated and to inform the City's SEPA process, the City hired a wildlife biologist with expertise in bats to review the Bat Survey Report. Our expert, with 35 years of experience, reviewed the report and concluded that with the mitigation measures proposed by the City related to field lighting, there are negligible impacts to bats of any species. Our consultant provided those findings in writing, and we sent you his report.
- State Parks staff reviewed our consultant's findings and stated that his report "has significant problems and is not persuasive." We believe that a statement like that should be supported with evidence.

Under the SEPA threshold process, the City will issue a determination (DNS, MDS, or DS), and as outlined earlier in this letter, ideally both the City and State Parks can agree with the determination. In order for the City to issue such a determination, the City needs to fully understand the information, expertise, and science that State Parks relies on in making these assertions. Such greater understanding also increases the likelihood that both parties would be able to agree in the determination.

We would like to hear park's justification for the conclusions around the impact that lighting will have on bat species, and we believe that further research, discussion, and analysis would better help both the City and State Parks to more fully understand the impacts of ballfield lighting on bats, as well as appropriate and reasonable measures that can mitigate for lights.

To that end and to identify a path forward on fully assessing wildlife impacts and appropriate mitigation measures, the City requests a facilitated meeting. The meeting would include representatives from State Parks and the City, as well as invited consultants who can provide science-based information and support for conversation. We would also like to offer additional lighting mitigation measures. In addition to the mitigation for lighting that we have already agreed to, we offer the following additional mitigation measures:

- Retrofitting the forest trail lights running parallel to Seminary Drive with more up-to-date, nocturnal-friendly fixtures
- Working with State Parks and the Seminary tenant to remove the bright, old-style horizontal lights on the Seminary and Gymnasium
- Reducing the color temperature of the lights from 5700 Kelvin to 4000 Kelvin
- Fully avoiding the summer months when bats are most active and agreeing to light the fields during only four months of the year: March & April and October & November

We hope that this facilitated meeting will help the City and State Parks identify a path forward around lighting, and can inform the SEPA threshold determination.

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Please reply by November 17th indicating whether the above approach is acceptable to State Parks.

Additional Considerations

The October 17th letter raises a number of other issues beyond lighting that the City would also like to discuss further with State Parks. However, we believe that addressing the issue of lighting via a facilitated meeting is necessary prior to engaging in dialogue on the remaining issues. As discussed earlier in this letter, we will continue the SEPA process currently underway, and we request that you reserve judgement until after you have received the City's response to your comments.

Below is a preliminary response and request for clarification on some of the other issues:

Including 36 new parking stalls. Is this a change? We thought we had agreed to this and wondered why it was in your October 17 letter.

Early discussions between the City and State Parks staff prior to our 2016 permit submittal suggested that providing ten additional parking spaces was sufficient. Sometime later, after further analysis, both parties agreed to increase the requirement to 19 additional parking spaces. Later, State Parks decided to conduct its own parking study, despite the fact that two independent parking studies (the Lodge and ballfields) had been completed and supported the 19 additional parking spaces as agreed upon.

After State Parks completed its own parking study, State Parks increased its requirement to 38 stalls. We pushed back on this study and its assumptions, including the fact that the State Parks study did not account for parking demand already being generated by the existing ballfield. State Parks also asserted that the City would have to account for new growth even though ballfield use was not part of that growth. Despite these concerns, the City agreed to the 38 new stalls with the understanding that 19 new stalls would be built with the ballfield project and that the City would construct the other 19 later as park use grew and at State Parks' request. We are still OK with this condition.

Specifying Materials and Systems for Stormwater Quality. The City is fully committed to complying with Department of Ecology (DOE) Standards for stormwater quality. DOE's water quality standards are among the highest in the nation.

The City's adopted 2016 stormwater standards are consistent with DOE's latest 2012 standards. Full stormwater design details will be provided at the time of engineering/building permit submittal, consistent with the City's adopted standards and procedures. We request confirmation that compliance with the City's adopted stormwater standards and procedures for approving the stormwater system addresses your request.

Renovating the existing restroom serving the ballfields to meet current code and anticipated additional use. During lease negotiations, both parties agreed that the City would bring the

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restroom up to ADA standards within the existing building footprint. The words "and anticipated additional use" in your October 17th letter is concerning and we are wondering if it is another change from what we had agreed upon. We respectfully request that you confirm our earlier agreement.

Payment for Operating Expenses. We will consider this request, but it remains perplexing. Your agency has produced estimates that our ballfield project will yield between \$107,000 and \$168,000 in new annual parking revenue to your agency. This amount will more than offset in increase in your operating expenses, especially given that the City is agreeing to bear the cost to maintain and operate the fields.

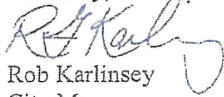
We acknowledge that the other provisions mentioned in your October 17 letter are also important, and we recommend that we discuss them further when we resolve the lighting and other issues mentioned above.

In conclusion, it goes without saying that this ballfield project is important to the City and many members of our community. Lighting in particular adds great value given the overall cost of the project, and we believe that there is a reasonable, mitigatable, and science-based path forward to keeping lighting in the project.

As public agencies, we have similar goals, especially when it comes to parks and recreation. We view this particular ballfield renovation process as two public park systems (the City and State Parks) working jointly as partners to improve the recreation experience for our park patrons.

Again, thank you for all of the time and effort you and your co-workers have put into this project.

Sincerely,



Rob Karlinsey
City Manager
City of Kenmore

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Attachment 3



Don Hoch
Director

STATE OF WASHINGTON
WASHINGTON STATE PARKS AND RECREATION COMMISSION

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www.parks.state.wa.us

November 6, 2017

Rob Karlinsey, City Manager
City of Kenmore
18120 68th Avenue NE
PO Box 82607
Kenmore, Washington 98028

Dear Mr. Karlinsey,

Thank you for your letter of November 2, 2017 regarding rehabilitation of the ballfields at Saint Edward State Park. We are reviewing it carefully and have included a copy in our report to the State Parks and Recreation Commission scheduled for presentation at its upcoming November 16, 2017 meeting in Westport.

I invite you to attend and provide any additional comments for the Commission in person. The meeting will be held at the Westport Maritime Museum, 2201 Westhaven Dr., Westport WA 98595, and we have tentatively scheduled the item for 1:00 P.M.

In your letter you requested that we respond by November 17, 2017. However, we plan to discuss the letter with the Commission at the November 16, 2017 meeting, and so will not have had a chance to prepare a response as requested. We hope to provide a considered response by the end of the month.

Thanks and I hope to see you at the Commission meeting in Westport.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donald Hoch".

Donald Hoch
Director

Commission Meeting Westport, WA

November 16, 2017



EMBRACE YOUR
NATURE

Attachment 4

Item E-3: Saint Edward State Park – Ballfields – Report



EMBRACE YOUR
NATURE

Introduction

- Standing Commission policy regarding sports fields
- Previous effort to lease ballfields
- Current ballfield lease and improvements
- Next steps



Commission 2007 Sports Fields Guidelines

- Primary responsibility of local government
- No additional State Park lands be dedicated for this purpose
- Existing fields are not to be expanded in size
- Any improvements to existing fields will not significantly impact the cultural landscape of the park or other park uses
- Field lighting, artificial playing surfaces, and permanent seating require specific approval by the Commission



Saint Edward Ballfields - Evolution

- Lease of ballfields proposed by the City of Kenmore (2008)
 - Improvements not specified
 - Proposed lease not approved by Commission
- 2013 Transformation Strategy
 - Partnerships with local government
 - 2016 MOU with Kenmore

Current Ballfields Proposal

- 2016 SEPA Lead Agency Agreement
- Optional streamlined DNS SEPA review process
- Environmental review re-started (July 2017)
- Concerns raised by staff and Commission during review



Concerns Raised

- Noise
- Regional supply of sports fields
- Adequacy of proposed parking
- Mitigation of potential tree risk
- Impact of field lighting on nocturnal wildlife



Current Ballfields Proposal

- Significant impacts identified
- Increasing difficulty reconciling State Parks and City environmental review process and standards
- Communicated concerns and requirements for environmental process and lease to City



Current Ballfields Proposal

- Entered into this process in good faith
- The significance of impacts was unexpected
- Unable to bring a recommendation with incomplete environmental information or in conflict with commission policy
- Still wish to proceed in a manner that is compatible with the agency's mission



Next Steps

- Meet with City to ensure that environmental and lease requirements are mutually understood
- Consider utilizing a facilitator to ensure effective exchange of information



Next Steps

- If at impasse, exit SEPA lead agency agreement
- City may then proceed independently with SEPA to secure a variance from its Critical Areas Ordinance
- City may request a lease for which State Parks would lead environmental review