

**City of Kenmore
City Council Regular Meeting Minutes
September 10, 2018**

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

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

EXECUTIVE SESSION

The meeting recessed to executive session at 6:00 p.m. pursuant to RCW 42.30.110(1)(i), Potential Litigation and Litigation for approximately 1 hour.

The meeting reconvened to regular session at 7:00 p.m.

ROLL CALL

FLAG SALUTE

AGENDA APPROVAL

Mayor Baker noted that the Proclamation for Diapers Awareness Week will be rescheduled to another meeting and that the 2019-2024 Capital Improvement Plan item will be a public hearing only and action will be taken at a future meeting.

PRESENTATION

Introduction of our new part-time receptionists: Sandy Tupling and Stephanie Bond

Mr. Devris was running late and the presentation will be given when he arrives:

Recognition of Police Volunteer Denis H. Devris - Police Chief Horvath

PROCLAMATION

The following proclamation will be rescheduled to a future meeting:

Diaper Awareness Week - September 24-September 30, 2018

National Recovery Month - September 2018

CITIZEN COMMENTS

Lori Jenson
7301 NE 175th Street
Kenmore, Washington 98028

Ms. Jenson spoke about Lakepointe. In the Lakepointe plan, she is concerned that there was a trail planned through her mobile home park.

Elizabeth Mooney
5934 SE 201st Street
Kenmore, Washington 98028

Ms. Mooney urged the staff to stop using money for artificial turf at St Edward ballfield. She believes there are too many environmental factors.

Paul Albers
19220 61st Avenue NE
Kenmore, Washington 98028

Mr. Albers spoke as the Lakemore Homeowners Association President. He asked the Council to waive fees for a bridge construction project in his neighborhood.

CONSENT AGENDA

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

The consent agenda included the following:

Total Check #s 40387 through 40495 in the amount of \$348,995.90.
Total Payroll/Taxes/Flexible Spending & Health Savings Account Electronic Deposits
Dated: 8/3/18 in the amount of \$107,126.34.
Payroll Check #s 10104-10105 totaling \$333.48.

Total Check #s 40496 through 40606 in the amount of \$947,977.30.
Total Payroll/Taxes/Flexible Spending & Health Savings Account Electronic Deposits
Dated: 8/17/18 in the amount of \$109,144.96.
Payroll Check #10106 totaling \$85.03.

City Council Meeting Minutes of June 25, 2018, July 9, 2018, July 16, 2018 and July 23, 2018

City of Kenmore - City Council Meeting Minutes
September 10, 2018

Resolution No. 18-310 Granting Final Plat Approval for Plat of Cortesa

Authorize the City Manager to Execute the Partnering Agreement Between Sound Transit and the City of Kenmore for the Bus Rapid Transit Program

Receive and File May 2018 Financial Report for the City of Kenmore, Washington

Authorize Positions and Salary Ranges for Public Works Positions

Authorize the City Manager to Purchase Equipment and Capital Improvements Necessary to Start Up an In-House Public Works Operation Not to Exceed \$854,15

Authorize the City Manager to Execute Amendment No. 2 to Contract No. 17-C1810 with Community Attributes, Inc.

PRESENTATION

Recognition of Police Volunteer Denis H. Devries - Police Chief Horvath

Chief Horvath and Mayor Baker presented Mr. Devries with a plaque.

PUBLIC HEARING

2019-2024 Capital Improvement Plan (CIP) for Parks, Transportation, Surface Water and City Facilities

Finance Director Gregory explained that the proposed CIP was first presented for the City Council's review and discussion on May 7, 2018. The City Council again reviewed the CIP at the Council Budget Retreat May 21 and 22, 2018.

The most significant addition to the CIP is a Public Works Shop Project. At the end of 2018 the City of Lake Forest Park will no longer provide public works services to Kenmore. A temporary site will likely be identified for the interim until the City can identify and purchase property for a permanent shop which would house maintenance workers and equipment. With a total project cost estimated to be \$6,500,000 for land acquisition and construction, outside funding will be necessary and this project has been incorporated into the six-year plan.

This additional significant capital project required Planning Commission consideration of a Comprehensive Plan amendment to add the Public Works shop to the Capital Facilities Element. The Juanita Drive project expansion (to NE 170th St.) was also a significant change necessitating an amendment. The Commission held a public hearing on these matters on July 24, 2018 and unanimously recommends approval the amendments by the City Council.

City of Kenmore - City Council Meeting Minutes
September 10, 2018

The complete proposed Park, Transportation, Surface Water, and Facilities Capital Improvement Program is illustrated with cash flow projections for Park Impact Fees, Transportation Impact Fees, and Real Estate Excise Tax and includes the following projects.

- T8 SR 522 West B. This project will widen Highway SR522 to the south between west City limits and 61st Avenue NE to provide dual eastbound to northbound left turn lanes and U-turn capability at the 61st Avenue NE intersection (0.28 miles). Other project improvements include sidewalk (both sides between 60th and 61st Avenues NE, then south side only), retaining walls, utility conversion to underground, street lighting, landscaping, drainage, utility relocations, asphalt pavement overlay and striping. Design is approximately 60% complete and is scheduled to resume in 2019-20. Construction is anticipated for 2021-22. \$12M in funding is provided by Washington State Department of Transportation Connecting Washington funds.
- T27 Sidewalk Gap-Replacement Program. This program fills short gaps in the City's sidewalk network, replaces sidewalk panels that restrict access or improves accessibility at curb ramps. The City currently allocates \$100,000 of Real Estate Excise Tax annually to fund this program.
- T47 Arrowhead Sidewalk. This project will add sidewalk on west/south side of NE Arrowhead drive from NE 151st Street to 64th Avenue NE (1,000 feet). Other project improvements include storm drainage, landscaping, retaining walls, utility relocations and striping. Preliminary design layouts have been developed however design is 0% complete. The City has requested 2018 WSDOT Safe Routes to School program grant funds to complete this project. The total project cost is estimated at \$1.1 Million. If funded, design and construction would occur in 2020 and 2021 respectively. City Impact Fees of \$118,000 are included.
- T45 NE 153rd Place Safe Routes to School Sidewalk Project. This project will add sidewalk along the south side of NE 153rd Place between Juanita Drive NE and 70th Avenue NE (800 feet). Other project improvements include storm drainage, angled street parking, landscaping, utility relocations and striping. Design is currently 60% complete. Construction is anticipated to begin in the first quarter of 2019. The total project cost is estimated at \$748,000. Funding is provided by a Washington State Department of Transportation Safe Routes to School grant and City Impact Fees of \$74,844.
- T46 NE 181st Street Sidewalks (65th - 67th Avenues NE). This project will add sidewalk along the north side of NE 181st Street between 65th Avenue NE and 67th Avenue NE (500 feet). Other project improvements include storm drainage, street and pedestrian lighting, parallel parking, landscaping, retaining walls, utility relocations and striping. Design is currently 45-60% complete. Construction is anticipated to begin in the second quarter of 2019. The total project cost is estimated to be \$805,000. Funding is provided by

Washington State Transportation Improvement Board grant and City Impact fees of \$270,073.

- T35 Pavement Preservation Program. This program includes all grind and overlay and crack and seal projects within the City. Typically grind and overlay projects are completed on roadways with pavement ratings between 60 and 70, while crack and seal operations are completed on roadways with ratings between 70 and 80. This program also upgrades curb ramps within project limits to comply with the

American's with Disabilities Act (ADA) and includes major pavement repairs, utility adjustments and pavement markings. The City currently allocates \$450,000 of Real Estate Excise Tax annually to fund this program, increasing to \$550,000 in 2021.

- T37 West Sammamish River Bridge. This project replaces the West Sammamish River Bridge (southbound traffic) on 68th Avenue NE and includes 68th Avenue NE corridor improvements between NE 170th Street and NE 175th Street (0.43 miles). Other project improvements include new sidewalk (both sides), shared use path across the bridge, storm drainage, traffic signal upgrades, utility conversion to underground, street lighting, landscaping, retaining walls, asphalt pavement overlay and striping. Design is currently complete and final permitting is being secured. Construction is anticipated to begin in the second quarter (Q2) of 2019. The total project cost is estimated at \$33 Million. Funding is provided by the Federal Highways Bridge Program, Federal Surface Transportation Program, WSDOT Connecting Washington, Transportation Improvement Board (TIB) and City funds.

- T41 Juanita Drive Pedestrian &: Bicycle Safety. This project will add sidewalk (one side) and buffered bike lanes (both sides) along Juanita Drive NE between NE 14Jrd Street and NE 170th Street (1.46 miles). Other project improvements include addition or extension of left turn pockets at side streets, new storm drainage system, improved street lighting, landscaping, retaining walls, utility relocations, asphalt pavement overlay and striping. Design is currently 60% complete. The project is grant dependent and is estimated to be construction ready by 2020. The total project cost is estimated at \$15.8 Million. Funding is provided by Walkways and Waterways Bonds, WSDOT Grant, DOE Grant (agreement pending), TIB Grant (requested), City funds (Interfund Loan) and pending additional grant requests.

- T42 68th Ave Pedestrian &: Bicycle Safety. This project will add sidewalk (one side) and bike lanes (both sides) along 68th Avenue NE between NE 185th Street and 61st Place NE (1.32 miles). Other project improvements include filling existing sidewalk gaps between NE 182nd Street and NE 187th Street, new storm drainage system, improved street lighting, landscaping, retaining walls, utility relocations and striping. Design is currently 60% complete. Construction is anticipated to begin in the second quarter (Q2) of 2019. The total project cost is estimated at \$9.6 Million. Funding is provided by Walkways and Waterways Bonds, DOE Grant (agreement pending), City Real Estate Excise Taxes, Transportation Impact Fees and pending additional grant requests.

City of Kenmore - City Council Meeting Minutes
September 10, 2018

- T43 SR522 Crossing Study. This project will evaluate potential Highway SR 522 crossing options (type, size and location) between 61st and 68th Avenues NE. The alternatives will include both grade-separation and at-grade crossing improvements. All facilities analyzed will consider walking and biking as priority modes. Consultant selection is scheduled for the fall of 2018 and the study will be completed in 2019-20. This \$500,000 project is funded by the State of Washington supplemental transportation budget. PARKS
- P 1 Twin Spring Interim Use. On 5/14/18, Council adopted the Twin Springs Park master plan which included a phasing plan and cost estimate for a Phase 1 trial project. \$100,000 is allocated in the 2019 budget for a first phase project funded by Park Impact Fees. The first phase of the project will explore options and the feasibility of improving drainage to improve the usability of the open grass field area. An additional \$20,000 is allocated in the City's park operation budget for park opening expenses (including park rules signage, trash cans, and improving the NE 192nd entrance/access).
- P 6 Moorlands Park Improvements. In July of 2018 park improvements were complete including new playground, renovated athletic field, picnic shelter, restroom, landscaping and pathways. In 2019 \$50,000 of Real Estate Excise Tax funds are allocated to complete additional items including 81st Ave storm drain repair, athletic field net poles/warning track/pipes and truncated domes at the 84th Ave crosswalk.
- P18 Rhododendron Park Waterfront & Open Space. In 2017 construction completed of a new boardwalk connecting the existing park improvements through the wetland to the Sammamish River. Improvements to the access driveway, parking and environmental enhancements were also part of this project. In 2019 \$72,000 is allocated to complete park signage and related mitigation plantings. \$8,000 of the \$72,000 is for monitoring/maintenance of the plantings as well as \$8,000 per year until 2022 (total \$24,000). Project funding includes \$21,053 of in lieu fees received by the City, \$40,000 of RCO ALEA grant funds and \$34,947 of bond funds.
- P18a Rhododendron Park Float Mitigation. In 2017 construction of a new float/dock for hand carry watercraft access to the Sammamish River was completed. \$2,000 each year is allocated between 2019- 2022 (total of \$8,000) of Park Impact Fee funds for monitoring/maintenance of required mitigation plantings.
- P26 Squires Landing Float Mitigation. In 2017 construction completed of a replacement dock for hand carry watercraft access to the Sammamish River. \$4,000 is allocated each year between 2019-2022 (total of \$16,000) of Park Impact Fee funds for monitoring/maintenance of required mitigation plantings.
- P27 Squires Landing Park Waterfront and Mitigation. A refined conceptual design and cost estimates were presented to Council and at a public open house in March 2018.

Waterfront and park improvements include new boardwalks/trails, new boating facilities for hand carry watercraft, new parking lot, restroom and environmental enhancements. \$720,000 of bond funds are allocated in the 2019- 2020 budget for costs associated with permit applications and review. \$4.63 million is allocated in the 2021-2022 biennium for project construction including \$500,000 of RCO funds and \$4.13 million bond funds. \$400,000 of bond funds are allocated for ten years of monitoring/maintenance of required mitigation plantings (\$40,000 assumed each year beginning in 2023 and continuing for 9 more years through 2033).

- P28 Log Boom Park Waterfront Access and Mitigation. A refined conceptual design and cost estimate were presented to Council and at a public open house in March 2018. Waterfront and park improvements include beach expansion, new trails, picnic shelter, boating facilities, and environmental enhancements. \$420,000 of bond funds are allocated in the 2019-2020 budget for costs associated with permit applications and review. \$1.92 million is allocated in the 2020-2021 biennium for project construction including \$500,000 of RCO funds (City applied for RCO funds in 2018, funding award not yet known) and \$1.42 million bond funds. \$400,000 of bond funds are allocated for ten years of monitoring/maintenance of required mitigation plantings (\$40,000 assumed each year beginning in 2023 and continuing for 9 more years through 2033).

- P29 St Edward Ballfield Improvement. In July 2017 a critical area buffer variance permit application and SEPA application were submitted. In May 2018 Council direction was to proceed with an Environmental Impact Statement (EIS). SEPA, permit review and lease negotiations with Washington State Parks anticipated to be ongoing in 2019 and beyond. Improvements may include field renovation, field lighting, perimeter pathways, dugouts and covered bleachers, parking and wetland/buffer enhancement. Construction timing is dependent on obtaining a long-term lease with the Washington State Park Commission and required permits. \$300,000 is allocated in the 2019 budget for costs to complete an EIS, including \$75,000 of RCO grant funds and \$225, 000 of Impact Fee funds. \$500,000 of Real Estate Excise Tax funds are allocated in the 2024 budget as a placeholder for future design and permitting.

- P30 Rhododendron Park Boathouse Pavilion. A preliminary design and cost estimate were presented to council in fall 2018 for a boatshed to serve hand carry watercraft needs including adult and Northshore School District high school rowing programs. \$474,000 is allocated in 2019 for costs to complete design,

permitting and construction. \$255,000 of the total project cost is assumed to be Northshore School District funds, \$222,000 is State budget funding and \$10,000 would be Park Impact Fees (a required match).

- P31 Squires Landing Park Land Acquisition. \$1.7 million is allocated in the 2019 budget for property acquisition. Several Squire's Landing Park parcels east of the lagoon were originally acquired with Recreation Conservation Office (RCO) funding that restricts

active recreation use. To allow for more active uses associated with the Walkways and Waterways project (See project P27 Squires Landing Park Waterfront & Natural Open Space project), the City will be acquiring land to replace the converted areas of the Park. The RCO land conversion process requires replacing land based on current appraised value. The conversion process began in 2017 and is expected to be complete before the end of 2019. An appraisal of the area of Squire's Landing that is being converted out of the Deed Restriction is being conducted. An estimate of between \$750,000 to \$1.3 million is anticipated for property acquisition costs plus other associated costs such as Escrow, closing and recording costs, land brokerage, appraisal, survey, wetland delineation and environmental assessment fees. Up to \$850,000 assumed King Conservation Funds (City applied for funds in 2018, award not yet known) and \$850,000 of City funds such as Real Estate Excise Tax.

SURFACE WATER

- SW8 Surface Water Project 19Qth Culvert at 61st. This \$1.6 Million project will install new box culvert and related improvements near 61st Ave NE and NE 190th and will be funded with a Public Works Trust Fund (PWTF) Loan. The City was notified that the loan application had been approved. Design is planned to commence in 2018 with construction in 2019- 2020. Annual repayments of approximately \$81,650 are anticipated and will be included in the Surface Water Management Fund beginning in 2020.
- SW29 Infiltration Tank Retrofit at 61st Ave NE/NE 190th St. Design is underway with construction in 2019, estimated at \$500,000 funded by Surface Water Management fees.
- SW30 Drainage Improvements at 153th/NE Arrowhead Dr. Design is complete and construction is anticipated in 2019, estimated at \$175,000 funded by Surface Water Management fees.
- SW31 Drainage Improvements and Street Repair at 66th Ave NE/195th Pl. This project is still under design with construction anticipated for 2019 in the amount of \$115,000 funded by Surface Water Management fees.
- SW32 61st Ave Stabilization. This new project is at 5% design stage with an anticipated budget of \$150,000 programmed for 2021 funded by Surface Water Management fees.
- SW 33 Drainage Improvement and Facility Retrofit Design for this project will begin in 2020, estimated at \$100,000 with construction anticipated in 2021 and estimated to be \$500,000. Prioritization and selection of the specific facility will occur after 2019 inspections are complete to select the facility with the highest need for retrofit at that time.

Completion of a Surface Water Fee Analysis in 2018 may result in additions or amendments to the CIP later. Included in the Fee Analysis is review and consideration of a potential Surface Water General Facilities Charge for new construction (similar to an impact fee).

City of Kenmore - City Council Meeting Minutes
September 10, 2018

Revenue from this potential (not adopted) revenue source is assumed as a funding source in this CIP.

Mayor Baker opened the public hearing at 8:23 p.m.

There were no comments from the audience.

Mayor Baker closed the public hearing at 8:24 p.m.

BUSINESS AGENDA

Ordinance 18-0467 Amending the Capital Facilities Element of the Comprehensive Plan -
Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner

Director Bent and Planner Anderson explained that the Planning Commission is recommending approval of amendments to the Capital Facilities Element of the Comprehensive Plan. These amendments would add a Public Works shop and an extension of the Juanita Drive NE improvements resulting from the Walkways and Waterways bond measure to the Element.

The Comprehensive Plan Capital Facilities Element identifies the capital projects needed for the City to realize its long-term vision. Projects, historically, have been outcomes of the goals, objectives and policies of the Transportation Element, the Parks Element and the Surface Water Element.

Amendment of the Capital Facilities Element is not required if monies are adjusted or reallocated between identified projects. However, adding or removing significant capital projects requires Planning Commission consideration of a Comprehensive Plan amendment. The Commission holds the public hearing and makes a recommendation to the City Council. State law and Kenmore's Municipal Code allow Comprehensive Plan amendments outside the annual cycle of amendments in connection with budgetary approval of the Capital Improvement Program.

Public Works Shop

In 2018, the City of Lake Forest Park ended their contract with the City of Kenmore for provision of public works services (street, park and surface water facility maintenance, primarily). As a result, the City will need to develop its own public works shop—housing maintenance workers and their equipment. It is anticipated that an approximately 1.5-acre site will be needed to house an administrative building and an enclosed garage to store large equipment, such as a street sweeper. The project would provide storage space for other equipment and materials needed for the maintenance of streets, storm drainage, parks and facilities. Based on a level-of-service analysis of existing services, 12 employees are estimated (5 maintenance workers, an administrative employee, and 6 seasonal employees).

City of Kenmore - City Council Meeting Minutes
September 10, 2018

The preliminary budget for the facility is estimated at \$6.5 million for land acquisition and development.

The City has not yet identified a property for the shop and will not be ready to do so for several months. Additional Comprehensive Plan amendments may be necessary once a site is chosen.

Juanita Drive

The current Capital Facilities Element describes the Juanita Drive project as extending from NE 143rd St. to NE 155th Place. The Walkways and Waterways bond measure expanded this project to NE 170th St. and the project cost increased by an additional \$6.5 million.

The Planning Commission held a public hearing on the Capital Facilities Element amendments on July 24. No one testified during the hearing. The Commission then unanimously recommended approval of the amendments.

Criteria to be considered before recommending amendments are included as Attachment 2.

MOTION: Councilmember Srebnik made a motion to approve Ordinance 18-0467 Amending the Capital Facilities Element of the Comprehensive Plan, Mayor Baker seconded the motion. The motion passed unanimously.

The following item will be rescheduled to a future meeting:

Approve 2019-2024 CIP for Parks, Transportation, Surface Water and City Facilities

Receive and File June 2018 Financial Report for the City of Kenmore, Washington – Joanne Gregory, Finance and Administration Director

Director Gregory explained that the June 2018 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2017-2018 adopted biennial budget. The budget was adopted on December 12, 2016 and amended July 24, 2017 and November 27, 2017. This review also provides an opportunity to identify any additional potential variances or fluctuations from the budget.

MOTION: Councilmember Curtis made a motion to receive and file the June 2018 Financial Report for the City of Kenmore, Mayor Baker seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 8:43 p.m.

ATTEST:



Kelly M. Chelin, City Clerk



David Baker, Mayor