



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

City of Kenmore
REVISED City Council Special and Regular Meeting Agenda
6:00 p.m., Monday, October 15, 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. 6:00 p.m. CALL SPECIAL MEETING TO ORDER

II. RECESS TO EXECUTIVE SESSION

- A. Discussion of Potential Litigation per RCW 42.30.110 (1)(i)
(Confidential session of the Council - not open to the public)

III. 7:00 p.m. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

IV. ROLL CALL

V. FLAG SALUTE

VI. AGENDA APPROVAL

VII. 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.

VIII. CONSENT AGENDA

- A. Total Check #s 40796 through 40880 in the amount of \$301,262.02.
Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account
Electronic Deposits Dated 9/28/18 in the Amount of \$133,017.69.
[Checks](#)
- B. Authorize the City Manager to Execute Amendment No. 4 of Contract 17-C1657 with Mott MacDonald for Squire's Landing Park Waterfront Project
[Agenda Item](#)

- C. City Council Meeting Minutes of September 10, 2018
[Minutes](#)
- D. Approve the City of Kenmore 2019-2021 State Legislative Agenda
[Agenda Item](#)

IX. BUSINESS AGENDA

- A. Ordinance 18-0466 Temporary Homeless Shelter - Nancy Ousley, Assistant City Manager, Bryan Hampson, Development Services Director and Jack Urquhart, Management Intern
[Agenda Item](#)
- B. Resolution 18-312 Adopting Additions to the City's Personnel Policies to Establish Stand-By Pay and Adopting Additions to the Administrative Policy and Directives to Provide Safety Footwear Allowance - Ben Yazici, Muni Manage LLC
[Agenda Item](#)
[Presentation](#)
- C. Rhododendron Park Boathouse Project Update and Action on Funding and Timing for Boathouse Option - Debbie Bent, Community Development Director and Ann Stanton, Parks Project Manager
[Agenda Item](#)
[Presentation](#)
- D. Presentation of 2019-2020 Proposed Biennial Budgets for General Fund Revenues, City Council, City Manager, City Clerk, Finance and Administration, Legal, Non-Department, Public Safety and Development Services - City Manager Rob Karlinsey, Assistant City Manager Nancy Ousley, Finance and Administration Director Joanne Gregory, City Clerk Kelly Chelin, Police Chief Pete Horvath and Development Services Director Bryan Hampson
[Agenda Item](#)
[Human Services Memorandum](#)
[Presentation](#)

X. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

XI. STAFF REPORT

XII. ADJOURNMENT

Upcoming Meetings:

- A. Monday, October 22, 2018 - 6:30 p.m. Executive Session and then 7:00 p.m. Regular Meeting
Tuesday, October 23, 2018 - 6:00 p.m. Special Executive Session
Monday, October 29, 2018 - Special Council Meeting (Joint Dinner with Cities

of Shoreline and LFP from 5:30 to 6:45 p.m. then meeting at Kenmore City Hall at 7:30 p.m.)



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

09/22/2018 - 10/05/2018

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 checks and electronic payments are approved for payment:

Total Check #s 40796 through 40880: \$301,262.02

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct. Electronic Deposits Dated: 09/28/2018: \$ 133,017.69

RJ Koz 10/5/18

 City Manager / Date

Joanna Inguy 10/5/18

 Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
AFLAC	40796	09/28/2018	Employee Medical/Disability Plans	172.38
AFLAC	40796	09/28/2018	Employee Medical/Disability Plans	154.72
AMERICAN GENERAL LIFE GPO-4005	40797	09/28/2018	Life Insurance	203.27
AMERICAN GENERAL LIFE GPO-4005	40797	09/28/2018	Life Insurance	67.37
AMERICAN GENERAL LIFE GPO-4005	40797	09/28/2018	Life Insurance	37.63
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	(7.88)
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Ins Contributions	(72.56)
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	41.80
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	8.05
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	4.93
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	18.49
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Ins Contributions	1,000.18
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Ins Contributions	181.28
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Ins Contributions	77.14
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	2.79
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	41.79
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	8.05
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	4.94
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	3,281.53
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	542.86
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	374.29
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	18.49
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Ins Contributions	1,000.18
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Ins Contributions	181.28
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Ins Contributions	77.14
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	3,247.39
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	1,494.18
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	29,193.13
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	5,055.98
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	3,256.92
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	2.79
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	431.43
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	70.05
AWC EMPLOYEE BENEFITS	40798	09/28/2018	Employee Health Insurance	50.14
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	204.43

DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	54.30
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	83.35
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	787.67
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	209.22
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	321.24
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	104.62
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	2.30
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	0.86
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	190.59
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	4.19
DEPARTMENT OF LABOR AND INDUSTRIES	40800	09/28/2018	City of Kenmore	1.57
ICMA RETIREMENT TRUST 457 - 304745	40801	09/28/2018	ICMA 457 Deferred Comp	2,717.30
ICMA RETIREMENT TRUST 457 - 304745	40801	09/28/2018	ICMA 457 Deferred Comp	692.08
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	341.77
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	46.71
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	36.48
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	42.46
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	(35.07)
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	1.33
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	(0.01)
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	1.54
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	522.12
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	68.00
LINCOLN NATIONAL LIFE INSURANCE	40802	09/28/2018	Life Ins/ADD & LTD	52.81
NATIONAL LIFE OF VERMONT	40803	09/28/2018	Life Insurance	123.17
NATIONWIDE FINANCIAL 401a	40804	09/28/2018	City of Kenmore 401a Loan	240.68
NATIONWIDE FINANCIAL 401a	40804	09/28/2018	City of Kenmore 401a Loan	219.19
NATIONWIDE FINANCIAL 401a	40804	09/28/2018	City of Kenmore 401a	10,170.68
NATIONWIDE FINANCIAL 401a	40804	09/28/2018	City of Kenmore 401a	1,362.53
NATIONWIDE FINANCIAL 401a	40804	09/28/2018	City of Kenmore 401a	1,057.59
NATIONWIDE RETIREMENT SOLUTIONS 457	40805	09/28/2018	Nationwide 457 Deferred Comp	250.00
NATIONWIDE RETIREMENT SOLUTIONS 457	40805	09/28/2018	Nationwide 457 Deferred Comp	75.00
STATE OF FLORIDA DISBURSEMENT UNIT	40806	09/28/2018	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	40807	09/28/2018	Employee Charitable Contribution	74.61
BANNER BANK JG	40808	09/28/2018	Clearstream Recycling/Good2Go/Oreilly	25.13
BANNER BANK JG	40808	09/28/2018	Clearstream Recycling/Good2Go/Oreilly	41.62
BANNER BANK JG	40808	09/28/2018	Clearstream Recycling/Good2Go/Oreilly	58.12
BANNER BANK JG	40808	09/28/2018	Clearstream Recycling/Good2Go/Oreilly	841.32
BANNER BANK JG	40808	09/28/2018	Clearstream Recycling/Good2Go/Oreilly	64.29
BANNER BANK JG	40808	09/28/2018	Clearstream Recycling/Good2Go/Oreilly	120.99
BANNER BANK JG	40808	09/28/2018	Clearstream Recycling/Good2Go/Oreilly	25.13
A+ CONFERENCING	40809	10/05/2018	9/18/18 Conference Call	12.87
A+ CONFERENCING	40809	10/05/2018	9/20/18 Conference Call	5.45
ALCALDE & FAY	40810	10/05/2018	Sept. Gov't. Affairs/Federal Lobbyist Consulting	5,020.63
ALPHAGRAPHS	40811	10/05/2018	Police Dept. Business Cards	133.25
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	12.50
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	87.50
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	12.50
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	135.00
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	1,153.08
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	200.00
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	87.50
BANNER BANK BH	40812	10/05/2018	Int'l Code Council/Hotel/Airfare VA/WAPRO	340.11
BLUEBEAM, INC.	40813	10/05/2018	Annual Maintenance Fee	891.00
CASCADE PEST CONTROL	40814	10/05/2018	Monthly Rhododendron Park Pest Control	143.00
COMBINED CONSTRUCTION, INC.	40815	10/05/2018	18-C1985 Log Boom Park Guardrail Repair	26,947.25

COMCAST BUSINESS	40816	10/05/2018	9/19-10/18 Hangar Bldg. Cable TV	94.15
CROSSROAD SIGN	40817	10/05/2018	Bastyr Utility Cabinet Wrap	1,735.80
CROSSROAD SIGN	40817	10/05/2018	Inglemoor High School Utility Cabinet Wrap	1,516.90
EARTHWORKS	40818	10/05/2018	17-C1780 SR522 & 153rd-155th Landscaping	4,722.55
FIRE PROTECTION, INC	40819	10/05/2018	Fire Sprinkler Service @ Hangar Bldg.	2,199.30
French Touchup LLC	40820	10/05/2018	Refinish Decking @ Hangar Bldg.	4,608.00
FRONTIER	40821	10/05/2018	9/28-10/27 City Hall Phone Service	444.98
FRONTIER	40822	10/05/2018	9/28-10/27 City Hall Phone Svc.	610.34
GALLATIN PUBLIC AFFAIRS	40823	10/05/2018	Sept. Media Relation/Marketing Svcs.	3,500.00
GORDON THOMAS HONEYWELL	40824	10/05/2018	Sept. Government Affairs Consulting Svcs	3,983.19
HANSEN, COREY	40825	10/05/2018	September Incubator Consulting Services	4,180.00
HAULAWAY STORAGE CONTAINERS	40826	10/05/2018	8/21-9/17 Log Boom Storage Container Rentals	191.40
HONEY BUCKET	40827	10/05/2018	9/8-10/5/18 Squire's Landing Rental	215.05
HOPKINS, CRAIG	40828	10/05/2018	Police Volunteer Mileage Reimbursement	49.05
INNOVAC	40829	10/05/2018	9/25 Vactor Services	1,856.25
INNOVAC	40829	10/05/2018	9/21 Vactor Services	6,802.13
INNOVAC	40829	10/05/2018	9/19 Vactor Services	2,029.50
INNOVAC	40829	10/05/2018	9/28 Vactor Services	5,071.00
INNOVAC	40829	10/05/2018	9/19 Vactor Services	203.50
INNOVAC	40829	10/05/2018	9/20 Vactor Services	1,981.38
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - General	3,100.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - Executive	7,424.30
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - Public Works	5,904.43
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - Community Development	598.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - Records Requests	607.87
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - LakePointe	1,975.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - Development Svcs	2,478.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - Town Green	156.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	40830	10/05/2018	August Legal Svcs - David Thompson IV	222.00
KENMORE HERITAGE SOCIETY	40831	10/05/2018	Kenmore Heritage Society Website Grant	4,933.15
KING COUNTY ANIMAL SVCS	40832	10/05/2018	Sept. Pet Licenses	315.00
KING COUNTY FINANCE	40833	10/05/2018	Public Defense Indigency Screening	2,067.00
KING COUNTY RECORDER'S OFFICE	40834	10/05/2018	W. Sammish Bridge Proj. Recording Fees	565.00
KING COUNTY SHERIFF	40835	10/05/2018	Overtime for 7/24 WSSO Conference/Salter	581.89
KING COUNTY SHERIFF	40836	10/05/2018	July PoliceDept. Overtime Charges	1,432.66
KING COUNTY SHERIFF	40836	10/05/2018	July PoliceDept. Overtime Charges	329.53
KING COUNTY SHERIFF	40836	10/05/2018	July PoliceDept. Overtime Charges	575.89
LIGHTHOUSE CONSULTING INC	40837	10/05/2018	Sept. IT Services	2,762.76
LIGHTHOUSE CONSULTING INC	40838	10/05/2018	Sept. Protection/Archiving/Backup/Web Hosting	2,533.85
MILLER STEPHENS, MARY	40839	10/05/2018	Sept. Public Defense Svcs @ SCORE	1,250.00
MOTT MACDONALD GROUP, INC.	40840	10/05/2018	17-C1807 Aug. Railing/Buoy Proj. @ Log Boom	1,221.65
MUNIMANAGE, LLC	40841	10/05/2018	17-C1809 August Consulting Svcs	6,765.00
NORTHSHORE FIRE DEPT	40842	10/05/2018	August Fire Marshal Plan Review	240.00

NORTHSHORE ROTARY CLUB	40843	10/05/2018	Quarterly Dues & Member Meals	162.00
NORTHSHORE ROTARY CLUB	40843	10/05/2018	Quarterly Dues & Member Meals	60.00
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 City Hall Irrigation	2,020.40
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 City Hall Water & Sewer	611.83
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 68th/SR522 ROW Irrigation	1,255.90
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 83rd/SR522 ROW Irrigation	674.40
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 Water Fill Station 7321 192nd	27.25
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 Northshore Summit Park Irrigation	1,528.00
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 67th/181st ROW Irrigation	238.60
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 Hangar Bldg. Water & Sewer	1,039.90
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 181st Between 68th & 73rd Irrigation	600.70
NORTHSHORE UTILITY DIST	40844	10/05/2018	7/15-9/15 Town Square Irrigation	306.70
NORTHSHORE UTILITY DIST	40845	10/05/2018	Connection/Install @ New Public Works Site	5,785.57
NORTHWEST TROPHY	40846	10/05/2018	Plaques	104.50
NORTHWEST TROPHY	40846	10/05/2018	Plaques	100.10
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	2.64
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	1.98
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	13.85
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	5.93
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	2.64
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	9.23
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	5.27
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	28.69
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	3.96
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	5.27
OFFICE DEPOT	40847	10/05/2018	Office/Breakroom Supplies	3.95
OFFICE DEPOT	40848	10/05/2018	Office Supplies	19.18
OFFICE DEPOT	40848	10/05/2018	Office Supplies	7.40
OFFICE DEPOT	40848	10/05/2018	Office Supplies	51.83
OFFICE DEPOT	40848	10/05/2018	Office Supplies	22.21
OFFICE DEPOT	40848	10/05/2018	Office Supplies	9.87
OFFICE DEPOT	40848	10/05/2018	Office Supplies	34.56
OFFICE DEPOT	40848	10/05/2018	Office Supplies	19.74
OFFICE DEPOT	40848	10/05/2018	Office Supplies	66.65
OFFICE DEPOT	40848	10/05/2018	Office Supplies	14.81
OFFICE DEPOT	40848	10/05/2018	Office Supplies	19.74
OFFICE DEPOT	40848	10/05/2018	Office Supplies	14.82
OHNO CONSTRUCTION	40849	10/05/2018	17-C1662 Rhododendron Park/Waterfronts	71.59
OHNO CONSTRUCTION	40849	10/05/2018	17-C1662 Rhododendron Park/Waterfronts	71.59
OHNO CONSTRUCTION	40849	10/05/2018	17-C1662 Rhododendron Park/Waterfronts	2,100.00
OSBORN CONSULTING INC.	40850	10/05/2018	August Parks/On-Call SWM Svcs	1,877.25
PAWS	40851	10/05/2018	August Animal Sheltering Svcs	186.00
PENINSULA FINANCIAL CONSULTING	40852	10/05/2018	SWM Rate Study	2,832.12
PERTEET INC.	40853	10/05/2018	12-C1082 7/30-9/2/18 On-Call Engineering Svcs	1,456.04
PHSI PURE HEALTH SOLUTIONS INC.	40854	10/05/2018	City Hall Filtered Water Systems/Oct.	120.91
PROFFITT, QUINN	40855	10/05/2018	Work Boot Reimbursement	150.00
PUGET SOUND ENERGY	40856	10/05/2018	8-14-9/13 City Hall Natural Gas	73.74
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 Incubator Bldg. Gas/Electric Chgs	490.49
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 Town Square & Hangar Bldg. Electricity	578.42
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 Town Square & Hangar Bldg. Gas	34.39
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 Parks Electric Chgs	344.67
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 Traffic Signal Collective	375.41
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 School/Crosswalk Collective	61.52
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 Radar Speed Signs	84.64
PUGET SOUND ENERGY	40856	10/05/2018	8/14-9/13 Tree Receptacles	76.35
PUGET SOUND ENERGY	40856	10/05/2018	LED Street Light Upgrade 19146 66th PI NE	556.06
QUALITY WATER FINANCIAL LLC	40857	10/05/2018	Sept. Pro-Rated Incubator Filtered Water	32.98

QUALITY WATER FINANCIAL LLC	40857	10/05/2018	October Incubator Filtered Water System	65.95
RANDALL, BRIAN	40858	10/05/2018	WFOA Conf. Hotel/M meal Reimbursement	305.08
REPUBLIC SERVICES	40859	10/05/2018	Sept. Rhododendron Park Solid Waste Svc	633.31
REPUBLIC SERVICES	40860	10/05/2018	Sept. City Hall Solid Waste Svc	329.98
REY TRANSLATIONS	40861	10/05/2018	9/17 Translation & Interpreting Svcs	470.01
SCORE	40862	10/05/2018	June Inmate Housing	32,400.00
SEATTLE TIMES	40863	10/05/2018	9/20 Legal Notice Ord. 18-0469	57.98
SHRED-IT USA LLC	40864	10/05/2018	Shredding Service	106.78
SMS CLEANING, INC.	40865	10/05/2018	City Hall & Hangar Janitorial Svcs	3,900.00
SMS CLEANING, INC.	40865	10/05/2018	City Hall & Hangar Janitorial Svcs	1,800.00
STAPLES ADVANTAGE	40866	10/05/2018	Parks Doorstops	24.72
STAPLES ADVANTAGE	40866	10/05/2018	Maintenance Supplies	231.36
STAPLES ADVANTAGE	40866	10/05/2018	Maintenance Supplies	234.00
STARDOM SERVICES, INC.	40867	10/05/2018	Sept. Incubator Bldg. Janitorial Svc	510.00
TOTAL LANDSCAPE CORP	40868	10/05/2018	Retention/Detention Pond Cleaning	18,848.50
TOTAL LANDSCAPE CORP	40869	10/05/2018	Sept. City Hall & Parks Landscaping	880.00
TOTAL LANDSCAPE CORP	40869	10/05/2018	Sept. City Hall & Parks Landscaping	4,145.45
TRANSCO GROUP USA INC.	40870	10/05/2018	18-C1885 Aug. On-Call Engineering Svcs	943.75
TRANSCO GROUP USA INC.	40870	10/05/2018	18-C1885 Aug. On-Call Engineering Svcs	542.50
TRANSPORTATION SOLUTIONS, INC.	40871	10/05/2018	18-C1905 7/31-9/15 Traffic Analysis Review	1,350.00
UPS STORE	40872	10/05/2018	Sept. Copying Chgs	1.29
UTILITIES UNDERGROUND LOCATION CTR	40873	10/05/2018	September Utility Locates	210.27
VERIZON WIRELESS	40874	10/05/2018	8/27-9/26 Cell Phones/I-Pads	79.86
VERIZON WIRELESS	40874	10/05/2018	8/27-9/26 Cell Phones/I-Pads	20.69
VERIZON WIRELESS	40874	10/05/2018	8/27-9/26 Cell Phones/I-Pads	20.69
VERIZON WIRELESS	40874	10/05/2018	8/27-9/26 Cell Phones/I-Pads	120.78
VERIZON WIRELESS	40874	10/05/2018	8/27-9/26 Cell Phones/I-Pads	40.01
VERIZON WIRELESS	40874	10/05/2018	8/27-9/26 Cell Phones/I-Pads	280.81
WA ASSOC. OF SHERIFFS & POLICE CHIEFS	40875	10/05/2018	Chief Peter Horvath Active Dues	180.00
WA STATE DEPT OF TRANSPORTATION	40876	10/05/2018	August Traffic Signal Maintenance	745.50
WASHINGTON STATE PATROL	40877	10/05/2018	Sept. Bridge Weight Restriction Enforcement	553.61
WELLS FARGO FINANCIAL	40878	10/05/2018	9/21-10/20/18 2nd Floor Copier Lease	619.73
WILLIAMS, KASTNER & GIBBS PLLC	40879	10/05/2018	17-C1736 7/6-8/31 Kenmore v El-Sharawy Prof Svc	2,207.02
CITY WIDE FENCE COMPANY, INC	40880	10/05/2018	Chain Link Fence Repair	1,034.00
DRS 457	DFT0000184	09/28/2018	DRS 457 Deferred Comp	755.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000185	09/28/2018	Public Employees Retirement	1,711.99
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000186	09/28/2018	Public Employees Retirement	16,057.20
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000186	09/28/2018	Public Employees Retirement	1,675.86
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000186	09/28/2018	Public Employees Retirement	1,447.91
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000187	09/28/2018	Public Employees Retirement	651.48
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000187	09/28/2018	Public Employees Retirement	377.23
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000188	09/28/2018	Public Employees Retirement	174.54
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000189	09/28/2018	Public Employees Retirement	862.69
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000190	09/28/2018	Public Employees Retirement	1,524.44

NAVIA	DFT0000191	09/28/2018	Employee Flexible Spending Account	153.85
NAVIA	DFT0000191	09/28/2018	Employee Flexible Spending Account	173.50
NAVIA	DFT0000191	09/28/2018	Employee Flexible Spending Account	85.38
NAVIA	DFT0000191	09/28/2018	Employee Flexible Spending Account	96.15
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	3,062.88
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	1,026.48
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	9,577.82
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	346.60
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	911.62
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	201.34
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	334.64
BANK OF AMERICA 941	DFT0000192	09/28/2018	Federal Taxes	789.69
PAYROLL	ACH Transaction	9/28/2018	Direct Deposit	91,019.40
				<u>\$ 434,279.71</u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2018 - 10/05/2018

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	16,623.33
0024	BAKER, DAVID	3,600.66
0025	BAKER, SHERI	12,000.00
0037	BASTYR UNIVERSITY	200.00
0047	BRAVO ENVIRONMENTAL , NW INC.	96.00
0050	BRUCE C ALLEN & ASSOC INC	3,000.00
0054	BULGER SAFE & LOCK, INC.	997.66
0064	CASCADE PEST CONTROL	1,287.00
0067	CENTER FOR HUMAN SERVICES	15,750.00
0076	CITY OF BELLEVUE	112,172.50
0083	CITY OF LAKE FOREST PARK	711,680.76
0086	CITY OF SHORELINE	8,796.90
0092	CODE PUBLISHING COMPANY	4,114.24
0099	CONSOLIDATED PRESS	15,802.86
0106	CROWN PRODUCTS LLC	2,106.12
0111	DEPARTMENT OF ECOLOGY	14,412.00
0121	REPUBLIC SERVICES	11,445.93
0137	FERGUSON ENTERPRISES INC #1539	1,946.93
0145	FRUHLING SAND & TOPSOIL	4,302.50
0151	CALPORTLAND COMPANY	1,002.93
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0173	HOME DEPOT CREDIT SERVICES	2,208.37
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	156,350.84
0197	JET CITY PRINTING	3,233.46
0201	KCDA PURCHASING COOP	16,919.77
0205	KENMORE HERITAGE SOCIETY	4,933.15
0206	KENMORE MIDDLE SCHOOL	7,463.62
0212	KING COUNTY FINANCE W.L.R.D.	22,283.75
0213	KING COUNTY ANIMAL SVCS	3,170.00
0218	KING COUNTY FINANCE	3,019.71
0219	KING COUNTY FINANCE	217,734.30
0224	SOUND PUBLISHING, INC.	4,261.90
0229	KING COUNTY OFFICE OF FINANCE	2,370.19
0230	KING COUNTY RADIO COMM SERVICES	900.90
0233	KING COUNTY SHERIFF	2,345,942.95
0235	KING COUNTY TREASURY	24,269.72
0237	FEDEX OFFICE	88.84
0246	LAKE CITY PICTURE FRAMING	257.85
0251	LIGHTHOUSE CONSULTING INC	54,788.77
0261	MICHAEL PENDLETON	6,038.50
0265	MORGAN SOUND INC	3,733.95
0267	MR. T'S TROPHIES	324.96
0285	NORTHSHORE FIRE DEPT	6,934.96
0287	NORTHSHORE SENIOR CENTER	23,700.00
0288	NORTHSHORE UTILITY DIST	121,476.18
0289	NORTHSHORE YMCA	4,875.00
0290	NORTHSHORE YOUTH & FAMILY SERVICES	12,000.00
0292	HONEY BUCKET	3,995.45
0299	EBIX, INC./ TOPHEALTH	118.27
0300	OFFICE DEPOT	7,167.78

Vendor Purchasing Report

For Date Range 01/01/2018 - 10/05/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0302	OFFICE TEAM	15,274.47
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	15,680.08
0310	PACIFIC TOPSOILS	2,870.56
0314	PETTY CASH CUSTODIAN	766.98
0327	PUGET SOUND CLEAN AIR AGENCY	18,341.00
0328	PUGET SOUND ENERGY	136,348.14
0329	PUGET SOUND FINANCE OFFICERS ASSOC	50.00
0331	PUGET SOUND REGIONAL COUNCIL	8,616.00
0345	SEATTLE TIMES	6,982.79
0346	SECRETARY OF STATE	5,115.40
0350	SIGN UP, SIGN CO, INC	979.00
0355	STAPLES ADVANTAGE	7,995.48
0356	STATE AUDITOR'S OFFICE	20,838.34
0357	STEWART MACNICHOLS HARMELL, INC.	45,000.00
0359	SOUND CITIES ASSOC	45.00
0365	TOTAL LANDSCAPE CORP	103,193.55
0370	UNITED RENTALS NW, INC	905.61
0371	UNITED STATES POSTMASTER	9,883.33
0374	URBAN LAND INSTITUTE	440.00
0375	US POSTAL SERVICE (HASLER)	5,008.86
0386	WA ASSOC OF CODE ENFORCEMENT	280.00
0387	WA CITIES INSURANCE AUTHORITY	274,303.00
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	3,869.25
0412	COLUMBIA RIDGE LANDFILL	5,592.17
0419	WONDERLAND DEVELOPMENT	3,750.00
0422	NATIONWIDE FINANCIAL 401a	266,009.13
0423	NATIONWIDE RETIREMENT SOLUTIONS 457	6,500.00
0424	ICMA RETIREMENT TRUST 457 - 304745	81,653.28
0425	DRS 457	11,530.00
0426	AFLAC	2,943.90
0428	BANK OF AMERICA 941	320,181.92
0429	AWC EMPLOYEE BENEFITS	420,175.35
0431	DEPARTMENT OF RETIREMENT SYSTEMS	461,073.76
0432	DEPARTMENT OF LABOR AND INDUSTRIES	32,223.60
0434	UNITED WAY OF KING COUNTY	1,492.20
0436	NATIONAL LIFE OF VERMONT	1,108.53
0448	UPS STORE	199.96
0449	ACF WEST INC	1,113.75
0450	AURORA RENTS	259.35
0473	ARTS OF KENMORE	5,900.00
0480	WASHINGTON TREE SERVICE INC	1,540.00
0484	CITY WIDE FENCE COMPANY, INC	4,758.60
0494	SECRETARY OF STATE	3,818.83
0497	DAY WIRELESS SYSTEMS	76.79
0501	MACLEOD RECKORD	12,332.49
0542	AMERICAN SOCIETY OF COMPOSERS	352.38
0550	KING COUNTY RECORDER'S OFFICE	1,739.00
0558	SNOHOMISH COUNTY	4,179.00
0564	AMERICAN PUBLIC WORKS ASSOCIATION	120.00
0575	FUNRENT	1,532.30
0586	MAIL FINANCE	2,118.60
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0594	RANDALL, BRIAN	2,746.19
0617	KING COUNTY FINANCE	210.82
0639	KONICA MINOLTA BUSINESS SOLUTIONS	2,024.24

Vendor Purchasing Report

For Date Range 01/01/2018 - 10/05/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0641	TELESYSTEMS WEST	137.51
0675	BANNER BANK CS	612.44
0685	PACE ENGINEERS, INC.	319,799.91
0689	DIGITAL REPROGRAPHICS SERVICES INC.	396.45
0690	BUILDERS EXCHANGE OF WASHINGTON INC	90.00
0692	HDR ENGINEERING, INC	553,232.31
0696	AMERICAN GENERAL LIFE GPO-400S	2,956.07
0699	BANNER BANK DB	716.03
0743	BANNER BANK NO	10,571.69
0764	OUSLEY, NANCY	1,763.29
0781	QUALITY BUSINESS SYSTEMS INC.	9,375.52
0785	FINANCIAL CONSULTANTS INT'L INC	196.02
0788	CURTIS, DR. MILTON	175.52
0791	NORTHSHORE ROTARY CLUB	716.00
0800	BANNER BANK JG	16,738.71
0817	GRAINGER	1,596.99
0833	VAUGHAN, KENT	34.88
0834	BANNER BANK KENMORE	30,554.08
0851	EVER-MARK, LLC	3,688.62
0852	GREGORY, JOANNE	404.60
0858	A+ CONFERENCING	459.65
0868	JAYMARC - AV	11,485.16
0869	BANNER BANK JGORDON	9,971.21
0892	JACOBS ENGINEERING GROUP	850,967.79
0898	ZONAR SYSTEMS	527.73
0899	SHRED-IT USA LLC	942.70
0912	ALCALDE & FAY	45,470.16
0913	KENMORE ELEMENTARY PTA	2,500.00
0937	ZUMAR	508.99
0981	COMCAST BUSINESS	23,035.74
0983	PASSPORT TRAVEL AND TOURS	2,487.99
0994	GORDON THOMAS HONEYWELL	35,854.35
0996	ANDERSON, LAURI	30.97
1000	JRW ENTERPRISES	3,017.43
1003	iWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	1,515.10
1032	SAWYER, RICHARD	614.30
1034	EMERALD FIRE LLC	393.80
1045	HORIZON DISTRIBUTORS INC	2,228.65
1047	SARAH ROBERTS	89,289.36
1052	FIRE PROTECTION, INC	12,852.83
1068	WA STATE DEPT OF LABOR & INDUSTRIES	141.60
1114	PHSI PURE HEALTH SOLUTIONS INC.	817.91
1116	FRONTIER	9,529.48
1118	FAZZARI MARKETING	898.56
1123	AM TEST, INC	1,775.00
1131	SUSSMAN/PREJZA & CO, INC	2,850.00
1140	PAWS	2,604.00
1148	QUALITY WATER FINANCIAL LLC	324.21
1152	WASHINGTON ENERGY SERVICES CO. LLC	36.75
1161	INDEPENDENT STATIONERS	166.01
1168	SCHINDLER ELEVATOR CORPORATION	3,715.82
1177	WELLS FARGO FINANCIAL	5,704.81
1181	BANNER BANK BH	6,054.81
1192	HOPKINS, CRAIG	546.12
1193	DEVRIES, DENIS	226.20
1197	MILLER STEPHENS, MARY	11,250.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	5,500.00

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Vendor	Name	Volume
1216	ADVANCE TESTING & SERVICE INC	1,188.00
1222	OLSON BROTHERS PRO-VAC	25,191.10
1259	PERTEET INC.	73,669.71
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	4,283.67
1309	BANNER BANK BAKER	11,019.66
1311	WASHINGTON STATE PATROL	2,514.99
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	4,100.00
1322	AABCO BARRICADE COMPANY INC.	1,848.00
1326	JOYCE ZIKER PARKINSON	692.50
1327	HWA GEOSCIENCES INC.	1,120.44
1331	KBA INC.	18,375.44
1333	WELWEST CONSTRUCTION INC.	2,148.81
1337	STATE OF WA DEPT. OF LICENSING	7.72
1339	STATE OF WA DEPARTMENT OF LICENSING	30.00
1342	PETERSON, JANET	350.00
1356	KARLINSEY, ROB	868.64
1357	KENMORE COMMERCIAL LLC	29,703.35
1358	ALPHAGRAPHS	1,469.29
1360	GOODSELL POWER EQUIPMENT #2 INC.	1,656.82
1363	INNOVAC	74,919.61
1370	WINTERBOURNE LANDSCAPE	1,836.47
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	2,024.01
1402	NORTHWEST MARINE TRADE ASSOCIATION	450.00
1403	OSBORN CONSULTING INC.	46,323.84
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	450.00
1437	VOLGISTICS, INC	540.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	863.50
1457	LANGUAGE LINE SERVICES, INC.	22.61
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	350.00
1500	MARINE FLOATS CORPORATION	4,074.40
1504	SCORE	236,172.61
1521	SPOT HOT DOG & BRATS	12.00
1533	314 PIE	48.00
1540	A-1 LANDSCAPING AND CONSTRUCTION, INC	137,299.73
1541	HEWITT	2,255.00
1544	METROPOLITAN TRANS. COMMISSION	1,500.00
1550	HANSEN, COREY	45,320.00
1552	DENUSKI, STACEY	46.70
1555	LINCOLN NATIONAL LIFE INSURANCE	9,334.11
1577	MUMMA, RYAN	459.15
1580	NORTHWEST TROPHY	566.19
1581	STARDOM SERVICES, INC.	4,590.00
1584	STUDIO 3 SIGNS	1,178.07

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
1590	HERMANSON COMPANY, LLP	7,339.75
1591	ULINE	1,008.65
1596	NW ENVIRONMENTAL TRAINING CENTER	700.00
1598	HELMETS R US INC	208.97
1606	GALLATIN PUBLIC AFFAIRS	35,580.00
1607	SCHOCK, BRETT	829.47
1609	MARSHBANK CONSTRUCTION	31,952.47
1629	WESTERN DISPLAY FIREWORKS, LTD.	18,000.00
1634	SREBNIK, DEBRA	314.42
1655	CATHOUSE PIZZA	30.00
1657	STEWART TITLE COMPANY	8,405.10
1661	WHITEMAN, TELA	400.43
1667	PRINTWEST	545.60
1673	KPFF CONSULTING ENGINEERS	255,888.96
1678	VICENTE, JOHN	522.07
1689	MOTT MACDONALD GROUP, INC.	344,168.39
1690	SITTS & HILL ENGINEERS, INC.	5,756.47
1704	BANNER BANK RK	8,123.23
1711	SOFTWAREONE, INC.	8,925.18
1715	THE WIDE FORMAT COMPANY	770.00
1718	RESOURCE EXPLORATION, LLC	20,000.00
1719	SALTER, JON	1,202.40
1721	GOOD TO GO	50.80
1726	UNITED STATES TREASURY	30.30
1731	NORTHWEST ARBORICULTURE LLC	17,809.42
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	973.50
1733	BELMARK, LLC	7,832.80
1734	TOP TO BOTTOM JANITORIAL, INC.	21,447.00
1738	MUNIMANAGE, LLC	125,490.00
1739	FIX AUTO	2,875.38
1754	RFI ENTERPRISES INC.	9,603.00
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	7,183.50
1786	TYLER TECHNOLOGIES, INC.	17,341.50
1789	BLUEBEAM, INC.	891.00
1791	PROFFITT, QUINN	150.00
1795	CABOT DOW ASSOCIATES, INC.	2,929.25
1796	EXPONENT, INC.	6,027.50
1798	OLBRECHTS & ASSOCIATES, PLLC	2,659.00
1806	RYCO EQUIPMENT, INC.	1,155.00
1810	ABBEY PARTY RENTS OF WA, INC.	2,318.68
1814	YSI INCORPORATED, A XYLEM BRAND	1,417.82
1816	NAVIA	15,602.60
1818	GORLIN, LARRY N.	907.50
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	4,913.44
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
1855	OFFICE DEPOT	1,326.39
1859	IRON CREEK CONSTRUCTION LLC	1,820.63

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Vendor	Name	Volume
1863	HAULAWAY STORAGE CONTAINERS, INC.	1,227.60
1864	INTERNATIONAL SOC. OF ARBORICULTURE	185.00
1873	ENGINEERING/REMEDATION RES. GROUP	60,140.25
1879	HOLMBERG COMPANY	12,575.10
1884	CADMAN MATERIALS, INC.	2,276.21
1889	WILLIAMS, KASTNER & GIBBS PLLC	23,760.22
1892	DEVON LEGER	3,600.00
1893	YUNUSOV, SURIYA	36.00
1900	ASPECT CONSULTING LLC	3,619.57
1901	NORTH COAST ELECTRIC COMPANY	1,119.15
1907	CHRISTOPHER, MARINA	1,300.00
1908	VAUGHAN, KENT	700.00
1913	GRAND EVENT RENTALS	4,109.03
1914	MCNAMARA SIGNS	440.40
1920	BERGER PARTNERSHIP	12,270.82
1921	CITY OF MARYSVILLE PARKS, CULTURE & RECREATION	2,800.00
1926	GUARDIAN SECURITY SYSTEMS, INC.	339.91
1930	T-MOBILE USA, INC.	959.59
1932	U.S. BANK N.A. - CUSTODY	464.00
1935	YUMMY BOX FOOD TRUCK LLC	612.00
1936	SUPERION, LLC	2,558.37
1942	THE VET CHEF LLC	120.00
1944	OHNO CONSTRUCTION	68,801.92
1946	FALL PROZ INC	3,886.00
1953	CONNOR, DARLENE	250.00
1955	HUIZENGA ENTERPRISES, LLC	115,904.13
1960	WALTER E. NELSON CO.	554.75
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	605.00
1962	BANNER BANK SKROGH	9,373.07
1963	COMBINED CONSTRUCTION, INC.	26,947.25
1964	EARTHWORKS	47,225.50
1969	CAPITOL ASSET & PAVEMENT SERVICES INC.	3,460.00
1970	CROSSROAD SIGN	4,769.60
1975	COMMUNITY ATTRIBUTES INC.	32,645.12
1979	MSPT VI, LLC	7,500.00
1980	HRA VEBA TRUST	27,675.00
1982	CRAWFORD ELECTRIC	366.55
1985	CONTRACT LAND STAFF LLC	5,699.35
1987	KITSAP CONFERENCE CENTER	124.69
1989	WA TRAFFIC SAFETY COMMISSION	103.49
1990	GLOCK PROFESSIONAL, INC.	500.00
1991	WASHINGTON STATE TREASURER	6,570.28
1993	HYAS GROUP, LLC	7,500.00
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2,000.00
1995	REY TRANSLATIONS	5,222.80
1996	SEQUOYAH ELECTRIC LLC	7,477.80
1997	BARCLAY DEAN ARCHITECTURAL PRODUCTS, LLC	610.50
1998	JOHNSTON GROUP, LLC	21,547.50
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

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Vendor	Name	Volume
2009	O'CONNOR CONSULTING GROUP, LLC	25,000.00
2010	JUDHA OF LION LANDSCAPING	356,378.27
2011	PLAN TO PERMIT, LLC	4,235.00
2012	DDK DESIGNS, LLC	35.38
2013	THE POTTING SHED	1,787.50
2015	INGLEWOOD VILLAGE III CONDOMINIUMS	13,111.20
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.	4,121.14
2022	JA BRENNAN ASSOCIATES, PLLC	2,274.00
2023	HR&A ADVISORS, INC	175,000.00
2024	DFR LAW GROUP, LLC	3,600.00
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.	12,358.13
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	34,832.05
2048	SMS CLEANING, INC.	28,500.00
2049	SUNBELT RENTALS	952.39
2050	NORCAN-OSINT	280.00
2051	PANTAC, LLC	128.57
2052	J. A. BRENNAN ASSOCIATES, PLLC	26,293.00
2053	WINDOW COVERINGS USA	1,463.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	255.15
2055	WESTERN CENTURIES	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
2060	LEVA, VIVIAN	1,750.00
2061	SQUIRREL BUTTER LLC	250.00
2062	YOGOMAN	1,000.00
2063	French Touchup LLC	4,608.00
2065	AMY'S ARTISTIC EXPRESSIONS	200.00
2066	COUSINEAU, NICK	131.63
2067	CRAWFORD, KRISTIN	121.21
2068	DITCH MAINTENANCE SERVICES	18,743.70
2069	EMERSON, DEVIN	76.99
2070	GREEN SOLUTIONS HEATING & COOLING	255.15
2071	GRETTE ASSOCIATES LLC	2,177.64

Vendor Purchasing Report

For Date Range 01/01/2018 - 10/05/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2072	GRAPPONE, RAYMOND	1,750.00
2073	HOOPSMILES	237.00
2074	KATO, CATHERINE	142.60
2075	LANDEZA, PATRICK	2,200.00
2076	THE CHEESE PIT	78.00
2077	THEO'S GYROS	216.00
2078	WA RECREATION & PARK ASSOC.	580.00
2079	ZESBAUGH, INC.	275.00
2080	PLAYOUT FOUNDATION	1,886.50
2081	SHANNON & WILSON, INC.	37,018.51
2082	FRELARD TAMALES	72.00
2083	THE 12TH DAWG MOBILE FOOD TRUCK	114.00
2084	Lakeland Restoration Services, LLC	51,892.50
2086	BOND, STEPHANIE	59.95
2087	BOYER, ANDREW	170.64
2088	DCI PLUMBING	1,736.70
2089	DRUMMOND, NICHOLAS D.	1,000.00
2090	SARA SOLUM HAYASHI	1,500.00
2091	MCDONALD, DON & BEVERLY	265.33
2092	PETERSON, DAVID A.	300.00
2093	THE WARREN G. HARDINGS	1,500.00
2094	THORSON BARNETT & MCDONALD, P.C.	3,262.50
2095	TRANSPO GROUP USA INC.	3,220.00
2096	TUPLING, SANDRA	56.90
2097	ROBINSON NOBLE	19,081.78
2098	A & G PROPERTY, LLC	54,300.00
2099	INGLEWOOD GOLF CLUB	6,750.00
2100	HOPKINS, CRAIG R.	22,800.00
2101	PENINSULA FINANCIAL CONSULTING	5,664.24
2102	CHG SF LLC	10,128.90
2103	WILLIAMS, MARLA J.	40.00
2104	INGLEWOOD CONDOMINIUM ASSOCIATION	100.00
2105	LEGACY HOMES	7,500.00
2107	BOTHELL SKI & BIKE	94.54
2108	DAMAGE RECOVERY	124.50
2109	SEATOWN DEVELOPMENT GROUP	7,869.50
2110	WILLIAM GARZA CREATIVE	800.00
2111	TYE FOUR, LLC	5,000.00
2112	TRANSPORTATION SOLUTIONS, INC.	1,350.00
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
Vendor Set Vendor Set 01 Total:		11,981,156.44



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

Subject/Topic:

Squire's Landing Park Waterfront Project -
Amendment No. 4 to Mott MacDonald
Professional Services Consulting Contract #17-
C1657 for Preliminary Design and Permitting
Assistance.

For Council Meeting Agenda of: 10/15/2018

Department: Community Development

Prepared by: Maureen Colaizzi

Initial & Date

Approved by Department Head: DS 10/15/18

Approved by City Attorney:

Approved by Finance Director: R+ for JG

Approved by City Manager: [Signature]

Exhibits/Attachments: None.

Proposed Council Action/Motion: Motion
authorizing the City Manager to execute
Amendment No. 4 of Contract 17-C1657 with
Mott Mac Donald

INFORMATION/BACKGROUND:

This agenda item requests Council authorization to amend contract 17-C1657 between Mott MacDonald and the City of Kenmore to increase the not to exceed contract amount by \$108,762 for a total contract amount of \$611,615 and extend the contract term from October 31, 2018 until August 31, 2019. The scope of work for Amendment No. 4 includes additional data collection and design work to support a shoreline permit and SEPA permit application package. The scope of work includes: survey; geotechnical report; mitigation strategy; lighting plan; water main extension design; water temperature analysis; and consultation with regulatory agencies.

Contract 17-C1657: On February 27, 2017, City Council passed a motion giving the authority to the City Manager to execute contract 17-C1657 between the City of Kenmore and Mott MacDonald for an amount up to \$503,200 after Mott MacDonald was selected through RFQ 15-C1375 Waterfront Access Improvements. Contract 17-C1757 between the City of Kenmore and Mott MacDonald was executed by the City Manager on March 15, 2017 for a not to exceed amount of \$455,2125

The scope of work set forth in the contract includes professional services to create a Preliminary Design for the Walkways and Waterways Squire's Landing Park Waterfront and Natural Open Space Access Project to be used for land use and environmental permit applications. The scope also included preparation of permit applications and assistance through the permit review process.

Contract 17-C1657 has been amended three times since execution. Amendment No. 3 executed on 10/2/18, increased the contract amount by \$47,648 to \$502,863. The amendment includes: design amendments to address site constraints; assistance with RCO applications; addressing regulatory agency questions; addressing and coordinating with the adopt-a-stream RCO funded restoration project; rate increase to 2018 rates. Amendment No. 2 extended the contract agreement until October 31, 2018. Amendment No. 1 executed 9/27/17 extended the contract duration to 3/31/18 and amended task but not the contract amount.

FISCAL CONSIDERATION:

The 2017-2018 budget includes \$850,000 for the Squire's Landing Waterfront and Open Space Project. The 2019-2024 Park Capital Improvement Program adopted 9/17/18 (Ordinance 18-0469) allocates \$5,750,000 including \$720,000 in the next biennium for the Squires Landing Project. Funding includes \$5.1 million in bond funds, \$500,000 in grants and other city funds. No additional funding in the 2017-2018 budget or estimated 2019-2020 budget is needed at this time for contract Amendment #4 (\$108,672).

The total project cost estimate presented to Council 3/19/18 based on a 30% design is estimated at a \$5,598,634. Staff anticipates presenting updated project cost estimates to Council in early 2019. Also, staff anticipates presenting a new or amended contract with Mott MacDonald for consultant service support through the next project phase including engineering/building permits and construction documents and bidding.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

- 2. Implement the Walkways and Waterways Projects.
- 5. Advance Public Access to Water.
- 6. To continue to implement a Parks Improvement Plan.
- 9. To build community and create fun.

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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

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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.

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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.

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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

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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.

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- 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.

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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

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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).

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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).

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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.

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ADJOURNMENT

The meeting adjourned at 8:43 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

Subject/Topic: City of Kenmore 2019-2021 State Legislative Agenda Proposed Council Action/Motion: Motion to Approve the City of Kenmore 2019-2021 State Legislative Agenda	For Council Meeting Agenda of: 15 October 2018 Department: Executive Prepared by: Nancy Ousley, Assistant City Manager <u>Initial & Date</u> Approved by Department Head: <u>NKO 11 Oct 2018</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: - Proposed 2019-2021 Legislative Agenda and Policy Statements (revised following October 8 Council discussion) - October 8, 2018 Council Agenda Item
<u>INFORMATION/BACKGROUND:</u> The 2019 Session of the Washington State Legislature will be a 105 day regular (“long”) session that will include approving a biennial budget. The Kenmore City Council approves a Legislative Agenda prior to each session that outlines priority actions the City and its government relations consultants will promote during the session. The proposed list of Legislative Priorities continues to focus on State participation in supporting the redevelopment of the Lakepointe property, in recognition of the State’s reliance on this property in major State transportation projects such as Interstate 5 and the SR 520 Bridge. The agenda also features requests for funding infrastructure (sidewalk improvements) and parks projects. The packet includes Policy Statements that guide the consultants in expressing City support for proposals and issues that are not on the priorities list. The proposed Legislative Agenda and Policy Statements were discussed with the Council on October 8, 2018 and the attached documents reflect the changes requested by the Council at that meeting. Gordon Thomas Honeywell represents the City in State Legislative matters.	
<u>FISCAL CONSIDERATION:</u> The City has a strong record of legislative successes for infrastructure funding and support for key projects, including the Saint Edward Seminary rehabilitation in Saint Edward State Park and transportation projects.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Effective advocacy at the State Legislature supports all 2018-2019 Council goals.	



City of Kenmore, Washington

City of Kenmore 2019-2021 State Legislative Agenda

Propel Lakepointe Development

Lakepointe is the last remaining undeveloped property of its size on Lake Washington - a 47-acre site poised to become a dynamic mixed-used transit-oriented development with housing, office and retail space, hotel, and nearly a mile of public shoreline public access. A longstanding barrier to redeveloping the Lakepointe property stems from site conditions that are the result of a State transportation project. When Interstate-5 was built in Seattle, WSDOT used the Lakepointe site as a landfill for construction and demolition debris. Deep foundation systems consisting of thousands of pilings will be required for the property to be developed, adding substantial costs of potentially over \$100 million to any redevelopment project.

To alleviate these extraordinary costs, the City of Kenmore requests that the State provide a construction sales tax credit for public improvements on the site, or other economic development incentives necessary to allow this property to overcome this hurdle and be developed. Without the State's partnership, the steep infrastructure and other project costs will continue to cause this vital waterfront site to languish and not redevelop. Even with the proposed incentives, the redevelopment of this site has the potential to offer a significant financial return on investment at both the state and local levels.

68th Avenue NE Pedestrian & Bicycle Safety

68th Avenue NE is an existing collector arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This safety project extends from NE 182nd Street to 61st Place NE and consists of new sidewalk on one side of the roadway with retaining walls as needed, buffered bicycle lanes in each direction, new stormwater infrastructure, and utility relocation as needed. The citizens of Kenmore approved a bond measure to provide \$5.1 million toward this project. The City is seeking \$450,000 from the 2019-21 State Transportation Budget to complete the project.

Twin Springs Park

Twin Springs Park, a 25-acre tract of land in northeast Kenmore, was recently transferred to the City of Kenmore from King County as part of mitigation for the Brightwater regional wastewater project. The land consists mostly of wetland and steep forested land as well as about two acres of flat useable land for recreation. The City of Kenmore requests \$150,000 to perform minimal improvements in order to get the park open to the public. Work will include parking improvements and also drainage improvements to make the field area suitable for the public. These improvements will allow the public to picnic and throw a frisbee while at the same time enjoying the park's beautiful natural features and open space.

Washington Wildlife & Recreation Program (WWRP)

The City of Kenmore supports ongoing funding for the WWRP grant program. If WWRP is funded at the \$120 million level, the City could receive \$849,832 for Squire's Landing Waterfront and Natural Area Access.

Reconnecting Kenmore's Downtown to Lake Washington

Regional decisions regarding the State's transportation system, including imposing tolls on SR 520, and the failure of the state system to handle daily commuter traffic, has resulted in more drivers opting to travel on State Route 522 through Kenmore. Despite recent improvements to State Route 522 to increase transit and vehicle capacity and improve pedestrian safety, congestion on State Route 522 continues to worsen. State Route 522 divides Kenmore's downtown from its waterfront and the City is seeking a partnership with the State to reconnect the city's downtown with the Lake Washington waterfront. The City is grateful for \$500,000 from the State to complete a study that will determine the best location, design concept and cost for such a crossing. The City hopes to have results from the study by early 2020.

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**City of Kenmore
2019 Policy Statements**

This document is an internal document designed to provide guidance to city staff and the city's lobbyist. The policy statements in this document allow the city to quickly take positions on legislation. It is not all inclusive of all policy positions that the city may take throughout a session, and the following items are not listed in order of priority.

Local Control on Asphalt Plant Regulations

The City of Kenmore supports efforts to ensure that the asphalt plant operates in a manner that is mindful of the surrounding urban neighborhoods and reduces the impact of asphalt production odor on Kenmore residents and business owners.

Affordable Housing

Kenmore residents are experiencing the squeeze of increased housing prices and fewer affordable housing options. The City of Kenmore supports legislation that provides tools and funding options that promote affordable housing, including investment in the Housing Trust Fund. The City also requests that the Legislature reform the condominium liability act to spur development of middle income, starter, senior and high-density housing units.

Support for WWRP & ALEA Grant Programs

The city of Kenmore supports fully funding the Washington Wildlife Recreation Program (WWRP) and the Aquatic Lands Enhancement Account (ALEA). Many city parks have benefitted from funding through these programs.

Product Stewardship

The city of Kenmore supports statewide product stewardship programs for products that are harmful to the environment such as electronic waste, mercury-containing florescent lights, and prescription drugs. The City will closely monitor the implementation of recently passed legislation to establish a statewide prescription drug takeback program to ensure there is no lapse in coverage as the King County program is phased out. The City supports legislation to establish a stewardship program for paint.

Prevent Human Trafficking

The city of Kenmore recognizes that human trafficking is a problem in all communities, and supports legislation that provides tools and solutions to prevent and intervene in human trafficking.

Local Infrastructure Funding

The city of Kenmore joins AWC in supporting the State's ongoing and increased investment in infrastructure funding programs such as the Public Works Assistance Account.

Small Cell Infrastructure

Small cell technology requires more devices that each have a smaller distance of radio coverage, the equipment is typically smaller, and they are frequently installed on existing street furniture in the public right of way. There is a push to standardize the permitting process of small cell technology across WA and would require local governments to provide access to public facilities for use as small cell technology sites. The City opposes legislation that removes local control in the siting and regulation of small cell network facilities and supports legislation that provides for grandfathering of existing wireless communication facilities ordinances.

Funding for Indigent Defense

Indigent defense is a constitutional right that should be funded by the State. However, WA State only contributes 4% of the total amount spent for trial court indigent defense. The City supports state funding for indigent defense that is standardized and equally accessible for all jurisdictions to ensure more equitable funding.

Mobile Homes

The City supports legislation that recognizes that mobile homes represent an important affordable housing option throughout the state. Topics such as: ensuring individuals considering purchasing a mobile home are informed about laws and regulations limiting the transport of mobile homes; lease increase notice and other guidelines; and requiring that

sellers notify purchasers if a home cannot be moved, are examples of potential legislation that could help protect mobile home owners' investments and provide greater predictability.

Passenger Only Ferry

The City supports efforts to explore a passenger only ferry service from Kenmore to Seattle.

Saint Edward State Park Ballfields

The City continues to work with the WA State Parks Commission to ensure the current ballfields at Saint Edward State Park are renovated for public use and enjoyment.



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City of Kenmore, Washington

City of Kenmore 2019-2021 State Legislative Agenda

Propel Lakepointe Development

Lakepointe is the last remaining undeveloped property of its size on Lake Washington - a 47-acre site poised to become a dynamic mixed-used transit-oriented development with housing, office and retail space, hotel, and nearly a mile of public shoreline public access. A longstanding barrier to redeveloping the Lakepointe property stems from site conditions that are the result of a State transportation project. When Interstate-5 was built in Seattle, WSDOT used the Lakepointe site as a landfill for construction and demolition debris. As a result, deep foundation systems consisting of thousands of pilings will be required for the property to be developed, adding substantial costs of potentially over \$100 million to any redevelopment project.

To alleviate these extraordinary costs related to the site's prior use by the State, the City of Kenmore requests that the State provide a construction sales tax credit for public improvements on the site, or other economic development incentives necessary to allow this property to overcome this hurdle and be developed. Without the State's partnership, the steep infrastructure and other project costs will continue to cause this vital waterfront site to languish and not redevelop. Even with the proposed incentives, the redevelopment of this site has the potential to offer a significant financial return on investment at both the state and local levels.

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- Squire's Landing Waterfront and Natural Area Access - \$1.7 million
- Log Boom Park Waterfront Access and Viewing - \$665,916

Capital Budget Request

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City Of Kenmore, Washington

City of Kenmore 2017-19 State Legislative Agenda *Amended for the 2018 Session*

Reconnecting Kenmore's Downtown to Lake Washington

Kenmore requests that the State alleviate the impacts of the state transportation system on the local community by reconnecting the city's downtown with the Lake Washington waterfront. Despite recent improvements to State Route 522 to increase transit and vehicle capacity and improve pedestrian safety, congestion on State Route 522 continues to worsen, making it increasingly difficult for city residents to access local businesses, and generally move within the city. Regional decisions regarding the State's transportation system, including imposing tolls on SR 520, and the failure of the state system to handle daily commuter traffic, has resulted in more drivers opting to travel on State Route 522 through Kenmore. State Route 522 divides Kenmore's downtown from its waterfront. The City asks that the State invest **\$1 million** for preliminary project development of a multimodal grade-separated route, above or below SR 522, to allow Kenmore residents to more easily move within the city and to connect the city's downtown to the Lake Washington waterfront. The total anticipated project cost is \$25-\$30 million.

Propel Lakepointe Development

Lakepointe is the last remaining undeveloped property of its size on Lake Washington - a 47-acre site poised to become a dynamic mixed-used transit-oriented development with housing, office and retail space, hotel, marina and nearly a mile of public shoreline public access. A longstanding barrier to redeveloping the Lakepointe property stems from site conditions that are the result of a State transportation project - when Interstate-5 was built in Seattle, WSDOT used the Lakepointe site as a landfill for construction and demolition debris. As a result, deep foundation systems featuring several thousand pilings are required for the property to be developed, adding substantial costs of potentially over **\$105 million** to any redevelopment project. To alleviate these extraordinary costs related to the site's prior use by the State, the City of Kenmore requests that the State provide the economic development tools and incentives necessary to allow this property to overcome this hurdle and be developed. Without these incentives, the steep infrastructure and other project costs will continue to cause this vital waterfront site to languish and not redevelop. Even with the proposed incentives, the redevelopment of this site has the potential to offer a significant financial return on investment at both the state and local levels.

Pass a 2017-19 Capital Budget that includes the following projects which were included in the version that was released on July 20, 2017:

Boathouse on Sammamish River/Lake Washington - \$250,000

The boathouse will be constructed in partnership with the Northshore School District and will result in youth recreation programming, public high school rowing programs and other waterfront opportunities for the public.

Moorlands Park Improvements - \$250,000

Improvements at Moorlands Park include a new ballfield, a new play structure, trails, restrooms, and picnic facilities.

Public Works Assistance Account - \$1.5 million

The City supports passage of a capital budget that allocates \$97 million toward the PWAA current loan list which includes a \$1.5 million loan for culvert replacement & embankment repair at 61st Ave NE and NE 190th Street.

Saint Edward State Park Investments

- \$500,000 for Saint Edward Park Ballfield Improvements from WWRP and \$250,000 from Youth Athletic Facilities
- \$75,000 for a strategic plan to develop an Environmental Learning Center at St. Edward State Park

Local Control on Asphalt Plant Regulations

An asphalt plant is located in the City of Kenmore, near downtown, SR 522 and residential areas. The asphalt plant has been operating for decades and is a legal nonconforming use. The City asks that the State give local cities additional, local option regulatory authority over asphalt plants to ensure that the plant operates in a manner that is mindful of the surrounding urban neighborhoods.

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City of Kenmore 2018 Policy Statements

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Sediment in North East Lake Washington

The city of Kenmore respectfully requests approval of funding in the Department of Ecology Budget for Phase 2 additional sampling and analysis of sediment in selected areas of North East Lake Washington and near-shore areas identified in screening level sampling and analysis performed in 2012-2013.

Toxic Algae in North Lake Washington and Sammamish River

The city of Kenmore respectfully requests funding of toxic algae sampling and testing in North Lake Washington and the Sammamish River, and funding to identify the sources and causes of toxic algae blooms.

Support for WWRP & ALEA Grant Programs

The city of Kenmore supports fully funding the Washington Wildlife Recreation Program (WWRP) and the Aquatic Lands Enhancement Account (ALEA). Many city parks have benefitted from funding through these programs.

Product Stewardship

The city of Kenmore supports legislation creating a statewide product stewardship program, including paint, medicine, and mercury-containing fluorescent light take-back programs. This legislation would require manufacturers that sell products in Washington to develop, fund, and implement a take-back system for unwanted, unused, or left over products across these categories. King County has developed a local medicine program and the State of Washington is in the process of developing a mercury-containing fluorescent light program.

Prevent Human Trafficking

The city of Kenmore recognizes that human trafficking is a problem in all communities, and supports legislation that provides tools and solutions to prevent and intervene in human trafficking.

Local Infrastructure Funding

The city of Kenmore supports the development of a statewide local infrastructure program to help cities fund increasing infrastructure needs, since the Legislature discontinued the Public Works Assistance Account program.

Affordable Housing

The city of Kenmore supports legislation that provides tools and funding options that promote affordable housing.

Small Cell Infrastructure

Small cell technology requires more devices that each have a smaller distance of wireless communications coverage. The equipment is smaller, and is frequently installed on existing utility poles or street lights in the public right of way. There is a push to standardize the permitting process of small cell technology across WA and require local governments to provide access to utility poles, street lights, and public facilities for use as small cell technology sites. The City opposes legislation that removes local control in the siting and regulation of small cell network facilities and supports legislation that provides for grandfathering of recently-adopted wireless communication facilities ordinances.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Ordinance No. 18-0466 Temporary Homeless Shelters Proposed Council Action/Motion: Motion to Approve Ordinance No. 18-0466	For Council Meeting Agenda of: 15 October 2018 Departments: Executive & Development Services Prepared by: Jack Urquhart, Management Intern Nancy Ousley, Assistant City Manager Bryan Hampson, Development Services <table style="width: 100%;"> <tr> <td></td> <td style="text-align: right;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: right;">AKO 12 Oct 2018</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">✓ RK</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;">POK</td> </tr> </table> Exhibits/Attachments: 1. Proposed Ordinance No. 18-0466 2. September 24, 2018 Agenda Item		<u>Initial & Date</u>	Approved by Department Head:	AKO 12 Oct 2018	Approved by City Attorney:	✓ RK	Approved by Finance Director:	_____	Approved by City Manager:	POK
	<u>Initial & Date</u>										
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<u>INFORMATION/BACKGROUND:</u> The City Council considered proposed Ordinance 18-0466 regarding temporary homeless shelters on September 24, 2018 which was prepared following a Council discussion on July 23, 2018. The revised Ordinance featured proposed regulations for: 1) indoor and outdoor temporary homeless shelters, and 2) cold weather low barrier shelters. Staff and City Attorney have revised the Ordinance based on Council actions taken on September 24, 2018 to: • Outline a process for Council review and approval of cold weather low barrier shelters and temporary homeless shelters if more than one program applies to operate in Kenmore for the following year • Allow cold weather low barrier shelters to operate for 31 consecutive days instead of 30 consecutive days • Require sex offender and felony warrant checks for cold weather shelters Note: After Council's direction on September 24, staff learned that the King County Sheriff Communication Center does not distinguish between felony and misdemeanor warrants in responding to warrant checks.											
<u>FISCAL CONSIDERATION:</u> Fee for Ordinance environmental review; staff time to review annual applications; occasional inspections by law enforcement and Fire Marshal. A permit fee will be proposed as part of amendments to the City Fee Schedule.											
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Priority Based Budgeting Community Results: - Safe and Secure Community - Connected, Involved, and Family Oriented Community that Values Diversity											

**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 COLD-WEATHER LOW-BARRIER SHELTERS; AND
ADDING NEW SECTIONS 18.100.200 AND 18.100.210 TO
THE KENMORE MUNICIPAL CODE TO ENACT
REGULATIONS FOR INDOOR AND OUTDOOR
TEMPORARY HOMELESS SHELTERS AND COLD-
WEATHER LOW-BARRIER 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 new Sections 18.100.200 and 18.100.210 are 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.: 18-0466
DATE OF PUBLICATION:
EFFECTIVE DATE:

EXHIBIT A

18.100.200 Indoor and Outdoor Temporary homeless shelters.

A. This section regulates indoor and outdoor temporary homeless shelters, which include temporary homeless encampments (“tent cities”) and temporary homeless indoor shelters, but exclude cold-weather low-barrier shelters, which are regulated by KMC 18.100.210.

B. In recognition of the need for temporary housing for homeless persons, the purpose of this section is 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 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 are used for the shelter, and an indoor temporary homeless shelter shall include all buildings and outdoor areas that are used for the shelter (hereafter, “shelter site”).

C. 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 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;
 - f. 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;

- g. A transportation plan, which shall detail the plan for the pick-up and delivery of residents, if any, and include the walking routes from nearby transit stops to the shelter, and provisions for public transit tickets for residents, if any; and
 - h. 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, and open flames; prohibit violent behavior and loitering in the area surrounding the site; and establish and require observance to quiet hours.
3. A temporary homeless shelter must meet, or the sponsoring organization must implement all the following health and safety standards:
- a. Have a maximum of 50 residents, which the city manager may reduce due to property and shelter conditions or considerations.
 - 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, 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. 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 of 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.
 - f. Use existing permanent structures and not construct new permanent structures.
 - g. At all times, have a point of contact who can be reached by phone.
 - h. Prohibit overnight stays by children under the age of 18, unless accompanied by a parent or guardian.
 - i. ~~Screen each potential resident before initial admission for active warrants and sex offender status. Prohibit sex offenders as residents of the shelter. Upon identification of a sex offender or active warrant, notify the City Police immediately. Before admitting a potential resident, contact the King County Sheriff's Communications Center, or other agency or office approved by the City, to determine whether the potential resident is registered as a sex offender and has an active warrant. If the potential resident is a registered sex offender or has an active warrant, prohibit admission to the shelter.~~
 - j. Provide adequate sanitary facilities and satisfy all applicable public health requirements.
 - k. Allow Inspections by City and King County Health, Fire, and Police Departments at any reasonable time and without notice.
 - l. 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. Not displace any required parking for the principal/existing use on the property as a result of the shelter.

- m. Restrict smoking to a designated smoking area, which must be a minimum of 25 feet from adjacent properties.
- n. 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 shelter site. 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 the 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.
- D. The following conditions shall apply to all temporary homeless shelters:
 - 1. Only one indoor or outdoor temporary shelter shall operate in the City per calendar year.
 - a. The City will accept notices of intent to file an application for a temporary shelter during the month of October.
 - b. The notice of intent must be for operation of a temporary shelter in the subsequent calendar year only.
 - c. If more than one letter of intent is filed during the month of October, the City Council must rank all potential applicants during the first two weeks of November, after determining a ranking procedure and considering a report from the city manager.
 - d. The potential applicant with the highest ranking must file a complete application and pay all applicable fees on or before December 30.
 - e. If the potential applicant with the highest ranking fails to file a complete application and pay all applicable fees by the deadline or withdraws a complete application, or if the City denies the application, the City shall accept and process applications from other potential applicants, in the order of ranking by the City Council.

2. There can be one temporary homeless shelter under this section and one cold-weather low-barrier shelter under KMC 18.100.210 in the same calendar year.
3. Shelters are prohibited in critical areas and their buffers.

18.100.210 Cold-weather low-barrier shelters.

A. This section regulates cold-weather low-barrier shelters. Cold-weather low-barrier shelters are indoor emergency shelters for the homeless that operate for thirty-one consecutive days or less between October and April and restrict operation to night-time hours.

B. In recognition of the need for shelter from the cold for homeless persons, the purpose of this section is to allow sponsoring religious, non-profit, and governmental organizations (hereafter, "sponsoring organizations") to use property owned or controlled by them for cold-weather low-barrier shelters (hereafter, "cold-weather shelters" or "shelters"), while preventing harmful effects associated with such uses, including but not limited to 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. A cold-weather shelter shall include all buildings and outdoor areas that are used for the shelter (hereafter, "shelter site").

C. Cold-weather 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 and 18.100.200:

1. The city manager is authorized to issue temporary use permits for 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 cold-weather 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 address of the proposed shelter site;
 - d. The name(s) of the sponsoring organization(s);
 - e. A proposed plan regarding self-management;
 - f. 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;

- g. A transportation plan, which shall detail the plan for the pick-up and delivery of residents, if any, and include the walking routes from nearby transit stops to the shelter, and provisions for public transit tickets for residents, if any; and
- h. 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, and weapons; prohibit violent behavior and loitering in the area surrounding the shelter site; and establish and require observance to quiet hours.
- 3. A cold-weather shelter must meet, or the sponsoring organization must implement all the following health and safety standards:
 - a. Have a maximum of 40 residents, which the city manager may reduce due to property and shelter conditions or considerations.
 - b. Limit operating hours to between 7:00 p.m. and 7:00 a.m.
 - c. Restrict smoking to a designated smoking area, which must be located outside of the building and a minimum of 25 feet from adjacent properties.
 - d. Prohibit re-entry to residents after 10:00 p.m., including a return from the outside designated smoking area.
 - e. Limit duration of operation to thirty-one consecutive days or less between October and April.
 - f. Use existing permanent structures and not construct new permanent structures.
 - g. For up to 30 residents, have a minimum of two staff members who have been trained in de-escalation tactics present in the shelter during all operating hours. For more than 30 residents, have a minimum of three staff members who have been trained in de-escalation tactics present in the shelter during all operating hours.
 - h. At all times, have a point of contact who can be reached by phone.
 - i. Prohibit children under the age of 18 from the shelter.
 - j. ~~Screen each potential resident before initial admission for active warrants for felonies and sex offender status. Prohibit sex offenders as residents of the shelter. Upon identification of a sex offender or active warrant a felony, notify the City Police immediately. Before admitting a potential resident, contact the King County Sheriff's Communications Center, or other agency or office approved by the City, to determine whether the potential resident is registered as a sex offender and has an active felony warrant. If the potential resident is a registered sex offender or has an active warrant for a felony, prohibit admission to the shelter.~~
 - 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. 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 shelter site.

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.

D. The following conditions shall apply to all cold-weather shelters:

1. Only one cold-weather shelter shall operate in the City per calendar year.
 - a. The City will accept notices of intent to file an application for a shelter during the month of June.
 - b. The notice of intent must be for operation of a shelter in the subsequent cold-weather period (October to April only).
 - c. If more than one letter of intent is filed during the month of June, the City Council must rank all potential applicants during the third or fourth week of July, after determining a ranking procedure and considering a report from the city manager.
 - d. The potential applicant with the highest ranking must file a complete application and pay all applicable fees on or before August 31.
 - e. If the potential applicant with the highest ranking fails to file a complete application and pay all applicable fees by the deadline or withdraws a complete application, or if the City denies the application, the City shall accept and process applications from other potential applicants, in the order of ranking by the City Council.
2. There can be one cold-weather shelter under this section and one temporary homeless shelter under KMC 18.100.200 in the same calendar year.
3. Shelters are prohibited in critical areas and their buffers.
4. The City shall not accept, process or approve any application for operation of a cold-weather shelter during the year of 2018.



Subject/Topic: Ordinance #18-0466 "Temporary Homeless Shelters"	For Council Meeting Agenda of: September 24, 2018 Department: City Manager's Office Prepared by: Jack Urquhart, Management Intern <u>Initial & Date</u> Approved by Department Head: _____ Approved by City Attorney: ✓ reviewed by Rod Kaseguma Approved by Finance Director: _____ Approved by City Manager: <u>RK 9-14-18</u>
Proposed Council Action/Motion: Approve Ordinance #18-0466.	Exhibits/Attachments: Ordinance #18-0466 Policy Memo
<u>INFORMATION/BACKGROUND:</u> Over the last year, Kenmore has received multiple requests to use sites as temporary shelters. 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 provisions for temporary shelters to address concerns of safety and security, and establish expectations for temporary shelter permit applicants. 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. On June 18, staff presented a recommendation for temporary homeless shelter regulations and low-barrier temporary shelter regulations. The City Council determined to revisit low-barrier shelters at another time and directed staff to draft an ordinance for temporary homeless shelters in accordance with what was presented. On July 23, a temporary homeless shelter ordinance draft was presented to Council for adoption. The ordinance failed with Council suggestions on adjustments. In addition to adjusting the requirements for temporary homeless shelters, Council directed staff to draft a combined ordinance proposing regulations for both indoor and outdoor temporary homeless shelters and cold-weather low-barrier shelters. After researching policies of low-barrier shelter organizations and conversing with stakeholders, staff drafted an ordinance with a section for indoor and outdoor temporary homeless shelters (KMC 18.100.200) and a section for cold-weather low-barrier shelters (KMC 18.100.210). The ordinance draft will be presented as directed by Council on Sept. 24. <u>FISCAL CONSIDERATION:</u> \$1566 for a SEPA Review. 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. <u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u>	

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 COLD-WEATHER LOW-BARRIER SHELTERS; AND
ADDING NEW SECTIONS 18.100.200 AND 18.100.210 TO
THE KENMORE MUNICIPAL CODE TO ENACT
REGULATIONS FOR INDOOR AND OUTDOOR
TEMPORARY HOMELESS SHELTERS AND COLD-
WEATHER LOW-BARRIER 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 new Sections 18.100.200 and 18.100.210 are 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. This section regulates indoor and outdoor temporary homeless shelters, which include temporary homeless encampments ("tent cities") and temporary homeless indoor shelters, but exclude cold-weather low-barrier shelters, which are regulated by KMC 18.100.210.

B. In recognition of the need for temporary housing for homeless persons, the purpose of this section is 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 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 are used for the shelter, and an indoor temporary homeless shelter shall include all buildings and outdoor areas that are used for the shelter (hereafter, "shelter site").

C. 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 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;
 - f. 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;
 - g. A transportation plan, which shall detail the plan for the pick-up and delivery of residents, if any, and include the walking routes from nearby transit stops to the shelter, and provisions for public transit tickets for residents, if any; and
 - h. 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, and open flames; prohibit violent behavior and loitering in the area surrounding the site; and establish and require observance to quiet hours.
3. A temporary homeless shelter must meet or the sponsoring organization must implement all of the following health and safety standards:
- a. Have a maximum of 50 residents, which the city manager may reduce due to property and shelter conditions or considerations.
 - 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, 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. 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.
 - f. Use existing permanent structures and not construct new permanent structures.
 - g. At all times, have a point of contact who can be reached by phone.
 - h. Prohibit overnight stays by children under the age of 18, unless accompanied by a parent or guardian.

i. Screen each potential resident before initial admission for active warrants and sex offender status. Prohibit sex offenders as residents of the shelter. Upon identification of a sex offender or active warrant, notify the City Police immediately.

j. Provide adequate sanitary facilities and satisfy all applicable public health requirements.

k. Allow Inspections by City and King County Health, Fire, and Police Departments at any reasonable time and without notice.

l. 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. Not displace any required parking for the principal/existing use on the property as a result of the shelter.

m. Restrict smoking to a designated smoking area, which must be a minimum of 25 feet from adjacent properties.

n. 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 shelter site. 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 the 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.

D. The following conditions shall apply to all temporary homeless shelters:

1. Only one indoor or outdoor temporary shelter shall operate in the City per calendar year.

a. The City will accept notices of intent to file an application for a temporary shelter during the month of October.

b. The notice of intent must be for operation of a temporary shelter in the subsequent calendar year only.

c. If more than one letter of intent is filed during the month of October, the City must hold a lottery for all potential applicants during the first full week of November.

d. The potential applicant with the lowest lottery number must file a complete application and pay all applicable fees on or before December 30.

e. If the potential applicant with the lowest lottery number fails to file a complete application and pay all applicable fees by the deadline or withdraws a complete application, or if the City denies the application, the City shall accept and process applications from other potential applicants, in the order of the lottery numbers.

2. There can be one temporary homeless shelter under this section and one cold-weather low-barrier shelter under KMC 18.100.210 in the same calendar year.

3. Shelters are prohibited in critical areas and their buffers.

18.100.210 Cold-weather low-barrier shelters.

A. This section regulates cold-weather low-barrier shelters. Cold-weather low-barrier shelters are indoor emergency shelters for the homeless that operate for thirty consecutive days or less between October and April, restrict operation to night-time hours and do not screen potential residents for sex offender status or active warrants.

B. In recognition of the need for shelter from the cold for homeless persons, the purpose of this section is to allow sponsoring religious, non-profit, and governmental organizations (hereafter, "sponsoring organizations") to use property owned or controlled by them for cold-weather low-barrier shelters (hereafter, "cold-weather shelters" or "shelters"), while preventing harmful effects associated with such uses, including but not limited to 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. A cold-weather shelter shall include all buildings and outdoor areas that are used for the shelter (hereafter, "shelter site").

C. Cold-weather 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 and 18.100.200:

1. The city manager is authorized to issue temporary use permits for 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 cold-weather 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 address of the proposed shelter site;
 - d. The name(s) of the sponsoring organization(s);
 - e. A proposed plan regarding self-management;
 - f. 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;
 - g. A transportation plan, which shall detail the plan for the pick-up and delivery of residents, if any, and include the walking routes from nearby transit stops to the shelter, and provisions for public transit tickets for residents, if any; and
 - h. 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, and weapons; prohibit violent behavior and loitering in the area surrounding the shelter site; and establish and require observance to quiet hours.
3. A cold-weather shelter must meet or the sponsoring organization must implement all of the following health and safety standards:
- a. Have a maximum of 40 residents, which the city manager may reduce due to property and shelter conditions or considerations.
 - b. Limit operating hours to between 7:00 p.m. and 7:00 a.m.
 - c. Restrict smoking to a designated smoking area, which must be located outside of the building and a minimum of 25 feet from adjacent properties.
 - d. Prohibit re-entry to residents after 10:00 p.m., including a return from the outside designated smoking area.
 - e. Limit duration of operation to thirty consecutive days or less between October and April.
 - f. Use existing permanent structures and not construct new permanent structures.
 - g. For up to 30 residents, have a minimum of two staff members who have been trained in de-escalation tactics present in the shelter during all operating hours. For more than 30 residents, have a minimum of three staff members who have been trained in de-escalation tactics present in the shelter during all operating hours.
 - h. At all times, have a point of contact who can be reached by phone.

- i. Prohibit children under the age of 18 from the shelter.
- j. Provide adequate sanitary facilities and satisfy all applicable public health requirements.
- k. Allow Inspections by City and King County Health, Fire, and Police Departments at any reasonable time and without notice.
- l. 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 shelter site. 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.
- D. The following conditions shall apply to all cold-weather shelters:
1. Only one cold-weather shelter shall operate in the City per calendar year.
- a. The City will accept notices of intent to file an application for a shelter during the month of June.
- b. The notice of intent must be for operation of a shelter in the subsequent cold-weather period (October to April only).
- c. If more than one letter of intent is filed during the month of June, the City must hold a lottery for all potential applicants during the first full week of July.
- d. The potential applicant with the lowest lottery number must file a complete application and pay all applicable fees on or before August 31.

e. If the potential applicant with the lowest lottery number fails to file a complete application and pay all applicable fees by the deadline or withdraws a complete application, or if the City denies the application, the City shall accept and process applications from other potential applicants, in the order of the lottery numbers.

2. There can be one cold-weather shelter under this section and one temporary homeless shelter under KMC 18.100.200 in the same calendar year.

3. Shelters are prohibited in critical areas and their buffers.

4. The City shall not accept, process or approve any application for operation of a cold-weather shelter during the year of 2018.



City of Kenmore, Washington

Memorandum

Date: August 28, 2018
To: Rob Karlinsey, City Manager
From: Jack Urquhart, Management Intern
Re: Temporary Homeless Shelter Regulations

Recommendation

Staff recommends that City Council considers proposed regulations and determines whether to suggest changes before staff presents the ordinance on Sept. 24 City Council meeting.

Background

The City of Kenmore has issued temporary use permits to a temporary homeless encampment and an emergency winter low-barrier shelter for operation in the last year. Demand for the shelters to return regularly and the municipal code's lack of regulations specific to health and safety concerns of temporary homeless shelters have given rise to the necessity for such regulations.

Two types of temporary homeless shelters or encampments have operated in Kenmore, and the Council has determined that the two should be regulated differently. The two types of shelters are as follows:

1. Outdoor encampments, which have been allowed to operate for multiple months at a time on church-owned property. These shelters pre-screen potential residents by checking for sex offender status and active warrants. If a potential resident is identified as a sex offender or has an active warrant, he or she is denied entrance and police is immediately notified.
2. Cold-weather low-barrier shelters, which rotate from indoor site to site (typically city to city) for one month at a time during cold-weather months. These shelters apply a "take you as you are" method to sheltering residents from the cold and do not pre-screen for sex offender or active warrant status. Residents limit their time in the shelter to nighttime hours.

Ongoing discussions among the Kenmore City Council and staff have resulted in Council's direction to present a draft of an ordinance for regulations for temporary homeless shelters of all kinds. Based on the kinds of temporary homeless shelters that have operated in the City and in anticipation of future applications, staff has determined

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www.kenmorewa.gov

that an appropriate way to classify any shelter is as either an “indoor or outdoor temporary homeless shelter,” or a “cold-weather low-barrier shelter.”

The proposed ordinance includes two sets of separate regulations – one set for indoor and outdoor temporary homeless shelters, and one for cold-weather low-barrier shelters. Regulations for indoor and outdoor temporary homeless shelters were presented for adoption to Council on July 23. The ordinance failed, with Council directing staff to adjust the ordinance to allow for only one shelter to operate in the City per calendar year. That direction has been addressed in the proposed ordinance. Regulations for cold-weather low-barrier shelters have been developed from staff research and have not yet been presented to Council.

Key Regulations

The matrix in this section shows proposed regulations in key areas for both types of shelters, with staff explanations and notes where appropriate:

Matrix: Key Regulation Areas

	Regular Indoor and Outdoor Temporary Homeless Shelters	Cold-Weather Low-Barrier Shelters	Notes
<i>Application Includes</i>	-Dates of start and termination -Maximum residents proposed -Location -Name of sponsoring organization -Self-management plan -Site plan -Transportation plan -Code of conduct	-Dates of start and termination -Maximum residents proposed -Location -Name of sponsoring organization -Self-management plan -Site plan -Transportation plan -Code of conduct	
<i>Code of Conduct</i>	- At a minimum: -Prohibits drugs, alcohol, weapons and open flames -Prohibits violence and loitering in surrounding area -Requires observance of quiet hours	- At a minimum: -Prohibits drugs, alcohol, weapons and open flames -Prohibits violence and loitering in surrounding area -Requires observance of quiet hours	CWLB shelters typically don't search potential residents for drugs and weapons, but they will be confiscated if visible
<i>Maximum number of residents</i>	50	30	

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<i>Operating hours</i>	No restriction	Nightly between 7:30 p.m. and 6:30 a.m. Entry prohibited after 10 p.m., including returns from outside smoking area.	
<i>Smoking</i>	Only in a designated area, a minimum of 25 feet from adjacent properties	Only in a designated area, a minimum of 25 feet from adjacent properties	
<i>Minimum site size</i>	For outdoor shelters, a total site area of 150 sq. ft. per resident		
<i>Maximum duration</i>	125 days	30 consecutive days between November and March	On average, these are the five coldest months of the year in Kenmore. While some CWLB shelters operate in October, April is actually colder on average than October
<i>Sight-obscuring fence</i>	A minimum six-foot tall fence unless shelter is out of view		
<i>Safety and security</i>	-A point of contact who can be reached by phone at all times -Allow inspections by City and King County Health, Fire, and Police Departments	-A point of contact who can be reached by phone at all times -Allow inspections by City and King County Health, Fire, and Police Departments -A minimum of two staff members trained in de-escalation tactics present during all operating hours	
<i>Health</i>	Adequate sanitary facilities and satisfaction of all applicable public health requirements	Adequate sanitary facilities and satisfaction of all applicable public health requirements	
<i>Children</i>	No children under 18 permitted overnight unless accompanied by a parent or guardian	No children under 18 permitted	
<i>City Council report</i>	Around 60 day mark, report provided to City Manager and presented at City Council meeting		
<i>Neighbor notice</i>	-Mailed notice to property owners, tenants, and residents within 1,000 ft. of site 30 days before submittal of application -Informational meeting before city manager's decision. Notice of meeting sent to property owners, tenants, and residents within 1,000 ft. of site 14 days before city manager's decision -City website shows date of application, shelter location, and proposed duration and operation of shelter 14 days before city manager's decision	-Mailed notice to property owners, tenants, and residents within 1,000 ft. of site 30 days before submittal of application -Informational meeting before city manager's decision. Notice of meeting sent to property owners, tenants, and residents within 1,000 ft. of site 14 days before city manager's decision -City website shows date of application, shelter location, and proposed duration and operation of shelter 14 days before city manager's decision	

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<i>Frequency</i>	No more than one in city per calendar year	No more than one in city per calendar year	One of each type may operate in City per calendar year
<i>Notice of intent to file</i>	Accepted in month of October for subsequent year	Accepted in month of July for subsequent cold-weather period (November to March)	
<i>If multiple applications are received...</i>	Lottery	Lottery	Despite appearing overly complicated, this seemed to city attorney and staff as best way to handle multiple applications when only one can be permitted per year
<i>Other</i>		Must be indoor	

Cold-Weather Low-barrier Guide for Regulations

The suggestions for regulations for cold-weather low-barrier shelters come in large part from rules used at Lake City Partners Ending Homelessness' shelters. Their resident agreement is attached to this memo as an appendix.

Conclusion

This proposal represents a reflection of staff's understanding of Council direction, research, and best practices. Staff recommends that City Council considers proposed regulations and determines whether to suggest changes before staff presents the ordinance on Sept. 24 City Council meeting.

Appendix: Lake City Partners Ending Homelessness' Resident Agreement

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Guest agreement

December 2017 - March 2018

This agreement is intended to create safety for guests, staff and volunteers of the North King County Winter Shelter and ensure the respect for the congregations that host the shelter. Please review and take seriously the following concerns:

_____ I will cooperate with staff and follow their instructions. I understand that failing to listen to staff in a timely manner can create both personal and community safety issues. *If non-compliant, a notice will be given. If behavior continues, one night bar.*

_____ **I will not use violence or threats of violence.** This includes instigating and inciting aggression out of another person. *If non-compliant, staff will proceed with appropriate consequence depending upon the level of severity. Serious safety threats can receive a bar without a prior warning.* If I feel threatened by another person(s) I will **contact the shelter staff** and let them resolve it.

_____ I will not bring any visible weapon onto the premises. Weapons include guns, knives, and any other objects designated as a dangerous weapon by applicable law, or any items staff or volunteers feel poses a risk to yourself or others. Self-defense items (knives, etc) may be turned into staff **immediately** for holding overnight and will be returned in the morning. *If non-compliant, the guest will be given the option to turn in their weapon or to leave with it. For repeat occurrences, one night bar.*

_____ I understand discriminatory language or behavior related to any of the following categories is not acceptable: **race, religious affiliation, economic status, national origin, gender identity, and sexual orientation.** I will not harass any other guests. *If non-compliant, a notice will be given. If behavior continues, one night bar. Depending on the severity, a harsher consequence may be given. Slurs will be met with a bar without prior warning. Sexual assault will be met with a permanent bar without prior warning.*

_____ I agree to abstain from possessing, using, selling, or assisting in the possession, use, and sale of any intoxicant or controlled substance inside the shelter **or on the property.** This includes alcohol, marijuana, federally illegal substances, federally controlled substances, and any abused legal substances. *If non-compliant on possession only, the guest will be given an opportunity to turn in the substance to staff, or leave with it. Non-compliant on anything else will be given a warning. If behavior continues, one night bar.*

_____ I will not take anything that doesn't belong to me. *If non-compliant, minimum one night bar. Longer bans will be given for repeated behavior.*

_____ I will be fully dressed in public areas of the shelter. *If non-compliant, a notice will be given.*

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City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Resolution #18-312 a Resolution Adopting Additions to the City's Personnel Policies to Establish Stand-By Pay and Adopting Additions to the Administrative Policy and Directives to Provide Safety Footwear Allowance Proposed Council Action/Motion: Discuss Resolution #18-312 and Approve, Deny or Modify the Proposed Resolution	For Council Meeting Agenda of: October 15, 2018 Department: City Manager's Office Prepared by: <u>Initial &</u> <u>Date</u> Approved by Department Head: _____ Approved by City Attorney: <u>KW via email</u> Approved by Finance Director: <u>[Signature] 10/2/18</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: Proposed Resolution
INTRODUCTION We are getting ready to start our own Public Works Operation. As part of this work, we are reviewing the existing city personnel and administrative documents to identify any missing policies. We have identified two areas where we need to make adjustments to the exiting polices; stand-by pay and safety boot allowance. We need the Council's direction for each one of these areas. BACKGROUND Kenmore contracts most public works and parks maintenance services to various private and public contractors. The largest contract, existing since our incorporation, is with the City of Lake Forest Park. This contract has worked well for our city for almost 20 years. As the needs of each city has evolved and the infrastructure maintenance demands have increased, both cities decided that each would be better served by having its own Public Works and Parks Maintenance Operation division. We have received notice from Lake Forest Park terminating the Public Works and Park Maintenance services they provide to Kenmore effective December 31, 2018. The City hired Munimanager consultants to develop a Kenmore Public Works and Park Maintenance Division operation and implementation plan. We have shared the plan, the implementation schedule, and the associated costs with the Council during the August 13, 2018 Council meeting. The Council subsequently approved the plan and authorized us to proceed with the required financial expenditures at the September 10, 2018 Council meeting. Since then, we have developed job descriptions, advertised positions to hire maintenance workers, and hired an architect to remodel the back side of the post office building for an office space for the new division. In review of the City's policies to assure that appropriate polices are in place to run a new division,	

we have identified two areas where new policies will need to be developed.

- 1) Stand-By Pay – An employee is required to be on call after work hours to respond to citizen calls and emergencies. This was addressed previously by the City of Lake Forest as part of our contract. Lake Forest Park pays \$45 per day for that on-call employee to be able to come to the city within 30 minutes of a call, if needed.
- 2) Safety Boots – All employees working out on the field are required to wear steel-toed safety boots. We currently do not have an established policy for this.

ANALYSIS

To determine what each of the surrounding cities pay for the components identified above, we reviewed the labor/union contracts of Lake Forest Park, Bothell and Kirkland. Shoreline does not have a labor contract as they are not unionized, however, Shoreline has personnel and administrative policies which were reviewed. The summary of our review is depicted in the following table.

CITIES	SAFETY WEAR	STAND BY PAY
KIRKLAND	\$200/EVERY YEAR	15% of Hourly Rate (\$85 to \$95 per day) 25% of Hourly Rate (\$130 to \$150 per day during holidays)
LAKE FOREST PARK	\$500/As needed Not more than once a year	\$40/per day \$30/per day during emergencies like storm and ice conditions
BOTHELL	\$250/PER YEAR	\$45/per day
SHORELINE	No Policy	\$1.50 Per Hour (\$27 per day)
KENMORE (Proposed)	\$250 max./per year	\$45/per day

FISCAL CONSIDERATIONS

The annual cost of stand-by pay would be approximately \$16,200. Please note that we had already considered this expense in our implementation plan. Half of this expense is not new. We have been paying Lake Forest Park to provide a stand-by employee and cost associated for the payment to employees for being on stand-by status.

We anticipate we will be spending approximately \$3,000 annually on employee safety boots. We would be providing safety boots to maintenance workers, city construction inspectors and seasonal help. This cost was also already included in our Interim Public Works and Parks maintenance and operation analysis.

RECOMMENDATION

Based on the review of what our surrounding cities provide and what we think would be fair for our employees, we are recommending:

- 1) \$250 annual safety boot allowance for our public works employees and
- 2) \$45 per day for the stand-by pay for an employee who will be asked to carry a City owned cell phone after work hours to respond to citizen requests and emergencies after work hours.

Should the Council approve this recommendation, appropriate policy language is drafted within the attached Resolution.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

City of Kenmore Vision Statement:

- Supports the safety, health and welfare of all of its citizens.
- Is inclusive and family friendly

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 18-312**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, ADOPTING CHANGES TO THE CITY'S
PERSONNEL AND ADMINISTRATIVE POLICIES TO
ESTABLISH STAND-BY PAY AND SAFETY FOOTWEAR
ALLOWANCE.**

WHEREAS, since their original adoption, the City's Personnel Policies have been updated on several occasions to modify policies as necessary; and

WHEREAS, the City Council has expressed a desire to promote the safety, health, and welfare of City employees; and

WHEREAS, the City of Kenmore will start its own Public Works and Parks Maintenance and Operation division and will hire new employees to provide such service to Kenmore citizens; and

WHEREAS, the City of Kenmore believes that providing safety boots and compensation for the stand-by status for employees helps the City retain and recruit talented employees; and

WHEREAS, the City Council, having given full consideration to the proposed revisions to the Personnel Policies and Administrative Policies;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Adoption of new addition (Section 2.6.2) to the City Personnel Policies and new addition (Section 3.1.1) to the Administrative Policies, as follows:

Personnel Policies

2.6.2 STAND-BY PAY: An employee who is required to be on stand-by time and subject to call shall receive a stand-by allowance of forty-five dollars (\$45) per day, while on stand-by. Only one employee at a time shall be designated as being stand-by to receive this allowance. Department Head or Public Works Operations Manager or the City Manager will designate the stand-by employees. Employees on vacation, out on sick leave or any other paid leave shall not receive on stand-by payment.

Administrative Policies

3.1.1 FOOTWEAR ALLOWANCE: The city will provide to each benefited full time, part time, temporary or seasonal employee who is exposed to the hazards set forth in WAC 296-800-16060 (attached) a footwear allowance, for ANSI approved work footwear. The footwear allowance shall be up to \$250 per year, on reimbursement basis.

FOOTWEAR ALLOWANCE Eligibility schedule:

Level One: Encounters foot hazard as defined by the WAC at least 3x per month (minimum 36 times per year) = eligible for footwear allowance every year.

Level Two: Encounters foot hazards as defined by the WAC at least 2x per month (minimum 24 times per year) = eligible for footwear allowance every two years.

Level Three: Encounters foot hazard as defined by the WAC occasionally (minimum of /or less than 23 times per year) = eligible for footwear allowance every three years.

Section 2. Effective Date. This Resolution shall be added to the existing Personnel and Administrative Policies and shall take effect and be in force immediately.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT
A REGULAR MEETING THEREOF THIS ____ DAY OF OCTOBER , 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Rod Kaseguma, City Attorney

WAC 296-800-16060

Make sure your employees use appropriate foot protection.

You must:

(1) Use appropriate foot protection.

• Where employees are exposed to hazards that could injure their feet. Examples of these hazards are:

- Falling objects
- Rolling objects
- Piercing/cutting injuries
- Electrical hazards

• That meets the specifications of one of the following consensus standards:

• ASTM F-2412-2005, Standard Test Methods for Foot Protection, and ASTM F-2413-2005, Standard Specification for Performance Requirements for Protective Footwear.

• ANSI Z41-1999, American National Standard for Personal Protection—Protective Footwear.

• ANSI Z41-1991, American National Standard for Personal Protection—Protective Footwear.

– Protective footwear that does not meet these standards may be used if you demonstrate that it is equally effective as that constructed in accordance with one of the above consensus standards.

(2) Make sure your employees wear calks or other suitable footwear to protect against slipping while they are working on top of logs.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, 49.17.060, and chapter 49.17 RCW. WSR 10-09-088, § 296-800-16060, filed 4/20/10, effective 6/1/10. Statutory Authority: RCW 49.17.010, [49.17].040, and [49.17].050. WSR 01-11-038, § 296-800-16060, filed 5/9/01, effective 9/1/01.]

CITY OF KENMORE



PERSONNEL AND ADMINISTRATIVE POLICY UPDATES

October 2018

Presented by Munimanage

PERSONNEL AND ADMINISTRATIVE POLICES ADJUSTMENTS

- ▶ Starting our own Public Works/Parks Operation and Maintenance Operation.
- ▶ We are reviewing our own Personnel and Administrative Policies for any gaps.
- ▶ Identifying any additions/changes.
- ▶ Developing policy documents for the Council consideration for approval.

PERSONNEL AND ADMINISTRATIVE POLICES ADJUSTMENTS

- ▶ Two areas that need new policies:
 - ▶ Stand By Pay
 - ▶ Safety Clothing Allowance

STAND-BY PAY

- ▶ Stand By Pay is a compensation for employees who respond to Kenmore citizen requests after work hours, weekends and holidays.
- ▶ Stand By Employees are asked to come to the city within 30 minutes of a call to address any safety issues, if needed.
- ▶ Kenmore has been paying for Stand By Employees to Lake Forest Park as part of annual contract payments.

SAFETY BOOTS

WAC 296-800-16060

Make sure your employees use appropriate foot protection.

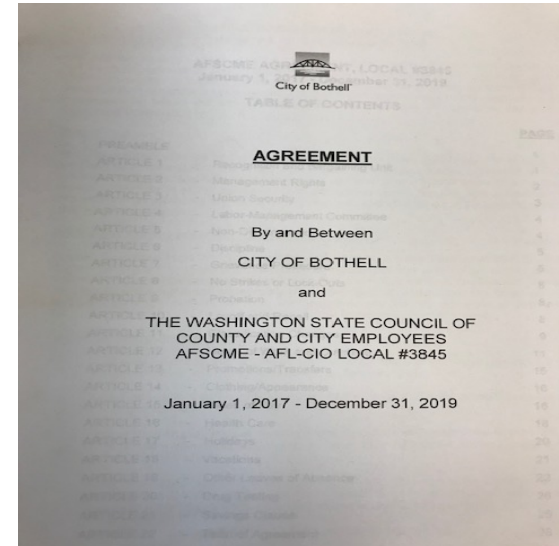
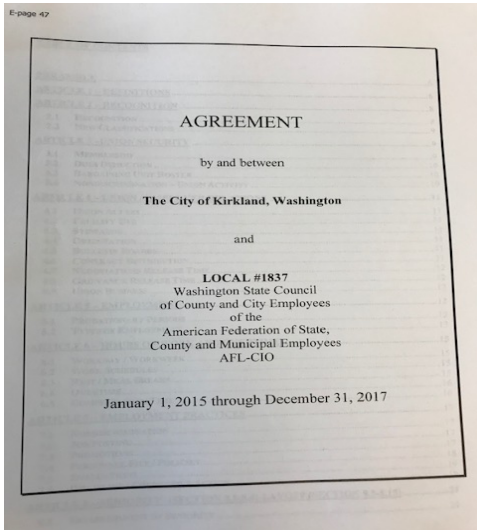
You must:

(1) Use appropriate foot protection.

• Where employees are exposed to hazards that could injure their feet. Examples of these hazards are:

- Falling objects
- Rolling objects
- Piercing/cutting injuries
- Electrical hazards

WHAT OTHER CITIES ARE DOING?



SUMMARY OF WHAT OTHER CITIES ARE DOING AND OUR RECOMMENDATION

CITIES	SAFETY WEAR	STAND BY PAY
KIRKLAND	\$200/EVERY YEAR	15% of Hourly Rate (\$85 to \$95 per day) 25% of Hourly Rate (\$130 to \$150 per day during holidays
LAKE FOREST PARK	\$500/As needed Not more than once a year	\$40/per day \$30/per day during emergencies like storm and ice conditions
BOTHELL	\$250/PER YEAR	\$45/per day
SHORELINE	No Policy	\$1.50 Per Hour (\$27 per day)
KENMORE (Proposed)	\$250 max./per year	\$45/per day



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Rhododendron Park Boathouse Project Update Proposed Council Action/Motion: Motion on funding and timing for boathouse option	For Council Meeting Agenda of: October 15, 2018 Department: Community Development Prepared by: Ann Stanton Approved by Department Head: <u>Initial & Date</u> Approved by City Attorney: <u>N/A</u> Approved by Finance Director: <u>✓</u> Approved by City Manager: <u>PRK</u> Exhibits/Attachments: 1. Rhododendron Boathouse September 14 Progress Report
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INFORMATION/BACKGROUND:

On 10/15/18, staff will provide a progress report and seek Council direction on options for constructing a 20'x70' or 40'x70' boathouse to support crew programs for students and adults.

Rhododendron Park is a popular community park with 600 feet of shoreline along the Sammamish River. Improvements completed in 2017 (\$1.2 M) connected the developed park to the waterfront area with an accessible path, parking near the waterfront and a new boarding float for launching hand-powered watercraft.

A cost estimate was prepared on September 10, 2018 for two boathouse options. One option is a 40'x70' 2-bay structure concept as envisioned in earlier planning stages (\$701,454.). The higher estimate is due to the cost of constructing a pile-supported foundation which is necessary due to poor soil conditions at the building site. This structure would house 19 shells; these shells would accommodate 95-171 rowers and serve both the Kenmore Rowing Club and Northshore School District program needs.

The second option is a 20'x70' single-bay structure (\$479,959) that can be constructed under currently-budgeted funding provided that the Northshore School District commits \$255,000 in funding. The smaller building can store six shells, accommodating 30-54 rowers at a time. As noted in the attached report, the Kenmore Rowing Club anticipates growth from 28 to 100 participants in five years and Northshore School District from 91 to 400 participants.

A design advisory board of individuals with experience in rowing programs and facilities participated in the development of two boathouse options. The Kenmore Rowing Club, Northshore School District and Pocock Foundation participated. While the immediacy of the need supports building a smaller building now, an appreciation for (1) the space needed for a growing program and (2) the cost efficiencies of constructing in a single phase, leads to support by the committee for funding the larger building.

City Council direction is requested on whether to construct the smaller boathouse within the current budget in 2019, or should additional funding be secured in order to construct a 40'x70' boathouse. To construct the basic 40'x70' structure, an additional \$200,000 would be required. Including all the add-on

elements for the 40'x70' option described on page 5 of the attached report, an additional \$337,000 is required, requiring a revised project budget of \$842,000.

FISCAL CONSIDERATION:

\$505,000 is currently budgeted for the project. This is sufficient funding to construct the smaller, 20'x70' building (without the add-on items). Sources of this revenue are:

- \$242,500 Washington State Capital Budget - Project S1889
- \$255,000 Northshore School District (Pending, no current commitment)
- \$7,500 City of Kenmore (Required match for state funding)

Potential sources of the estimated \$200,000 to \$337,000 funding shortfall to construct the larger building include the Pocock Foundation (estimated \$25,000); King County Youth Amateur Sports grant program (estimated \$100,000); private donors, or other sources (\$75,000-\$225,000).

Because these revenue sources would take time to secure, staff also requests Council direction on next steps. Options include:

- (1) Complete the design, permitting and construction of a 20'x70' building in 2019 with identified funding (Requires Northshore School District funding commitment). Design and build a 20'x70' addition when funding is secured.
- (2) Proceed with design and permitting and construction for the 40'x70' building in 2019 before full funding is secured (this could require the city to fund the \$200,000 shortfall if grant or other funds are not secured.)
- (3) Delay design, permitting and construction of the 40'x70' building until sufficient funding is secured. Earliest construction would be in 2020.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

5. a. Advance public access to water.
6. To continue to implement a Parks Improvement Plan.

Rhododendron Park Boathouse Project

Progress Report

Contents

- A. Project Summary**
- B. Funding, Project Budget and Construction Estimate**
- C. Program Capacity**
- D. Site Plan**
- E. Option 4B - 20'x70' Building**
- F. Option 2B - 40'x70' Building**

October 4, 2018

*Rhododendron Park Boathouse Project***A. Project Summary**

Better access to the water is a top priority for Kenmore residents. City voters passed the Walkways and Waterways bond issue in 2016, providing funding for three water access projects. A boardwalk, dock and parking upgrades at Rhododendron Park completed in 2017 provide necessary infrastructure to support the proposed boathouse. This work was completed by the city for \$1.25 million. The park's existing restrooms and parking lot will also support rowing programs. Together, these completed improvements can support a rowing facility to serve the Northshore community. The remaining element is construction of a boathouse in which to operate programs and store rowing equipment. A progress report on the boathouse design is provided below.

Design concepts were developed this year by the city and its consultants in coordination with an advisory committee of citizens familiar with rowing programs. This work has resulted in one concept, identified as Option 4B, which fits within the current proposed budget of \$505,000. A second concept, Option 2B, costs out a structure as envisioned during early design development but which exceeds the available budget. Both options provide for a future second floor mezzanine that meets program needs for rowing machines, storage, team meetings and coach areas.

Option 4B is a 20'x70' steel building to be constructed in 2019. This structure is half the width of the originally-proposed building. It will provide a single bay of boat storage racks instead of the originally-envisioned two bays. The reduced footprint is the result of the need for a pile-supported foundation, required due to poor soils at the project site. Without the pile-supported foundation, uneven settlement and cracking would be expected, requiring ongoing fixes to the structure. This option provides for future construction of the second bay of the original design when funds become available. A higher total cost for a phased approach, compared to completing both halves under one contract, is likely, resulting from (a) construction escalation costs over time, and (b) loss of cost efficiencies by separating similar items of work into two construction contracts.

Option 2B is a 40'x70' steel building based upon early concept development work in 2013. An additional \$196,000 in funding is currently required in order to construct this larger building in 2019. This design is preferred by the advisory committee for its ability to better support the necessary activities of the school rowing program through its anticipated growth. Advisory committee members are actively seeking additional funding sources to fill this shortfall, including such possible sources as King County's Youth and Amateur Sports grant program, Pocock Foundation and private donors.

*Rhododendron Park Boathouse Project***B. Project Budget, Funding and Construction Estimates**

The following project budget includes construction costs calculated as of 9/10/18 plus associated expenses.

Proposed Project Budget for Option 4B (Funded) and alternative Option 2B:

Total Expenditures:	479,959.20	701,453.60	
	Option 4B	Option 2B	
	(Funded)		
Task	Amount	Amount	
Building & foundation	192,000.00	312,000.00	
Site work	54,580.00	105,140.00	
10% WSST	24,658.00	41,714.00	
1% for Art	2,465.80	4,171.40	
10% CN contingency	24,658.00	41,714.00	
Consultant	95,000.00	95,000.00	
Constr Management 3% CN	7,397.40	12,514.20	
Permits	10,000.00	20,000.00	
Printing and bidding	3,200.00	3,200.00	
Project contingency	10,000.00	10,000.00	
Staff time	40,000.00	40,000.00	
Mit planting maint years 2-5	16,000.00	16,000.00	
Total Expenditures:	479,959	701,454	
Amount over \$505,000:	0	196,454	\$200,000

Funding: Current revenue sources for Option 4B.

Source	State Funding	Project Revenues
State Capital Budget S1889	250,000.00	
Management Fee to State	-7,500.00	
Available State Funding	242,500.00	242,500
Northshore School District		255,000
City of Kenmore		7,500
Proposed Total Revenues		505,000.00

Potential Other Funding Sources for Option 2B:

Youth and Amateur Sports Grants-King County	100,000
George Pocock Rowing Foundation	25,000
Individual and Corporate Donors, Private Funds	<u>75,000</u>
Total Identified Other Funding Sources:	200,000

Rhododendron Park Boathouse Project

*NOTE: These cost estimates do not include Add-On Elements described on page 5. These costs also do not include boat racks or other interior finishes.

Add-On Project Elements:

This chart estimates the budget impact of including all add-on elements of the construction estimate (see next page).

	Option 4B	Option 2B
Task	Amount	Amount
Building & foundation	192,000.00	312,000.00
Site work	54,580.00	105,140.00
Add-ons shown below	101,100.00	105,350.00
10% WSST	34,768.00	52,249.00
1% for Art	3,476.80	5,224.90
10% CN contingency	34,768.00	52,249.00
Consultant	95,000.00	95,000.00
Construction Management 3% CN	10,430.40	15,674.70
Permits	20,000.00	30,000.00
Printing and bidding	3,200.00	3,200.00
Project contingency	10,000.00	10,000.00
Staff time	40,000.00	40,000.00
Mitigation planting maintenance years 2-5	16,000.00	16,000.00

Note: Add-ons are included on line after site work above

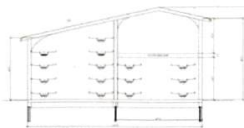
Add-on power service	5,000.00	5,000.00
Add-on lighting in shed	7,500.00	3,750.00
Add-on metal siding	0.00	18,000.00
Add-on gravel trailer parking	6,000.00	6,000.00
Add-on restroom	15,000.00	15,000.00
Add-on elevator/lift	15,000.00	15,000.00
Add-on Windows if retrofit	500.00	500.00
Add-on heating and insul 1800 upper, elect	30,000.00	20,000.00
Add-on future mezzanine level	22,100.00	22,100.00
Total Expenditures:	615,323	842,088
Amount over \$505,000 budget:	110,323	337,088

Rhododendron Park Boathouse Project

Rhododendron Park Boat House

Options Analysis - Opinion of Cost



Options Analysis - Design Team Opinion of Construction Cost									
Project Name: Rhododendron Park Boat House Final Design and Engineering Bid Support									
Owner: City of Kenmore									
		OPTION 2B - 40'x70' (Metal Siding)				OPTION 4B - 20'x70' (Fenced Sides)			
									
NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	QTY	UNIT	UNIT PRICE	TOTAL COST
SITE ELEMENTS									
1	UNEXPECTED SITE CHANGES	5,000	FA	\$1.00	\$5,000.00	5,000	FA	\$1.00	\$5,000.00
2	SPOC PLAN	1	L.S.	\$2,000.00	\$2,000.00	1	L.S.	\$2,000.00	\$2,000.00
3	MOBILIZATION & CONTINGENCY	1	L.S.	\$50,000.00	\$50,000.00	1	L.S.	\$25,000.00	\$25,000.00
4	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$10,000.00	\$10,000.00	1	L.S.	\$3,000.00	\$3,000.00
5	ROADWAY EXCAVATION INCL. HAUL	160	C.Y.	\$50.00	\$8,000.00	100	C.Y.	\$50.00	\$5,000.00
6	CRUSHED SURFACING TOP COURSE	70	TON	\$100.00	\$7,000.00	0	TON	\$100.00	\$0.00
7	WATERLINE EXTENSION TO BUILDING	1	L.S.	\$6,000.00	\$6,000.00	0	L.S.	\$6,000.00	\$0.00
8	INLET PROTECTION	1	EACH	\$110.00	\$110.00	1	EACH	\$110.00	\$110.00
9	SILT FENCE	360	L.F.	\$6.00	\$2,160.00	250	L.F.	\$6.00	\$1,500.00
10	COATED CHAIN LINK FENCE (12" HIGH)	0	L.F.	\$90.00	\$0.00	206	L.F.	\$45.00	\$9,270.00
11	DOUBLE COATED 14 FT. CHAIN LINK GATE	0	EACH	\$2,500.00	\$0.00	1	EACH	\$2,500.00	\$2,500.00
12	HIGH VISIBILITY FENCE	600	L.F.	\$4.00	\$2,400.00	300	L.F.	\$4.00	\$1,200.00
13	WATTLE	40	L.F.	\$8.00	\$320.00	0	L.F.	\$8.00	\$0.00
14	TREE PROTECTION FENCE	20	L.F.	\$10.00	\$200.00	0	L.F.	\$10.00	\$0.00
15	WOOD CHIP MULCH	390	S.Y.	\$5.00	\$1,950.00	0	S.Y.	\$5.00	\$0.00
16	PERMANENT SIGNING	1	L.S.	\$10,000.00	\$10,000.00	0	L.S.	\$10,000.00	\$0.00
TOTAL COST OF SITE ELEMENTS					\$105,140.00	\$54,580.00			
BUILDING AND FOUNDATION									
17	BUILDING ¹	1	L.S.	\$112,000.00	\$112,000.00	1	L.S.	\$42,000.00	\$42,000.00
18	BASILENE FOUNDATION ²	1	L.S.	\$200,000.00	\$200,000.00	1	L.S.	\$150,000.00	\$150,000.00
TOTAL BUILDING + FOUNDATION COST					\$312,000.00	\$192,000.00			
Subtotal Option Construction Cost					\$417,140.00	\$246,580.00			
10% Sales Tax					\$41,714.00	\$24,658.00			
10% Contingency					\$41,714.00	\$24,658.00			
TOTAL OPTION CONSTRUCTION COST					\$500,568	\$295,896			
ADD-ON ELEMENTS (NOT INCLUDED IN TOTAL OPTION CONSTRUCTION COST)									
1	POWER SERVICE CONNECTION TO BUILDING	1	L.S.	\$5,000.00	\$5,000.00	1	L.S.	\$5,000.00	\$5,000.00
2	LIGHTING IN SHED	1	L.S.	\$7,500.00	\$7,500.00	1	L.S.	\$3,750.00	\$3,750.00
3	METAL SIDING ON BUILDING	N/A - INCLUDED IN OPTION COST				1	L.S.	\$20,000.00	\$20,000.00
4	GRAVEL TRAILER PARKING NEAR BASKETBALL COURT	1	L.S.	\$6,000	\$6,000.00	1	L.S.	\$6,000	\$6,000.00
5	RESTROOMS IN BUILDING ²	1	EACH	\$15,000.00	\$15,000.00	1	EACH	\$15,000.00	\$15,000.00
6	ELEVATOR/LIFT	1	EACH	\$15,000.00	\$15,000.00	1	EACH	\$15,000.00	\$15,000.00
7	WINDOWS IF RETROFIT	1	EACH	\$500.00	\$500.00	1	EACH	\$500.00	\$500.00
7	HEATING SYSTEM AND INSUL - 1800 UPPER, ELECT	1	L.S.	\$30,000.00	\$30,000.00	1	L.S.	\$20,000.00	\$20,000.00
8	FUTURE MEZZANINE LEVEL	1	L.S.	\$22,100.00	\$22,100.00	1	L.S.	\$22,100.00	\$22,100.00
¹ Building costs include a standing seam roof and energy compliant insulation. Cost of future mezzanine level is not included in the building costs, but is listed separately as an add-on element. ² Baseline foundation is a pile supported slab due to poor underlying soils. ³ Cost does not include side sewer connection, assumed to be provided by NUD during sewer line improvement project. ⁴ Metal siding on Option 2B includes siding from ground to roof level. Fenced siding reflected in Option 4B includes a 6' high fence around the building perimeter. ⁵ Option 4B assumes wood chip mulch currently at site can be re-salvaged for restoration. This option does not include a waterline extension from the path area, path extensions, or staging areas in front of the building. Fencing is not coated in this option and is only 6' high. Assumes minor grading needed across building footprint. Other site element quantities have been reduced to reflect a smaller site footprint and assumes disturbed area will be further limited than the 40'x70' building footprint options.									

Rhododendron Park Boathouse Project

C. Program Capacity

Participation: The public program offered by the Kenmore Rowing Club served 28 adults in 2018. The Northshore School District began its first rowing program in the 2017-2018 school year with 91 students, primarily from Inglemoor High School. The program is open to students at all four school district high schools in 2018-2019 school year.

Projected Program Growth: The Kenmore Rowing Club anticipates serving 100 participants a year within five years. The school program seeks to expand rowing and eventually offer programs to middle school students. Northshore School District anticipates serving 400 students with the goal of representation at the Olympics within five years. The Summer Olympics will be held in Paris, France in 2024 and Los Angeles in 2028.

Rowing Schedules: Rowing practice times for Kenmore Rowing Club can be accommodated weekdays at 5 am, 10 am and 6:30 pm weekdays. Northshore School District rowing program practices are concentrated on school weekdays from 4:00 to 6:00 pm and priority for this time block at Rhododendron Park's boat house would be reserved for the student program. Competitive rowers generally seek to train five days per week. A rowing session is typically two hours long and can incorporate some time utilizing land-based rowing machines ("ergs").

Launching Requirements: The Rhododendron Park float can accommodate one shell at a time, typically requiring approximately three minutes per shell to launch or take out. To launch ten shells, for example, can therefore be expected to take thirty minutes. These launching time requirements serve to limit the maximum number of boats which can be used during a practice time.

Boat Storage Needs: Boat storage to serve the Kenmore Rowing Club adult rowing program can be accommodated by either building option (4B or 2B) as a result of its smaller anticipated program size and the ability to schedule up to three blocks of rowing time each day. Typical rowing shells accommodate either four or eight rowers plus a coxswain ("4s" and "8s") therefore serving either 5 or 9 participants per boat.

Boat storage needs for the Northshore School District student rowing program described below are derived from general calculations for planning purposes; actual storage solutions for future program participation may vary.

2017 student program needs (98 participants) can be met by Option 2B. It can also be met by Option 4B by using at least seven of the larger shells ("8s").

A program size of 400 participants rowing concurrently would require outside storage of between 31 and 67 shells, depending on the boat size ("4s" or "8s"). A program of this size

Rhododendron Park Boathouse Project

would also require shortened rowing times to accommodate the time required to launch all shells. For these reasons, concurrent rowing times for 400 participants cannot physically be supported at Rhododendron Park. Alternative strategies are described below which could accommodate the school district goal of 400 participants.

Boathouse Option 4B, the 20'x70' structure, can store 14 shells. If all shells were the larger 8-plus-one size, 126 rowers could be accommodated at a single time. Seventy participants can be accommodated if all boats are "4s". Additional shells could be stored outside the building. To serve a program of 400 students rowing concurrently, outside storage would be needed for between 30 and 66 boats. The site would not accommodate this number of boats. To support a program of 400 participants, an alternate-day schedule and outdoor storage of between 20 and 26 boats, depending on their size, would be needed. Outside storage space would be available on site for some (perhaps ten) but probably not all of these additional boats.

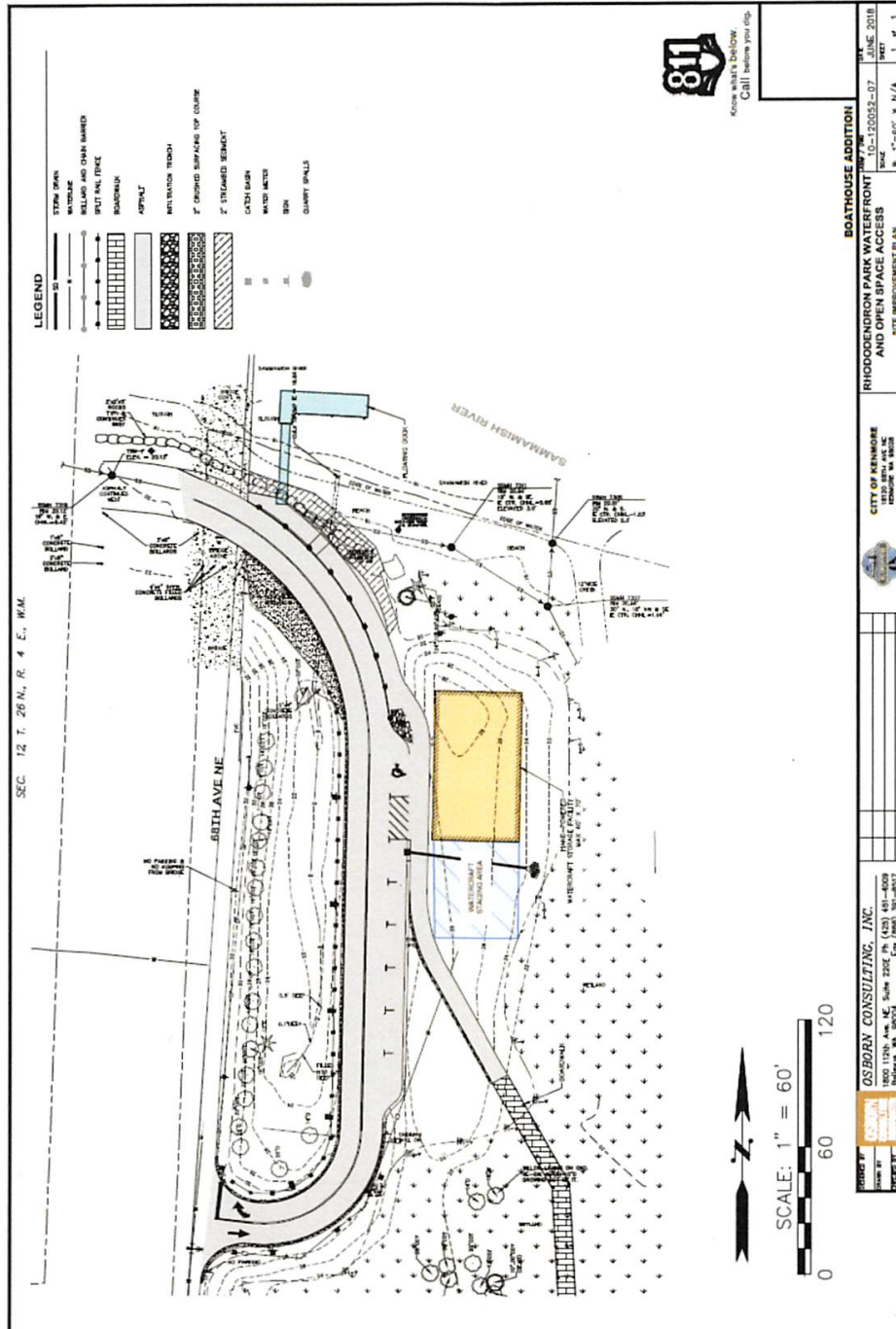
Boathouse Option 2B, the 40'x70' structure, can accommodate 20 shells, serving between 100 and 180 participants concurrently, depending on boat size. Additional outside storage would be needed for 25 to 60 boats to serve 400 participants rowing concurrently, depending on their size (Eights versus Fours). This amount of storage is probably not feasible. For 400 participants rowing only 2.5 times a week, additional outside storage would be needed for between 3 and 20 boats depending on boat size. Enough shells to serve an alternate-day schedule can be accommodated on the site if more "8s" than "5s" are utilized.

Coaching launches, at a ratio of one launch per two shells for student programs, indicates the need for ten launches for every twenty shells. It would be difficult to accommodate more than four launches at the site. There may be offsite locations available to accommodate additional launches.

Perspective, plan and section views of both building options are attached.

Rhododendron Park Boathouse Project

D. Site Plan: Fenced storage for launches is anticipated underneath the 68th Ave. bridge.



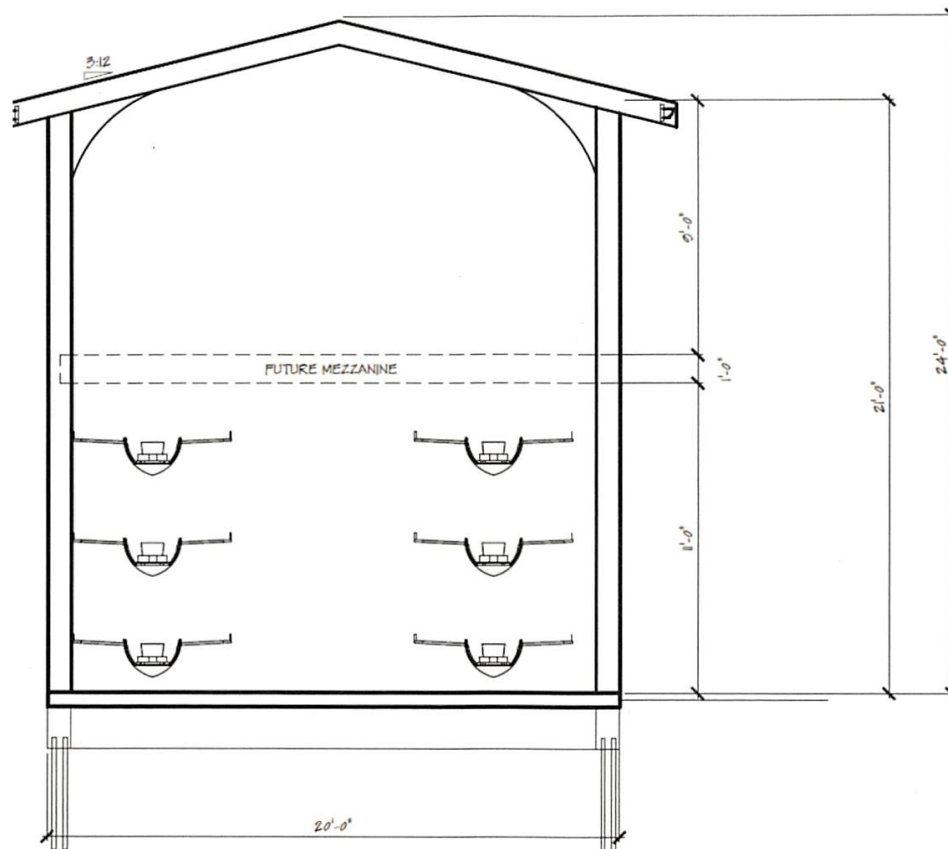
Rhododendron Park Boathouse Project

E. Option 4B - 20'x70' Boathouse (Funded)



OPTION 4B PERSPECTIVE VIEW

Rhododendron Park Boathouse Project



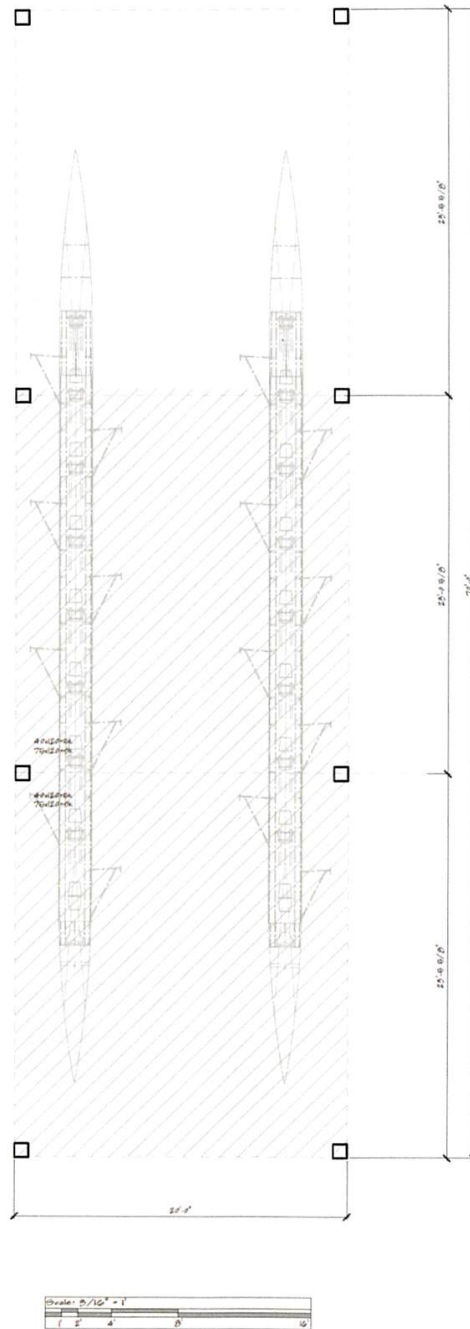
OPTION 4B SECTION VIEW



Note: It is anticipated that 14 shells can be accommodated within this building.

Rhododendron Park Boathouse Project

OPTION 4B - PLAN VIEW



Rhododendron Park Boathouse Project

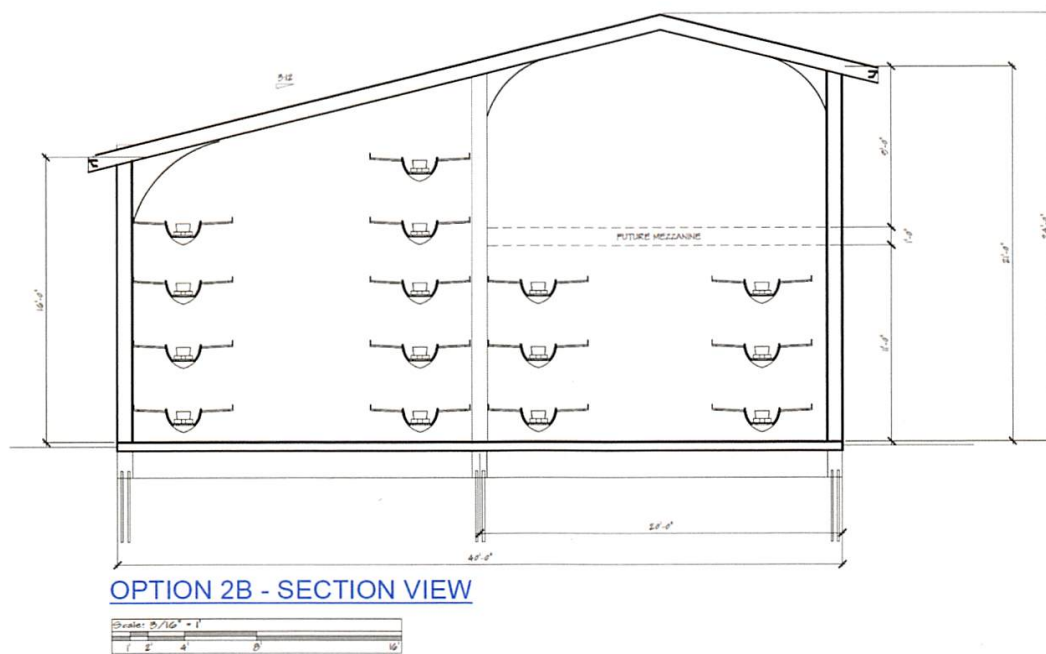
F. Option 2B - 40'x70' Boathouse



OPTION 2B PERSPECTIVE VIEW

- Items that were rendered but are not included in the base cost estimate are: wood plank siding, fiber cement siding, canopy, mezzanine, balcony and railing, and windows.
- An elevator shaft/staircase is not included in the rendering; this may be required for the mezzanine level.

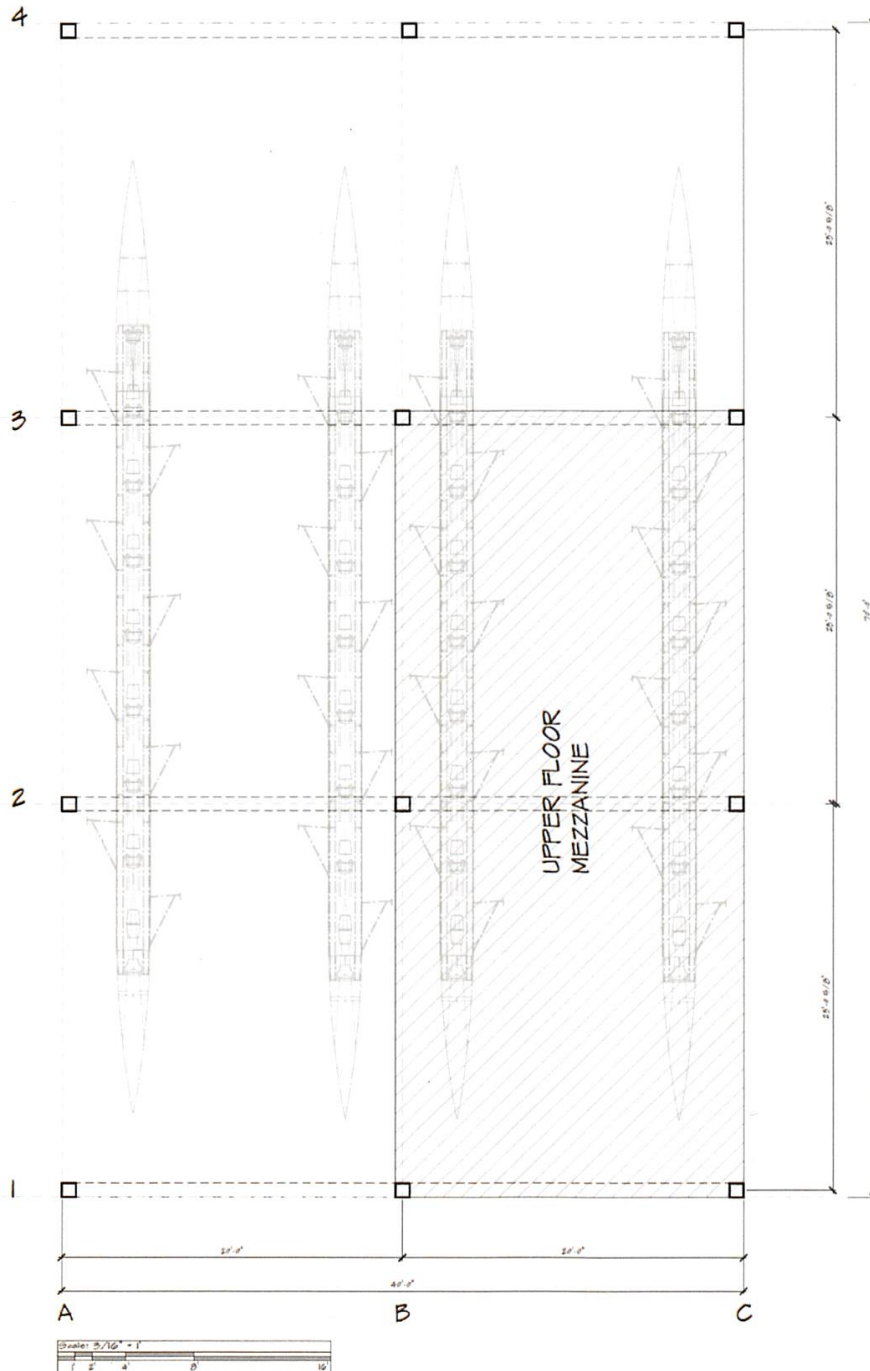
Rhododendron Park Boathouse Project



Note: It is anticipated that up to 20 shells can be accommodated within this building.

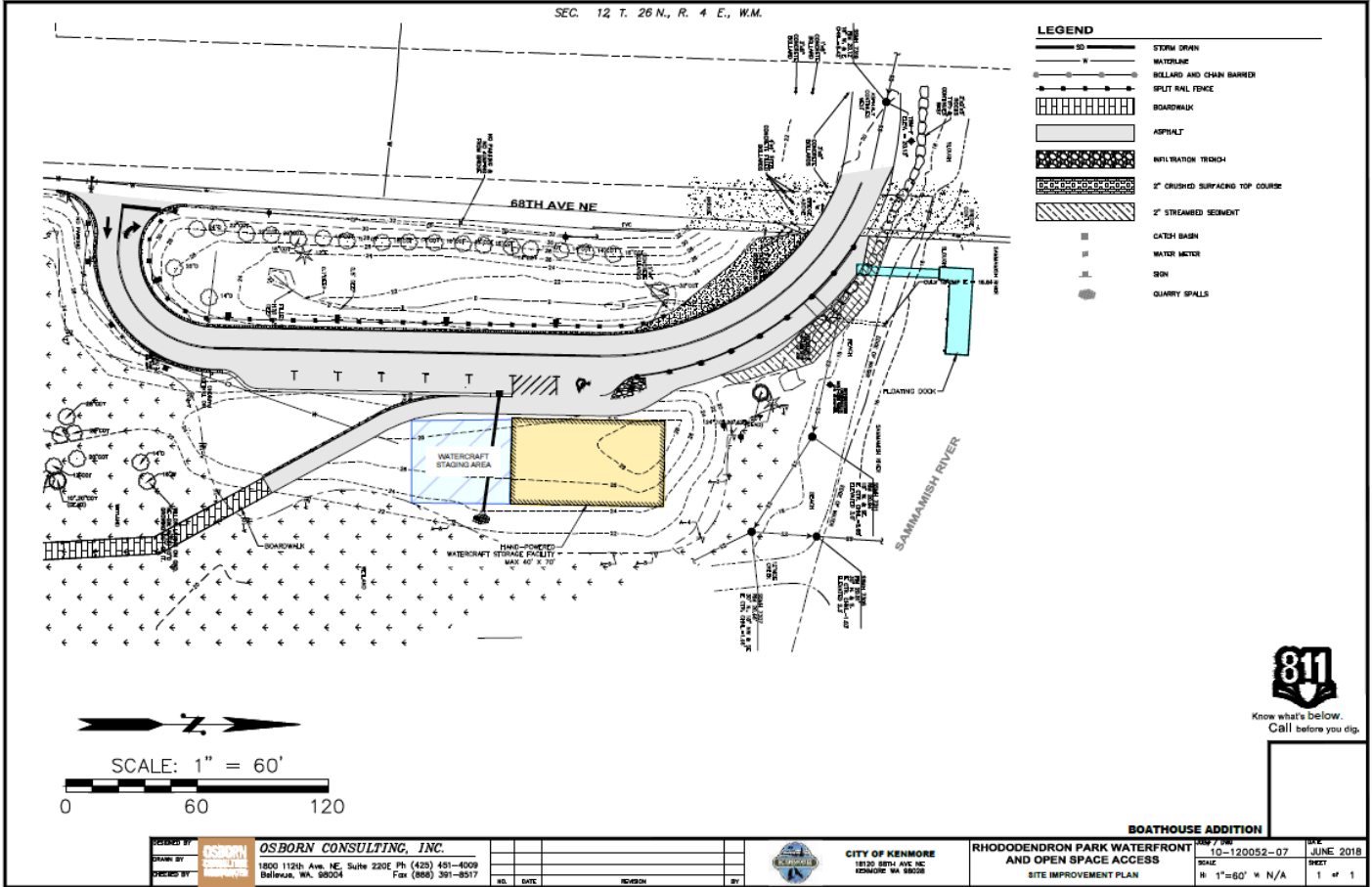
Rhododendron Park Boathouse Project

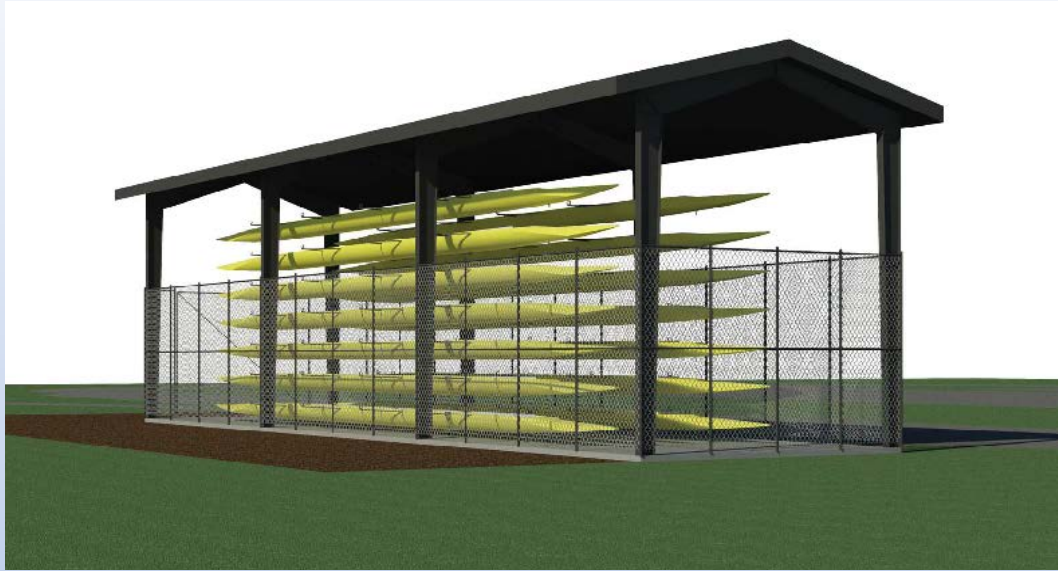
OPTION 2B - PLAN VIEW



Kenmore Boathouse



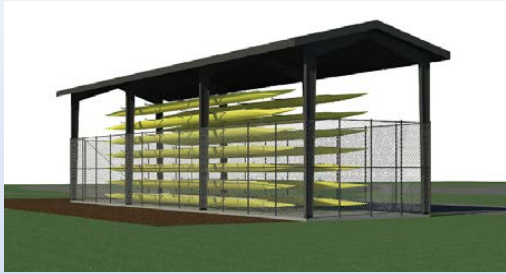




Option 4B
20'x70'
14 shells



Option 2B
40'x70'
20 shells



Option 4B



Option 2B

\$479,959	Project Budget - Base Amount	\$701,454
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<u>+\$239,979</u>	(Rob's 50% "Experience Factor")	<u>+\$350,727</u>
\$720,000	Base Amount including 50% EF	\$1,052,181

<u>+\$165,484</u>	All Add-ons including 50% EF	<u>+\$505,632</u>
\$885,484	TOTAL With 50% EF	\$1,557,813

Add-ons:

Power
Lighting
Heating
Metal siding
Restroom
Elevator/lift
Windows
Add/insulate upper floor
Gravel trailer parking

Funding:

Current:

- State Capital Budget
- Northshore School District
- City of Kenmore

Potential:

- Youth Sports Grants - Open January Award April/May
- George Pocock Rowing Foundation
- Private Funds

Council Direction:

Shoreline Permit requires construction in 2019 or 2020

1. Select Option - not funded for designing both.
2. Proceed with design and permits now, with alternates for flexibility; OR, Wait one year to secure funding before continuing design?



Note: Rendering as shown includes siding, awning and railings not in Option 4B budget. These items require \$84,000 in additional construction, tax and contingency expenses and will increase Option 4B total project budget by approximately \$100,000.

Subject/Topic:

For Council Meeting Agenda of: October 15, 2018

Prepared by: Joanne Gregory, Finance and
Administration Director

Presentation and Discussion of 2019-2020
Proposed Biennial Budgets for the following
departments: General Fund Revenues, City
Council, City Manager, City Clerk, Finance and
Administration, Legal, Non-Department, Public
Safety, Development Services

Initial & Date

Approved by Department Head: [Signature] 10-5-18

Approved by City Attorney: _____

Approved by Finance Director: [Signature] 10-5-18

Approved by City Manager: [Signature] _____

Exhibits/Attachments:
Presentation to be uploaded
the week of October 12, 2018

The following 2019-2020 proposed budgets will be presented to the City Council for review and discussion: General Fund Revenues, City Council, City Manager, Finance and Administration, Legal, Non-Department, Public Safety, and Development Services. A powerpoint and staff presentation will be provided.

The 2019-2020 preliminary budget book includes an estimation of General Fund revenues and Department budget details for the following Departments which will be reviewed:

City Council
City Manager
Finance and Administration and City Clerk
Legal
Non-Department Transfers
Public Safety
Development Services



City Of Kenmore, Washington

Memorandum

To: Mayor/City Council
From: Kelly M. Chelin, City Clerk
Date: October 11, 2018
Subject: Human Services Funding 2019-2020

Human service agencies make important contributions to improve lives and make a positive difference for the greater community. The City of Kenmore supports community-based nonprofit organizations through human services funding. The Kenmore City Council approves the total funding amount for human service providers during the City's biennial budget process. Interested nonprofit organizations submit applications for funding, which are evaluated by staff. The City Clerk oversees the process. Kenmore's human services funding is on a two-year cycle. Second year funding is contingent on budget availability, contract performance and program outcomes.

Attached is staff's recommendation to fund 28 programs within the proposed amount of \$172,545 for 2019. The City received 48 applications requesting a total amount of \$408,701.

Funding Criteria

The criteria for evaluating funding requests are:

1. Provides direct services to Kenmore residents; and
2. Demonstrates established process for generating alternative sources of funding or services; and
3. Does not duplicate service delivery; and
4. Charges fees based on ability to pay; and
5. Ability to provide annual year-end evaluation of program funded by Kenmore.

In addition to the required components listed above, the following service criteria will be used to evaluate applications, and are in priority order:

1. Provide basic emergency services to City residents;
2. Provide appropriate solutions to an identified need in the area;
3. Promote self sufficiency and independent living;
4. Provide services which are accessible to the elderly, physically and developmentally disabled, teens, and low-income residents;
5. Provide services benefiting low- and moderate-income residents.

Recommendation:

Staff recommendation is to fund the 28 programs attached within the proposed budget amount of \$172,588 for 2019. This budget amount is determined by a per capita rate of \$7.53 and assuming a population of 22,920. In 2016-2017, the City allocated funding to 20 organizations in the amount of \$168,000 annually.

Mayor/Council

Page 2

The largest recommended funding amount for 2019 is \$25,000 (Kenmore Senior Center) and the smallest amount is \$500 (Sound Generation – Meals on Wheels). As in previous years, the recommended funding covers less than the full cost of the services provided to Kenmore residents, based on the reports submitted by the agencies.

Twenty-one of the programs in the attachment received funding in the last biennium and the recommendation is to continue funding these organizations. Slight increases or decreases in the amount of funding is due to the organization reporting a higher or lower service level to Kenmore residents therefore the funding was adjusted accordingly.

There are seven new programs that are recommended for funding. The highest funding amount in those seven is Mary's Place, which is new to Kenmore.

Lastly, the City of Kenmore is a member of the Human Services Funding Collaborative (HSFC), which is an alliance of cities in East, North and South King County. Under the HSFC, the City of Bellevue serves as the lead agency of the NE Funders Group, which is comprised of eight cities. If a program receives funding from one or more cities, the City of Bellevue will contract and invoice directly with the organization on behalf of the NE Funders Group.

Attachment:

2019 Recommended Amounts for Human Services Funding

RECOMMENDED AGENCIES FOR FUNDING by Agency and Program:	2018 Funding	2019 Requested Amount	2019 Recommended Award Amount
Center for Human Services - Clinical Programs	6,000	8,000	6,000
Center for Human Services - Family Support Centers	15,000	20,000	15,000
Kenmore Elementary PTA - Social Service Crisis Support	5,000	5,000	5,000
Kenmore Senior Center - NSC	25,000	25,000	25,000
Northshore Youth and Family Services	16,000	25,000	16,000
Kenmore Middle School – Kitchen Table	10,000	12,000	11,000
Northshore Transportation (Northshore Senior Center)	6,600	7,000	6,600
Northshore YMCA, a branch of the YMCA of Greater Seattle	6,500	6,500	5,000
Wonderland Developmental Center - Early Intervention	5,000	6,000	3,000
Mary's Place	0	75,000	20,000
Child Care Resources - Child Care Consumer Education and Provider Quality Improvement	2,680	1,427	1,200
Crisis Clinic - Crisis Line	3,000	5,000	3,000
Crisis Clinic - King County 211	3,000	7,000	3,000
Crisis Clinic - Teen Link	2,000	4,500	3,000
Eastside Baby Corner -- Meeting Basic Needs for Children	3,000	3,658	3,500
Hopelink - Emergency Food	15,000	21,000	15,000
Hopelink - Emergency Services Financial Assistance	10,000	10,000	7,000

RECOMMENDED AGENCIES FOR FUNDING by Agency and Program:	2018 Funding	2019 Requested Amount	2019 Recommended Award Amount
Hopelink - Housing	5,000	10,000	3,000
HealthPoint - Primary Dental Care	7,000	7,000	3,000
HealthPoint - Primary Medical Care	15,000	15,000	7,000
King County Sexual Assault Resource Center - Comprehensive Sexual Assault Services	3,120	3,245	3,245
Sound Generations - Meals on Wheels	2,300	2,972	500
Northshore School District – MILK program	0	5,000	1,000
King County Bar Association – Pro Bono Services	0	2,500	1,000
NAMI Eastside – in the Schools	0	2,100	1,000
Sound Generation Volunteer Transportation Program	0	500	500
Northshore Senior Center – Adult Day Health and Wellness Programs	0	5,000	2,000
Lake City Partners – Ending Homelessness	0	5,000	2,000

Budget: \$172,588

Total Requests: 48 applications totaling \$408,701.00.

Funding Rewarded totaling \$172,545

Applications not recommended for funding:

The Sophia Way-Outreach

The Sophia Way-Sophia's Place

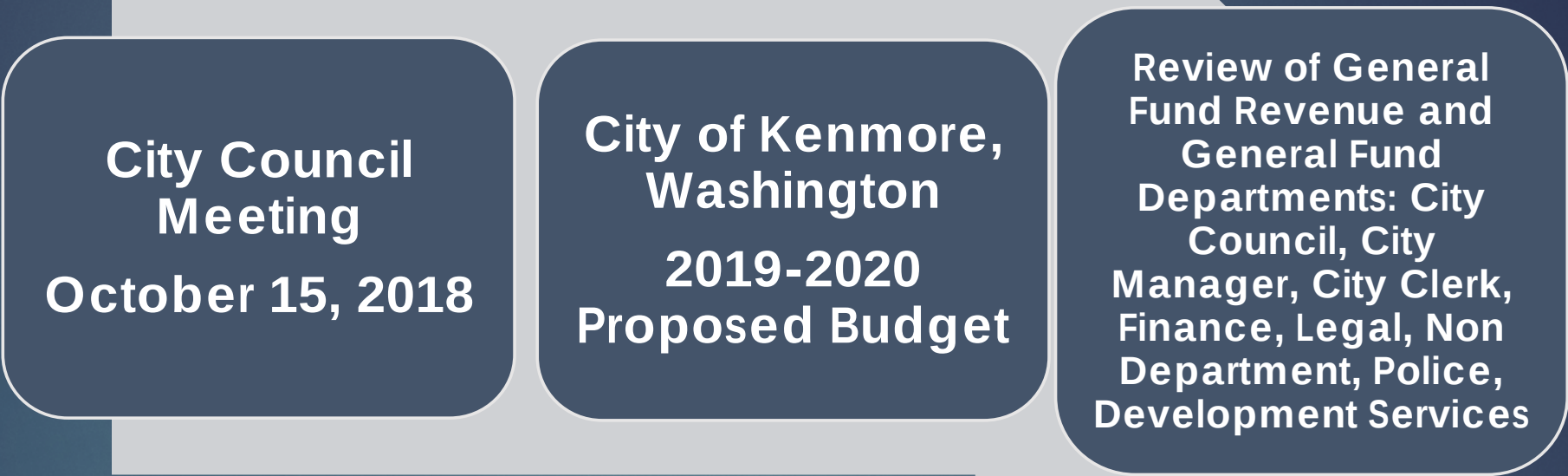
NAMI Eastside-Individual & Family Support and Education, Community Education, and Resources

Little Red School House DBA ChildStrive-Early Intervention

The Sophia Way-Eastside Women's Winter Shelter
Catholic Community Services of King County-New Bethlehem Day Center
Catholic Community Services of King County-Eastside Emergency Shelter for Families
Friends of Youth-Outreach and Drop-In Services for Homeless Youth and Young Adults
*Wonderland Developmental Center-The Next Level
Eastside Legal Assistance Program-Eastside Legal Assistance Program
Hopelink – Family Development
MCNA-Job training in Coding and Digital Marketing
Kindinger Center-Kindinger - Families In Transition (FIT)

Assistance League of the Eastside – Operation School Bell
Child Care Resources-Child Care Financial Assistance
The Sophia Way – Day Center
Bridge Disability Ministries – Meyer Medical Equipment Center
Community Homes, Inc.-Housing Readiness Workshop Series for Adults with Intellectual/Developmental
Washington Poison Center-Washington Poison Center Emergency Services
Kindinger Center-Kindinger - Early Care and Education Consultation (ECEC)

*Was funded in 2017-2018 however due to the low number of residents currently be served, it is not recommended for funding in 2019-2020.



**Review of General
Fund Revenue and
General Fund
Departments: City
Council, City
Manager, City Clerk,
Finance, Legal, Non
Department, Police,
Development Services**

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

**City Council
Meeting
October 15, 2018**

TOTAL GENERAL FUND REVENUE

2017-2018 Amended
Budget

\$23,605,174

- Adopted Budget \$23,533,174
 - Amended by \$72,000 for code enforcement recoveries, St Edward Lodge EIS Reimbursement, and reimbursement from DNR for removal of abandoned boat.

2017-2018 Projection

\$24,513,780

- 2018 building permits higher than budgeted (and include the Lodge) +\$283,000
- Property tax receipts better than originally budgeted +\$85,000
- Water and sewer franchise fee revenues were greater than anticipated +\$200,000
- Projections also include up to \$250,000 expense reimbursement for Lakepointe costs

2019-2020
Proposed

\$25,877,871

- \$1.3M greater than 2017-2018 projections
 - Property taxes assume 3% levy increase plus new construction +\$730,000
 - Overhead reimbursements of administrative (staff) costs +\$743,000
 - Potential 2 yr reimbursement for Lakepointe +\$250,000
 - Development revenues less than 2017-2018 -\$250,000



GENERAL FUND REVENUE ACCOUNTS

Property Taxes

2019 = \$5,024,414
3% increase +
\$41,662 new
construction levy

2018 = \$5,199,791
3% increase +
\$25,000 new
construction levy

Sales Taxes

2019 = \$2,225,000
Based on 2017-18
trend;
last 12 mo 3% less
than prior 12 mo;

2020= \$2,225,000
Same as 2019

Utility Tax

Electric and Gas =
\$1,656,000
<1% growth over
current year
average, last 12 mo
trend is flat

Telephone and Cell =
\$810,000
1.7% decrease

GENERAL FUND REVENUE ACCOUNTS

Franchise Fees

Comcast &
Frontier Cable =
\$682,855,
4% increase

Water & Sewer =
\$1,148,980,
5% increase

Development Revenues

Permits \$866,426,
11% decrease

Land Use,
Review,
Inspection,
Other \$960,569
16% decrease

Liquor Tax Distributions

Liquor Excise Tax
\$239,010
10% increase

Liquor Board
Profits \$371,487
No change

GENERAL FUND REVENUE ACCOUNTS

Reimbursements

\$1,594,285
Significant increase
over prior years
Capital Projects
Staff: 3 Engineers, 2
Park Project Mgrs,
Surface Water
Overhead

Lakepointe Reimb
up to \$250K/yr

Gambling Revenue

\$143,000
Pull tabs &
Games
9% increase over
projections
22% decrease
from
2017-2018 Budget

Miscellaneous

\$152,000 reimbursement from
Northshore School District for
School Resource Officer and
Moorlands Maint

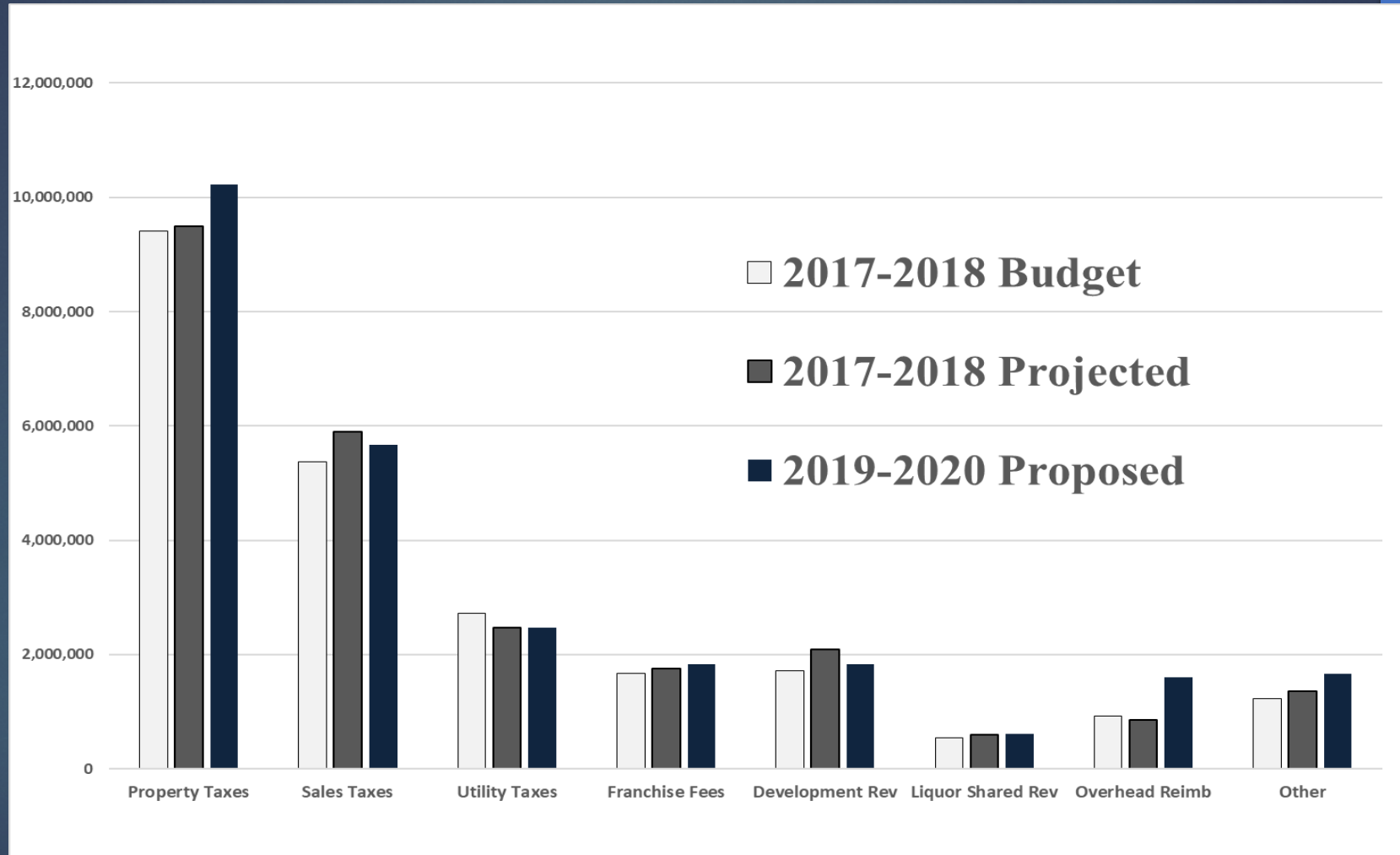
Minor changes in
Criminal Justice
Distributions or other
State Assistance

\$176,000
Incubator Leases and
Kenmore Village lease
revenue –new here

Revenue Comparison of 2019-2020 Proposed Budget to 2017-2018 Budget and Projected

6

City of Kenmore, Washington
10/15/2018



Resource Alignment of Programs in the 2017-2018 Budget By Quartile

Q1	2018 - PBB -	6,107,253	
Q2	2018 - PBB -		13,332,305
Q3	2018 - PBB -	6,603,166	
Q4	2018 - PBB -	2,459,423	

Quartile 1 = Programs Have Essential or Critical Role in Achieving Results

Q 2 = Programs Have Strong influence on Achieving Results

Q 3 = Programs Have Some Degree of Influence on Achieving Results

Q 4 = Programs Have Minimal or No Influence on Achieving Results

(See Results on Page 33 of the Proposed Budget)

←

→

https://openpbdata.net/Kenmore/

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Page

Safety

Tools

Logged in as jgregory@kenmorewa.gov Logout

What's shown here.



CULTURE, REC,
EDUCATION

DESIRABLE
LIFE/WORK

DIVERSITY

TRANSPORTATION

SUSTAINABLE
ECONOMY

SAFETY

NATURAL
RESOURCES

OVERALL

GOOD
GOVERNANCE

Collaboratively encourages and supports opportunities to focus on the arts, advance cultural enrichment, cultivate historic preservation, offer community events and provide life-long learning opportunities

Enhances access to, and opportunities and activities to enjoy the City's waterfront region

Offers a safe, well-planned community with convenient access to public gathering spaces, emphasizing the City's unique downtown, it's parks, trails and open spaces

Partners and promotes community events and activities that encourage healthy, active lifestyles and provide entertainment

Actively seeks out and leverages it's public, private, and non-profit community partners and volunteers to support the recreational and educational needs of it's community

Attracts visitors and businesses by creating and advertising a safe, clean, conveniently traversable community with unique tourist amenities

Select Tabset

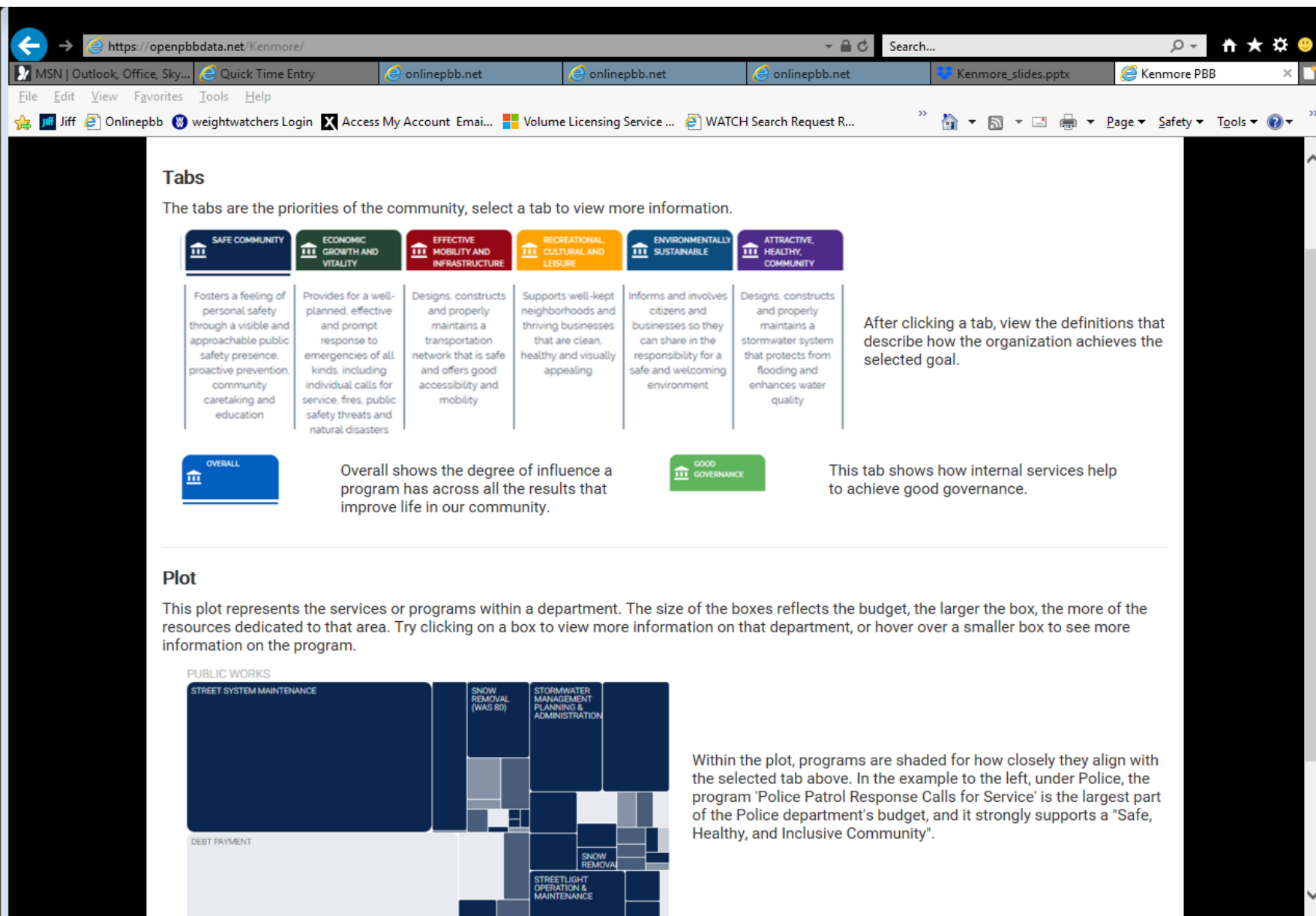
Program Attributes

Results

FY19

Click into the boxes below for more detail, you can click down to view details on Departments, Divisions, and Programs. Click "Overall" to return to the top.

OVERALL



City Council

- The City Council is the legislative branch of City government and serves as the policy making body

Preliminary Budget

- Total 2019-2020 Budget \$400,337
- 21.5% increase over 2017-2018
- Percent of General Fund 1.5%

FTEs

- FTEs:
 - 1 Mayor, 1 Deputy Mayor
 - 5 Councilmembers

2019-2020 Budget Highlights

- Continued emphasis on intergovernmental relations and securing infrastructure funding will continue to require Mayor and City Council involvement.
- Consultant resources for Sound Transit Executive Board staffing are included in the proposed budget, as approved by the Council

National/Regional Representation

- National League of Cities
- Sound Transit Executive Board
- Sound Cities Association
- Association of Washington Cities
- Eastside Transportation Partnership
- King County Board of Health, Solid Waste Advisory Committee, and Aging & Disabilities Committee
- Northshore Parks & Recreation Service Area

Priority Based Budgeting High Score Programs

- ▶ Council Meetings
- ▶ Strategic Goal and Direction Setting
- ▶ Federal and State Government Relations
- ▶ King County Government Relations
- ▶ Appointments to Regional and State Boards and Commissions

City Manager's Department

- The City Manager is appointed by the City Council and provides management and leadership of all City departments and operations in accordance with City Council policies, goals, and priorities

Preliminary Budget

- Total 2019-2020 Budget: \$3,281,467
- 2.7% Decrease from 2017-2018 Budget
- Percent of General Fund: 12.7%

FTEs

- FTEs: 7.34
- City Manager, Assistant City Manager, Communications Specialist, Volunteer/Events Supervisor, Executive Assistant, Public Records Officer/Admin Assistant, Receptionists, p/t Programming Coordinator

2019-2020 Budget Highlights

- Human Services moved to City Clerk Budget
- Kenmore Business Incubator moved from Strategic Opportunities Fund
- Contribution to ARCH Trust Fund
- Website Upgrade

Central Role

- Strategic Direction / Major Projects
- Lakepointe, Downtown, Regional Transit
- State and Federal Legislative Advocacy
- Regional Organizations and Contracts
- Public Records Requests
- Council / Front Desk Administrative Support

Economic Development

- Implement Actions in Economic Development Strategy Update
- Business Recruitment and Incentives
- Kenmore Business Incubator
- Marketing/Media Relations
- Business Registration and Business Directory

Marketing & Communications

- Target Zero Initiative
- Website Upgrade
- Publications and Photography
- Social Media
- Media Relations

Events & Volunteers

- Summer Concerts, Fourth of July, #WhyILoveKenmore, Tree Lighting
- Town Square and Hangar Programming
- Support Increased Volunteerism: Supplies and Recognition
- External Community Event Support

Priority Based Budgeting High Score Programs

- ▶ Human Services (now in City Clerk budget)
- ▶ Marketing and Media Relations
- ▶ City Organized Events
- ▶ Economic Development Strategy Update
- ▶ Reception Desk

Finance and Administration

- Budget, Financial and Accounting Services, Personnel Services, Risk Management, Information Technology

Preliminary Budget

- Total \$1,911,887
 - 14.29% increase over 2017-2018
- 7.4% of General Fund

FTE's

- 4 FTEs:
- Finance and Administration Director, Accountant, Accounting Technician, City Clerk

Budgeting and Financial Reporting

- Biennial Budget Preparation and Monitoring
- Monthly Financial Reports
- Financial and Accountability Audits
- Capital Improvement Planning
- Long Range Financial Planning
- Debt Management
- Investments

Human Resource Management

- Recruitments
- Employee Benefits including Health, Retirement,
- Salary Studies
- Risk Management
- Personnel Policies

Information Technology

- Financial System Maintenance
- Network and Workstation Maintenance and Upgrades
- Software Upgrades and Enhancements
 - Secure Share and Sharepoint coming soon!

Finance and Administration Budget Highlights and Changes

- **Liability Insurance** increased \$142,900
 - Increased worker hours and claims
- **GIS** capabilities \$100,000
 - City has very limited resources and demand is increasing
- **Telephone System** \$35,000
 - 20 years old
 - Reached expansion limit, some equipment cannot be replaced

City Clerk

- Council support, agenda preparation, meeting minutes, Municipal Code, archives, Human Services contracts

Preliminary Budget

- Total \$864,966
 - 103% increase over 2017-2018
- 3.3% of General Fund

% Increase

- Transferred Human Services Contract from City Manager Dept \$346,681
- Voter Registration and Election Expense \$157,000

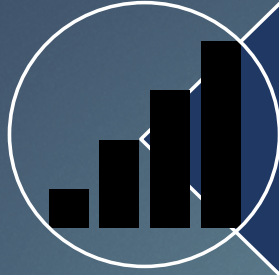


City Clerk

Budget Highlights and Changes

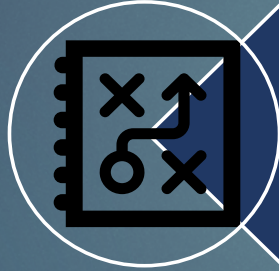
- **Human Services Contracts**
 - Now managed by the City Clerk
 - Formula: Per capita is \$7.53 with a population of 22,290.
 - Budget is \$172,588 per year.
 - 48 applications received for \$408,701 in funding requests.
 - Recommendation is to fund 28 programs totaling \$172,545.
- **Voter Registration**
 - Unfunded mandate.
 - Voter registration costs have gone up 76% between 2011 and 2017. Per voter, the voter registration cost for Kenmore has gone up 57% over the same period.

Top PBB Programs By Score



Budget Monitoring/Amendments

- Personnel = \$18,535
- Non Personnel = \$465



CIP Development

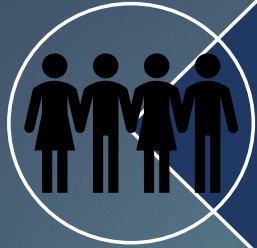
- Personnel = \$39,322
- Non Personnel = \$965



Biennial Budget Development

- Personnel = \$87,656
- Non Personnel = \$5,152

Top PBB Programs By \$\$ Value



Risk Management (Quartile 2)

- Personnel = \$3,707
- Non Personnel = \$461,995 (Liability & Property Premiums)



Council Mtg Management, Support (Quartile 1)

- Personnel = \$87,017
- Non Personnel = \$117,403 (Elections, Icompass, Voter Reg)



Administration (Quartile 4)

- Personnel = \$173,648
- Non Personnel = \$20,445

Legal

- Land use advice, contracts and intergovernmental agreements, and drafting ordinances and resolutions, attends City Council meetings.
- Services are provided by contract.

Preliminary Budget

- \$530,000
 - 5% increase over 2017-2018
- 2% of General Fund Budget

Top PBB Programs

Legal Support
and Advisement
\$166,670
Quartile 2

Council Meeting
Support
\$125,000
Quartile 2

Contracts and
Agreements (Q1)
Executive Session
Support (Q1)
Policy and Procedure
Development (Q1)
Public Records
Requests (Q2)
Special Counsel (Q4)
Total - \$208,330

Non Department

- General Fund ending fund balance
- Transfers from the General Fund to other funds

Preliminary Budget

- Transfers:
 - \$1,174,969 to Street Fund
 - 2018 Projected Ending Fund Balance = \$3,823,626 (29% of 2010 expenditure budget)



Public Safety

- Provides: police, jail, court, prosecution and public defense services.
- Police and court services are provided through contracts with King County
- Jail services are provided through a contract with South Entity (SCORE) and King County.

Preliminary Budget

- Total 2019-2020 Budget \$9,183,991
 - 4.29% increase over 2017-2018 Budget
- 33% of General Fund

FTE's

- Chief, Detective, 12 Officers (14 contracted positions)

Budget Highlights

- Police contract \$7,412,180 (2 yrs)
 - 2020 Budget \$3,782,680 (4% from 2019, plus SET costs)
 - 2019 Budget \$3,629,500 (5% from 2018, plus retro, plus SET costs)
 - 2018 Contract = \$3,390,976

Budget Highlights

- School Resource Officer funds: \$50,000 per year, from Northshore School District; added additional day at the school
- Court \$260,000 (2 yrs) = 4.26% decrease
- Jail contracts \$900,000 (2 yrs) =19.87% decrease

Total \$8,806,304



Priority Based Budgeting



• Police Patrol Services	\$4,047,130
• Traffic Enforcement	\$1,164,810
• Eight Grade Drug and Alcohol Education	\$142,324
• High School DUI Re-enactment Drill	\$103,559
• Junior High Dance Sponsorship	\$25,110
• Sixth Grade Drug Awareness and Safety	\$22,893



Development Services

- The Development Services Department is responsible for oversight of land and building development throughout the City. The Department's mission is to implement the City Council's vision of providing a safe and secure community; sustainable, healthy environment; and a desirable place to work and live.

Preliminary Budget

- Total 2019-2020 Budget = \$2,184,288
 - 5% increase over 2017-2018
- 8.4% of General Fund

FTEs

- 5.5 FTEs: Development Services Director, Associate Planner, Building Inspector/Plans Examiner, Building Inspector/Code Enforcement, Permit & Administrative Specialist, ½ FTE Admin Assistant
- Plus Temporary Building Inspector/Plans Examiner

Development Activities

- While the number of new single-family applications continue be low, multi-family townhomes are expected to increase.
- Complete and issue Certificate of Occupancies for The Flyway.
- Assist with the Lakepointe property development negotiations and process the associated permits and agreements.
- Continue to provide inspections and services for the rehabilitation of the existing Saint Edward Seminary building.

2019-2020 Budget Highlights

- This period should be a pivotal period for the Lakepointe project. Expected to receive a site plan application and accompanying environmental and secondary applications.
- No new programs. Focus on refining current programs.

Permit Intake and Management

- Development Review Team Meetings: occur at pivotal points of development; pre-application; permit review; and pre-occupancy.

Permit Review

- There are up to six separate review functions that may apply to a single project:
 - (1) Zoning and Land-use;
 - (2) Environmental;
 - (3) Clearing and Grading;
 - (4) Storm and Surface Water;
 - (5) Traffic and Parking; and
 - (6) Building and Structures



Construction Inspections and Monitoring Projects after Completion

- There are inspections that occur throughout the building process as well as a monitoring period for improvements that the City will inherit, or associated with mitigation for a critical area other site improvement activities as required.

Other Programs

- Code Enforcement
- Emergency Management
- Lakepointe Planning
- Mybuildingpermit.com
- Training and Conferences

**Next Week: City
Council Meeting
October 22, 2018**

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

**Department
Presentations:
Community
Development, Public
Works Engineering,
Public Works
Maintenance, Street
Fund, Impact Fee
Funds, Transportation
Benefit District, REET**