City of Kenmore
City Council Regular Meeting
Minutes
October 15, 2018

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

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

RECESS TO EXECUTIVE SESSION

The meeting was recessed to executive session at 6:00 p.m. to discuss Potential Litigation per RCW 42.30.110 (1)(i).

RECONVENE TO REGULAR SESSION
The meeting reconvened to regular session at 7:00 p.m.

ROLL CALL

FLAG SALUTE

AGENDA APPROVAL
The agenda was approved as presented.

CITIZEN COMMENTS
Vicki Grayland
20308 73rd Avenue NE
Kenmore, Washington 98028

Ms. Grayland spoke about the upcoming K4C climate summit. She stated that anyone is welcome to attend.

Elizabeth Mooney
(Address on file)
Kenmore, Washington 98028

Ms. Mooney urged the Council to investigate the heavy fumes that are affecting citizens. She told the Council to work with Puget Sound Clean Air Agency.

Matt Lacey
18830 52nd Avenue NE
Lake Forest Park, Washington 98155

Mr. Lacey introduced himself as a rowing coach for 25 years. He thanked the Council for considering the boathouse.

John Hendrickson
5919 NE 202nd Lane
Kenmore, Washington 98028

Mr. Hendrickson spoke about his displeasure with the consultant that was used for the pavement rehabilitation plan. He also spoke about sales tax numbers.

CONSENT AGENDA

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

The consent agenda included the following:

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.

Authorize the City Manager to Execute Amendment No. 4 of Contract 17-C1657 with Mott MacDonald for Squire's Landing Park Waterfront Project

City Council Meeting Minutes of September 10, 2018

Approve the City of Kenmore 2019-2021 State Legislative Agenda

BUSINESS AGENDA

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

Community Development Director Bent and Project Manager Stanton presented a progress report and explained that staff is seeking 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 report, an additional $337,000 is required, requiring a revised project budget of $842,000.

MOTION: **Councilmember Curtis made a motion to approve 4b with an additional pad for 2b when additional funding is available, Councilmember Smith seconded the motion. The motion passed 5-2-0 with Councilmember Denuski and Councilmember Srebnik opposed.**

Ordinance 18-0466 Temporary Homeless Shelter - Nancy Ousley, Assistant City Manager, Bryan Hampson, Development Services Director and Jack Urquhart, Management Intern

Staff explained that 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.

City staff and the 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 31consecutive 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.

Council discussed the Ordinance.

MOTION: Councilmember Denuski made a motion to approve Ordinance 18-0466 as written, Councilmember Smith seconded the motion.

AMENDMENT TO THE MOTION: Councilmember Curtis made an amendment to the motion to replace the words "low barrier" with "minimal barrier". The motion failed 3-4-0 with Councilmember Denuski, Mayor Baker and Councilmember Smith and Councilmember Srebnik voting no.

ORIGINAL MOTION VOTE: The motion passed 5-2-0 with Councilmember Curtis and Deputy Mayor Herbig voting no.

Resolution 18-313 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

Consultant Yazici explained that that the City is about to start their 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. The staff needs Council's direction for each one of these areas.

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 Munimanage 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 the City 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.

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

MOTION: **Councilmember Denuski made a motion to approve Resolution 18-313 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, Councilmember Srebnik seconded the motion.**

Councilmember Curtis stated that he believes the footwear allowance should be $300.00.

AMENDMENT TO THE MOTION: **Councilmember Curtis made a motion to make the price of safety boots $300.00 (instead of $250.00), Deputy Mayor Herbig seconded the motion. The motion passed unanimously.**

Presentation of 2019-2020 Proposed Biennial Budgets for General Fund Revenues-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

Council and staff discussed the proposed budget, general fund revenue accounts and reviewed the City Council and City Manager budgets. Budget discussions will continue over the next several meetings.

MOTION: **Deputy Mayor Herbig made a motion to add $1,200 for the City's K4C membership and come back to the Council for more information about joining in January, Councilmember Marshall seconded the motion. The motion passed unanimously.**

ADJOURNMENT

The meeting adjourned at 10:26 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk