

City of Kenmore



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

City Council Regular Meeting Agenda

7 PM , November 16, 2020, via Zoom

Link: <https://us02web.zoom.us/j/86018315415>

Or iPhone one-tap :

US: +13017158592,,86018315415# or +13126266799,,86018315415#

Or Telephone: Dial US: US: +1 253 215 8782 Webinar ID: **860 1831 5415**

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

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

IV. FLAG SALUTE

V. AGENDA APPROVAL

VI. CONSENT AGENDA

- A. Approve Check #s 45904 through 46017 in the amount of \$1,664,547.40.
Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings
Account Electronic Deposits Dated 10/23/2020 in the amount of
\$159,287.52.
[Voucher Certification and Approval Report](#)
- B. Approve 2021 State Legislative Agenda and Policy Statements
[Agenda Bill - State Legislative Agenda 2021 - Amendments](#)
[2021 Kenmore Policy Statements](#)
[2021 Kenmore State Legislative Agenda](#)
- C. Adopt Ordinance 20-513, Amending the Parks Element and Capital Facilities
Element of the Comprehensive Plan
[Agenda Bill - Parks and Facilities Elements of the Comprehensive Plan](#)
[Attachment 1 07-21-20 Revised Parks Element](#)
[Attachment 2 Draft Ordinance](#)
[Exhibit 1 to Ordinance](#)
[Exhibit 2 Part 1 to Ordinance](#)

[Exhibit 2 Part 2 to Ordinance](#)

VII. PUBLIC HEARING

- A. Preliminary Budget
[Agenda Bill - Final Public Hearing Preliminary 2021-2022 Budget](#)

VIII. BUSINESS AGENDA

- A. Proclamations, presented by City Clerk Anastasiya Warhol, *for Discussion*
[Agenda Bill - Proclamations](#)
[Draft Proclamations Calendar](#)
[3-year Proclamation history](#)
[Example of Proclamations Policy - City of Sequim](#)
- B. Upcoming Council Vacancy, presented by City Manager Rob Karlinsey, *for Discussion and Direction*
[Agenda Bill - Upcoming Council Vacancy Process](#)
[Resolution 17-293 Council Rules and Procedures](#)
[Application for Appointment to Fill Vacancy on Kenmore City Council](#)

IX. STAFF REPORTS

- A. Pandemic Update - City Manager Rob Karlinsey
- B. Planning Commission Vacancies Update - Community Development Director Debbie Bent

X. COUNCILMEMBER REPORTS

XI. ADJOURNMENT

UPCOMING MEETINGS:

- A.
- November 23, 2020 - 7 PM Regular Meeting
 - December 7, 2020 - 7 PM Special Meeting



Voucher Certification and Approval

City of Kenmore
DATE RANGE:
10/17/2020-10/30/2020

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 45904 through 46017: \$1,664,547.40

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 10/23/2020: \$159,287.52

R. J. Kelly 11-3-20
City Manager / Date

Joanna M. Gregory 11/2/20
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
AFLAC	45904	10/23/2020	Employee Medical/Disability Plans	359.99
AMERICAN GENERAL LIFE GPO/400S	45905	10/23/2020	Life Insurance	279.92
AWC EMPLOYEE BENEFIT TRUST	45906	10/23/2020	Employee Health Insurance	63,354.31
AWC EMPLOYEE BENEFIT TRUST	45907	10/23/2020	Void	-
DEPARTMENT OF LABOR AND INDUSTRIES	45908	10/23/2020	City of Kenmore Worker's Compensation	3,582.97
AWC EMPLOYEE BENEFIT TRUST	45909	10/23/2020	Void	-
EMPLOYMENT SECURITY DEPARTMENT	45910	10/23/2020	Paid Family & Medical Leave	1,151.94
ICMA RETIREMENT C/O ALLFIRST BANK/109964	45911	10/23/2020	City of Kenmore 401a	15,459.88
ICMA RETIREMENT TRUST 457/304745	45912	10/23/2020	ICMA 457 Deferred Comp	6,192.75
LINCOLN NATIONAL LIFE INSURANCE	45913	10/23/2020	Life Ins/ADD & LTD	1,378.45
NATIONAL LIFE OF VERMONT	45914	10/23/2020	Life Insurance	123.17
STATE OF FLORIDA DISBURSEMENT UNIT	45915	10/23/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	45916	10/23/2020	Employee Charitable Contribution	53.00
AMERICALL	45917	10/30/2020	Sept. After Hours Call Out Phone Svcs	134.16
ASSOCIATED UNDERWATER SERVICES INC.	45918	10/30/2020	Logboom Dock Pier Inspection/Debris Removal	7,260.00
BANNER BANK DB	45919	10/30/2020	Zoom Charges	84.31
BANNER BANK NO	45920	10/30/2020	Wix.com/VCITA/Growthzone/WA Festivals	607.24
BANNER BANK RK	45921	10/30/2020	Zoom Charges	238.31
BUILDERS EXCHANGE OF WASHINGTON INC	45922	10/30/2020	Online Project Publishing	25.00
CABOT DOW ASSOCIATES	45923	10/30/2020	Sept. Salary Study Professional Svcs	1,938.75
CANON FINANCIAL SERVICES, INC.	45924	10/30/2020	Oct. 2nd Floor Copier Lease	265.84

VI. A. Approve Check #s 45904 through 46017 in the amount of \$1,664,547....

CECCANTI, INC.	45925	10/30/2020	19-C1977 W. Sammamish River Bridge Construction	1,234,278.21
CITY OF BELLEVUE	45926	10/30/2020	Quarterly Human Services Pooled Program	13,236.25
CITY OF BELLEVUE	45927	10/30/2020	Mybuildingpermit.com 3rd Qtr Dues	3,636.71
CITY OF BELLEVUE	45928	10/30/2020	50% 2020 King County Aerial Mapping Proj.	276.00
COMCAST	45929	10/30/2020	Oct. City Hall, Incubator Bldg. & Hangar Internet	2,264.30
COMCAST	45930	10/30/2020	Sept. City Hall Phone Service	378.49
COMCAST BUSINESS	45931	10/30/2020	10/19-11/18 Hangar Bldg. Cable	45.40
COMCAST BUSINESS	45932	10/30/2020	10/14-11/13 City Hall Cable & Internet	152.22
COMCAST BUSINESS	45933	10/30/2020	10/10-11/09 Squire's Landing Internet	69.95
D.P. NICOLI, INC.	45934	10/30/2020	Rental Equipment - NE 165th SW Repair	1,477.70
ELECTRONIC BUSINESS MACHINES	45935	10/30/2020	2nd Floor Sept. B/W & Color Overages	64.42
FERGUSON ENTERPRISES INC #3011	45936	10/30/2020	Patch Cement for Surface Water Work	337.63
FERGUSON ENTERPRISES INC #3011	45937	10/30/2020	Surface Water Drainage Materials	329.19
FERGUSON ENTERPRISES INC #3011	45938	10/30/2020	Surface Water Drainage Materials	70.61
FLEMINGS HOLIDAY LIGHTING LLC	45939	10/30/2020	Holiday Light Installation	2,547.71
GRAINGER	45940	10/30/2020	Compressor Trailer Tools	3,384.25
GRAINGER	45941	10/30/2020	Public Works Office Supplies	63.80
GRAINGER	45942	10/30/2020	Restroom Repair Parts	8.93
GRAINGER	45943	10/30/2020	Parts for Rhododendron Park Restroom	30.34
GRAINGER	45944	10/30/2020	50' Air Hose	155.62
GRAINGER	45945	10/30/2020	Tools	184.21
HONEY BUCKET	45946	10/30/2020	Oct. Squire's Landing Rental	240.35
HONEY BUCKET	45947	10/30/2020	10/19-11/15 Public Works Yard Rental	156.75
HORIZON DISTRIBUTORS INC	45948	10/30/2020	Irrigation Parts for Logboom Park	113.21
KBA INC.	45949	10/30/2020	Sept. 18-C1846 W. Samm Bridge Const. Mgmt.	91,310.67
KENMORE COMMERCIAL LLC	45950	10/30/2020	Nov. Incubator Bldg. Lease Payment	3,367.04
KENMORE ELEMENTARY	45951	10/30/2020	3rd Quarter Human Services Funding	1,250.00
KING COUNTY BAR ASSOCIATION	45952	10/30/2020	3rd Quarter Human Services Funding	250.00
KING COUNTY FINANCE	45953	10/30/2020	Sept. Road Svcs - Signs/Signals	4,611.09
LAKESIDE INDUSTRIES	45954	10/30/2020	Asphalt for Road Repairs	231.37
MILLER STEPHENS, MARY	45955	10/30/2020	Sept. Public Defense Svcs @ SCORE	1,250.00
MKS PROPERTIES	45956	10/30/2020	Partial Refund PRJ17-0110/ENG17-0966	7,380.40
MORUP SIGNS, INC.	45957	10/30/2020	Boat Launch Parking Signs	962.51
MSPT XXII, LLC C/O FLYWAY	45958	10/30/2020	Monthly Trash Svcs Aug.- Nov.	2,000.00
NORTH COAST ELECTRIC COMPANY	45959	10/30/2020	City Hall Light Bulbs	660.16
NORTHSHORE ROTARY CLUB	45960	10/30/2020	3rd Quarter Dues	60.00
NORTHSHORE SENIOR CENTER	45961	10/30/2020	3rd Qtr Human Svcs Transportation Program	1,650.00
NORTHSHORE SENIOR CENTER	45962	10/30/2020	19-C2007 3rd Qtr Human Svcs Funding	6,250.00

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NORTHSHORE YOUTH SOCCER ASSOC.	45963	10/30/2020	Refund for Missed Field Time/COVID-19	3,124.00
O'REILLY/FIRST CALL	45964	10/30/2020	RainX for Fleet Vehicles	7.14
PACIFIC AIR CONTROL, INC.	45965	10/30/2020	HVAC Quarterly Maintenance	2,327.88
PAWS	45966	10/30/2020	Sept. Animal Sheltering Services	197.00
PRECISION CONCRETE CUTTING	45967	10/30/2020	Concrete Repairs for Sidewalk Trip Hazards	1,100.00
PUGET SOUND ENERGY	45968	10/30/2020	9/15-10/14 Traffic Signals/Electricity/Gas	10,911.79
PUGET SOUND REGIONAL COUNCIL	45969	10/30/2020	Fiscal Year 2021 Membership Dues	9,044.00
QUADIENT LEASING USA, INC.	45970	10/30/2020	Postage Meter Tape Labels	20.32
QUALITY BUSINESS SYSTEMS / WELLS FARGO	45971	10/30/2020	10/05-11/04/20 1st Floor Copier Lease	675.53
RED BARN ENGINEERING, INC.	45972	10/30/2020	20-C2128 Consultant for backlog due to COVID	8,189.00
REID, JAMES FALCONER	45973	10/30/2020	9/1-9/17 Financial Sustainability Facilitator Svcs	2,357.50
RFI ENTERPRISES INC.	45974	10/30/2020	Bldg. Access Control Upgrades	11,380.34
SEATTLE TIMES	45975	10/30/2020	Legal Ads for Public Hearings & Finance Director	1,556.41
SECRETARY OF STATE	45978	10/30/2020	Kenmore Business Incubator Reservation	20.00
SHRED IT USA LLC	45979	10/30/2020	Monthly Shredding Services	81.46
SISKUN POWER EQUIPMENT	45980	10/30/2020	Engine Oil	90.58
SMS CLEANING, INC.	45981	10/30/2020	Monthly City Hall/Hangar/Public Works Janitorial	6,495.00
SNOHOMISH COUNTY	45982	10/30/2020	Aug. & Sept. Vactor Disposal Dump Fees	2,308.00
STAPLES ADVANTAGE	45983	10/30/2020	City Hall & Hangar Hand Sanitizer	127.97
STAPLES ADVANTAGE	45984	10/30/2020	Disposable Gloves	13.07
STATE AUDITOR'S OFFICE	45985	10/30/2020	Sept. Auditor Services	3,619.20
STEWART MACNICHOLS HARMELL, INC.	45986	10/30/2020	Sept. Public Defense Svcs	5,000.00
SUPERION, LLC	45987	10/30/2020	11/1/20-10/31/21 Trakit Permit Software Maint.	20,814.71
T MOBILE USA, INC.	45988	10/30/2020	9/21 - 10/20 Staff Cell Phones & Data Plans	1,015.23
THE EVP GROUP	45989	10/30/2020	9/8-10/13 20-C2192 Bus. Acceleration Program	22,154.66
TOTAL LANDSCAPE CORP	45990	10/30/2020	Sept. Northshore Summit/Squires/Moorlands	5,637.50
TOTAL LANDSCAPE CORP	45991	10/30/2020	Oct. Parks' Landscape Maintenance	5,025.45
TRUGREEN	45992	10/30/2020	City Hall Lime Application/Landscaping	99.00
TRUGREEN	45993	10/30/2020	Moorlands Field Lime Application	317.63
TRUGREEN	45994	10/30/2020	City Hall Aeration & Seeding	1,524.60
U.S. BANK N.A. / CUSTODY	45995	10/30/2020	4rd Qtr Custody Chgs	84.00
U.S. BANK PURCHASE CARDS	45996	10/30/2020	Staples/Intoximeters	1,538.35
U.S. BANK PURCHASE CARDS	45997	10/30/2020	GFOA/LINKEDIN	362.55
U.S. BANK PURCHASE CARDS	45998	10/30/2020	Zoom Charges	242.00
U.S. BANK PURCHASE CARDS	45999	10/30/2020	Amazon/LED Lights/USPS/Paypal	259.44
U.S. BANK PURCHASE CARDS	46000	10/30/2020	Oldcastle Precast	515.91
U.S. BANK PURCHASE CARDS	46001	10/30/2020	Varidesk	2,247.78
U.S. BANK PURCHASE CARDS	46002	10/30/2020	Bluebeam/Event Inclusive Publications	528.90
U.S. BANK PURCHASE CARDS	46003	10/30/2020	Volgistics & SurveyMonkey	85.71

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U.S. BANK PURCHASE CARDS	46004	10/30/2020	Amazon/Pagliacchi/Jet City Printing	8,154.30
U.S. BANK PURCHASE CARDS	46005	10/30/2020	Amazon/COVID Supplies	3,594.80
U.S. BANK PURCHASE CARDS	46006	10/30/2020	Amazon/Saniflow	6,987.27
U.S. BANK PURCHASE CARDS	46007	10/30/2020	Workplace Diversity/Seattle Times/The Table Group	2,489.23
WA RECREATION & PARK ASSOC.	46008	10/30/2020	8 Employee Annual Membership Dues	1,250.00
WA STATE DEPT OF TRANSPORTATION	46009	10/30/2020	Sept. 68th/175th & 68th/181st Traffic Signal Maint	505.90
WA STATE DEPT OF TRANSPORTATION	46010	10/30/2020	W. Sammamish Bridge Construction Project	3,386.16
WASHINGTON STATE PATROL	46011	10/30/2020	Oct. Bridge Weight Limit Enforcement	2,429.18
WASHINGTON STATE PATROL	46012	10/30/2020	Sept. Bridge Weight Limit Enforcement	2,295.56
WILLIAMS, KASTNER & GIBBS PLLC	46013	10/30/2020	Sept. Special Counsel for El-Sharawy Matter	3,225.00
WILLIAMS, KASTNER & GIBBS PLLC	46014	10/30/2020	Sept. Prof. Svcs/Legal Counsel - Ridout	2,081.93
XIN LONG, LLC	46015	10/30/2020	Deposit Refund PRJ17-0086/ENG18-0624	7,500.00
ZESBAUGH, INC.	46016	10/30/2020	Repair Damaged Garage Door @ City Hall	1,936.00
ZIPLY FIBER	46017	10/30/2020	10/19-11/18 Public Works Office Internet	111.98
DRS 457	DFT0000824-825	10/23/2020	DRS 457 Deferred Comp	1,883.91
AVIDIA HEALTH	DFT0000826	10/23/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000827-832	10/23/2020	Public Employees Retirement	31,349.64
NAVIA	DFT0000833	10/23/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000834	10/23/2020	Federal Taxes	18,455.28
PAYROLL	Electronic Dep.	10/23/2020	Direct Deposit	107,082.54
TOTAL				<u><u>\$ 1,823,834.92</u></u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 10/30/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	550.00
0014	AMERICAN PLANNING ASSOCIATION	1,900.00
0022	ASSOCIATION OF WA CITIES	3,290.00
0024	BAKER, DAVID	4,051.53
0037	BASTYR UNIVERSITY	50,351.45
0054	BULGER SAFE & LOCK, INC.	376.85
0064	CASCADE PEST CONTROL	1,430.00
0067	CENTER FOR HUMAN SERVICES	28,750.00
0076	CITY OF BELLEVUE	131,517.32
0081	CITY OF KENMORE	205.17
0083	CITY OF LAKE FOREST PARK	48,111.00
0086	CITY OF SHORELINE	2,783.00
0092	CODE PUBLISHING COMPANY	4,806.80
0099	CONSOLIDATED PRESS	4,349.92
0106	CROWN PRODUCTS LLC	1,912.95
0109	DAILY JOURNAL OF COMMERCE	1,604.40
0111	DEPARTMENT OF ECOLOGY	32,561.21
0121	REPUBLIC SERVICES	13,683.67
0130	EMPLOYMENT SECURITY DEPARTMENT	13,763.78
0134	EVERGREEN PRINT SOLUTIONS	335.36
0137	FERGUSON ENTERPRISES INC #3011	3,360.69
0145	FRUHLING SAND & TOPSOIL	2,083.83
0151	CALPORTLAND COMPANY	1,757.20
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0169	HERRERA ENVIRONMENTAL CONSULTANTS	14,260.83
0173	HOME DEPOT CREDIT SERVICES	2,364.61
0174	HOPELINK	10,000.00
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	184,808.20
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	1,400.00
0197	JET CITY PRINTING	1,924.45
0201	KCDA PURCHASING COOP	4,010.70
0205	KENMORE HERITAGE SOCIETY	100.00
0212	KING COUNTY FINANCE W.L.R.D.	8,139.00
0213	KING COUNTY ANIMAL SVCS	1,435.00
0216	KING COUNTY FINANCE	1,000.00
0217	KING COUNTY DISTRICT COURT	67,145.00
0218	KING COUNTY FINANCE	4,925.09
0219	KING COUNTY FINANCE	134,220.26
0224	SOUND PUBLISHING, INC.	395.00
0230	KING COUNTY RADIO COMM SERVICES	900.90
0233	KING COUNTY SHERIFF	2,926,586.04
0235	KING COUNTY TREASURY	39,839.98
0246	LAKE CITY PICTURE FRAMING	310.21
0251	LIGHTHOUSE CONSULTING INC	103,382.61
0261	PENDLETON CONSULTING LLC	4,200.70
0267	MR. T'S TROPHIES	1,537.29
0285	NORTHSHORE FIRE DEPT	3,924.00
0286	NORTHSHORE SCHOOL DISTRICT	320,033.00
0287	NORTHSHORE SENIOR CENTER	33,600.00
0288	NORTHSHORE UTILITY DIST	138,048.01
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	9,749.75

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For Date Range 01/01/2020 - 10/30/2020

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Vendor	Name	Volume
0299	EBIX, INC.	118.27
0300	OFFICE DEPOT	4,688.81
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	35,622.96
0310	PACIFIC TOPSOILS	5,327.44
0314	PETTY CASH CUSTODIAN	400.31
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00
0328	PUGET SOUND ENERGY	154,977.82
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0331	PUGET SOUND REGIONAL COUNCIL	9,044.00
0345	SEATTLE TIMES	7,116.35
0346	SECRETARY OF STATE	20.00
0350	SIGN UP, SIGN CO, INC	412.50
0355	STAPLES ADVANTAGE	11,288.53
0356	STATE AUDITOR'S OFFICE	9,839.70
0357	STEWART MACNICHOLS HARMELL, INC.	50,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	87,016.50
0371	UNITED STATES POSTMASTER	1,817.64
0375	US POSTAL SERVICE (HASLER)	6,143.89
0385	WA ASSOC OF BUILDING OFFICIALS	120.00
0387	WA CITIES INSURANCE AUTHORITY	329,569.00
0401	WA STATE DEPT OF TRANSPORTATION	6,755.88
0405	WASHINGTON STATE OFFICE CASH MGMT	1,711.50
0412	COLUMBIA RIDGE LANDFILL	20,098.12
0424	ICMA RETIREMENT TRUST 457 / 304745	132,026.65
0425	DRS 457	41,865.74
0426	AFLAC	3,599.91
0428	BANK OF AMERICA 941	407,199.59
0429	AWC EMPLOYEE BENEFIT TRUST	628,696.96
0431	DEPARTMENT OF RETIREMENT SYSTEMS	698,509.22
0432	DEPARTMENT OF LABOR AND INDUSTRIES	38,904.97
0434	UNITED WAY OF KING COUNTY	1,166.00
0436	NATIONAL LIFE OF VERMONT	1,231.70
0448	UPS STORE KENMORE	1,195.86
0450	AURORA RENTS	5,458.79
0473	ARTS OF KENMORE	3,400.00
0515	NATIONAL LEAGUE OF CITIES	1,563.00
0550	KING COUNTY RECORDER'S OFFICE	538.50
0558	SNOHOMISH COUNTY	2,516.00
0586	QUADIENT LEASING USA, INC.	2,326.02
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0610	WA STATE DEPT OF TRANSPORTATION	3,199.25
0617	KING COUNTY FINANCE	6,676.28
0641	TELESYSTEMS WEST	137.51
0685	PACE ENGINEERS, INC.	27,637.25
0690	BUILDERS EXCHANGE OF WASHINGTON INC	1,181.55
0692	HDR ENGINEERING, INC	381,161.94
0696	AMERICAN GENERAL LIFE GPO/400S	2,799.20
0699	BANNER BANK DB	1,198.82
0743	BANNER BANK NO	6,390.66
0764	OUSLEY, NANCY	86.08
0781	QUALITY BUSINESS SYSTEMS INC.	4,457.47
0791	NORTHSHORE ROTARY CLUB	487.00
0807	CASCADE RECREATION, INC	551.25
0817	GRAINGER	7,595.46
0828	PUGET SOUND BUSINESS JOURNAL	125.00
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVERMARK, LLC	609.73

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Vendor	Name	Volume
0852	GREGORY, JOANNE	3,456.98
0858	A+ CONFERENCING	1,494.25
0864	COLUMBIA FORD	22,530.94
0868	JAYMARC AV	5,814.62
0869	BANNER BANK JGORDON	5,160.06
0892	JACOBS ENGINEERING GROUP	286,919.65
0899	SHRED IT USA LLC	648.18
0912	ALCALDE & FAY	30,398.20
0913	KENMORE ELEMENTARY	5,000.00
0981	COMCAST BUSINESS	3,311.64
0994	GORDON THOMAS HONEYWELL	35,344.16
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	1,564.48
1045	HORIZON DISTRIBUTORS INC	4,110.80
1047	SARAH ROBERTS	117,398.83
1052	FIRE PROTECTION, INC	6,787.65
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	606.54
1116	FRONTIER	4,922.99
1123	AM TEST, INC	2,075.00
1140	PAWS	2,945.00
1148	AGORA REFRESHMENTS	654.89
1168	SCHINDLER ELEVATOR CORPORATION	1,890.83
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	12,500.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	6,050.00
1216	ADVANCE TESTING & SERVICE INC	1,566.00
1222	OLSON BROTHERS PRO VAC	42,925.12
1248	KENMORE AIR	625.00
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	34,996.72
1293	THE WATERSHED COMPANY	9,287.50
1297	GOVERNMENT FINANCE RESEARCH GROUP	1,995.00
1299	VERIZON WIRELESS	3,391.81
1309	BANNER BANK BAKER	7,709.66
1311	WASHINGTON STATE PATROL	8,015.54
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	7,500.00
1322	AABCO BARRICADE COMPANY INC.	2,475.00
1326	JOYCE ZIKER PARKINSON	2,775.00
1328	ANCHOR QEA, LLC	520.00
1331	KBA INC.	834,884.27
1333	WELWEST CONSTRUCTION INC.	154,505.93
1339	STATE OF WA DEPARTMENT OF LICENSING	0.44
1345	SHERWIN WILLIAMS CO. #8099	102.60
1356	KARLINSEY, ROB	150.08
1357	KENMORE COMMERCIAL LLC	33,670.40
1358	ALPHAGRAPHS	958.43
1372	AAA PRINTING	1,127.40
1385	CITYWORKS/ AZTECA SYSTEMS INC.	37,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	1,818.90
1403	OSBORN CONSULTING INC.	232,202.18
1431	BRIEN, GAYLYNN	450.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	214.70
1457	LANGUAGE LINE SERVICES, INC.	35.37
1459	FLEMINGS HOLIDAY LIGHTING LLC	7,722.41
1482	HIGHWIRE	1,916.26

VI. A. Approve Check #s 45904 through 46017 in the amount of \$1,664,547....

Vendor Purchasing Report

For Date Range 01/01/2020 - 10/30/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	25.00
1500	MARINE FLOATS CORPORATION	6,837.49
1504	SCORE	163,539.92
1524	GRANICUS LLC	720.00
1550	THE EVP GROUP	22,154.66
1555	LINCOLN NATIONAL LIFE INSURANCE	13,477.04
1581	STARDOM SERVICES, INC.	5,591.54
1605	ALL CITY FENCE CO.	4,977.50
1606	GALLATIN PUBLIC AFFAIRS	22,064.25
1629	WESTERN DISPLAY FIREWORKS, LTD.	4,750.00
1657	STEWART TITLE COMPANY	258,326.30
1673	KPFF CONSULTING ENGINEERS	208,736.69
1689	MOTT MACDONALD GROUP, INC.	491,670.88
1704	BANNER BANK RK	9,543.65
1711	SOFTWAREONE, INC.	11,439.33
1712	SITEIMPROVE, INC.	3,353.90
1714	KRAZAN & ASSOCIATES, INC.	2,325.00
1715	THE WIDE FORMAT COMPANY	10,631.50
1718	RESOURCE EXPLORATION, LLC	20,000.00
1721	GOOD TO GO	2.75
1731	NORTHWEST ARBORICULTURE LLC	8,219.40
1738	MUNIMANAGE, LLC	5,280.00
1754	RFI ENTERPRISES INC.	15,045.54
1762	BAKER, BRIDGIT	1,045.54
1763	REID, JAMES FALCONER	19,000.00
1774	OWEN EQUIPMENT COMPANY	1,112.43
1786	TYLER TECHNOLOGIES, INC.	18,951.58
1789	BLUEBEAM, INC.	891.00
1795	CABOT DOW ASSOCIATES	3,135.00
1798	OLBRECHTS & ASSOCIATES, PLLC	825.00
1814	YSI INCORPORATED, A XYLEM BRAND	1,789.98
1816	NAVIA	22,155.30
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	6,945.69
1829	SHI INTERNATIONAL CORP.	882.79
1838	AVIDIA HEALTH	2,200.00
1863	HAULAWAY STORAGE CONTAINERS, INC.	1,105.18
1884	CADMAN MATERIALS, INC.	902.93
1885	NATIONAL BARRICADE CO., LLC	3,743.14
1889	WILLIAMS, KASTNER & GIBBS PLLC	67,747.66
1892	HEARTH MUSIC	4,100.00
1900	ASPECT CONSULTING LLC	2,405.00
1901	NORTH COAST ELECTRIC COMPANY	3,083.23
1908	VAUGHAN, KENT	400.00
1914	MCMAMARA SIGNS	1,420.29
1927	GAMETIME	2,429.19
1930	T MOBILE USA, INC.	9,704.27
1932	U.S. BANK N.A. / CUSTODY	360.00
1936	SUPERION, LLC	20,814.71
1939	ARCHIVESOCIAL, INC.	2,388.00
1945	GLASS MASTERS LLC	3,445.00
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	100.00
1960	WALTER E. NELSON CO.	408.87
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	687.50
1964	EARTHWORKS	52,649.81
1970	CROSSROAD SIGN	385.00
1978	GOVDELIVERY, LLC	6,440.00
1979	MSPT XXII, LLC C/O FLYWAY	2,000.00
1980	HRA VEBBA TRUST	37,356.54

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Vendor Purchasing Report

For Date Range 01/01/2020 - 10/30/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1985	CONTRACT LAND STAFF LLC	30,937.99
1991	WASHINGTON STATE TREASURER	6,290.28
1993	HYAS GROUP, LLC	7,500.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50.00
2004	RED BARN ENGINEERING, INC.	69,166.25
2007	HYDROPOINT DATA SYSTEMS, INC.	1,077.00
2009	O'CONNOR CONSULTING GROUP, LLC	21,000.00
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	1,932.80
2017	DARRELL THOMSON	1,667.58
2024	DFR LAW GROUP, LLC	600.00
2028	PRIDE ELECTRIC INC.	8,379.00
2048	SMS CLEANING, INC.	64,950.00
2049	SUNBELT RENTALS	310.28
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2056	J3 ARCHITECTS LLC	450.00
2063	French Touchup LLC	5,400.00
2075	LANDEZA, PATRICK	1,000.00
2078	WA RECREATION & PARK ASSOC.	1,975.00
2079	ZESBAUGH, INC.	1,936.00
2081	SHANNON & WILSON, INC.	24,209.50
2095	TRANSPO GROUP USA INC.	3,220.50
2096	TUPLING, SANDRA	302.54
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2119	PIONEER TOWING COMPANY	138,000.00
2120	LAKEPOINTE, INC.	24,000.00
2126	SCHWARZWALTER, MARK	762.15
2135	AMERICAN SOLUTIONS FOR BUSINESS	1,511.42
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	382,139.04
2143	ERIK D PLUMBER LLC	165.00
2144	MODUS TECHNOLOGY, INC.	721.22
2147	SOD SPOT LLC	5,400.00
2156	ASSOCIATED PETROLEUM PRODUCTS INC.	1,536.49
2157	SOUND SAFETY PRODUCTS CO.	1,482.09
2161	BENNETT GOLD, TOBIN	4,035.47
2167	APWA/WA CHAPTER	1,500.00
2175	ELECTRONIC BUSINESS MACHINES	2,441.74
2176	CANON FINANCIAL SERVICES, INC.	2,658.40
2183	SISKUN POWER EQUIPMENT	1,763.44
2187	CORAL SALES CO.	8,261.00
2196	ENGAGED PUBLIC	6,500.00
2199	HALALILO, PAULA	40.00
2206	CHECK RIDE	3,450.00
2209	MORUP SIGNS, INC.	4,746.53
2211	PRECISION FUEL SOLUTIONS	1,237.50
2214	CAROLYN LAW	6,487.50
2215	INTERSECTION MEDIA, LLC	2,003.42
2221	O'REILLY/FIRST CALL	110.48
2222	GRADE, INC.	14,044.24
2227	EARTHCORPS	9,487.50
2231	A WORKSAFE SERVICE, INC	55.00
2236	COMCAST	25,935.32
2237	CREATIVE HOUSE BRANDING	942.93
2242	MARY'S PLACE	23,334.00
2247	EMERALD PAVING, INC	4,941.00
2248	INTERNATIONAL PUBLIC MGT ASSOC FOR HUMAN RES	156.00
2249	KING COUNTY BAR ASSOCIATION	1,000.00
2252	TRUGREEN	3,151.23
2253	CHANCERY CIVIC LLC	11,208.60

VI. A. Approve Check #s 45904 through 46017 in the amount of \$1,664,547....

Vendor Purchasing Report

For Date Range 01/01/2020 - 10/30/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2254	U.S. BANK PURCHASE CARDS	158,703.58
2259	MINUTEMAN PRESS	18,400.76
2262	DILIGENT CORPORATION	16,703.51
2264	SWOFFORD EXCAVATING	76,959.85
2268	IRIS WINDOW COVERINGS	8,635.00
2270	LAKESIDE INDUSTRIES	316,590.52
2283	VSS INTERNATIONAL INC.	92,776.06
2285	QUALITY WATER FINANCIAL	1,369.55
2295	ALL THINGS HR, LLC	525.00
2300	MICROSOFT CORPORATION	7,288.51
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	11,232.00
2312	GOOD, MICHAEL J.	250.00
2313	MANAGEMENT PARTNERS	51,330.00
2318	PIXEYES GRAPHICS & DESIGN	2,100.00
2319	SITESCAPES	2,670.00
2327	PACIFIC AIR CONTROL, INC.	9,519.14
2333	NORTHEND TRUCK EQUIPMENT CO., LLC	1,062.33
2334	NORTHSHORE YOUTH SOCCER ASSOC.	3,168.00
2335	DEBO, ALEXANDER	150.00
2336	CHRISTEN ESTATES, LLC	15,000.00
2337	HUANG, ANGELINA	7,500.00
2338	58 STARS TRAVEL	3,940.30
2340	MOJO STRATEGIES	37,187.50
2341	ALLIANCEONE RECEIVABLES MGMT INC	350.93
2342	RAINBOW TOWING	302.50
2343	KNOWBE4, INC.	735.92
2344	DZHENKOV, PETAR	275.00
2345	DEOL, GUR RAJ	275.00
2346	DILLON, MARGARET	550.00
2347	HOUSING AUTHORITY OF KING COUNTY WA	3,525.00
2348	ARROWHEAD PARK VISTA CONDOMINIUM ASSOCIATIC	2,150.00
2349	SSI & MHA CORPORATION	9,755.00
2351	ENGINEER SUPPLY	709.00
2352	EARTHCAM	15,715.73
2353	NORTHSHORE SCHOOLS FOUNDATION	4,000.00
2354	ALLAN WEBB NISSAN	62,542.46
2355	BUREAU VERITAS	9,900.00
2356	KEIM, JEANNIE	150.00
2357	4IMPRINT	432.07
2359	PRECISION PLUMBING AND HEATING	165.90
2360	O'CAIN, MELANIE	965.22
2361	BFI 4 LLC	26,351.99
2362	CHASEWEST VENTURES, INC.	25,406.25
2363	IDAHO ASSOC. OF BUILDING OFFICIALS, INC.	25.00
2364	JASON'S CREATIONS	350.00
2365	ADAM TIEGS	350.00
2366	CCI SOLUTIONS	858.00
2367	MARGARET FLYNN	650.00
2368	JEFF LUKE PHOTOGRAPHY LLC	4,525.11
2369	MARIA SZABLYA RIVAS	150.00
2370	PYRAMID CATERING & EVENTS	925.00
2371	RACHEL RISING	150.00
2372	ANDERSON ROOFING INC.	218.60
2373	BRAD OR KELLI CARSON	150.00
2374	DEPARTMENT OF NATURAL RESOURCES	1,261.17
2375	FONG, DAPHNE	150.00
2376	LISA TROUT	100.00
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1,000.00

VI. A. Approve Check #s 45904 through 46017 in the amount of \$1,664,547....

Vendor Purchasing Report

For Date Range 01/01/2020 - 10/30/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2378	NXLVLUP, LLC	24,548.00
2379	JENNIFER DIXON	15,000.00
2380	JOHN BROWN	56.75
2381	NORTHLAKE LITTLE LEAGUE	2,296.00
2382	FOCUS TOOLS & ENGINEERING, INC.	25,050.00
2383	NORTH LAKE LITTLE LEAGUE	3,080.00
2384	NORTHWEST ENERGY EFFICIENCY COUNCIL	75.00
2386	CECCANTI, INC.	9,682,115.21
2387	HUI, IVANA	150.00
2388	3CMA CITY-COUNTY COMMUNICATIONS & MARKETIN	400.00
2389	JET CITY CLEANING	5,632.00
2392	DEPARTMENT OF COMMERCE	6,561.97
2393	SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHWE	3,675.08
2394	GRIESEL, LEN	21,388.50
2395	PLASTIC SALES & SERVICE INC.	8,452.15
2396	ZIPLY FIBER	6,286.26
2399	COPIERS NORTHWEST	7,598.80
2400	MSR GLASS HOUSE, LLC	9,500.00
2401	SHIXIONG HU	7,500.00
2402	PACIFIC OFFICE AUTOMATION	6,410.80
2403	AMERICALL	2,689.38
2404	BAKER, W. COLE	13.39
2406	FISCHER, AUSTIN	13.39
2408	FISHER, AKSEL	13.39
2410	KENDALL FORD OF MARYSVILLE	51,263.40
2411	STELL ENVIRONMENTAL ENTERPRISES, INC	10,650.19
2412	OTTO ROSENAU & ASSOCIATES, INC	427.88
2413	ICLEI	600.00
2414	GENCAP CONSTRUCTION CORP	699,199.38
2416	KIERA CONDON	450.00
2417	SUMMIT LAW GROUP PLLC	9,492.50
2418	AMERICAN LEAK DETECTION	1,782.00
2419	MIKE FOLDEN PRODUCTIONS	4,000.00
2421	SIGNARAMA	280.76
2423	MAUREEN COLAIZZI	119.00
2424	BAUTISTA, REGINALD	269.48
2425	THOMCO CONSTRUCTION, INC.	979,732.38
2426	OASIS EIGHT, LLC	7,500.00
2427	LAKESIDE INDUSTRIES	542,293.99
2430	SANCHEZ, EUGENIO	108.55
2431	ALPINE PRODUCTS INC.	944.22
2432	RICH MARKETING LLC	1,200.00
2433	BEC LYNN LEWIS	11,073.80
2434	PSR MECHANICAL	3,777.40
2435	FERRER, EDDIE	258.26
2437	LOUEDGE, INC.	95.00
2438	WASHINGTON TREE & LAWN CARE	1,606.00
2439	7 STAR TOWING LLC	3,000.00
2440	ALAA YASSIN, DDS PLLC	1,500.00
2441	APEX ELECTRIC INC.	2,000.00
2442	BECHTEL CONSULTING GROUP	1,500.00
2443	BROMEO, LLC	3,000.00
2444	ELEPHANT EMERGENCY ROADSIDE LLC	2,500.00
2445	IMBAYA ARTS	2,500.00
2446	L1 RESTORATIONS, INC.	1,500.00
2447	LAMASTERWORKS MASSAGE	1,000.00
2448	NORTH SOUND PLUMBING	1,500.00
2449	NORTHSHORE ENDODONTICS PLLC	2,000.00

VI. A. Approve Check #s 45904 through 46017 in the amount of \$1,664,547....

Vendor Purchasing Report

For Date Range 01/01/2020 - 10/30/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2450	PK & JK CORPORATION	2,500.00
2451	PRETTY NAILS	3,000.00
2452	SHARI BOTH JEWELRY DESIGN	2,500.00
2453	SHIN'S TAEKWONDO ACADEMY	3,000.00
2454	EASTSIDE NATURAL MEDICINE, PLLC	2,500.00
2455	EUGENIA LEE, DMD PLLC	3,000.00
2457	KATHERINE MARTIN, ND LLC	3,000.00
2458	MKS PROPERTIES	18,276.80
2459	NELSON ELECTRIC, INC.	1,637.90
2460	SDP ENTERPRISES, INC.	3,000.00
2461	JESSICA DANKS	2,500.00
2462	RONALD L. HIGGS, JR.	200.00
2464	D.P. NICOLI, INC.	1,477.70
2465	PRECISION CONCRETE CUTTING	1,100.00
2466	XIN LONG, LLC	7,500.00
2467	ASSOCIATED UNDERWATER SERVICES INC.	7,260.00
Vendor Set Vendor Set 01 Total:		25,381,050.39

VI. A. Approve Check #s 45904 through 46017 in the amount of \$1,664,547....



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

Subject/Topic: City of Kenmore 2021 State Legislative Agenda Proposed Council Action/Motion: Approve the City of Kenmore 2021 State Legislative Agenda	For Council Meeting Agenda of: 16 November 2020 Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager <table border="0" 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;">NA</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RGK</td></tr> </table> Exhibits/Attachments: 1. Proposed 2021 Legislative Agenda and Policy Statements		<u>Initial & Date</u>	Approved by Department Head:	NA	Approved by City Attorney:	NA	Approved by Finance Director:	NA	Approved by City Manager:	RGK
	<u>Initial & Date</u>										
Approved by Department Head:	NA										
Approved by City Attorney:	NA										
Approved by Finance Director:	NA										
Approved by City Manager:	RGK										
<u>INFORMATION/BACKGROUND:</u> Each year the Kenmore City Council approves a Legislative Agenda prior to each state legislative session that outlines priority actions the City and its government relations consultants will promote during the session. At the November 2, 2020 meeting, the City Council directed various changes to the proposed 2021 State Legislative Agenda and accompanying policy statements. Summary of changes to draft legislative agenda: • Updated Squires Landing request to include a reference to salmon habitat restoration and recovery and WRIA 8 • Updated 61st Ave NE Sidewalk Replacement language to include a reference to safety and ADA accessibility • Added a new priority titled Preserve Local Transportation Revenue Summary of changes to draft policy statements document: • Updated Criminal Justice Reform statement to include a reference to reforms to hold officers accountable for misconduct • Removed the Cannabis Products statement The proposed 2021 Legislative Agenda for Kenmore, with revisions shown, is attached to this agenda bill. Policy Statements that guide the consultants in expressing City support for proposals and issues are also included (also with revisions shown). Gordon Thomas Honeywell represents the City in State Legislative matters and will be available to present the proposed Legislative Agenda at this City Council meeting.											
<u>FISCAL CONSIDERATION:</u> The City has a strong record of legislative successes for infrastructure funding and support for key projects.											

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Effective advocacy at the State Legislature supports all Council goals.
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City of Kenmore 2021 Policy Statements

This 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.

Climate Change

The City is in the process of adopting a climate action plan and encourages the state to incentivize local governments to do more toward reducing their greenhouse gas emissions. Many cities, Kenmore included, would like to be better environmental partners but have limited resources to make substantial changes and could use support from the state in creating climate action plans, transitioning to electric fleets, etc.

Criminal Justice Reform

The City supports reforms that address the disparate impacts of systems and institutions on communities of color. As part of this, the City calls on the Legislature to advance criminal justice transformation policies to provide greater safety for communities that historically have not been well-served by existing systems; including but not limited to the statewide police reforms identified by the Association of WA Cities. Additionally, the City supports legislative reforms that hold law enforcement officers responsible for misconduct, including reforming qualified immunity. The Kenmore Police Use of Force policies meet the 8 Can't Wait criteria and the City encourages the legislature to require all law enforcement agencies to adopt these standards.

RADAR Funding

The City supports state funding for co-responder programs such as the Response Awareness, De-Escalation and Referral (RADAR) program, a highly successful partnership between the Kenmore, Bothell, Kirkland, Lake Forest Park, and Shoreline police departments to address the rights and needs of individuals with behavioral health issues and/or developmental disabilities.

Racial Equity

In response to recent events, the City is creating a Diversity, Equity, and Inclusion (DEI) policy and will continue to look for ways to break the racial caste system that still exists in our society. As the city makes changes at the local level, we support and expect the state to make systemic changes to improve equity for all members of society.

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.

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 fluorescent lights, and prescription drugs. The City will continue to 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.

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 and the Transportation Improvement Board.

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 homeowners' investments and provide greater predictability.

Passenger Only Ferry

The City supports efforts to explore passenger only ferry service from Kenmore to Seattle. The City is closely monitoring the Puget Sound Regional Council's Passenger Only Ferry Study and any subsequent legislative actions. The PSRC study will provide analysis to support current and future Puget Sound Passenger Only Ferry routes and identify future capacity needs and terminal locations on the Puget Sound, Lake Washington, and Lake Union.

Environmental Remediation

The City supports the expansion of environmental remediation programs such as the Model Toxics Control Act and the Brownfield Revolving Loan Fund to allow more contaminated sites throughout the state to be eligible for remediation funding.

Buoys on Lake Washington

The City supports Kenmore Air's request for the Department of Natural Resources to be allocated funding to install buoys on Lake Washington to increase public safety for aircraft and boaters.

~~Cannabis Products~~

~~The City supports increased measures to prevent children from accessing cannabis products.~~



City of Kenmore, Washington

City of Kenmore 2021 State Legislative Agenda

Capital Budget Request: Squires Landing - \$900,000

Squires Landing is a 41~~5~~-acre undeveloped park that is cumbered with invasive plant species that make the park mostly unusable. In 2016 voters approved the Walkways and Waterways bond measure to fund improvements at the park and better access to the Sammamish River. Improvements include salmon habitat restoration, shoreline stabilization and in-stream habitat benches. These specific project elements are consistent with the 2017 WRIA 8 Chinook Salmon Conservation Plan for the Sammamish Watershed which contribute to progress on Puget Sound Vital Signs. The project also includes the removal of invasive species, natural open space restoration, trails, boardwalks, and viewing points to connect the park to the river and adjacent Burke-Gilman Trail. The project will also add new boating facilities including docks, ramps, and staging areas for hand-powered watercraft, additional parking, and a restroom. This is the final amount needed to fully fund this \$8.2 million project.

Clean Air Enforcement Legislation

The Kenmore community continues to express concern about air pollutants near the Burke Gilman Trail. The state has granted air pollution enforcement authority to regional clean air agencies located throughout the state; the regional authority for the City of Kenmore is the Puget Sound Clean Air Agency (PSCAA). Under current law, the PSCAA is limited to receiving formal complaints from a place of residence or place of employment within the city. The city requests that the legislature expand the authority for the PSCAA to be able to receive complaints from users of public spaces such as parks and trails.

Local Revenue for Road and Sidewalk Maintenance and Preservation

Cities have limited resources to pay for the maintenance of existing roadways and sidewalks. The 2019 JTC City Transportation Funding study estimated the statewide need for preservation funding to be \$900 million more per year than current spending. The City supports AWC's efforts to institute a transportation funding package that emphasizes maintenance and preservation funding and provides direct distribution and new local revenue options for cities.

61st Avenue NE Sidewalk Replacement

Kenmore needs to repair and replace major sections of the sidewalk along 61st Avenue NE, a major north-south arterial connecting North Kenmore and South Snohomish County to bus lines and SR 522. The aging sidewalk panels are massively upheaving ~~and, unsafe for the general population and unusable for strollers, wheelchairs and other wheeled devices. major segments of our population. Repairing and replacing the sidewalks is necessary for public safety and ADA accessibility.~~ The project is estimated to cost \$5 million and is beyond the capacity of the City's budget to fund.

Lift 1% Property Tax Cap

As a residential community, 40% of Kenmore's general fund revenue is generated from its largest source of revenue—property tax. The city has a limited retail tax base and is constrained from generating additional revenue to maintain city services, the costs of which are increasing at a rate greater than the State-imposed property growth limit of 1% per year. The City of Kenmore supports lifting the 1% cap on property tax increases and other actions to create a sustainable fiscal structure for cities.

Preserve Local Transportation Revenue

The City opposes any legislative proposals that would threaten funding for the city's transportation benefit district or implementation of Sound Transit 3 and delivery of Bus Rapid Transit along SR522.



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

Subject/Topic: Consideration of Comprehensive Plan Amendments to the Parks, Recreation and Open Space and Capital Facilities Elements, Ordinance 20-0513 Proposed Council Action/Motion: Adopt Ordinance 20-0513 related to Comprehensive Plan Amendments	For Council Meeting Agenda of: November 16, 2020 Department: Community Development Prepared by: Debbie Bent, Community Development Director Lauri Anderson, Principal Planner <u>Initial & Date</u> Approved by Department Head: _____ Approved by City Attorney: DR, 10/26/20 Approved by Finance Director: _____ Approved by City Manager: _____ Exhibits/Attachments: 1. Comparison of Amendments with the Parks, Recreation and Open Space (PROS) Plan 2. Draft Ordinance 20-0513, Comprehensive Plan Amendments to the Parks, Recreation and Open Space and Capital Facilities Elements.
<u>INFORMATION/BACKGROUND:</u> The Planning Commission recommends that, on November 16, the City Council adopt Ordinance 20-0513 that amends the Comprehensive Plan Parks, Recreation and Open Space and Capital Facilities Elements. On February 24, 2020, the City Council adopted a new Parks, Recreation and Open Space (PROS) Plan. As a first task for the Planning Commission in 2020, the Commission used that Plan to develop a revised Parks, Recreation and Open Space Element to the Comprehensive Plan. Included were changes to the Capital Facilities Plan to address proposed parks projects. Attachment 1 is a comparison of the adopted Parks, Recreation and Open Space Plan and the proposed Comprehensive Plan amendments recommended by the Planning Commission. Text highlighted in red is the substantively changed text between the two documents, although not all word changes are shown. The most significant difference between the two documents is that the PROS Plan recommendations section has been incorporated into the policies to make the linkages between the Parks, Recreation and Open Space Element and the Capital Facilities Element clear. Minor changes include: • Addition of information about the Countywide planning policies—something common to other Comprehensive Plan Elements. • A section on intergovernmental coordination opportunities—a requirement of the parks element according to the Growth Management Act.	

Background

Although the Planning Commission developed their preliminary recommendations on this project in March, the COVID-19 pandemic prevented the holding of a public hearing until July 21. After the public hearing, the Planning Commission made their final recommendations, knowing that these recommendations would be held to the end of the year in case other Comprehensive Plan amendments were needed.

The current Parks, Recreation and Open Space Element incorporates the complete PROS Plan by reference. With these amendments, a new Parks, Recreation and Open Space Element—paralleling the PROS Plan but more consistent with the other Comprehensive Plan elements—will be added. This action is the first step in the 2024 Comprehensive Plan update.

FISCAL CONSIDERATION:

None. Staff and Planning Commission time were spent to work on this project.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Comprehensive Plan: “The Growth Management Act (GMA) mandates regular updates of the Comprehensive Plan to ensure that the Plan remains relevant and responsive to changing conditions.”

PARKS, RECREATION AND OPEN SPACE ELEMENT

~~The City of Kenmore Park, Recreation and Open Space Plan, adopted by Ordinance 13-0368 on November 25, 2013, is the City's Parks, Recreation and Open Space Element. See associated document.~~

INTRODUCTION

Purpose

The purpose of the Parks, Recreation and Open Space Element is to provide the policy framework for future development of Kenmore's parks system, including open spaces, recreation facilities and programs. The Element provides a vision for the community and a guide to future planning, acquisition, and/or development of parks, recreation, and open spaces throughout the City.

Growth Management Act

One of the Growth Management Act's (GMA's) planning goals is to, "Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities."

The Act specifically requires local government to:

- Designate the general location and extent of land uses including recreation and open space lands;
- Identify lands useful for recreation, including wildlife habitat, trails and connection of critical areas;
- Evaluate facilities and service needs;
- Estimate park and recreation demand for at least a ten-year period;
- Evaluate intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand; and
- Develop a capital facilities plan (CFP) identifying funds necessary to implement the plan for at least a six-year period.

Countywide Planning Policies

The Countywide Planning Policies do not contain a chapter specifically addressing parks, recreation and open space. Under the Development Patterns chapter, DP-2 states, "Promote a pattern of compact development within the Urban Growth Area that includes housing at a range of urban densities, commercial and industrial development, and other urban facilities, including medical, governmental, institutional, and educational uses and parks and open space..." An

Environment policy (EN-1) states, “Incorporate environmental protection and restoration efforts into local comprehensive plans to ensure that the quality of the natural environment and its contributions to human health and vitality are sustained now and for future generations.”

Parks, Recreation and Open Space (PROS) Plan

The Recreation and Conservation Office (RCO) is a state agency that manages grant programs aiming to create outdoor recreation opportunities, protect wildlife habitat and farmland, and help return salmon from near extinction. Since the agency began in 1964, it has awarded more than \$1.7 billion in grants to nearly 7,500 projects. Since 1990, the agency averages 230 grant awards, for a total of approximately \$60 million, every fiscal year. RCO requires government agencies to plan for their parks and open space needs, and adopt a Parks, Recreation and Open Space (PROS) Plan, in order to apply for certain grants. Once adopted, a community’s PROS plan is required to be updated every 6 years to maintain eligibility for those grant programs. The City’s most recent PROS Plan was adopted in February 2020. Information gathered for the Plan, including the results of several community involvement opportunities and a comprehensive demand and needs analysis, has been used as foundational information for this Element.

EXISTING CONDITIONS

Geography

Kenmore’s natural resources are an important component of the city’s park and recreation system. Many of the city’s existing parks are located beside or contain a creek, river, or freshwater shoreline, wetlands or significant forested areas. In fact, of the 146 total acres of city-owned park land, 120 acres (more than 80%) are natural areas – forests, wetlands, streams, and other natural environments. ~~The City of Kenmore is unique in the~~ City’s abundance of natural systems ~~that weaves~~ in and around the city, connecting the different neighborhoods through stream corridors, sensitive areas, and ravines to Swamp Creek, the Sammamish River and Lake Washington. Creating connections and corridors provides essential habitat which contributes to the overall health and viability of both the plant and animal communities in Kenmore. The natural geography of the city provides both opportunities and constraints for meeting park and recreation demands and needs.

Existing Park System

The City of Kenmore has 13 parks, recreation and open space facilities totaling over 146 acres of park land. ~~Over 80% of this park land is forested, wetlands, or natural systems.~~ Other parks and recreation providers within the city that have facilities open to the public include the State of Washington, King County, and Bastyr University. These facilities are listed in Figure 31, along with the improvements available in each park. The parks and open space areas are all located on Map 1. When combined with other jurisdictions, there are over 475 acres of park land within the city, not including recent acquisitions within the Swamp Creek wetlands system that are still in

| process. Parks and open space in adjacent cities, but in close proximity to Kenmore are also shown on Map 1 for reference, but are not included in the inventory or other planning resources.

Figure 31: Kenmore's Park and Recreation System Inventory.

Parks, Recreation & Open Space Facilities	Boat Launch / Dry Moorage	Hand Powered Boat Launching	Water Access / Fishing	Playground	Skate Park	Playfield	Restroom (*Portable /	Picnic Shelter	Picnic Tables	Paths	Hiking Trails	Paved Trails	Parking
Linwood Park				X						X			
Moorlands Park				X		X	X	X	X	X			X
Northshore Summit Park				X						X			
Squire's Landing Park		X	X				*X		X	X	X		X
Wallace Swamp Creek Park			X						X	X	X		X
Parks, Recreation & Open Space Facilities	Boat Launch / Dry Moorage	Hand Powered Boat Launching	Water Access / Fishing	Playground	Skate Park	Playfield	Restroom (*Portable /	Picnic Shelter	Picnic Tables	Paths	Hiking Trails	Paved Trails	Parking
Rhododendron Park & Senior Center		X	X	X		X	X	X	X	X			X
Log Boom Park	X	X	X	X			X		X	X			X
Twin Springs Park											X		X
City Hall Park & Jack Crawford Skate Park					X		~X		X	X			X
Town Center & Hangar Building							~X		X	X			X
Swamp Creek Wetland Open Spaces			X										
Inglemoor Inglewood Wetlands			X										
Tolt-Pipeline Trail (1.3 miles)										X		X	
CITY TOTAL	1	3	7	5	1	2^{>}	6	2^{>}	7^{>}	11^{>}	3^{>}	1^{>}	8
WDFW Boat Launch	X												X
Saint Edward State Park			X	X		X	X		X		X	X	X
Bastyr Athletic Fields						X	*X						X

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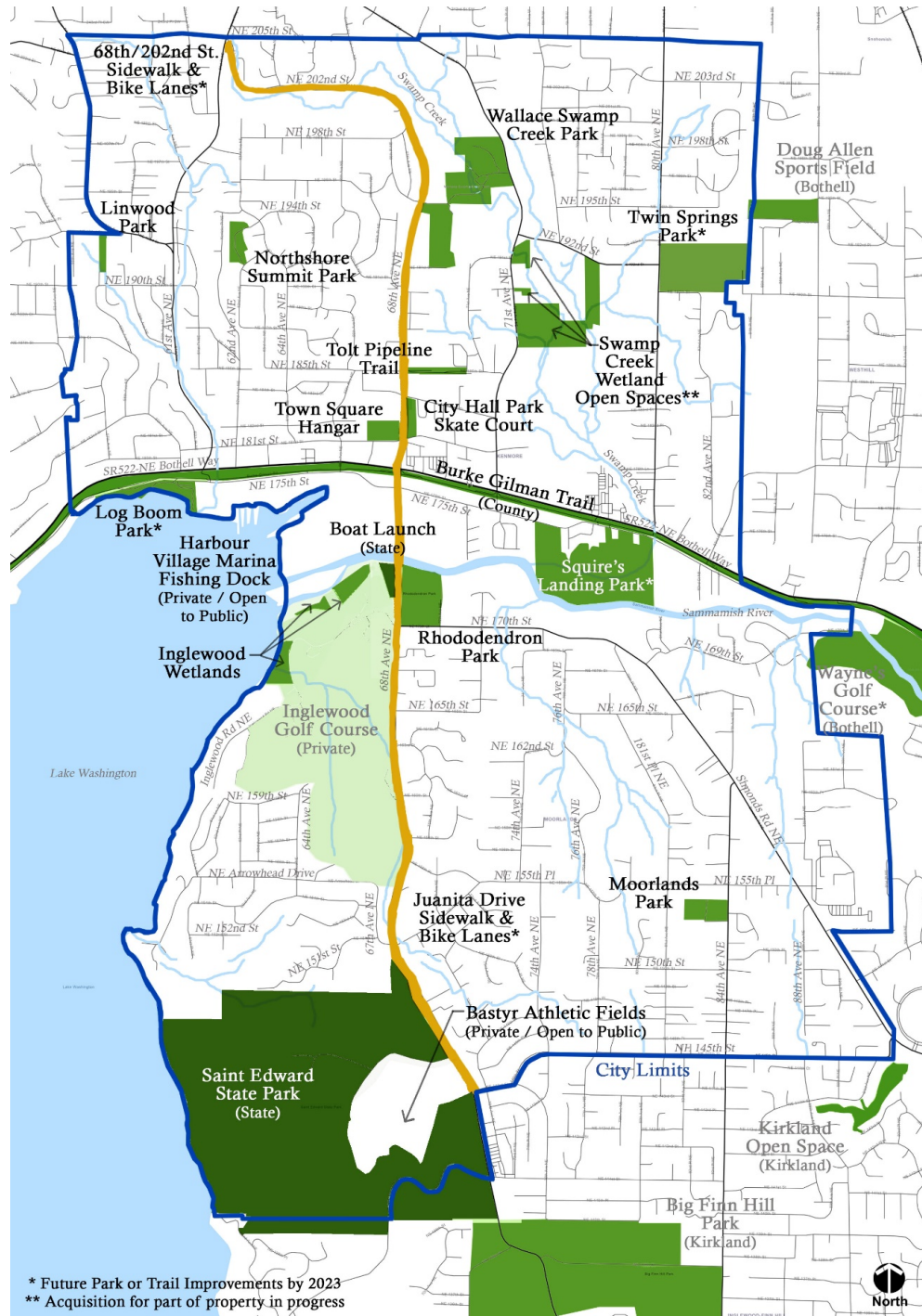
Burke Gilman Trail (2.5 miles)												X	
Harbour Village Marina			X				X		X				X
ALL JURISDICTION TOTAL	2	3	9	6	1	4 ^{>}	9	2 ^{>}	9 ^{>}	11 ^{>}	4 ^{>}	3 ^{>}	12

[>]See the Park Inventory and Valuation in the [2019 Parks and Recreation Impact Fee Rate Study Report](#) (~~Appendix E~~) for more detail on the total number of each type of playfield (soccer, baseball, etc.) and the total number of picnic shelter, picnic tables, paths and trails in the park system.

* Portable restroom

~ Indoor restroom

Map 1: Kenmore's Park and Recreation Facilities



Park Classifications

The city's park system has been divided into four classes of park and recreation facilities ~~used to analyze geographic demand~~ as shown and described in Figure 42. These four park classifications were identified based on several key factors including: size, population served, function and type of amenities that are or will be made available in the future. The geographic service area, or the primary extent to which people are expected to walk or drive to access the park, is shown for each park classification type. A list of each park within the city and its associated classification and size is shown in Figure 53.

Special use amenities generally serve a specific function, like the skate park, water access, or the senior center and are included in all classifications of parks. Special use amenities in Kenmore are mostly located near the downtown for ease of access and accessibility to a wide range of users, in addition to being more easily accessible by transit and from the Burke Gilman Trail. While there are a number of special use amenities within park and recreation facilities in the city, there should be a focus on connecting these facilities to residential areas, transit and downtown. Connecting waterfront access areas to each other would create a stronger network of waterfront recreation in the city. Special use amenities may be facilities contained within Community or Regional Parks such as the Senior Center in Rhododendron Park or the Seminary and future Environmental Learning Center in Saint Edward State Park. Special use facilities in the city are shown on Map 5.

Figure 42: Park and Recreation Facility Classification Definitions and total Acres.

Classification Type	Geographic Service Area	Service Description
Regional	Citywide	Contains unique features or amenities that serve users beyond the city limits City Total = 44.91 acres All Jurisdiction Total = 362.83 acres
Community	$\frac{3}{4}$ mile radius (approx. 2-minute drive)	Serves a broad range of community needs to meet both active uses such as athletics and passive uses such as nature trails City Total = 40.2 acres All Jurisdiction Total = 47.4 acres

Neighborhood	10-minute walk (approx. 1/2-mile radius)	Serves local need as a walk-to facility for essential park and recreation amenities - open areas, pathways and playgrounds City Total = 34.5 acres All Jurisdiction Total = 34.5 acres
Linear	Citywide	Linear facilities that serve as connectors for pedestrian users and/or wildlife habitat City Total = 26.4 acres All Jurisdiction Total = 30.9 acres

Regional Park

Regional facilities include facilities that have a draw beyond the city boundaries and include special features that may not be found in adjacent communities. As a result, their service area is considered to be citywide. Community and aquatic centers, sports complexes, or highly specialized uses like mountain bike trails are all examples of regional park facilities. Regional facilities should accommodate a large number of users with adequate support facilities to serve the intended use. Often, these facilities include multiple uses due to the larger size of many of these parks. Regional parks in the city are shown on Map 4. Saint Edward State Park is a good example of a regional facility with mountain bike trails, extensive forest and walking paths, and other unique recreation opportunities not generally found in neighboring cities. Other regional facilities in the city include Squire's Landing Park and Log Boom Park.

Community Park

Community parks (Map 3) ~~and regional parks (Map 4)~~ usually contain unique features, often with both active and passive recreation opportunities, and are larger in size to accommodate a variety of activities and interests. As such, they are considered destination parks. While they can also serve a neighborhood park function for local residents, it is expected that many residents will drive to these facilities. The service area for a community park can vary, from a 10-minute walkshed to citywide depending on the facilities included in the park, but some amount of parking is anticipated. Community parks in the city include Wallace Swamp Creek Park in the north end of the city, and the Town Center & Hangar Building, and the City Hall Park & Skate Park in the downtown area. Rhododendron Park & Senior Center is the only community park in the south end of the city. ~~Community parks in the city are shown on Map 3.~~

Neighborhood Park

Neighborhood Parks are intended to serve a smaller, local need with a service area limited to a 10-minute walk from the park, or about $\frac{1}{2}$ mile. Most of the amenities within neighborhood parks are centered around family, passive type recreation activities such as walking paths, playgrounds and open lawn areas but ideally with enough open space for informal athletic use. Neighborhood parks in the city are shown on Map 2 and are mainly located in the northern half of the city with only one neighborhood park, Moorlands Park, located in the southern half of the city. Of these, all have ~~been~~ recently conducted master plans except Linwood Park. Twin Springs park, while master planned, has not yet been improved or opened to the public. Based on the distribution and master plans available, implementing some level of improvements at Twin Springs Park and master planning and renovating Linwood Park should be considered a priority.

Linear Park

Linear park and recreation facilities are unique as they serve as connectors for pedestrian users and/or wildlife habitat. There are four linear park and recreation facilities in Kenmore, shown on the same Map 4 with regional parks. These parks include: the Burke Gilman Trail, Tolt-Pipeline Trail and other neighborhood connecting trails and the wetland open spaces along the Swamp Creek corridor between 73rd and 80th Avenues NE and NE 192nd Street and NE 181st Street. Parks and recreation facilities are connected east-west across the city through the existing Burke Gilman Trail and will soon be connected north-south through new multi-modal improvements along Juanita Drive NE and 68th Avenue NE. Additional connectivity should still be developed as opportunity allows, from residential areas to parks, schools, downtown, the waterfront, and other major destinations, likely in partnership with the city's Public Works Department and along the Tolt Pipeline corridor. There are additional local trail connectors within neighborhoods, particularly in the north side of the city, that exist but are not well documented and not part of the total acreage or planning process.

Figure 53: Kenmore's Park and Recreation System Inventory: Size, Classification & Service Area.

Parks, Recreation & Open Space Facilities	Total Acres	Acres of Critical Areas	Proposed Classification	Proposed Service Area*
Linwood Park	1.4	0	Neighborhood	10-minute walk
Moorlands Park	4.5	1.5	Neighborhood	10-minute walk
Northshore Summit Park	3.6	1	Neighborhood	10-minute walk
Squire's Landing Park	41.01	33.75	Regional	Citywide
Wallace Swamp Creek	25.5	25	Community	$\frac{3}{4}$ mile radius

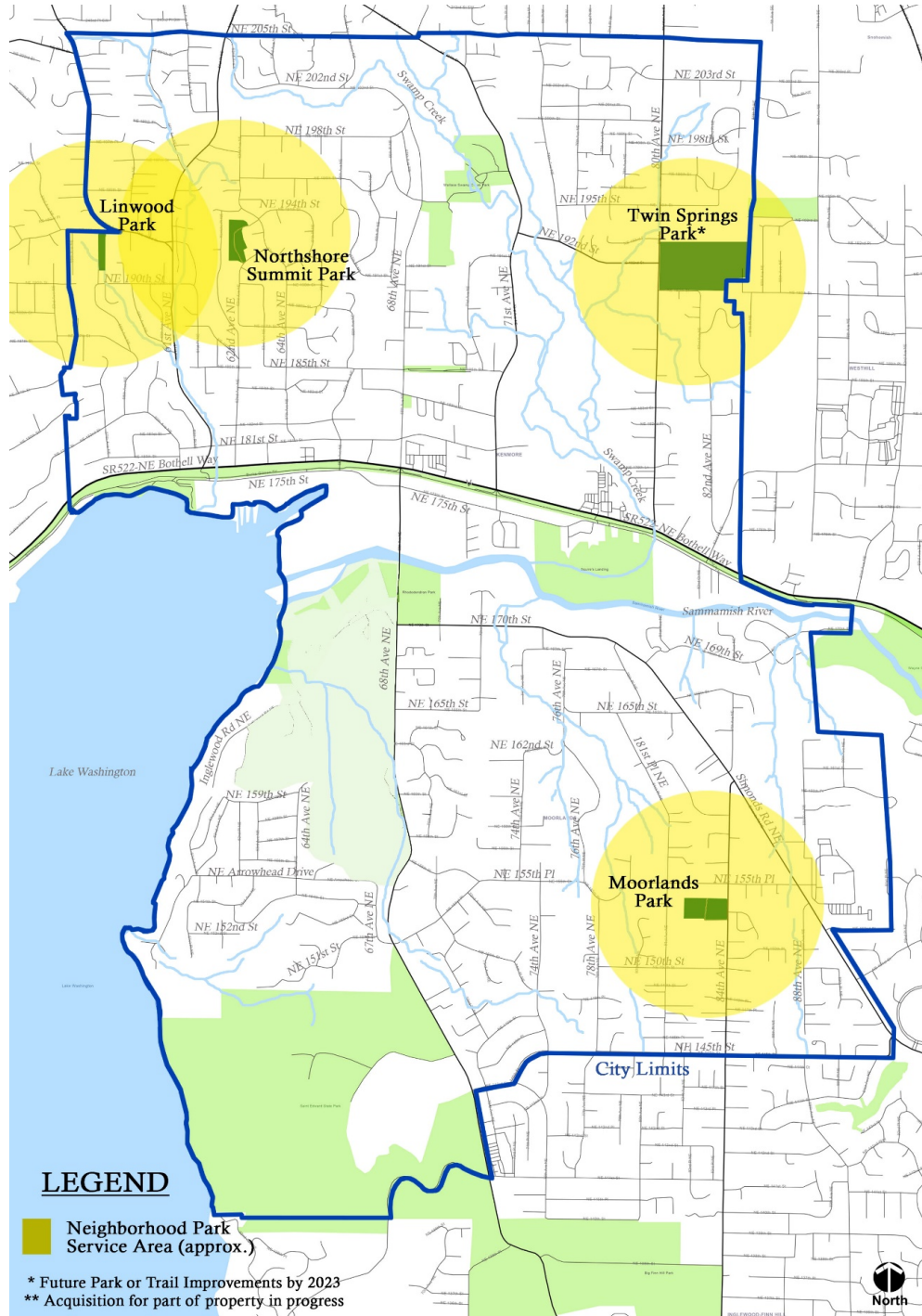
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Park				
Rhododendron Park & Senior Center	12.5	8.5	Community <i>(future boathouse is anticipated to be a regional special use within the park)</i>	¼ mile radius
Log Boom Park	3.9	1	Regional	Citywide
Twin Springs Portal Park	25	24	Neighborhood	10-minute walk
City Hall Park & Jack Crawford Skate Park	1.7	0	Community	10-minute walk
Town Center & Hangar Building	0.5	0	Community	¼ mile radius
Swamp Creek Wetland Open Spaces (not including acquisitions in progress)	17	17	Linear	Citywide
Inglewood Wetlands	8.5	8.5	Linear	Citywide
Tolt-Pipeline Trail	0.9	0	Linear	Citywide
CITY TOTAL	146+	120+		
WDFW Boat Launch	1.92		Regional	Citywide
Saint Edward State Park	316**		Regional	Citywide
Bastyr Athletic Fields	7		Community	¼ mile radius
Burke Gilman Trail (2.5 miles)	4.5		Linear	Citywide
Harbour Village Marina	0.2		Community	¼ mile radius
ALL JURISDICTIONS TOTAL	475+			

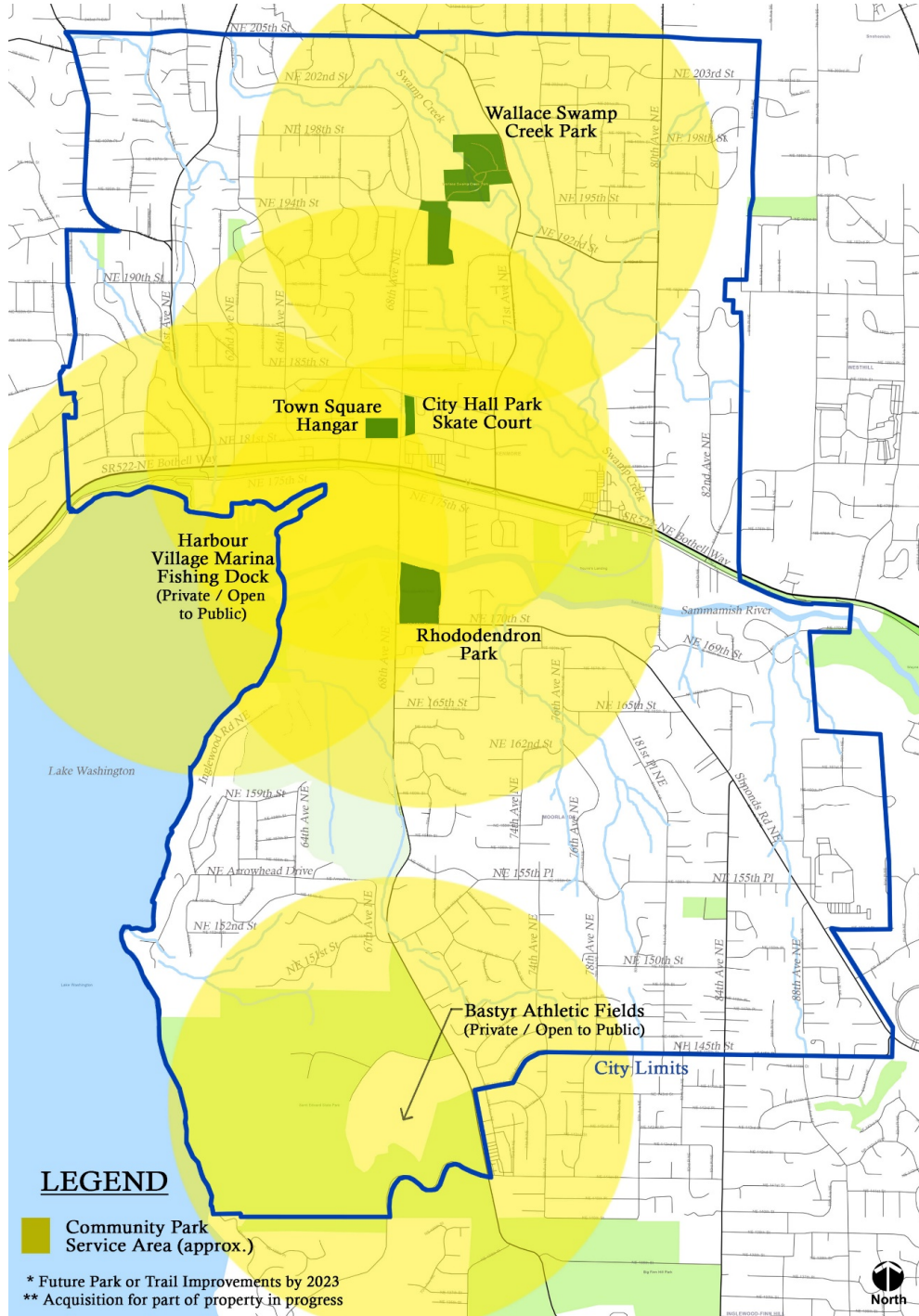
* 10-minute walk is approximately ½ mile.

** Does not include the recent 10-acre acquisition.

Map 2: Neighborhood Parks (1/2 mile service area or about a 10 minute walk).



Map 3: Community parks (3/4 mile service area or about a 2 minute drive at 25 mph).



68th/202nd St. Sidewalk & Bike Lanes*

Log Boom Park*

Ingleside Wetlands

Boat Launch (State)

Juanita Drive Sidewalk & Bike Lanes*

Saint Edward State Park (State)

Burke Gilman Trail (County)

Squire's Landing Park*

Swamp Creek Wetland Open Spaces**

City Limits

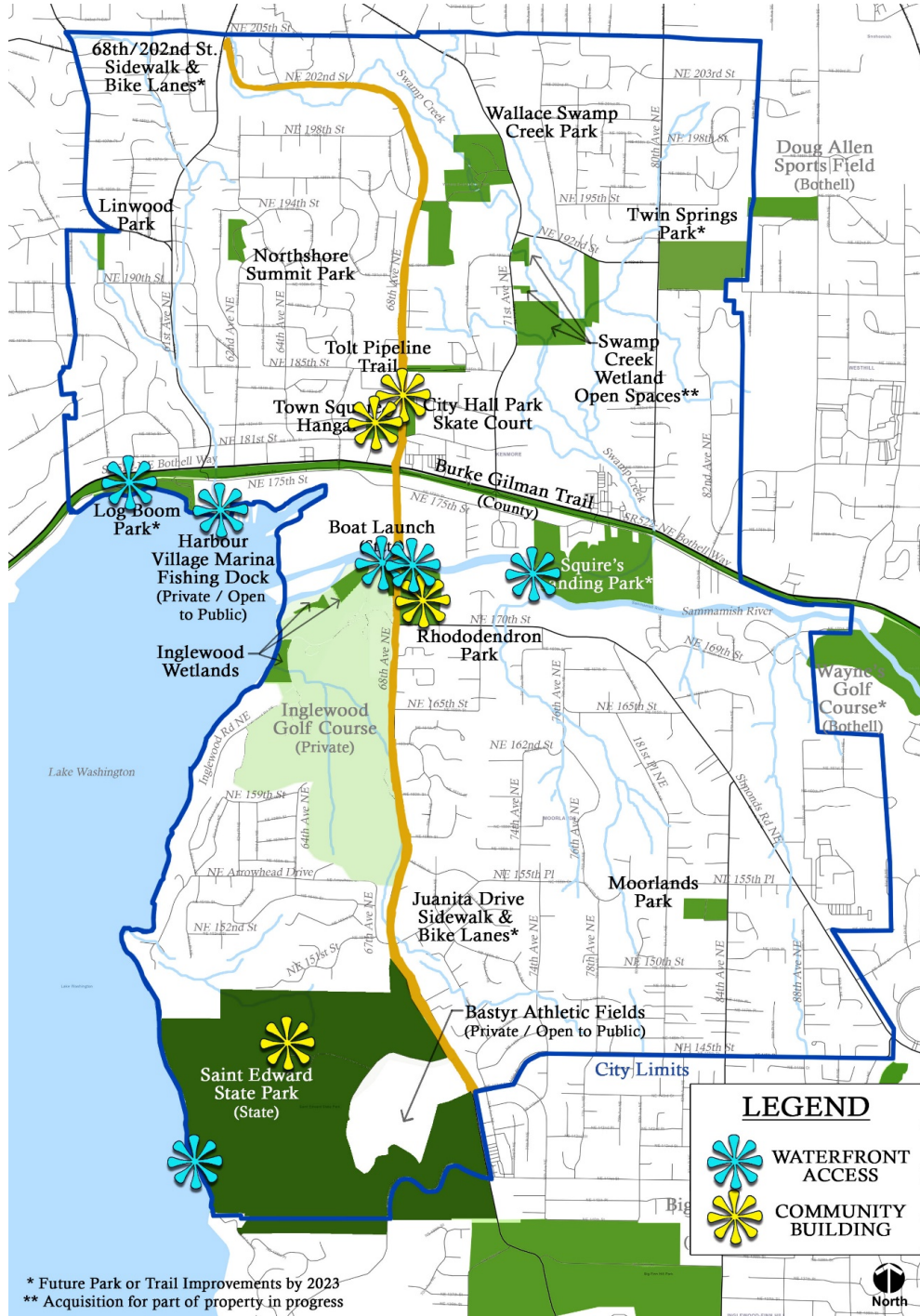
LEGEND

- Regional & Linear Park Service Area (city wide)

* Future Park or Trail Improvements by 2023
 ** Acquisition for part of property in progress

North

Map 5: Special Use Facilities (within all park classifications).



Existing Park Plans

Site specific master plans or concept plans have been developed for most of Kenmore's existing parks. These plans each included an extensive public process to identify what the community would like to see improved or added within the park, along with an analysis of each site to determine what types of facilities or improvements are suitable given the surrounding context. A Master Plan is a formal plan for a given park site that has been adopted by the Kenmore City Council. A concept plan has generally gone through the same process and review by the City Council, but has not been formally adopted.

The purpose of a master plan or concept plan is to express a long-term vision for the park, trail or open space that will guide future improvements. Features shown in the plan illustrate how different park elements could be implemented, and their relationship to other surrounding features. The ideas and improvements shown in a master plan or concept plan are implemented over time, and additional detailed design work is still needed before any construction could begin.

A copy of the existing park Master Plans or Concept Plans is included in Appendix [A to the 2020 PROS Plan](#).

Current Level of Service

Level of service is a way of measuring the quantity and/or quality of the parks system in relation to the number of residents in the city. Level of service can be determined by any of the factors identified in ~~the a~~ demand and needs analysis, but it is up to each city to determine what its level of service should be and how it should be measured.

The City of Kenmore has chosen to measure the level of service for parks, recreation and open space facilities in terms of the value of the current parks system per capita as this methodology was used in the Park Impact Fee Rate Study (May 2019). This method accommodates the *quantity* and the *quality* of parks, recreation and open space facilities by including the value of the park land and the facilities built within those parks. The level of service calculation is shown in Figure 4 below and only includes completed city-owned facilities. New facilities or lands that are currently in progress of acquisition or construction are not included in this calculation.

The existing level of service, \$3,259 per capita, is the value of the current parks and recreation system divided by the total population of the city in 2019 (22,920). ~~In order to maintain at least the same level of improvements as new growth occurs, the proposed level of service must match the same value as the existing condition.~~ This means that today, for every Kenmore resident the city has spent \$3,259 (in 2019 dollars) on park, recreation and open space land and facility improvements. ~~This number is derived by dividing the total value of the park system by the total existing population.~~ The total value of the existing parks system is shown in greater detail in Table 1 of the 2019 Parks and Recreation Impact Fee Rate Study Report ~~found in Appendix E.~~

Figure 24: Level of service calculation.

Category	2019 Existing Level of Service (value per capita)
TOTAL value per capita	\$3,259
TOTAL value	\$74.4 million

Park & Recreation Programming

The City of Kenmore helps organize a variety of programs and events in the city but partners with other organizations and jurisdictions to provide direct recreation programming. The city's main focus is on community events and park facility rentals, including the Hangar at Town Square. The city relies on the school district and other public, private, and non-profit organizations to provide all youth and adult sports leagues, summer camps, self-help or educational classes, cultural and performing arts events, and indoor fitness classes. Any future programming will follow this same model, with the city providing support, but other jurisdictions or organizations taking the lead role in any recreation programming.

The Hangar, opened in August of 2017, is the city's main indoor gathering space for recreation activities and events, ~~providing an open space for the public to use on a drop-in basis during regular hours, or to rent for private events.~~

FUTURE DEMAND AND NEEDS

The 2020 PROS Plan evaluated demand and needs through a variety of lenses. Key findings from the analyses follow.

Parks and Recreation trends. National, state and local trends were evaluated. Key findings include:

- Parks and recreation facilities need to be flexible to serve a diverse audience through broad community appeal. They should be accessible and welcoming to everyone.
- Parks are becoming a key component in promoting climate resiliency, showcasing sustainable design strategies and implementing green infrastructure practices.
- Parks are a catalyst for ~~our~~ youth to become the future stewards of ~~our~~ the environment, offering a safe place to explore, discover, and understand the intricate balance of ~~our~~ ecology, especially within the urban fabric of ~~our~~ the community.
- Recreation facilities and programs need to support active lifestyles for all ages and abilities.

- Parks can improve civic pride and create a sense of place by installing public art, outdoor gathering spaces, public fountains, interpretive displays of local history and the natural environment and protecting important views and view corridors.

Community interests. Community surveys and an open house contributed to evaluating this aspect of demand and needs. Key findings include:

- Waterfront activities, access to water, and protection of ~~our~~the natural environment along the waterfront are core guiding principles ~~when it comes to community values for Kenmore residents.~~
- The greatest needs not currently being met include a pool/aquatic center and pickleball courts, followed closely by off-leash areas, indoor fitness/gyms, and outdoor tennis courts. The community had the least interest or need for additional skateparks or a spray park.
- Adult fitness and wellness programs were ranked as the most important programs needed.
- The community is supportive of acquiring additional properties to preserve natural open space and wildlife habitat. The top ~~three-ranked facilities~~facility needed~~needs by residents when asked for their preferences were~~included nature trails, paved trails, and natural areas or reserves.
- ~~Time and again~~ Trails and walking routes are at the top of the list for desired recreation activities and they are also some of the most-used facilities. Walking paths was the most important feature to the community that could be added or improved in Kenmore's park and recreation park system based on the results of the 2019 Parks and Recreation Survey.

Benchmark comparisons. This comparison reviewed Kenmore's park system against those in other jurisdictions. Key findings include:

- The City of Kenmore contains less than the national average of parks acreage in the system, but is on target with other jurisdictions in the Pacific Northwest region for city-owned facilities. When considering all publicly accessible parks and recreation facilities open to the public, the city exceeds the national and regional average.
- The City is on par with other jurisdictions for some outdoor facilities, like playgrounds, tot lots, skateparks and courts, but is below average for other outdoor recreation amenities, specifically, community gardens, dog parks, spray parks, and multi-purpose courts.
- The City ~~of Kenmore~~ is below average for the number of indoor recreation facilities, except for senior centers. This includes a need for additional aquatic facilities and gyms. Some of this need can be met through outdoor improvements, like fitness stations and athletic courts and expanding the beach at Log Boom Park. This would not entirely replace the need for indoor facilities.
- Parks in the city all generally contain the same types of facilities. Variation of types of facilities, overall character of park features, and including special interest facilities, especially

at the larger parks, will help diversify the system. Some of these new uses to consider include pickleball, futsal, disc golf, parkour, and rock climbing.

Population growth. Key findings related to future population growth include:

- Kenmore is a growing community with a variety of housing types throughout the city. With the majority of residents commuting to work in a single-occupancy vehicle, park and recreation facility improvements that support and encourage multi-modal transportation choices should be considered a high priority.
- Higher density residential housing occurs mostly in downtown Kenmore, where the majority of assisted housing and senior housing is also located. Activities in this area should support healthy living, encourage active recreation, and focus on ease of access to recreation opportunities.
- The population is mostly middle-aged and of a white ethnic background. However, other more diverse ethnicities are growing and are expected to continue to grow in the future. Recreation activities that appeal to older youth and active adults should be considered, along with a greater variety and flexibility in those activities to better respond to changing demographics and increasing diversity over time.

Geographic ~~context~~ distribution. After assessing the location of current park properties, key findings include:

- Kenmore has a great overall distribution of parks with few gaps remaining in the overall system. It also has the potential to be a highly walkable city with the majority of residents living within a 10-minute walk to an existing park or trail. Making those routes safe for walking allows everyone access to the park system without relying on single-occupancy vehicles.
- Access to parks is especially important where residential development (of all types) is expected to occur.
- A system of public spaces with waterfront access, connected by a pedestrian/bicycle route along the water, would expand opportunity.
- New parks in gap areas should be considered as opportunity allows.
- The quality of the parks system is high, and Kenmore has done a lot in recent years to upgrade, expand, and improve its parks. Implementing existing master plans for city parks and trails and continuing to upgrade and expand existing parks as opportunity and funding allows would support this high quality.
- Kenmore has an extensive network of natural systems, from waterways to wetlands and urban forests. However, there is very little public access to these areas and limited educational features that highlight these areas within the community.

Recreation programming. Reviewing recreation programming in the City, key findings include:

- The City has successfully partnered with other organizations and agencies to provide recreation programming in the city while the City focuses on community events.
- Recreation programming providers could expand offerings to Kenmore residents, especially for adult programs and athletic leagues.
- Tracking participation in various programs would support future planning efforts.
- Program venues should be accessible and have appropriate support facilities.
- Better access and parking, along with other supporting infrastructure, could facilitate and expand community events in Kenmore.

Participation rates. A number of organized activities take place in the City, including several that take advantage of the City's abundance of natural areas such as Camp Roots and the Wilderness Awareness School at St. Edward State Park and Nature Walks at Wallace Swamp Creek Park. A review of participation rates for activities that could require special park facility development—such as athletic fields, an aquatic center, and waterfront activities--was conducted. Key findings related to participation rates include:

- An aquatic center would be highly valued by Kenmore residents and there is a need for facilities to support aquatic programming and recreation activities within the region.
- A multi-purpose athletic complex – developed either by the city or jointly with other jurisdictions or organizations – would serve youth and adult athletic sports. Some of this need could continue to be met in the short term through the use of the Bastyr fields, but use of the fields cannot be relied upon to meet all the city needs long-term without a more permanent agreement and field improvements in place.
- Youth sports should continue to be a priority for the city to promote a healthy and active lifestyle early in life.
- Water-based activities such as swimming, hand-carry boating, and stand-up paddle boarding are a defining feature of Kenmore's park system.
- Activities that provide education about the City's natural systems help support environmental stewardship by current and future generations.

OBSTACLES AND OPPORTUNITIES AFFECTING FUTURE DEMAND AND NEEDS

Obstacles

Obstacles facing the City in the effort to meet demand and needs include:

Lack of Access to the Waterfront – Since the city’s incorporation in 1998, Kenmore’s residents have lobbied for improved access to the city’s 7+ miles of shoreline and natural resources along Lake Washington, the Sammamish River and Swamp Creek.

Securing Assets for ~~our~~ Future Generations – It will be important to repair and replace physical recreation assets and maintain and restore natural park assets to ensure the park and recreation system is available for future generation to enjoy.

Lack of safe routes to parks – Kenmore needs safe pedestrian and bicycle routes that link residents from where they live to where they want to recreate. The Transportation Element of the ~~City of Kenmore~~ Comprehensive Plan identifies a Priority Pedestrian Network that includes pedestrian amenities along key routes to improve the walkability and safety of pedestrians in the city.

Unable to Stay and Play – Residents have a desire to stay and play locally – they have a need for facilities, programs and services nearby. Currently, residents travel beyond the city for a variety of recreation facilities and programs. To stay and play, residents need diverse recreation experiences in Kenmore’s park system, including active facilities and natural environments for more passive recreation.

Opportunities

The same process used to understand the obstacles to delivering a quality parks and recreation system also revealed several key opportunities.

Walkways and Waterways – Kenmore residents are poised to gain significant waterfront access and safe walking routes with the passage of Kenmore’s Walkways & Waterways Improvements bond measure in November 2016. Proposition 1 Walkways & Waterways Improvements is the first city bond measure ever on the ballot in the City of Kenmore.

The Walkways and Waterways bond measure includes new sidewalks and bicycle lanes on Juanita Drive NE and 68th Ave NE and public waterfront access and natural area improvements and restoration at Log Boom Park, Rhododendron Park, and Squire’s Landing Park for water dependent recreation. These five projects included in the \$19.75 million bond measure reflect the results of public input.

Water-Walk Trail –There is an opportunity to connect Log Boom Park on Lake Washington with Squire’s Landing Park at the confluence of Swamp Creek and the Sammamish River. This water-walk trail would require acquisition or dedication of privately-owned property in between to make this idea a reality. The city can pursue opportunities for public access when key properties on the central waterfront redevelop.

Downtown Kenmore -The Hangar and the Town Square plaza opened for use in 2017. This new civic facility has become Kenmore’s gathering place for community events and for just hanging out. New multi-family housing has been developed nearby. City Hall Park and the Jack Crawford Skate Court create a great central location for active recreation. The City Hall Park

Master Plan hasn't been fully completed and there is capacity for creating new park amenities that could serve to meet the needs of the new and existing downtown residents.

Safe Routes Network – The walkways planned along Juanita Drive NE and 68th Avenue NE provide a central on-street spine for a safe route network. The Burke Gilman Trail and a new Tolt-Pipeline trail create a start for an east-west spine for a network of on-street and off-road pedestrian and bicycle routes to connect the residential community to the park and recreation system. The city has begun to aggregate open space land along Swamp Creek corridor that could create an off-road north-south connection.

Partnerships – Kenmore relies on partnerships for providing park and recreation facilities, programs and services. Partners provide facilities, programs and services that provide for, activate and care for the park and recreation system. Creating new partnerships will provide a more sustainable park and recreation system for future generations.

Intergovernmental coordination opportunities – Regional approaches for meeting park and recreational demand are ongoing. The Northshore Parks and Recreation Service Area (NPRSA), a regional taxing district, was created in 1988 by Bothell, Snohomish and King County and was updated in 2001 to include Kenmore and Woodinville. NPRSA supports the Northshore Senior Center (NSC) located in Bothell and, in 2008, NPRSA developed an aquatics center need analysis and location study to consider options for locating a regional aquatic center.

The City also has worked with King County. In 2016, 25-acres of surplus property from the Brightwater North Kenmore Portal site were transferred to the City to create a new park now known as Twin Springs Park. In 2017, Kenmore worked cooperatively with King County to identify possible acquisition sites for future land conservation as part of the King County Land Conservation Initiative.

In cooperation with the City of Seattle, Kenmore worked with the Seattle Public Utilities Department in 2016 on an agreement to allow the City to use a portion of the Tolt Pipeline Right Of Way located between 68th and 73rd Avenues NE as a pedestrian trail. The trail was constructed and opened for use in 2017.

Opportunities to Play – For Kenmore residents to stay and play, recreation program opportunities and sufficient facilities need to exist including community gathering spaces such as off-leash dog parks or community gardens. Adding these facilities to existing parks or new parks within the system will create a more diverse park system and provide greater opportunities for residents to stay and play.

GOALS, OBJECTIVES AND POLICIES

Following are the Parks, Recreation and Open Space goals, objectives and policies. The goals establish overarching priorities that establish the vision for the Parks, Recreation and Open Space Element. Objectives provide direction and policies provide the action to support the ~~Plan~~ goals. These actions are specifically related to the implementation of a healthy, viable and balanced park and recreation system for Kenmore.

GOAL 1. PROVIDE WATERFRONT ACCESS

Objective P-1.1 Develop a Kenmore WaterWalk.

- Policy P-1.1.1 Develop a WaterWalk Master Plan for the location for the WaterWalk connecting Log Boom Park to Squire's Landing Park.
- Policy P-1.1.2 Inventory and identify public and private parcels from Log Boom Park to Squire's Landing Park.
- Policy P-1.1.3 Identify specific opportunities for joint development, partnership and other options for implementing a WaterWalk.
- Policy P-1.1.4 Identify and prioritize undeveloped or underdeveloped waterfront properties in the city's central core to consider for acquisition.
- Policy P-1.1.5 Pursue opportunities for public access when key properties on the central waterfront redevelop.
- Policy P-1.1.6 Develop a plan for extending the trail system at Squire's Landing Park along the Sammamish River and/or Swamp Creek.

Objective P-1.2 Establish and implement plans, development policies, regulations and incentives for waterfront access to retain views and create water dependent recreational opportunities in conjunction with private and public development.

- Policy P-1.2.1 Develop a Waterfront Master Plan to improve park activities and access (physical or visual) along the waterfront. View corridors, overlooks, access to shorelines along the city's lakes and streams, and other recreational amenities are examples of what might be included in a Waterfront Master Plan process.
- Policy P-1.2.2 Adopt development regulations and incentives that are consistent with and further the implementation of a Waterfront Master Plan.
- Policy P-1.2.3 Identify and retain important public access and view corridors to Lake Washington and the Sammamish River.

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| Policy P-1.2.4 | Implement master plans for waterfront parks <u>Log Boom, Squire's Landing and Rhododendron parks</u> that improve public access and water dependent recreational experiences. |
| <u>Policy P-1.2.5</u> | <u>Support programming and community events along the waterfront that provide access to the water. Actively seek and facilitate partnerships for water-related programs.</u> |
| Policy P-1.2.56 | Seek external funding sources to provide public access and ensure water dependent recreational opportunities exist. |

GOAL P-2. PROVIDE SAFE ROUTES TO PARKS, RECREATION, & OPEN SPACE FACILITIES

Objective P-2.1 Identify and prioritize key connections from neighborhoods to ~~downtown~~, the waterfront, parks and public facilities.

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| Policy P-2.1.1 | Prepare a safe routes plan which maps a network of pedestrian and bicycle connections from neighborhoods to downtown , the waterfront, parks, and public facilities. |
| Policy P-2.1.2 | Identify and create opportunities to provide connections to parks, trails and open space in adjoining cities. |
| Policy P-2.1.3 | Review development proposals for creating viewpoints, view corridors and easements for pedestrian and bicycle connections to parks, recreation and open space facilities. |
| Policy P-2.1.4 | Plan and develop an off-road north-south trail connection utilizing the Swamp Creek corridor as appropriate. |
| Policy P-2.1.5 | Acquire easements and develop the Tolt Pipeline Trail linking to adjoining cities. <u>In particular, develop the missing link from 73rd to 80th Avenues NE, including development of an elevated walkway over Swamp Creek Wetland.</u> |
| Policy P-2.1.6 | Establish and implement development regulations and incentives for new development to provide pedestrian/bicycle routes. |
| <u>Policy P-2.1.7</u> | <u>Provide for ADA and other accessibility improvements in parks to move the city towards a park system that provides universal access to all Kenmore residents.</u> |

GOAL P-3. PRESERVE, RESTORE, MAINTAIN, AND ENHANCE BUILT AND NATURAL ENVIRONMENTS TO ENSURE QUALITY RECREATIONAL OPPORTUNITIES EXIST

Objective P-3.1 Protect environmentally sensitive critical areas in parks and open spaces and provide opportunities for habitat restoration, enhancement and public access.

Policy P-3.1.1 Identify opportunities to provide access, ~~and~~ views ~~to~~, and education ~~of~~ about environmentally critical areas.

Policy P-3.1.2 Continue to acquire land, easements, or other agreements to protect the Swamp Creek natural areas and develop an elevated walkway/nature trail along Swamp Creek, including its associated wetlands, heron rookery and the forested buffers important to support those systems.

Policy P-3.1.~~23~~ Establish and implement development regulations and incentives to provide access and protection to critical areas.

Policy P-3.1.~~34~~ When developing parks, create a balance between habitat restoration, particularly salmon habitat, enhancement and public access.

Policy P-3.1.~~45~~ Update the Wallace Swamp Creek Master Plan and implement the plan, including stream bank and habitat restoration.

Policy P-3.1.~~56~~ Implement the Squire's Landing Park Waterfront and Natural Area Access project and continue habitat and riparian corridor restoration.

Policy P-3.1.~~67~~ Seek funding sources to support efforts for habitat restoration, enhancement and public access.

Policy P-3.1.~~78~~ Develop vegetation management plans for parks with critical areas.

Policy P-3.1.~~89~~ Identify resource management agencies, such as the WRIA8 Salmon Recovery Council, and volunteer partners to steward critical areas in parks and open spaces.

Policy P-3.1.~~910~~ Develop and install interpretive signage to inform and educate about environmental sustainability, the value and function of environmental critical areas and community history.

Policy P-3.1.11 Support educational opportunities, provided by other jurisdictions, organizations or agencies, that specifically target natural areas. This could include programs, classes, clean-up days, and other services to engage residents in conservation of natural systems. Target opportunities for youth to support long-term stewardship within future generations.

Objective P-3.2 Provide high quality maintenance and stewardship of Kenmore parks and open spaces that are sustainable, safe and attractive to use.

Policy P-3.2.1 Evaluate park and recreation facilities to ensure safety and operational requirements are being met.

Policy P-3.2.2 Develop an asset replacement schedule for recreation assets and fund major repairs as needed.

Policy P-3.2.3 Replace assets prior to reaching the end of their expected life cycle.

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| Policy P-3.2.4 | Periodically conduct crime prevention through environmental design (CPTED) reviews of park and recreation facilities with the Kenmore Police Department. |
| Policy P-3.2.5 | Provide procedures, practices and resources to maintain and operate a quality park and recreation system. |
| Policy P-3.2.6 | Establish and adopt park maintenance standards and practices for the park and recreation system. |
| Policy P-3.2.7 | Conduct regular safety inspections of park and recreation facilities and correct any safety issues. |
| Policy P-3.2.8 | Use equipment, landscaping and design techniques that reduce long-term maintenance costs and increase safety for park users. |
| Policy P-3.2.9 | Establish appropriate new policies governing operations and use of park and recreation facilities. |
| Policy P-3.2.10 | Install park rules and regulation signs to inform and educate park users of appropriate use and conduct within Kenmore city parks. |
| Policy P-3.2.11 | Incorporate sustainable design for new or renovation to existing park and recreation facilities. For example, incorporate the use of low-impact development and green building best practices. |
| Policy P-3.2.12 | Incorporate sustainable practices when implementing recreation program offerings. For example, consider impacts of recreational programs scheduled in natural areas. |

GOAL P-4. CREATE A BALANCE OF PASSIVE AND ACTIVE RECREATION OPPORTUNITIES IN PARKS

Objective P-4.1 Preserve, develop, and enhance existing parks and open space to provide a balance between passive and active recreation opportunities, and acquire new parks to meet future growth needs.

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| Policy P-4.1.1 | Identify and prioritize undeveloped or underdeveloped properties for potential acquisition. |
| <u>Policy P-4.1.2</u> | <u>Acquire and develop property to support new parks, recreation and open space to provide a recreation opportunity within a 10-minute walk of every resident in the city. Priority should be given to the Moorlands area and the northeast corner of the city.</u> |
| Policy P-4.1. 2 <u>3</u> | Complete master plans and development of park and recreation facilities <u>such as at Linwood Park</u> as funding allows. |
| Policy P-4.1. 3 <u>4</u> | Implement the Log Boom Park Waterfront Access and Viewing project. |
| Policy P-4.1. 4 <u>5</u> | Implement the Rhododendron Park Boardwalk, Float and Boathouse projects. |

- Policy P-4.1.~~56~~ Update the Wallace Swamp Creek Park adopted Master Plan and implement improvements.
- Policy P-4.1.~~67~~ Implement the Twin Springs Master Plan.
- Policy P-4.1.~~78~~ Provide urban park amenities including public art and cultural elements in Kenmore's downtown. In particular, develop the north side of City Hall to provide additional amenities such as a small community garden, picnic shelter, outdoor stage, seating, table tennis, fitness areas, or similar activities.
- Policy P-4.1.~~89~~ ~~Consider acquiring property to provide~~ Provide community park amenities such as athletic fields or gathering spaces such as a dog park or community garden.
- Policy P-4.1.~~910~~ Acquire lands that abut existing city or other publicly-owned park properties that provide the greatest value in augmenting and enhancing existing city parks, particularly near Moorlands Park.
- Policy P-4.1.~~110~~ Consider tools such as transfer of development rights, clustering development, development agreements, ~~planned unit developments,~~ easements, and public giving as alternatives to fee simple acquisition of park lands and open space.
- Policy P-4.1.12 Pursue a partnership with neighboring cities and the Northshore School District to explore ways to acquire land and develop a joint aquatic/community center as a regional facility.
- Policy P-4.1.13 Develop a strategy for long-term replacement of the fields at Bastyr University, if necessary. Initially, this would include extending the existing lease beyond 2025. A feasibility study and alternatives analysis are needed to consider other potential locations, partnerships, and development opportunities for athletic fields in the local and regional context.

GOAL P-5. PROVIDE EQUITABLE OPPORTUNITIES FOR DIVERSE AND AFFORDABLE ARTS AND RECREATION PROGRAMS AND COMMUNITY AND CULTURAL EVENTS.

Objective P-5.1 Provide Kenmore residents with information about current recreation programming in Kenmore

- Policy P-5.1.1 Support the efforts of organizations that offer recreation and arts programs and community and cultural events.

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| Policy P-5.1.2 | Publicize arts and recreation programs and community and cultural event opportunities in the city using the newsletter, webpage, and other marketing materials. |
| Policy P-5.1.3 | Promote private arts, recreation, and cultural programming and facilities within the city <u>to celebrate the unique character or identity of Kenmore residents, including those from diverse backgrounds and those with lower incomes.</u> |
| Policy P-5.1.4 | Consider providing park amenities to existing parks that support new trends in recreation, arts, and culture to continue to meet community need. |
| Policy P-5.1.5 | Support recreation, arts, and cultural providers in offering opportunities in Kenmore and define the city's role in providing programs for the community. |
| Policy P-5.1.6 | Ensure that all future capital improvement projects have an allowance for art and cultural elements. |

GOAL P-6. *ENGAGE THE COMMUNITY IN PARKS, RECREATION AND OPEN SPACE DECISIONS AND ACTIVITIES*

Objective P-6.1 Maintain and update the city Parks, Recreation and Open Space (PROS) plan and conduct other appropriate master planning for Kenmore parks and recreation service delivery.

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| Policy P-6.1.1 | Conduct and prepare an inventory of public, non-profit, and private lands in Kenmore available for expanding the parks and recreation system. |
| Policy P-6.1.2 | <u>Periodically, c</u> Conduct a public involvement process to assess community attitudes regarding park and recreation needs and opportunities in Kenmore associated with parks planning and improvement projects. |
| Policy P-6.1.3 | <u>Periodically, c</u> Conduct and prepare a demand-and-needs analysis for public parks and recreation needs in Kenmore. |
| Policy P-6.1.4 | Prepare level of service guidelines for the parks and recreation system. |
| Policy P-6.1.5 | Identify potential funding sources and strategies for implementing the plan <u>including goals, objectives and policy actions.</u> |
| Policy P-6.1.6 | Prepare a six-year Capital Improvement Plan for parks and recreation facilities. |
| Policy P-6.1.7 | Ensure integration of the Park, Recreation and Open Space plan with other city strategic plans. |
| Policy P-6.1.8 | Update the PROS plan a minimum of every 6 years. |
| Policy P-6.1.9 | Revise master plans as necessary as the community demand and need changes. |
| Policy P-6.1.10 | Review and update the city's park use ordinance. |

- Policy P-6.1.11 Maintain a list of funding sources, acquisition, development and renovation projects.
- Policy P-6.1.12 Utilize a public engagement process during the park master planning process to identify programmatic needs and overall vision for each park.
- Policy P-6.1.13 Establish strategies and criteria for acquiring land for park and recreation facilities.

GOAL P-7. CREATE A FINANCIALLY SUSTAINABLE PARK AND RECREATION SYSTEM THROUGH PARTNERSHIPS AND STEWARDSHIP.

Objective P-7.1 Ensure sufficient resources are available prior to acquiring new land, developing or renovating park property or implementing new programs and events to sustain the resulting Kenmore park and recreation system.

- Policy P-7.1.1 Budget for long-term maintenance and operational costs in addition to the capital costs of park projects prior to proceeding with plans.
- Policy P-7.1.2 Develop and prepare six-year capital improvement program projects identifying priorities, specific projects, and capital costs.
- Policy P-7.1.3 Identify and secure appropriate levels of funding to operate or support new city-sponsored recreational programs or facilities prior to making commitments to initiate and implement any new programs.
- Policy P-7.1.4 Utilize funding opportunities, emphasizing a regional approach, such as coordinating, and/or partnering with special service districts.
- Policy P-7.1.5 Identify and actively seek potential grant funding assistance from public and private sources for habitat restoration, acquisition, development, and renovation.
- Policy P-7.1.6 Require new development impacting park service delivery to pay its fair share of the costs of providing new park and recreation facilities—~~as defined in the Parks and Recreation Impact Fee Rate Study Report (see Appendix E).~~
- Policy P-7.1.7 Seek partnerships to enhance opportunities for recreation programming at existing parks and recreation facilities.
- Policy P-7.1.8 Implement a city-wide policy for volunteers to help steward parks.

Objective P-7.2 Encourage multi-purpose and/or joint use of school, special district, government, non-profit and other similar agency facilities for civic, recreational, cultural and beautification activities.

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| Policy P-7.2.1 | Develop and execute joint use agreements when appropriate with other governmental and community service providers to maximize public use of existing public facilities. |
| Policy P-7.2.2 | Work cooperatively with local jurisdictions to evaluate the need and the financial ability to construct and operate an indoor recreation and aquatic center facility to meet community need. |
| Policy P-7.2.3 | Invite other local public agencies to participate in developing park master plans. |
| Policy P-7.2.54 | Cooperate with the state and other regional park providers to establish and implement park master plans for their facilities to ensure they are consistent with the city's vision and Comprehensive Plan. |
| Policy P-7.2.65 | Seek partnerships to enhance the visual beauty and character of the city including landscaping and public art in appropriate locations. |
| <u>Policy P-7.2.6</u> | <u>Provide volunteer coordination efforts to enhance and restore natural systems and open space areas within the park system on an ongoing basis, including maintenance needs to support restoration efforts.</u> |
| Policy P-7.2.7 | Provide sufficient resources to support and manage approved volunteer efforts. |
| Policy P-7.2.8 | Use neighborhood and other organizational volunteers to supplement park maintenance levels, where appropriate. |
| Policy P-7.2.9 | Work cooperatively with Bastyr University to extend the lease agreement for use of their campus athletic fields. |
| Policy P-7.2.10 | Secure additional easement for use of Seattle Public Utility's property for continuing the Tolt-Pipeline Trail. |

IMPLEMENTATION STRATEGIES

The Capital Facilities Element includes the 20-year capital facilities plan for parks, recreation and open space. The capital facilities plan identifies a series of fiscally-unconstrained capital projects that are based on the overall vision and goals for the park system and the key findings in from the demand and needs analysis as they are reflected in the final recommendations. If implemented, these projects will respond to the needs of the community, meet or exceed the proposed level of service, and result in a relevant and vibrant park, recreation and open space system well into the future.

As Kenmore continues to grow, the city expects to spend at ~~a~~ least the **same amount per capita** on future park, recreation, and open space land and facility improvements as ~~exists-it did today-in 2019~~ to accommodate this new growth. The projected future population ~~in 2040 (30,140)~~ is multiplied by \$3,259 per person to come up with a total value of the future park system if this proposed level of service is maintained over time.

Another possible level of service measure discussed in the PROS Plan is the acreage benchmark. This benchmark is developed by dividing the total existing acres of parks, recreation and open space in Kenmore by the current population and multiplying that number by 1,000, resulting in a total of 6.4 acres per 1,000 residents. Using this benchmark, meeting level of service in the park system would be assessed solely through increased park acreage as the population grows. However, new acreage may not be needed to address all demand and needs; improvements at existing parks may be adequate. For this reason, the dollar per capita measure rather than the acreage benchmark has been selected to address level of service for parks, recreation and open space.

Other specific implementation strategies include:

- Develop walking maps of safe routes to parks.
- Develop a map of City walkways and trails.

REFERENCES

Parks and Recreation Impact Fee Rate Study Report, May 2019
Parks, Recreation and Open Space Plan, February 2020

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 20-0513**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, AMENDING ORDINANCE 15-0399
RELATING TO THE CITY OF KENMORE
COMPREHENSIVE PLAN; AMENDING THE PARKS,
RECREATION AND OPEN SPACE ELEMENT;
AMENDING THE CAPITAL FACILITIES ELEMENT; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, in 2015 the City Council adopted Ordinance 15-0399, which adopted a comprehensive update to the City of Kenmore Comprehensive Plan, and over the years the plan has been amended pursuant to Ordinance Nos. 17-0451, 18-0476 and 20-0505; and

WHEREAS, the City's Planning Commission has reviewed and recommended updates to the Parks, Recreation and Open Space and Capital Facilities Elements of the City of Kenmore Comprehensive Plan; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendments on July 21, 2020; and

WHEREAS, on November 16, 2020, the Planning Commission's recommendations for the proposed Comprehensive Plan amendments were presented to the City Council; and

WHEREAS, the City's Responsible Official under the State Environmental Policy Act has issued a determination of non-significance for the amendments; and

WHEREAS, the Washington State Department of Commerce was notified of the proposed amendments pursuant to RCW 36.70A.106; and

WHEREAS, the City Council finds that the proposed amendments meet the criteria found in KMC Section 19.20.090; and

WHEREAS, the City Council has considered the proposed amendments, and has been guided by the planning goals set forth in RCW 36.70A.020 of the Growth Management Act; and

WHEREAS, the City Council desires to amend Ordinance 15-0399, as amended by Ordinance Nos. 17-0451, 18-0476, and 20-0505, to adopt a new Parks, Recreation and Open Space Element, and amend the Capital Facilities Element of the Comprehensive Plan;

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

Section 1. Findings Adopted. The City Council adopts the foregoing recitals as findings, which are incorporated herein as if set forth in full.

Section 2. Adoption of New Parks, Recreation and Open Space Element. The City Council amends Ordinance 15-0399, as amended by Ordinance Nos. 17-0451, 18-0476 and 20-0505, to adopt a new Parks, Recreation and Open Space Element of the City of Kenmore Comprehensive Plan as set forth in Exhibit 1, attached hereto and incorporated by reference, which shall replace the prior Parks, Recreation and Open Space Element.

Section 3. Adoption of Revised Capital Facilities Element. The City Council amends Ordinance 15-0399, as amended by Ordinance Nos. 17-0451, 18-0476 and 20-0505, to adopt a revised Capital Facilities Element of the City of Kenmore Comprehensive Plan as set forth in Exhibit 2, attached hereto and incorporated by reference.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 16 TH DAY OF NOVEMBER 2020.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn F. Reitan, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.:
Date of Publication:
Effective Date:

EXHIBIT 1

City of Kenmore
Comprehensive Plan

PARKS, RECREATION AND OPEN SPACE ELEMENT**INTRODUCTION****Purpose**

The purpose of the Parks, Recreation and Open Space Element is to provide the policy framework for future development of Kenmore's parks system, including open spaces, recreation facilities and programs. The Element provides a vision for the community and a guide to future planning, acquisition, and/or development of parks, recreation, and open spaces throughout the City.

Growth Management Act

One of the Growth Management Act's (GMA's) planning goals is to, "Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities."

The Act specifically requires local government to:

- Designate the general location and extent of land uses including recreation and open space lands;
- Identify lands useful for recreation, including wildlife habitat, trails and connection of critical areas;
- Evaluate facilities and service needs;
- Estimate park and recreation demand for at least a ten-year period;
- Evaluate intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand; and
- Develop a capital facilities plan (CFP) identifying funds necessary to implement the plan for at least a six-year period.

Countywide Planning Policies

The Countywide Planning Policies do not contain a chapter specifically addressing parks, recreation and open space. Under the Development Patterns chapter, DP-2 states, "Promote a pattern of compact development within the Urban Growth Area that includes housing at a range of urban densities, commercial and industrial development, and other urban facilities, including medical, governmental, institutional, and educational uses and parks and open space..." An Environment policy (EN-1) states, "Incorporate environmental protection and restoration efforts

into local comprehensive plans to ensure that the quality of the natural environment and its contributions to human health and vitality are sustained now and for future generations.”

Parks, Recreation and Open Space (PROS) Plan

The Recreation and Conservation Office (RCO) is a state agency that manages grant programs aiming to create outdoor recreation opportunities, protect wildlife habitat and farmland, and help return salmon from near extinction. Since the agency began in 1964, it has awarded more than \$1.7 billion in grants to nearly 7,500 projects. Since 1990, the agency averages 230 grant awards, for a total of approximately \$60 million, every fiscal year. RCO requires government agencies to plan for their parks and open space needs, and adopt a Parks, Recreation and Open Space (PROS) Plan, in order to apply for certain grants. Once adopted, a community’s PROS plan is required to be updated every 6 years to maintain eligibility for those grant programs. The City’s most recent PROS Plan was adopted in February 2020. Information gathered for the Plan, including the results of several community involvement opportunities and a comprehensive demand and needs analysis, has been used as foundational information for this Element.

EXISTING CONDITIONS

Geography

Kenmore’s natural resources are an important component of the city’s park and recreation system. Many of the city’s existing parks are located beside or contain a creek, river, or freshwater shoreline, wetlands or significant forested areas. In fact, of the 146 total acres of city-owned park land, 120 acres (more than 80%) are natural areas – forests, wetlands, streams, and other natural environments. The City’s abundance of natural systems weaves in and around the city, connecting the different neighborhoods through stream corridors, sensitive areas, and ravines to Swamp Creek, the Sammamish River and Lake Washington. Creating connections and corridors provides essential habitat which contributes to the overall health and viability of both the plant and animal communities in Kenmore. The natural geography of the city provides both opportunities and constraints for meeting park and recreation demand and needs.

Existing Park System

The City of Kenmore has 13 parks, recreation and open space facilities totaling over 146 acres of park land. Other parks and recreation providers within the city that have facilities open to the public include the State of Washington, King County, and Bastyr University. These facilities are listed in Figure 1, along with the improvements available in each park. The parks and open space areas are all located on Map 1. When combined with other jurisdictions, there are over 475 acres of park land within the city, not including recent acquisitions within the Swamp Creek wetlands system that are still in process. Parks and open space in adjacent cities, but in close proximity to Kenmore are also shown on Map 1 for reference, but are not included in the inventory or other planning resources.

Figure 1: Kenmore's Park and Recreation System Inventory.

Parks, Recreation & Open Space Facilities	Boat Launch / Dry Moorage	Hand Powered Boat Launching	Water Access / Fishing	Playground	Skate Park	Playfield	Restroom (*Portable /	Picnic Shelter	Picnic Tables	Paths	Hiking Trails	Paved Trails	Parking
Linwood Park				X						X			
Moorlands Park				X		X	X	X	X	X			X
Northshore Summit Park				X						X			
Squire's Landing Park		X	X				*X		X	X	X		X
Wallace Swamp Creek Park			X						X	X	X		X
Parks, Recreation & Open Space Facilities	Boat Launch / Dry Moorage	Hand Powered Boat Launching	Water Access / Fishing	Playground	Skate Park	Playfield	Restroom (*Portable /	Picnic Shelter	Picnic Tables	Paths	Hiking Trails	Paved Trails	Parking
Rhododendron Park & Senior Center		X	X	X		X	X	X	X	X			X
Log Boom Park	X	X	X	X			X		X	X			X
Twin Springs Park											X		X
City Hall Park & Jack Crawford Skate Park					X		~X		X	X			X
Town Center & Hangar Building							~X		X	X			X
Swamp Creek Wetland Open Spaces			X										
Inglewood Wetlands			X										
Tolt-Pipeline Trail (1.3 miles)										X		X	
CITY TOTAL	1	3	7	5	1	2^{>}	6	2^{>}	7^{>}	11^{>}	3^{>}	1^{>}	8
WDFW Boat Launch	X												X
Saint Edward State Park			X	X		X	X		X		X	X	X
Bastyr Athletic Fields						X	*X						X

City of Kenmore
Comprehensive Plan

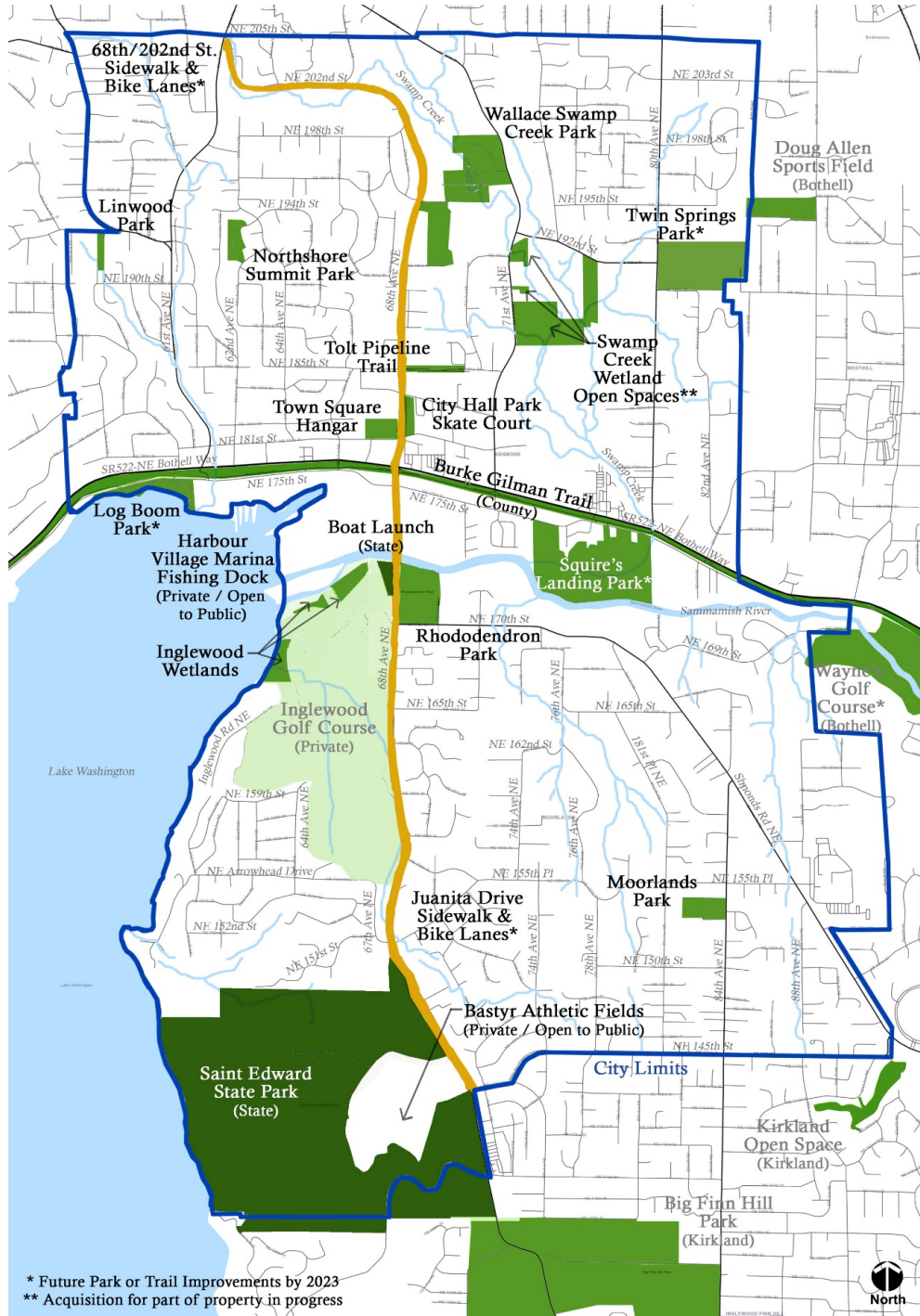
Burke Gilman Trail (2.5 miles)												X	
Harbour Village Marina			X				X		X				X
ALL JURISDICTION TOTAL	2	3	9	6	1	4 ^{>}	9	2 ^{>}	9 ^{>}	11 ^{>}	4 ^{>}	3 ^{>}	12

[>]See the Park Inventory and Valuation in the 2019 Parks and Recreation Impact Fee Rate Study Report for more detail on the total number of each type of playfield (soccer, baseball, etc.) and the total number of picnic shelter, picnic tables, paths and trails in the park system.

* Portable restroom

~ Indoor restroom

Map 1: Kenmore's Park and Recreation Facilities



Park Classifications

The city's park system has been divided into four classes of park and recreation facilities as shown and described in Figure 2. These four park classifications were identified based on several key factors including: size, population served, function and type of amenities that are or will be made available in the future. The geographic service area, or the primary extent to which people are expected to walk or drive to access the park, is shown for each park classification type. A list of each park within the city and its associated classification and size is shown in Figure 3.

Special use amenities generally serve a specific function, like the skate park, water access, or the senior center and are included in all classifications of parks. Special use amenities in Kenmore are mostly located near the downtown for ease of access and accessibility to a wide range of users, in addition to being more easily accessible by transit and from the Burke Gilman Trail. While there are a number of special use amenities within park and recreation facilities in the city, there should be a focus on connecting these facilities to residential areas, transit and downtown. Connecting waterfront access areas to each other would create a stronger network of waterfront recreation in the city. Special use amenities may be facilities contained within Community or Regional Parks such as the Senior Center in Rhododendron Park or the Seminary and future Environmental Learning Center in Saint Edward State Park. Special use facilities in the city are shown on Map 5.

Figure 2: Park and Recreation Facility Classification Definitions and total Acres.

Classification Type	Geographic Service Area	Service Description
Regional	Citywide	Contains unique features or amenities that serve users beyond the city limits City Total = 44.91 acres All Jurisdiction Total = 362.83 acres
Community	$\frac{3}{4}$ mile radius (approx. 2-minute drive)	Serves a broad range of community needs to meet both active uses such as athletics and passive uses such as nature trails City Total = 40.2 acres All Jurisdiction Total = 47.4 acres

Neighborhood	10-minute walk (approx. 1/2-mile radius)	Serves local need as a walk-to facility for essential park and recreation amenities - open areas, pathways and playgrounds City Total = 34.5 acres All Jurisdiction Total = 34.5 acres
Linear	Citywide	Linear facilities that serve as connectors for pedestrian users and/or wildlife habitat City Total = 26.4 acres All Jurisdiction Total = 30.9 acres

Regional Park

Regional facilities include facilities that have a draw beyond the city boundaries and include special features that may not be found in adjacent communities. As a result, their service area is considered to be citywide. Community and aquatic centers, sports complexes, or highly specialized uses like mountain bike trails are all examples of regional park facilities. Regional facilities should accommodate a large number of users with adequate support facilities to serve the intended use. Often, these facilities include multiple uses due to the larger size of many of these parks. Regional parks in the city are shown on Map 4. Saint Edward State Park is a good example of a regional facility with mountain bike trails, extensive forest and walking paths, and other unique recreation opportunities not generally found in neighboring cities. Other regional facilities in the city include Squire's Landing Park and Log Boom Park.

Community Park

Community parks (Map 3) usually contain unique features, often with both active and passive recreation opportunities, and are larger in size to accommodate a variety of activities and interests. As such, they are considered destination parks. While they can also serve a neighborhood park function for local residents, it is expected that many residents will drive to these facilities. The service area for a community park can vary, from a 10-minute walkshed to citywide depending on the facilities included in the park, but some amount of parking is anticipated. Community parks in the city include Wallace Swamp Creek Park in the north end of the city, and the Town Center & Hangar Building, and the City Hall Park & Skate Park in the downtown area. Rhododendron Park & Senior Center is the only community park in the south end of the city.

Neighborhood Park

Neighborhood Parks are intended to serve a smaller, local need with a service area limited to a 10-minute walk from the park, or about ½ mile. Most of the amenities within neighborhood parks are centered around family, passive type recreation activities such as walking paths, playgrounds and open lawn areas but ideally with enough open space for informal athletic use. Neighborhood parks in the city are shown on Map 2 and are mainly located in the northern half of the city with only one neighborhood park, Moorlands Park, located in the southern half of the city. Of these, all have recently conducted master plans except Linwood Park. Twin Springs park, while master planned, has not yet been improved or opened to the public. Based on the distribution and master plans available, implementing some level of improvements at Twin Springs Park and master planning and renovating Linwood Park should be considered a priority.

Linear Park

Linear park and recreation facilities are unique as they serve as connectors for pedestrian users and/or wildlife habitat. There are four linear park and recreation facilities in Kenmore, shown on the same Map 4 with regional parks. These parks include: the Burke Gilman Trail, Tolt-Pipeline Trail and other neighborhood connecting trails and the wetland open spaces along the Swamp Creek corridor between 73rd and 80th Avenues NE and NE 192nd Street and NE 181st Street. Parks and recreation facilities are connected east-west across the city through the existing Burke Gilman Trail and will soon be connected north-south through new multi-modal improvements along Juanita Drive NE and 68th Avenue NE. Additional connectivity should still be developed as opportunity allows, from residential areas to parks, schools, downtown, the waterfront, and other major destinations, likely in partnership with the city's Public Works Department and along the Tolt Pipeline corridor. There are additional local trail connectors within neighborhoods, particularly in the north side of the city, that exist but are not well documented and not part of the total acreage or planning process.

Figure 3: Kenmore's Park and Recreation System Inventory: Size, Classification & Service Area.

Parks, Recreation & Open Space Facilities	Total Acres	Acres of Critical Areas	Proposed Classification	Proposed Service Area*
Linwood Park	1.4	0	Neighborhood	10-minute walk
Moorlands Park	4.5	1.5	Neighborhood	10-minute walk
Northshore Summit Park	3.6	1	Neighborhood	10-minute walk

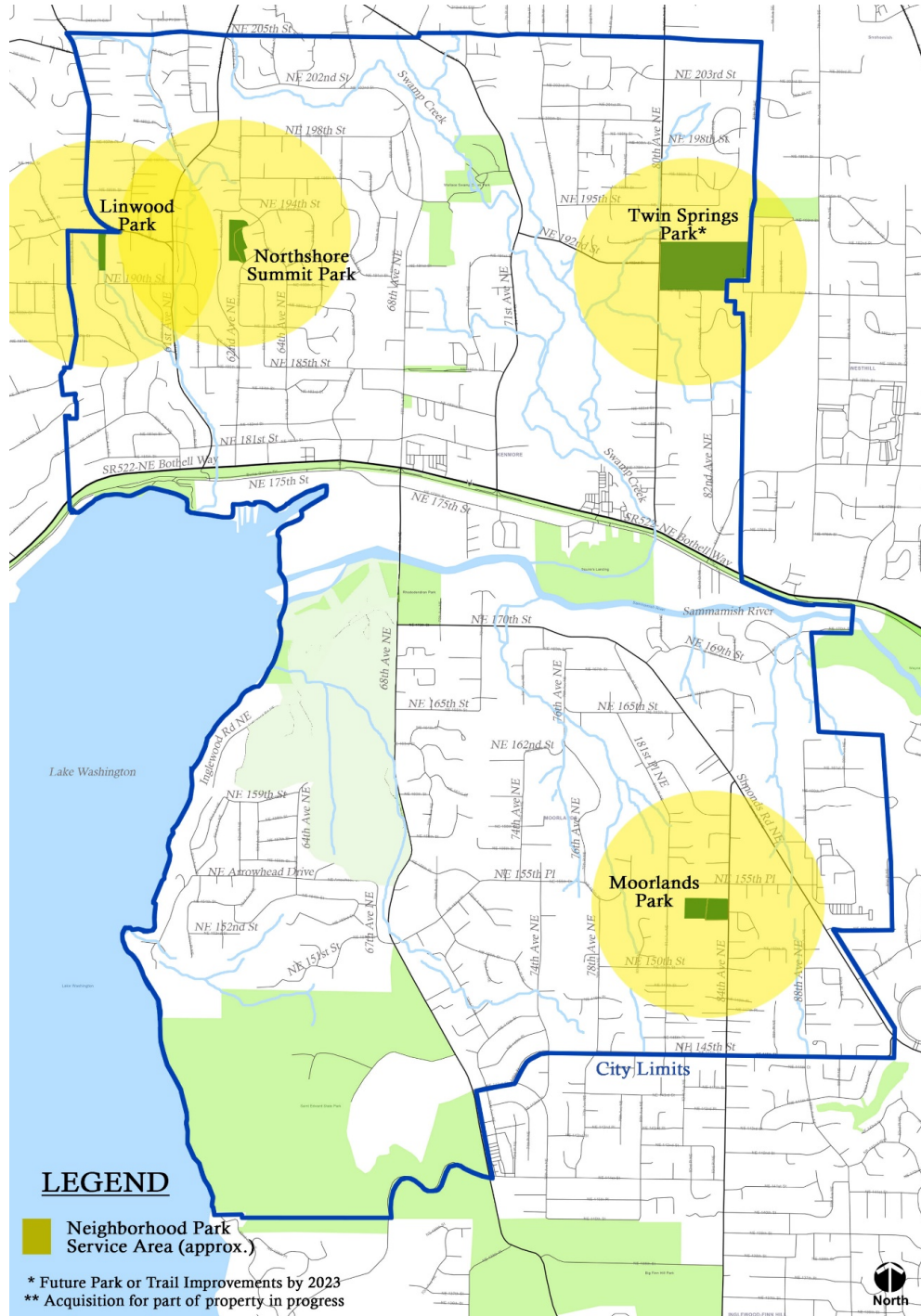
City of Kenmore
Comprehensive Plan

Squire's Landing Park	41.01	33.75	Regional	Citywide
Wallace Swamp Creek Park	25.5	25	Community	¼ mile radius
Rhododendron Park & Senior Center	12.5	8.5	Community <i>(future boathouse is anticipated to be a regional special use within the park)</i>	¼ mile radius
Log Boom Park	3.9	1	Regional	Citywide
Twin Springs Portal Park	25	24	Neighborhood	10-minute walk
City Hall Park & Jack Crawford Skate Park	1.7	0	Community	10-minute walk
Town Center & Hangar Building	0.5	0	Community	¼ mile radius
Swamp Creek Wetland Open Spaces (not including acquisitions in progress)	17	17	Linear	Citywide
Inglewood Wetlands	8.5	8.5	Linear	Citywide
Tolt-Pipeline Trail	0.9	0	Linear	Citywide
CITY TOTAL	146+	120+		
WDFW Boat Launch	1.92		Regional	Citywide
Saint Edward State Park	316**		Regional	Citywide
Bastyr Athletic Fields	7		Community	¼ mile radius
Burke Gilman Trail (2.5 miles)	4.5		Linear	Citywide
Harbour Village Marina	0.2		Community	¼ mile radius
ALL JURISDICTIONS TOTAL	475+			

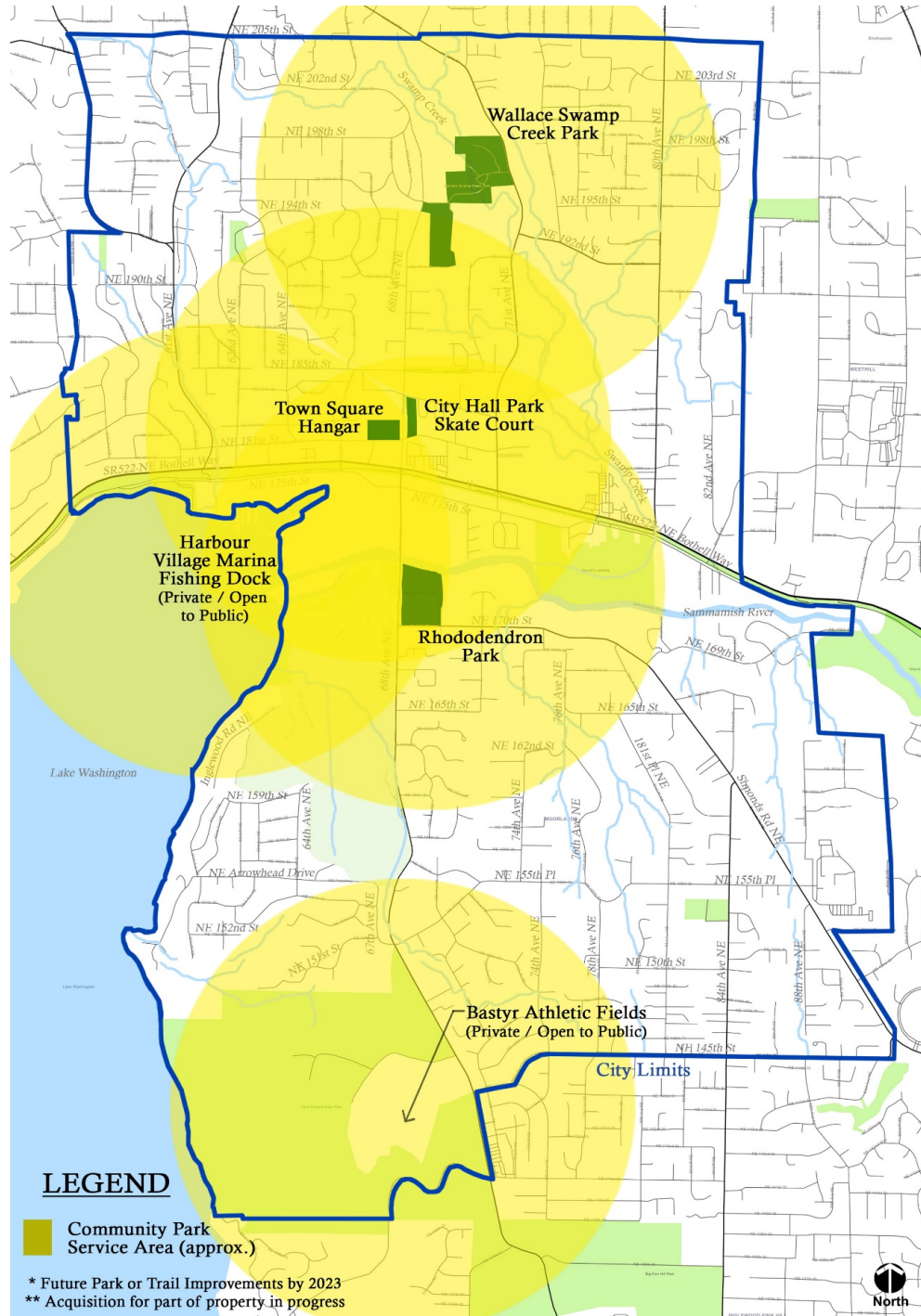
* 10-minute walk is approximately ½ mile.

** Does not include the recent 10-acre acquisition.

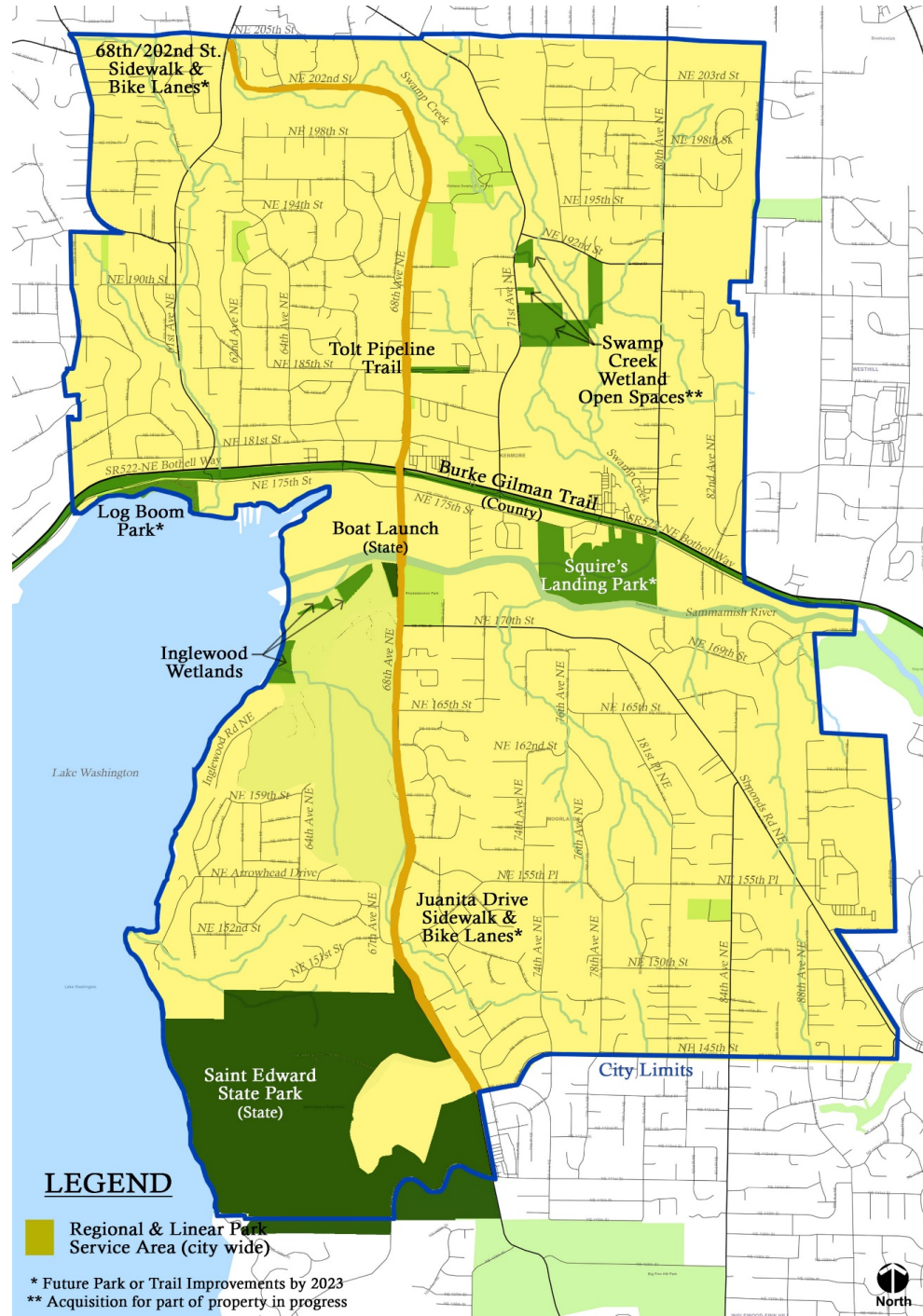
Map 2: Neighborhood Parks (1/2 mile service area or about a 10 minute walk).



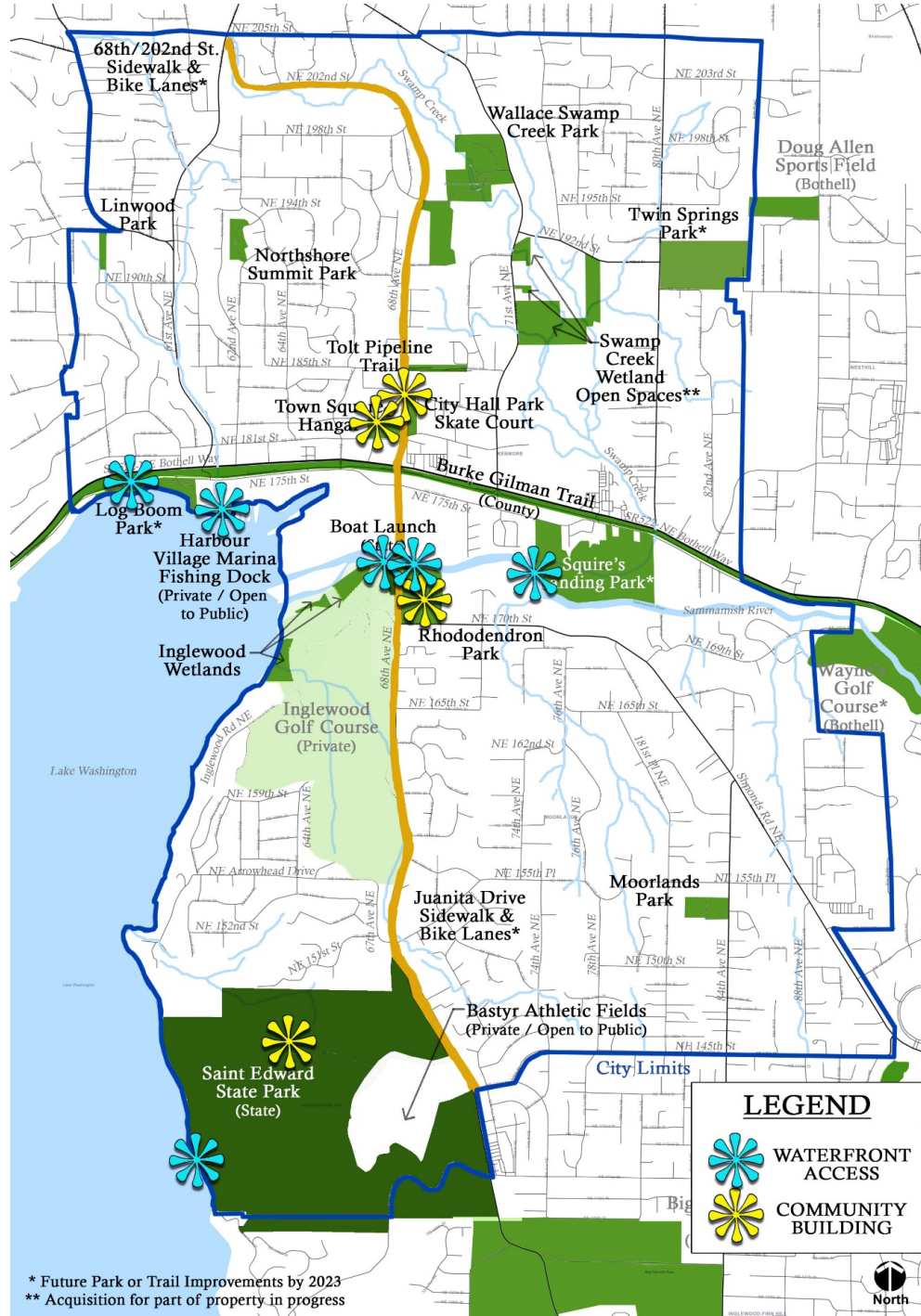
Map 3: Community parks (3/4 mile service area or about a 2 minute drive at 25 mph).



Map 4: Regional and Linear Parks (city-wide service area).



Map 5: Special Use Facilities (within all park classifications).



Existing Park Plans

Site specific master plans or concept plans have been developed for most of Kenmore's existing parks. These plans each included an extensive public process to identify what the community would like to see improved or added within the park, along with an analysis of each site to determine what types of facilities or improvements are suitable given the surrounding context. A Master Plan is a formal plan for a given park site that has been adopted by the Kenmore City Council. A concept plan has generally gone through the same process and review by the City Council, but has not been formally adopted.

The purpose of a master plan or concept plan is to express a long-term vision for the park, trail or open space that will guide future improvements. Features shown in the plan illustrate how different park elements could be implemented, and their relationship to other surrounding features. The ideas and improvements shown in a master plan or concept plan are implemented over time, and additional detailed design work is still needed before any construction could begin.

A copy of the existing park Master Plans or Concept Plans is included in Appendix A to the 2020 PROS Plan.

Current Level of Service

Level of service is a way of measuring the quantity and/or quality of the parks system in relation to the number of residents in the city. Level of service can be determined by any of the factors identified in a demand and needs analysis, but it is up to each city to determine what its level of service should be and how it should be measured.

The City of Kenmore has chosen to measure the level of service for parks, recreation and open space facilities in terms of the value of the current parks system per capita as this methodology was used in the Park Impact Fee Rate Study (May 2019). This method accommodates the *quantity* and the *quality* of parks, recreation and open space facilities by including the value of the park land and the facilities built within those parks. The level of service calculation is shown in Figure 4 below and only includes completed city-owned facilities. New facilities or lands that are currently in progress of acquisition or construction are not included in this calculation.

The existing level of service, \$3,259 per capita, is the value of the current parks and recreation system divided by the total population of the city in 2019 (22,920). This means that today, for every Kenmore resident the city has spent \$3,259 (in 2019 dollars) on park, recreation and open space land and facility improvements. The total value of the existing parks system is shown in greater detail in Table 1 of the 2019 Parks and Recreation Impact Fee Rate Study Report.

Figure 4: Level of service calculation.

Category	2019 Existing Level of Service (value per capita)
TOTAL value per capita	\$3,259
TOTAL value	\$74.4 million

Park & Recreation Programming

The City of Kenmore helps organize a variety of programs and events in the city but partners with other organizations and jurisdictions to provide direct recreation programming. The city's main focus is on community events and park facility rentals, including the Hangar at Town Square. The city relies on the school district and other public, private, and non-profit organizations to provide all youth and adult sports leagues, summer camps, self-help or educational classes, cultural and performing arts events, and indoor fitness classes. Any future programming will follow this same model, with the city providing support, but other jurisdictions or organizations taking the lead role in any recreation programming.

The Hangar, opened in August of 2017, is the city's main indoor gathering space for recreation activities and events.

FUTURE DEMAND AND NEEDS

The 2020 PROS Plan evaluated demand and needs through a variety of lenses. Key findings from the analyses follow.

Parks and recreation trends. National, state and local trends were evaluated. Key findings include:

- Parks and recreation facilities need to be flexible to serve a diverse audience through broad community appeal. They should be accessible and welcoming to everyone.
- Parks are becoming a key component in promoting climate resiliency, showcasing sustainable design strategies and implementing green infrastructure practices.
- Parks are a catalyst for youth to become the future stewards of the environment, offering a safe place to explore, discover, and understand the intricate balance of ecology, especially within the urban fabric of the community.
- Recreation facilities and programs need to support active lifestyles for all ages and abilities.

- Parks can improve civic pride and create a sense of place by installing public art, outdoor gathering spaces, public fountains, interpretive displays of local history and the natural environment and protecting important views and view corridors.

Community interests. Community surveys and an open house contributed to evaluating this aspect of demand and needs. Key findings include:

- Waterfront activities, access to water, and protection of the natural environment along the waterfront are core guiding principles.
- The greatest needs not currently being met include a pool/aquatic center and pickleball courts, followed closely by off-leash areas, indoor fitness/gyms, and outdoor tennis courts. The community had the least interest or need for additional skateparks or a spray park.
- Adult fitness and wellness programs were ranked as the most important programs needed.
- The community is supportive of acquiring additional properties to preserve natural open space and wildlife habitat. The top ranked facility needs included nature trails, paved trails, and natural areas or reserves.
- Trails and walking routes are at the top of the list for desired recreation activities and they are also some of the most-used facilities. Walking paths was the most important feature to the community that could be added or improved in Kenmore's park and recreation park system based on the results of the 2019 Parks and Recreation Survey.

Benchmark comparisons. This comparison reviewed Kenmore's park system against those in other jurisdictions. Key findings include:

- The City of Kenmore contains less than the national average of parks acreage in the system, but is on target with other jurisdictions in the Pacific Northwest region for city-owned facilities. When considering all publicly accessible parks and recreation facilities open to the public, the city exceeds the national and regional average.
- The City is on par with other jurisdictions for some outdoor facilities, like playgrounds, tot lots, skateparks and courts, but is below average for other outdoor recreation amenities, specifically, community gardens, dog parks, spray parks, and multi-purpose courts.
- The City is below average for the number of indoor recreation facilities, except for senior centers. This includes a need for additional aquatic facilities and gyms. Some of this need can be met through outdoor improvements, like fitness stations and athletic courts and expanding the beach at Log Boom Park. This would not entirely replace the need for indoor facilities.
- Parks in the city all generally contain the same types of facilities. Variation of types of facilities, overall character of park features, and including special interest facilities, especially at the larger parks, will help diversify the system. Some of these new uses to consider include pickleball, futsal, disc golf, parkour, and rock climbing.

Population growth. Key findings related to future population growth include:

- Kenmore is a growing community with a variety of housing types throughout the city. With the majority of residents commuting to work in a single-occupancy vehicle, park and recreation facility improvements that support and encourage multi-modal transportation choices should be considered a high priority.
- Higher density residential housing occurs mostly in downtown Kenmore, where the majority of assisted housing and senior housing is also located. Activities in this area should support healthy living, encourage active recreation, and focus on ease of access to recreation opportunities.
- The population is mostly middle-aged and of a white ethnic background. However, other more diverse ethnicities are growing and are expected to continue to grow in the future. Recreation activities that appeal to older youth and active adults should be considered, along with a greater variety and flexibility in those activities to better respond to changing demographics and increasing diversity over time.

Geographic distribution. After assessing the location of current park properties, key findings include:

- Kenmore has a great overall distribution of parks with few gaps remaining in the overall system. It also has the potential to be a highly walkable city with the majority of residents living within a 10-minute walk to an existing park or trail. Making those routes safe for walking allows everyone access to the park system without relying on single-occupancy vehicles.
- Access to parks is especially important where residential development (of all types) is expected to occur.
- A system of public spaces with waterfront access, connected by a pedestrian/bicycle route along the water, would expand opportunity.
- New parks in gap areas should be considered as opportunity allows.
- The quality of the parks system is high, and Kenmore has done a lot in recent years to upgrade, expand, and improve its parks. Implementing existing master plans for city parks and trails and continuing to upgrade and expand existing parks as opportunity and funding allows would support this high quality.
- Kenmore has an extensive network of natural systems, from waterways to wetlands and urban forests. However, there is very little public access to these areas and limited educational features that highlight these areas within the community.

Recreation programming. Reviewing recreation programming in the City, key findings include:

- The City has successfully partnered with other organizations and agencies to provide recreation programming in the city while the City focuses on community events.
- Recreation programming providers could expand offerings to Kenmore residents, especially for adult programs and athletic leagues.
- Tracking participation in various programs would support future planning efforts.
- Program venues should be accessible and have appropriate support facilities.
- Better access and parking, along with other supporting infrastructure, could facilitate and expand community events in Kenmore.

Participation rates. A number of organized activities take place in the City, including several that take advantage of the City’s abundance of natural areas such as Camp Roots and the Wilderness Awareness School at St. Edward State Park and Nature Walks at Wallace Swamp Creek Park. A review of participation rates for activities that could require special park facility development—such as athletic fields, an aquatic center, and waterfront activities--was conducted. Key findings related to participation rates include:

- An aquatic center would be highly valued by Kenmore residents and there is a need for facilities to support aquatic programming and recreation activities within the region.
- A multi-purpose athletic complex – developed either by the city or jointly with other jurisdictions or organizations – would serve youth and adult athletic sports. Some of this need could continue to be met in the short term through the use of the Bastyr fields, but use of the fields cannot be relied upon to meet all the city needs long-term without a more permanent agreement and field improvements in place.
- Youth sports should continue to be a priority for the city to promote a healthy and active lifestyle early in life.
- Water-based activities such as swimming, hand-carry boating, and stand-up paddle boarding are a defining feature of Kenmore’s park system.
- Activities that provide education about the City’s natural systems help support environmental stewardship by current and future generations.

OBSTACLES AND OPPORTUNITIES AFFECTING FUTURE DEMAND AND NEEDS

Obstacles

Obstacles facing the City in the effort to meet demand and needs include:

Lack of Access to the Waterfront – Since the city’s incorporation in 1998, Kenmore’s residents have lobbied for improved access to the city’s 7+ miles of shoreline and natural resources along Lake Washington, the Sammamish River and Swamp Creek.

Securing Assets for Future Generations – It will be important to repair and replace physical recreation assets and maintain and restore natural park assets to ensure the park and recreation system is available for future generation to enjoy.

Lack of safe routes to parks – Kenmore needs safe pedestrian and bicycle routes that link residents from where they live to where they want to recreate. The Transportation Element of the Comprehensive Plan identifies a Priority Pedestrian Network that includes pedestrian amenities along key routes to improve the walkability and safety of pedestrians in the city.

Unable to Stay and Play – Residents have a desire to stay and play locally – they have a need for facilities, programs and services nearby. Currently, residents travel beyond the city for a variety of recreation facilities and programs. To stay and play, residents need diverse recreation experiences in Kenmore’s park system, including active facilities and natural environments for more passive recreation.

Opportunities

The same process used to understand the obstacles to delivering a quality parks and recreation system also revealed several key opportunities.

Walkways and Waterways – Kenmore residents are poised to gain significant waterfront access and safe walking routes with the passage of Kenmore’s Walkways & Waterways Improvements bond measure in November 2016. Proposition 1 Walkways & Waterways Improvements is the first city bond measure ever on the ballot in the City of Kenmore.

The Walkways and Waterways bond measure includes new sidewalks and bicycle lanes on Juanita Drive NE and 68th Ave NE and public waterfront access and natural area improvements and restoration at Log Boom Park, Rhododendron Park, and Squire’s Landing Park for water dependent recreation. These five projects included in the \$19.75 million bond measure reflect the results of public input.

Water-Walk Trail –There is an opportunity to connect Log Boom Park on Lake Washington with Squire’s Landing Park at the confluence of Swamp Creek and the Sammamish River. This water-walk trail would require acquisition or dedication of privately-owned property in between to make this idea a reality. The city can pursue opportunities for public access when key properties on the central waterfront redevelop.

Downtown Kenmore -The Hangar and the Town Square plaza opened for use in 2017. This new civic facility has become Kenmore’s gathering place for community events and for just hanging out. New multi-family housing has been developed nearby. City Hall Park and the Jack Crawford Skate Court create a great central location for active recreation. The City Hall Park Master Plan hasn’t been fully completed and there is capacity for creating new park amenities that could serve to meet the needs of the new and existing downtown residents.

Safe Routes Network – The walkways planned along Juanita Drive NE and 68th Avenue NE provide a central on-street spine for a safe route network. The Burke Gilman Trail and a new

Tolt-Pipeline trail create a start for an east-west spine for a network of on-street and off-road pedestrian and bicycle routes to connect the residential community to the park and recreation system. The city has begun to aggregate open space land along Swamp Creek corridor that could create an off-road north-south connection.

Partnerships – Kenmore relies on partnerships for providing park and recreation facilities, programs and services. Partners provide facilities, programs and services that provide for, activate and care for the park and recreation system. Creating new partnerships will provide a more sustainable park and recreation system for future generations.

Intergovernmental coordination opportunities – Regional approaches for meeting park and recreational demand are ongoing. The Northshore Parks and Recreation Service Area (NPRSA), a regional taxing district, was created in 1988 by Bothell, Snohomish and King County and was updated in 2001 to include Kenmore and Woodinville. NPRSA supports the Northshore Senior Center (NSC) located in Bothell and, in 2008, NPRSA developed an aquatics center need analysis and location study to consider options for locating a regional aquatic center.

The City also has worked with King County. In 2016, 25-acres of surplus property from the Brightwater North Kenmore Portal site were transferred to the City to create a new park now known as Twin Springs Park. In 2017, Kenmore worked cooperatively with King County to identify possible acquisition sites for future land conservation as part of the King County Land Conservation Initiative.

In cooperation with the City of Seattle, Kenmore worked with the Seattle Public Utilities Department in 2016 on an agreement to allow the City to use a portion of the Tolt Pipeline Right Of Way located between 68th and 73rd Avenues NE as a pedestrian trail. The trail was constructed and opened for use in 2017.

Opportunities to Play – For Kenmore residents to stay and play, recreation program opportunities and sufficient facilities need to exist including community gathering spaces such as off-leash dog parks or community gardens. Adding these facilities to existing parks or new parks within the system will create a more diverse park system and provide greater opportunities for residents to stay and play.

GOALS, OBJECTIVES AND POLICIES

Following are the Parks, Recreation and Open Space goals, objectives and policies. The goals establish overarching priorities that establish the vision for the Parks, Recreation and Open Space Element. Objectives provide direction and policies provide the action to support the goals. These actions are specifically related to the implementation of a healthy, viable and balanced park and recreation system for Kenmore.

GOAL 1. PROVIDE WATERFRONT ACCESS

Objective P-1.1 Develop a Kenmore WaterWalk.

- Policy P-1.1.1 Develop a WaterWalk Master Plan for the location for the WaterWalk connecting Log Boom Park to Squire's Landing Park.
- Policy P-1.1.2 Inventory and identify public and private parcels from Log Boom Park to Squire's Landing Park.
- Policy P-1.1.3 Identify specific opportunities for joint development, partnership and other options for implementing a WaterWalk.
- Policy P-1.1.4 Identify and prioritize undeveloped or underdeveloped waterfront properties in the city's central core to consider for acquisition.
- Policy P-1.1.5 Pursue opportunities for public access when key properties on the central waterfront redevelop.
- Policy P-1.1.6 Develop a plan for extending the trail system at Squire's Landing Park along the Sammamish River and/or Swamp Creek.

Objective P-1.2 Establish and implement plans, development policies, regulations and incentives for waterfront access to retain views and create water dependent recreational opportunities in conjunction with private and public development.

- Policy P-1.2.1 Develop a Waterfront Master Plan to improve park activities and access (physical or visual) along the waterfront. View corridors, overlooks, access to shorelines along the city's lakes and streams, and other recreational amenities are examples of what might be included in a Waterfront Master Plan process.
- Policy P-1.2.2 Adopt development regulations and incentives that are consistent with and further the implementation of a Waterfront Master Plan.
- Policy P-1.2.3 Identify and retain important public access and view corridors to Lake Washington and the Sammamish River.

- Policy P-1.2.4 Implement master plans for Log Boom, Squire’s Landing and Rhododendron parks that improve public access and water dependent recreational experiences.
- Policy P-1.2.5 Support programming and community events along the waterfront that provide access to the water. Actively seek and facilitate partnerships for water-related programs.
- Policy P-1.2.6 Seek external funding sources to provide public access and ensure water dependent recreational opportunities exist.

GOAL P-2. PROVIDE SAFE ROUTES TO PARKS, RECREATION, & OPEN SPACE FACILITIES

Objective P-2.1 Identify and prioritize key connections from neighborhoods to the waterfront, parks and public facilities.

- Policy P-2.1.1 Prepare a safe routes plan which maps a network of pedestrian and bicycle connections from neighborhoods to the waterfront, parks, and public facilities.
- Policy P-2.1.2 Identify and create opportunities to provide connections to parks, trails and open space in adjoining cities.
- Policy P-2.1.3 Review development proposals for creating viewpoints, view corridors and easements for pedestrian and bicycle connections to parks, recreation and open space facilities.
- Policy P-2.1.4 Plan and develop an off-road north-south trail connection utilizing the Swamp Creek corridor as appropriate.
- Policy P-2.1.5 Acquire easements and develop the Tolt Pipeline Trail linking to adjoining cities. In particular, develop the missing link from 73rd to 80th Avenues NE, including development of an elevated walkway over Swamp Creek Wetland.
- Policy P-2.1.6 Establish and implement development regulations and incentives for new development to provide pedestrian/bicycle routes.
- Policy P-2.1.7 Provide for ADA and other accessibility improvements in parks to move the city towards a park system that provides universal access to all Kenmore residents.

GOAL P-3. PRESERVE, RESTORE, MAINTAIN, AND ENHANCE BUILT AND NATURAL ENVIRONMENTS TO ENSURE QUALITY RECREATIONAL OPPORTUNITIES EXIST

Objective P-3.1	Protect environmentally sensitive critical areas in parks and open spaces and provide opportunities for habitat restoration, enhancement and public access.
Policy P-3.1.1	Identify opportunities to provide access and views to, and education about environmentally critical areas.
Policy P-3.1.2	Continue to acquire land, easements, or other agreements to protect the Swamp Creek natural areas and develop an elevated walkway/nature trail along Swamp Creek, including its associated wetlands, heron rookery and the forested buffers important to support those systems.
Policy P-3.1.3	Establish and implement development regulations and incentives to provide access and protection to critical areas.
Policy P-3.1.4	When developing parks, create a balance between habitat restoration, particularly salmon habitat, enhancement and public access.
Policy P-3.1.5	Update the Wallace Swamp Creek Master Plan and implement the plan, including stream bank and habitat restoration.
Policy P-3.1.6	Implement the Squire's Landing Park Waterfront and Natural Area Access project and continue habitat and riparian corridor restoration.
Policy P-3.1.7	Seek funding sources to support efforts for habitat restoration, enhancement and public access.
Policy P-3.1.8	Develop vegetation management plans for parks with critical areas.
Policy P-3.1.9	Identify resource management agencies, such as the WRIA8 Salmon Recovery Council, and volunteer partners to steward critical areas in parks and open spaces.
Policy P-3.1.10	Develop and install interpretive signage to inform and educate about environmental sustainability, the value and function of environmental critical areas and community history.
Policy P-3.1.11	Support educational opportunities, provided by other jurisdictions, organizations or agencies, that specifically target natural areas. This could include programs, classes, clean-up days, and other services to engage residents in conservation of natural systems. Target opportunities for youth to support long-term stewardship within future generations.
Objective P-3.2	Provide high quality maintenance and stewardship of Kenmore parks and open spaces that are sustainable, safe and attractive to use.
Policy P-3.2.1	Evaluate park and recreation facilities to ensure safety and operational requirements are being met.
Policy P-3.2.2	Develop an asset replacement schedule for recreation assets and fund major repairs as needed.
Policy P-3.2.3	Replace assets prior to reaching the end of their expected life cycle.

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| Policy P-3.2.4 | Periodically conduct crime prevention through environmental design (CPTED) reviews of park and recreation facilities with the Kenmore Police Department. |
| Policy P-3.2.5 | Provide procedures, practices and resources to maintain and operate a quality park and recreation system. |
| Policy P-3.2.6 | Establish and adopt park maintenance standards and practices for the park and recreation system. |
| Policy P-3.2.7 | Conduct regular safety inspections of park and recreation facilities and correct any safety issues. |
| Policy P-3.2.8 | Use equipment, landscaping and design techniques that reduce long-term maintenance costs and increase safety for park users. |
| Policy P-3.2.9 | Establish appropriate new policies governing operations and use of park and recreation facilities. |
| Policy P-3.2.10 | Install park rules and regulation signs to inform and educate park users of appropriate use and conduct within Kenmore city parks. |
| Policy P-3.2.11 | Incorporate sustainable design for new or renovation to existing park and recreation facilities. For example, incorporate the use of low-impact development and green building best practices. |
| Policy P-3.2.12 | Incorporate sustainable practices when implementing recreation program offerings. For example, consider impacts of recreational programs scheduled in natural areas. |

GOAL P-4. *CREATE A BALANCE OF PASSIVE AND ACTIVE RECREATION OPPORTUNITIES IN PARKS*

Objective P-4.1 *Preserve, develop, and enhance existing parks and open space to provide a balance between passive and active recreation opportunities, and acquire new parks to meet future growth needs.*

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| Policy P-4.1.1 | Identify and prioritize undeveloped or underdeveloped properties for potential acquisition. |
| Policy P-4.1.2 | Acquire and develop property to support new parks, recreation and open space to provide a recreation opportunity within a 10-minute walk of every resident in the city. Priority should be given to the Moorlands area and the northeast corner of the city. |
| Policy P-4.1.3 | Complete master plans and development of park and recreation facilities such as at Linwood Park as funding allows. |
| Policy P-4.1.4 | Implement the Log Boom Park Waterfront Access and Viewing project. |
| Policy P-4.1.5 | Implement the Rhododendron Park Boardwalk, Float and Boathouse projects. |

- Policy P-4.1.6 Update the Wallace Swamp Creek Park adopted Master Plan and implement improvements.
- Policy P-4.1.7 Implement the Twin Springs Master Plan.
- Policy P-4.1.8 Provide urban park amenities including public art and cultural elements in Kenmore's downtown. In particular, develop the north side of City Hall to provide additional amenities such as a small community garden, picnic shelter, outdoor stage, seating, table tennis, fitness areas, or similar activities.
- Policy P-4.1.9 Provide community park amenities such as athletic fields or gathering spaces such as a dog park or community garden.
- Policy P-4.1.10 Acquire lands that abut existing city or other publicly-owned park properties that provide the greatest value in augmenting and enhancing existing city parks, particularly near Moorlands Park.
- Policy P-4.1.11 Consider tools such as transfer of development rights, clustering development, development agreements, easements, and public giving as alternatives to fee simple acquisition of park lands and open space.
- Policy P-4.1.12 Pursue a partnership with neighboring cities and the Northshore School District to explore ways to acquire land and develop a joint aquatic/community center as a regional facility.
- Policy P-4.1.13 Develop a strategy for long-term replacement of the fields at Bastyr University, if necessary. Initially, this would include extending the existing lease beyond 2025. A feasibility study and alternatives analysis are needed to consider other potential locations, partnerships, and development opportunities for athletic fields in the local and regional context.

GOAL P-5. PROVIDE EQUITABLE OPPORTUNITIES FOR DIVERSE AND AFFORDABLE ARTS AND RECREATION PROGRAMS AND COMMUNITY AND CULTURAL EVENTS.

- Objective P-5.1 Provide Kenmore residents with information about current recreation programming in Kenmore.**
- Policy P-5.1.1 Support the efforts of organizations that offer recreation and arts programs and community and cultural events.
- Policy P-5.1.2 Publicize arts and recreation programs and community and cultural event opportunities in the city using the newsletter, webpage, and other marketing materials.

- Policy P-5.1.3 Promote private arts, recreation, and cultural programming and facilities within the city to celebrate the unique character or identity of Kenmore residents, including those from diverse backgrounds and those with lower incomes.
- Policy P-5.1.4 Consider providing park amenities to existing parks that support new trends in recreation, arts, and culture to continue to meet community need.
- Policy P-5.1.5 Support recreation, arts, and cultural providers in offering opportunities in Kenmore and define the city's role in providing programs for the community.
- Policy P-5.1.6 Ensure that all future capital improvement projects have an allowance for art and cultural elements.

GOAL P-6. ENGAGE THE COMMUNITY IN PARKS, RECREATION AND OPEN SPACE DECISIONS AND ACTIVITIES

Objective P-6.1 Maintain and update the city Parks, Recreation and Open Space (PROS) plan and conduct other appropriate master planning for Kenmore parks and recreation service delivery.

- Policy P-6.1.1 Conduct and prepare an inventory of public, non-profit, and private lands in Kenmore available for expanding the parks and recreation system.
- Policy P-6.1.2 Periodically, conduct a public involvement process to assess community attitudes regarding park and recreation needs and opportunities in Kenmore associated with parks planning and improvement projects.
- Policy P-6.1.3 Periodically, conduct and prepare a demand-and-needs analysis for public parks and recreation needs in Kenmore.
- Policy P-6.1.4 Prepare level of service guidelines for the parks and recreation system.
- Policy P-6.1.5 Identify potential funding sources and strategies for implementing the plan.
- Policy P-6.1.6 Prepare a six-year Capital Improvement Plan for parks and recreation facilities.
- Policy P-6.1.7 Ensure integration of the Park, Recreation and Open Space plan with other city strategic plans.
- Policy P-6.1.8 Update the PROS plan a minimum of every 6 years.
- Policy P-6.1.9 Revise master plans as necessary as the community demand and need changes.
- Policy P-6.1.10 Review and update the city's park use ordinance.
- Policy P-6.1.11 Maintain a list of funding sources, acquisition, development and renovation projects.

- Policy P-6.1.12 Utilize a public engagement process during the park master planning process to identify programmatic needs and overall vision for each park.
- Policy P-6.1.13 Establish strategies and criteria for acquiring land for park and recreation facilities.

GOAL P-7. CREATE A FINANCIALLY SUSTAINABLE PARK AND RECREATION SYSTEM THROUGH PARTNERSHIPS AND STEWARDSHIP.

Objective P-7.1 Ensure sufficient resources are available prior to acquiring new land, developing or renovating park property or implementing new programs and events to sustain the resulting Kenmore park and recreation system.

- Policy P-7.1.1 Budget for long-term maintenance and operational costs in addition to the capital costs of park projects prior to proceeding with plans.
- Policy P-7.1.2 Develop and prepare six-year capital improvement program projects identifying priorities, specific projects, and capital costs.
- Policy P-7.1.3 Identify and secure appropriate levels of funding to operate or support new city-sponsored recreational programs or facilities prior to making commitments to initiate and implement any new programs.
- Policy P-7.1.4 Utilize funding opportunities, emphasizing a regional approach, such as coordinating, and/or partnering with special service districts.
- Policy P-7.1.5 Identify and actively seek potential grant funding assistance from public and private sources for habitat restoration, acquisition, development, and renovation.
- Policy P-7.1.6 Require new development impacting park service delivery to pay its fair share of the costs of providing new park and recreation facilities.
- Policy P-7.1.7 Seek partnerships to enhance opportunities for recreation programming at existing parks and recreation facilities.
- Policy P-7.1.8 Implement a city-wide policy for volunteers to help steward parks.

Objective P-7.2 Encourage multi-purpose and/or joint use of school, special district, government, non-profit and other similar agency facilities for civic, recreational, cultural and beautification activities.

- Policy P-7.2.1 Develop and execute joint use agreements when appropriate with other governmental and community service providers to maximize public use of existing public facilities.

Policy P-7.2.2	Work cooperatively with local jurisdictions to evaluate the need and the financial ability to construct and operate an indoor recreation and aquatic center facility to meet community need.
Policy P-7.2.3	Invite other local public agencies to participate in developing park master plans.
Policy P-7.2.4	Cooperate with the state and other regional park providers to establish and implement park master plans for their facilities to ensure they are consistent with the city's vision and Comprehensive Plan.
Policy P-7.2.5	Seek partnerships to enhance the visual beauty and character of the city including landscaping and public art in appropriate locations.
Policy P-7.2.6	Provide volunteer coordination efforts to enhance and restore natural systems and open space areas within the park system on an ongoing basis, including maintenance needs to support restoration efforts.
Policy P-7.2.7	Provide sufficient resources to support and manage approved volunteer efforts.
Policy P-7.2.8	Use neighborhood and other organizational volunteers to supplement park maintenance levels, where appropriate.
Policy P-7.2.9	Work cooperatively with Bastyr University to extend the lease agreement for use of their campus athletic fields.
Policy P-7.2.10	Secure additional easement for use of Seattle Public Utility's property for continuing the Tolt-Pipeline Trail.

IMPLEMENTATION STRATEGIES

The Capital Facilities Element includes the 20-year capital facilities plan for parks, recreation and open space. The capital facilities plan identifies a series of fiscally-unconstrained capital projects that are based on the overall vision and goals for the park system and the key findings from the demand and needs analysis. If implemented, these projects will respond to the needs of the community, meet or exceed the proposed level of service, and result in a relevant and vibrant park, recreation and open space system well into the future.

As Kenmore continues to grow, the city expects to spend at least the ***same amount per capita*** on future park, recreation, and open space land and facility improvements as it did in 2019 to accommodate this new growth. The projected future population is multiplied by \$3,259 per person to come up with a total value of the future park system if this proposed level of service is maintained over time.

Another possible level of service measure discussed in the PROS Plan is the acreage benchmark. This benchmark is developed by dividing the total existing acres of parks, recreation and open space in Kenmore by the current population and multiplying that number by 1,000, resulting in a total of 6.4 acres per 1,000 residents. Using this benchmark, meeting level of service in the park

system would be assessed solely through increased park acreage as the population grows. However, new acreage may not be needed to address all demand and needs; improvements at existing parks may be adequate. For this reason, the dollar per capita measure rather than the acreage benchmark has been selected to address level of service for parks, recreation and open space.

Other specific implementation strategies include:

- Develop walking maps of safe routes to parks.
- Develop a map of City walkways and trails.

REFERENCES

Parks and Recreation Impact Fee Rate Study Report, May 2019

Parks, Recreation and Open Space Plan, February 2020

EXHIBIT 2

City of Kenmore
Comprehensive Plan

(Edits to the existing text are shown in yellow highlighting)

CAPITAL FACILITIES ELEMENT

INTRODUCTION

Purpose

The Capital Facilities Element is intended to assist the City of Kenmore and its officials make the financial decisions to ensure that the public facilities and services City residents rely on will continue to adequately support City residents today and into the future. The Capital Facilities Element places particular focus on those facilities that the City is responsible for funding. This Element contains a six-year plan for capital improvements that support the City of Kenmore's current and future population and economy. The six-year capital improvements described here must be fully funded.

Another purpose of the Capital Facilities Element is to respond to Growth Management Act requirements to provide a process to review the potential siting of uses typically difficult to locate in most communities due to environmental, economic, or social costs. This Element provides policies that would guide local permit and public review of essential public facilities.

Growth Management Act Requirements

The Growth Management Act (GMA) establishes many of the requirements of the capital facilities element. It establishes an overall goal to "ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards." The GMA requires that the capital facilities element include an inventory of existing publicly owned capital facilities, a forecast of the future needs for new or expanded facilities, and a six-year plan to indicate from what sources the identified future facilities will be financed. The GMA defines public facilities to include roadways, street lighting, traffic signals, sidewalks, domestic water systems, storm and sanitary sewer systems, parks and recreational facilities, and schools. Public services are defined to include fire protection, law enforcement, public health, education, recreation, environmental protection, and other government services. The Capital Facilities Element is intended to provide a general assessment of major public services which impact land use issues, rather than a detailed analysis of every service provided by government.

Another key GMA requirement is to include a process for identifying and siting essential public facilities. Essential public facilities include "those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, regional transit authority facilities as defined in RCW 81.112.020, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities as defined in RCW 71.09.020." No local comprehensive plan or development regulation may preclude the siting of essential public facilities.

Countywide Planning Policies

The King County Countywide Planning Policies include general policies regarding adequate infrastructure for planned development for those areas within the Urban Growth Area. Growth is to be

directed to centers and urbanized areas with existing infrastructure capacity. Policies also include several policy statements regarding water and wastewater. In summary, the policies address regional coordination of water supplies, water conservation, alternate sewer treatment technologies and systems, and preference for urban water and sewer systems to serve new construction in the areas identified for growth.

The King County Countywide Planning Policies indicate that public capital facilities of a regional or statewide nature should be sited in a way that equitably disperses impacts and benefits and supports the Countywide Planning Policies.

Concurrency, Level of Service and Impact Fees

Concurrency refers to the timely provision of public facilities and services relative to the need for them, especially for transportation improvements. WAC 365-196-210 states, “Concurrency means that adequate public facilities are available when the impacts of development occur, or within a specified time thereafter.” The City maintains a 6-year capital improvement program that identifies needed improvements and the funds to pay for them. Longer-term facilities plans are described in individual Comprehensive Plan elements **and/or** summarized in this element, along with estimates of future costs, **if available**.

Level of service standards provide the baseline by which the impacts of new development are measured. WAC 365-196-210 states, “Level of service means an established minimum capacity of public facilities or services that must be provided per unit of demand or other appropriate measure of need. Level of service standards are synonymous with locally established minimum standards.” For transportation facilities, if growth will reduce the level of service below the City’s adopted standards, development permits cannot be issued until facilities are provided. The Transportation Element discusses level of service standards for multimodal transportation facilities.

The City’s impact fee requirements are in place to maintain desired levels of service by providing funding from new development for needed improvements. Impact fees are available as a funding mechanism for transportation facilities, parks, fire protection facilities, and schools. The City requires impact fees for transportation facilities and parks. If the Northshore School District determines that impact fees for schools are needed, they may request that the City collect school impact fees on their behalf. The need for additional fire protection facilities was not identified in the Public Services Element.

Sound Fiscal Management

Planning for major capital facilities and their costs enables the City of Kenmore to demonstrate the need for facilities and the need for revenues to pay for them. It also allows the City to estimate the future operation/maintenance costs of new facilities that will impact the annual budget. Additionally, it helps the City take advantage of sources of revenue (i.e., grants, fees, real estate excise taxes) that require a Capital Facilities Plan to qualify for the revenue. Lastly, it may help the City get better ratings on bond issues when the City borrows money for capital facilities.

Eligibility for Grants and Loans

The State Department of Community Development’s Public Works Trust Fund requires that local governments have a Capital Facilities Plan in order to be eligible for grants and loans. Some other grants and loans have similar requirements (i.e., Washington State Recreation and Conservation Office grants, or the Department of Ecology’s Centennial Clean Water Fund), or give preference to jurisdictions that have a Plan.

INVENTORY/FORECAST OF FUTURE NEEDS

General

The inventory and forecast of needs required in the Capital Facilities Element have been met in other Elements as follows:

- Existing and future needs for transportation facilities, **Chapter 6, Transportation Element**
- Domestic water systems, storm and sanitary sewer systems, **Chapter 10, Utilities Element**
- Parks and recreational facilities, **Chapter 7, Parks, Recreation and Open Space Element**
- Government services including City, fire, police, human, library, and school services, **Chapter 9, Public Services Element**

Levels of service analyses, where appropriate, also are discussed in these other Elements.

In 2018, the City of Lake Forest Park ended their contract with the City of Kenmore to provide public works services. The existing public works shop in Lake Forest Park will no longer be used by the City of Kenmore. This shop provides services needed to support the Transportation; Parks, Recreation and Open Space; Surface Water; and Public Services Elements of this Plan. Based on a level-of-service analysis of Kenmore's participation in the Lake Forest Park shop, the City estimates that a shop capable of housing twelve employees (five maintenance workers, an Administrative Assistant and six seasonal employees) will be required. This shop would maintain existing shop capacity and would continue to serve the City for the foreseeable future.

The focus of the Capital Facilities Element is to identify the capital facility costs and timeframes for at least 6 years to support the Comprehensive Plan.

Essential Public Facilities

Existing Essential Public Facilities

Within Kenmore today, there are several existing facilities that would qualify as "essential public facilities" including, but not limited to:

- SR-522 – Bothell Way, a state transportation facility (classified as a Highway of Statewide Significance)
- Kenmore Air Harbor, a private seaplane base, which is considered a "public use airport" by the Washington State Aviation System Plan
- Several adult family homes and group homes as described in **Chapter 5, Housing Element**.

Although not specifically listed in the definition of essential public facilities, regional wastewater facilities could be considered essential public facilities, since the definition lists examples and is not a definitive list. Examples of regional wastewater facilities include:

- King County Department of Natural Resources, Wastewater Treatment Division, regional facilities within Kenmore. These include the Kenmore Pump Station/Logboom Regulator System, Swamp Creek Trunk, and Kenmore Interceptor. The Kenmore Pump Station/Logboom Regulator System controls flows in the Kenmore Lakeline, a 48-inch diameter, five-mile long pipeline constructed in

Lake Washington between Kenmore and Matthew's Beach. This system conveys sewage from King County's North Service Area to Matthews Beach Pump Station and from there to the West Point Treatment Plant. The Kenmore Interceptor is a 72-inch diameter sewer within Kenmore that enters the City from the east.

Planned Essential Public Facilities

The State of Washington Office of Financial Management (OFM) is required to maintain a list of those essential state public facilities that are required or likely to be built within the next six years. The OFM 2015-2021 Six-Year Facilities Plan includes no planned facilities in Kenmore.

CAPITAL FACILITIES PLANNING

This section addresses short and long-term improvement plans for City facilities including parks and recreation, surface water and transportation. **Tables CF-A through CF-D** are the Capital Facilities Plans through 2035 **for transportation and surface water and through 2040 for parks, recreation and open spaces.** **Table CF-E** is the City's current Capital Improvement Program, showing the 6-year plans for capital facilities with forecasts of expenditures and revenues. Cost estimates and revenue projections are most accurate for the current biennium and least accurate for the long-term assessments. Projects and schedules in the Capital Facilities Element of the Comprehensive Plan will be updated annually as part of the City's budget process.

The Element also incorporates by reference the 6-year capital facility plans for the special districts that provide water, wastewater services, fire protection and school services: the Northshore Utility District, the Northshore Fire Department and the Northshore School District. Agencies or special districts, in accordance with the provisions of the Growth Management Act, may need to update their Comprehensive Plans and/or 6-year capital improvement plans in order to be consistent with the City's Comprehensive Plan.

(INSERT REVISED TABLE CF-A)

(INSERT TABLES CF-B THROUGH CF-E WHICH ARE UNCHANGED AT THIS TIME)

GOALS, OBJECTIVES, AND POLICIES

Following are the goals, objectives and policies addressing capital facility planning and financing. These are applicable to Kenmore as well as to other agencies planning public capital facilities and services in Kenmore.

GOAL CF-1. ESTABLISH APPROPRIATE LEVELS OF SERVICE FOR PUBLIC FACILITIES TO ADEQUATELY SERVE EXISTING AND FUTURE DEVELOPMENT.

- | | |
|-------------------------|---|
| Objective CF-1.1 | Identify and define types of public facilities. |
| Policy CF-1.1.1 | Maintain an inventory of existing public facilities owned or operated by the City, and reference those of the County, State, special districts, or other public entities within Kenmore. Include in the inventory the locations and capacities of such facilities and systems. |
| Objective CF-1.2 | Review standards for levels of service, where appropriate, for each public facility, and determine what additional public facilities are needed in order to achieve and maintain the desired quality of life and vision for the City of Kenmore. |
| Policy CF-1.2.1 | Level of service standards should 1) measure the quality of life based on the City's vision of its future and values, 2) be achievable for existing development and growth anticipated in the land use plan, and 3) be achievable with existing and proposed financing plans. |
| Policy CF-1.2.2 | If appropriate, use the level of service standards to 1) determine the need for public facilities and 2) test the adequacy of such facilities to serve proposed development. In addition, use the level of service standards for city-owned public facilities to develop the City's annual budget and 6-year Capital Improvement Program. |
| Policy CF-1.2.3 | Reassess the Capital Facility Element annually to ensure that public facilities needs, financing, and level of service are consistent with the land use plan. The annual update should be coordinated with the annual budget process, and the annual amendment of the Comprehensive Plan. |

GOAL CF-2. PROVIDE ADEQUATE PUBLIC FACILITIES CONCURRENT WITH THE IMPACT OF NEW DEVELOPMENT.

- | | |
|-------------------------|--|
| Objective CF-2.1 | Provide a variety of responses to the demands of growth on capital facilities. |
| Policy CF-2.1.1 | Ensure City public facilities and services are provided concurrent with the impact of new development or redevelopment, including stormwater, roads, and local parks. Require that non-City public facilities are provided concurrent with the impact of new development or redevelopment including, water and sewer. Consistent with the Growth Management Act, road improvements may be provided at the time of, or within 6-years of, development. Local parkland to serve new development may be in place at the time of, or within 6-years of, development. |

- Policy CF-2.1.2 Make the most efficient use of existing public facilities, including techniques such as:
- Conservation
 - Demand management
 - Improved scheduling
 - Encourage development that uses existing facilities
 - Contracting for services
 - Other methods of improved efficiency.
- Policy CF-2.1.3 Provide additional public facility capacity when existing facilities are used to their maximum level of efficiency consistent with adopted standards for levels of service.
- Policy CF-2.1.4 Encourage development where adequate public facilities and services exist or can be provided in an efficient manner.

GOAL CF-3. COORDINATE CAPITAL FACILITY PLANS WITH STATE, COUNTY, AND LOCAL AGENCIES AND DISTRICTS.

Objective CF-3.1 *Coordinate the land use planning and decisions with plans for public facility capital improvements.*

- Policy CF-3.1.1 Coordinate with non-City providers of public facilities about maintaining adopted levels of service standards, funding, and construction of capital improvements. Work in partnership with non-City public facility providers to prepare functional plans consistent with the City of Kenmore Comprehensive Plan as provided in Objective 2.7 and associated policies in the Land Use Element.
- Policy CF-3.1.2 Establish interagency planning mechanisms to assure coordinated and mutually supportive capital facility plans from non-City providers of public facilities.
- a. Establish priority areas for infrastructure improvements consistent with the City's vision as provided in Policy LU-2.4.1.
 - b. Annually assess development trends and infrastructure provision to identify and remedy deficiencies or need to reassess the land use plan as provided in Policy LU-2.4.2.

GOAL CF-4. MAINTAIN A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM TO IMPLEMENT THE COMPREHENSIVE PLAN.

Objective CF-4.1 *Annually develop a six-year Capital Improvement Program to implement the Comprehensive Plan.*

Policy CF-4.1.1 Prepare and utilize the six-year Capital Improvement Program to identify City capital projects necessary to respond to the planned growth of the community and maintain desired levels of service.

Policy CF-4.1.2 Prepare and utilize the six-year Capital Improvement Program to integrate all of the community's capital project resources such as grants, bonds, city funds, donations, impact fees and other available funding.

Policy CF-4.1.3 Maintain the Capital Improvement Program as follows:

- a. Provide for annual review of the Capital Improvement Program contained in this Capital Facilities Element by the City Council and incorporate a citizen participation process.
- b. Ensure that the Capital Improvement Program:
 - Is consistent with the overall Comprehensive Plan
 - Defines the projects' need and links to levels of service and facility plans
 - Includes construction costs, timing, and funding sources, and considers operations and maintenance impacts where appropriate
 - Establishes priorities for capital project development
 - Adopts by reference annual updates of the Northshore School District Capital Facilities Plan, Lake Washington School District Capital Facilities Plan if appropriate, Northshore Utility District water and sewer plans, and Northshore Fire District 16 (Northshore Fire Department) facility plans if any.

GOAL CF-5. PREPARE AND MAINTAIN A CAPITAL IMPROVEMENT PROGRAM THAT IS FULLY FUNDED AND FINANCIALLY FEASIBLE.

Objective CF-5.1 *Establish mechanisms to ensure that the required public facilities are financially feasible.*

Policy CF-5.1.1 Base the financing plan for public facilities on realistic estimates of current local revenues and external revenues that are reasonably anticipated to be received by the City.

Policy CF-5.1.2	Finance the six-year Capital Improvement Program within the City's financial capacity to achieve a balance between available revenue and needed public facilities. If the projected funding is inadequate to finance needed public facilities based on adopted level of service standards and forecasted growth, the City could do one or more of the following: • Lower the level of service standard • Change the Land Use Plan • Increase the amount of revenue from existing sources • Adopt new sources of revenue
Objective CF-5.2	Establish mechanisms to ensure that the required public facilities are fully funded.
Policy CF-5.2.1	Match revenue sources to capital improvements on the basis of sound fiscal policies.
Policy CF-5.2.2	Revise the financing plan in the event that revenue sources for capital improvements, which require voter approval in a local referendum, are not approved.
Policy CF-5.2.3	Ensure that the ongoing operating and maintenance costs of a public facility are financially feasible prior to constructing the facility.
<i>GOAL CF-6. ENSURE GROWTH PAYS PROPORTIONATE COSTS OF CAPITAL FACILITIES REQUIRED TO SERVE THE GROWTH</i>	
Objective CF-6.1	Ensure existing and future development pay for the costs of needed capital improvements.
Policy CF-6.1.1	Ensure that existing development pays for capital improvements that reduce or eliminate existing deficiencies, and pays for some or all of the cost to replace obsolete or worn out facilities. Existing development may also pay a portion of the cost of capital improvements needed by future development. Existing development's payments may take the form of user fees, charges for services, special assessments, and taxes.
Policy CF-6.1.2	Ensure that future development pays a proportionate share of the cost of new facilities that it requires. Future development may also pay a portion of the cost to replace obsolete or worn-out facilities. Future development's payments may take the form of voluntary contributions for the benefit of any public facility, impact fees, mitigation payments, capacity fees, dedications of land, provision of public facilities, and future payments of users' fees, charges for services, special assessments, and taxes.

GOAL CF-7. LOCATE AND DESIGN CAPITAL FACILITIES TO REALIZE THE VISION STATEMENT, AND TO BE COMPATIBLE WITH SURROUNDING LAND USES AND THE ENVIRONMENT.

Objective CF-7.1 Promote capital facilities that protect the public health, safety and welfare, and that serve as models for function, design, and environmental protection.

- Policy CF-7.1.1 Consider the quality of public facilities in planning for capital improvements.
- Ensure that public facilities' design meets appropriate policies in the Community Design Sub-Element, complies with City design standards, and is compatible with the surrounding areas.
 - Maintain public spaces and enhance their appearance.
- Policy CF-7.1.2 Encourage public amenities and facilities which serve as catalysts for beneficial development.
- Policy CF-7.1.3 Protect public health and environmental quality through the appropriate design and installation of public facilities.
- Promote conservation of energy, water, and other natural resources in the location and design of public facilities.
 - Practice efficient and environmentally responsible maintenance and operating procedures for public facilities.
 - Preserve existing significant natural vegetation and features in the development of public facilities.

GOAL CF-8. ALLOW FOR THE APPROPRIATE SITING OF ESSENTIAL PUBLIC CAPITAL FACILITIES OF A STATE-WIDE OR COUNTY-WIDE NATURE.

OBJECTIVE CF-8.1 Participate in a cooperative inter-jurisdictional approach to the siting of essential public facilities in accordance with the King County Countywide Planning Policies. The approach should address definitions, inventories, incentives, compensation, public involvement, environmental protection, and alternative sites analysis.

- Policy CF-8.1.1 Identify essential public facilities based upon the Growth Management Act, State Office of Financial Management list of essential public facilities required or likely to be built, King County Countywide Planning Policies, and any City lists which may be developed.
- Policy CF-8.1.2 Classify a facility as an essential public facility if it has one or more of the following characteristics:
- a. The facility meets the Growth Management Act definition of an essential public facility;
 - b. The facility is on a State, County or City list of essential public facilities;

- c. The facility serves a significant portion of the County or metropolitan region or is part of a Countywide service system; or
- d. The facility is the sole existing facility in the County for providing that essential public service.

OBJECTIVE CF-8.2 Establish a local public review and permit process for essential public facilities.

- Policy CF-8.2.1 Require a siting analysis for proposed new or expansions to existing essential public facilities consisting of the following:
- a. An inventory of similar existing essential public facilities in King County and neighboring counties, including their locations and capacities;
 - b. A forecast of the future needs for the essential public facility, and definition of a logical service area;
 - c. An analysis of the potential social and economic benefits to jurisdictions receiving or surrounding the facilities;
 - d. An analysis of environmental, social, and economic impacts, including mitigation, of any existing essential public facility, as well as of any new site(s) under consideration as an alternative to expansion of an existing facility;
 - e. An analysis of alternatives to the facility, including decentralization, conservation, demand management and other strategies;
 - f. Consideration of any applicable prior review conducted by a public agency, local government, or citizen's group;
 - g. An analysis of the consistency with Comprehensive Plan policies and designations; and,
 - h. Consideration of other standards and criteria as outlined in the King County Countywide Planning Policies and other locally defined plans and ordinances.
- Policy CF-8.2.2 Require a public process by which citizens have a reasonable opportunity to participate in the site selection process.
- Policy CF-8.2.3 Siting criteria for essential public facilities which are not difficult to site should provide for site design and buffering techniques to ensure compatibility with surrounding uses, and enable the facility to be permitted outright in appropriate zoning classifications whenever feasible.
- Policy CF-8.2.4 Work with King County and other municipalities to standardize review procedures and criteria for the siting of Statewide and Countywide essential public facilities and incorporate these procedures within interlocal agreements.

OBJECTIVE CF-8.3 Cooperate regionally to ensure appropriate and equitable siting of essential public facilities.

- Policy CF-8.3.1 Encourage the State and County to site essential public facilities equitably among communities. No single community should absorb an inequitable share of these facilities and their impacts. Siting should consider environmental equity and environmental, economic, technical, and service area factors. The net impact of siting new essential public facilities should be weighted against the net impact of expansion of existing essential public facilities, with appropriate buffering and mitigation.
- Policy CF-8.3.2 Participate in a cooperative interjurisdictional approach to the siting of essential public facilities in accordance with the King County Countywide Planning Policies. Joint planning agreements should be sought where appropriate.
- OBJECTIVE CF-8.4 Seek to mitigate disproportionate financial burdens to the City due to the siting of essential public facilities.**
- Policy CF-8.4.1 Through joint planning or interlocal agreements, the City should seek to mitigate disproportionate financial burdens due to the siting of essential public facilities
- Policy CF-8.4.2 Seek amenities or incentives for neighborhoods in which the facilities are located, and require compensation for adverse impacts.

IMPLEMENTATION STRATEGIES

The Capital Facilities Element policies would require new or increased commitments of City resources to prepare new regulations, review/amend existing regulations, or coordinate with agencies and other service providers.

New programs, rules, or regulations would be needed to address:

- A concurrency review and implementation system addressing multimodal transportation facilities
- Evaluation reports monitoring implementation of the goals and policies of the Capital Facilities Element.

A review of existing programs, rules and regulations would be needed to ensure they meet the policies. Rules, regulations and programs that should be reviewed include:

- Impact fee approaches, given revised facilities lists
- Levels of service for non-City-owned facilities.

REFERENCES

King County Growth Management Planning Council (December 2012). Countywide Planning Policies. Seattle, WA.

State of Washington Office of Financial Management (January 2015). 2015-21 Six-Year Facilities Plan. Olympia, WA.

TABLE CF-A
PARKS CAPITAL IMPROVEMENTS
CITY OF KENMORE
2015-2020-2035 FISCALLY UNCONSTRAINED LIST

PROJECT DETAIL	TOTAL DOLLAR AMOUNT
ACQUISITION	
Short-Term	
Swamp Creek Wetland Acquisition – Phase 1	1,700,000
Mid-Term	
Bastyr Field Replacement (Feasibility Study)	150,000
Tolt Pipeline – Phase 2 (73rd Ave. NE to 80th Ave. NE)	1,230,000
New Parkland Acquisition	5,560,785
WaterWalk Trail Acquisition – Phase 1 (Log Boom to Squire's Landing)	741,438
Long-Term	
Moorlands Park Expansion Acquisition	741,438
Swamp Creek Wetland Acquisition – Phase 2	4,655,000
Aquatic/Community Center Partnership (1/4 cost)	6,250,000
Lake Washington Waterfront Park Acquisitions	7,414,380
New Parkland Acquisition	16,682,355
Sammamish River Waterfront Park Acquisitions	8,897,256
DEVELOPMENT	
Short-Term	
Twin Springs Interim Use Plan	100,000
Moorlands Park Improvements	50,000
Rhododendron Park Boardwalk & Float Mitigation	96,000 + \$8,000
Squire's Landing Replacement Float Mitigation	16,000
Squire's Landing Waterfront Access Project	5,750,000
Log Boom Park Waterfront Access Project	2,740,000

City of Kenmore
Comprehensive Plan

<u>Rhododendron Park – Phase 2 Boatshed</u>	<u>487,000</u>
<u>Swamp Creek Wetland Trail Access Point</u>	<u>75,000</u>
<u>Linwood Park (Master Plan)</u>	<u>100,000</u>
Mid-Term	
<u>City Hall Park – Phase 2</u>	<u>620,000</u>
<u>Linwood Park (Implementation)</u>	<u>1,057,770</u>
<u>Rhododendron Park – Phase 3</u>	<u>1,040,000</u>
<u>Athletic Fields</u>	<u>3,500,000</u>
<u>Swamp Creek Wetland Nature Trail</u>	<u>1,785,000</u>
<u>Tolt Pipeline Trail Phase 2 (73rd Ave. NE to 80th Ave. NE)</u>	<u>350,000</u>
<u>Twin Springs Park Phase 2 Trails</u>	<u>1,716,000</u>
<u>Twin Springs Park Phase 3 (Nature Play, Shelter)</u>	<u>1,800,000</u>
<u>Wallace Swamp Creek Park (Master Plan, Implement)</u>	<u>1,281,500</u>
<u>ADA and Universal Access</u>	<u>*</u>
<u>Dog Off-Leash Area</u>	<u>739,000</u>
<u>Existing Park Capacity Improvements (Expansion or New Features)</u>	<u>9,750,000</u>
<u>Restoration of Natural Areas</u>	<u>*</u>
<u>Safe Routes to Parks</u>	<u>*</u>
<u>WaterWalk Trail Development (Feasibility and Implementation)</u>	<u>5,000,000</u>
Long-Term	
<u>Moorlands Park Expansion Development</u>	<u>1,650,000</u>
<u>Squire's Landing Waterfront Access—Phase 2</u>	<u>4,144,800</u>
<u>Tolt Pipeline Trail Phase 2</u>	<u>3,402,000</u>
<u>Aquatic/Community Center Partnership Development (1/4 cost)</u>	<u>10,625,000</u>
<u>ADA and Universal Access</u>	<u>*</u>
<u>Existing Park Capacity Improvements</u>	<u>9,750,000</u>

City of Kenmore
Comprehensive Plan

Lake Washington Waterfront Park Development	10,000,000
Natural Area Restoration	*
New Park Land Development	45,000,000
Safe Routes to Parks	*
Sammamish River Waterfront Park Development	5,000,000
WaterWalk Trail Development	5,000,000
REPAIR/REPLACEMENT (RENOVATION)	
Short-Term	
Park Facility Repair/Replacement	*
Mid-Term	
Park Facility Repair/Replacement	*
Long-Term	
Park Facility Major Repairs/Replacement	*
TOTAL	\$186,655,722

*Dollar amount is not included at this time as the scale and scope of the project has not been determined.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Final Public Hearing on the 2021-2022 Proposed Preliminary Biennial Budget Proposed Council Action/Motion: Final Public Hearing on the 2021-2022 Proposed Preliminary Biennial Budget	For Council Meeting Agenda of: November 16, 2020 Department: Finance and Administration Prepared by: Joanne Gregory, Director of Finance and Administration Initial & Date Approved by Department Head: Jmg 11/6/20 Approved by City Attorney: _____ Approved by Finance Director: Jmg 11/6/20 Approved by City Manager: <u>RGK 11/6/20</u> Exhibits/Attachments: Summary of All Revenues and Expenditures By Fund
<u>INFORMATION/BACKGROUND:</u> Passage of a biennial budget by year-end is required by State law. A public hearing was held November 9, 2020 regarding the 2021-2022 proposed preliminary budget. A public hearing on the 2021 tax levy was held on October 19, 2020. The final public hearing on the 2021-2022 proposed preliminary budget will be held November 16, 2020. The proposed budget document was distributed to the City Council on October 12, 2020 and is also available at City Hall and at www.kenmorewa.gov/finance. City Council reviews of department and fund budgets were held throughout October and into November and the adoption of the 2021-2022 Biennial Budget is scheduled for November 23. The public is invited and encouraged to attend public sessions and offer public comment.	
<u>FISCAL CONSIDERATION:</u> The City wide 2021-2022 Proposed Budget expenditures are \$132,459,358 and budgeted revenues are \$122,431,555. The General Fund is balanced in that budgeted expenditures do not exceed budgeted revenues and the projected ending fund balance at 12/31/2022 is \$5,177,624. The revenue and expenditure budgets for the UTGO 2016 Bond Fund have been corrected to include additional revenue and debt service in anticipation of a 2021 bond issuance. The Surface Water Management Fund has been corrected to properly budget for the share of the Climate Action Plan .5FTE staff position. The total Proposed Budget expenditures are 19% more than the 2019-2020 budget primarily due to increased <u>one-time</u> capital project expenditures and use of capital project funding sources such as bond funds, grants, real	

estate excise taxes and impact fees. Most significantly this includes the West Sammamish River Bridge project and the Walkways and Waterways park and transportation projects.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

RCW 35A.33.055 The legislative body must schedule hearings on the budget or parts of the budget prior to the final approval.



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

Subject/Topic: Proclamations in Kenmore Proposed Council Action/Motion: <i>For Discussion and Direction</i>	For Council Meeting Agenda of: November 16 Department: Executive Prepared by: Anastasiya Warhol, City Clerk <table style="width: 100%; border: none;"> <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;">_____</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">NA</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right;">NA</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;">RK</td> </tr> </table> Exhibits/Attachments: 1. Proclamation Calendar Draft Concept 2. 3-Year Proclamation History 3. Example of a Proclamation Policy, City of Sequim		<u>Initial & Date</u>	Approved by Department Head:	_____	Approved by City Attorney:	NA	Approved by Finance Director:	NA	Approved by City Manager:	RK
	<u>Initial & Date</u>										
Approved by Department Head:	_____										
Approved by City Attorney:	NA										
Approved by Finance Director:	NA										
Approved by City Manager:	RK										
<u>INFORMATION/BACKGROUND:</u> A proclamation is an official announcement that highlights a special event, cause, or purpose. The current pandemic, with related numerous proclamations, has encouraged the City to find ways to better approach proclamation requests. The City would like to support the Council in determining what kinds of Proclamations should be formalized and give Staff a framework to help prepare Proclamations in a reasonable and organized manner. <u>The Challenge:</u> How does the City handle Proclamations in a way that a) Reflects a current community need or goal b) Aligns with Council Rules and Procedures c) Uses Staff and Council time most efficiently To that end, we offer a few ideas for brainstorming: • Consider adopting a yearly proclamation calendar and outline a process for non-calendared proclamations. • Consider adopting a Proclamations Policy to be incorporated into your Rules and Procedures • Other											
<u>FISCAL CONSIDERATION:</u>											
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u>											

 DRAFT CONCEPT Draft Proclamations Calendar 2021											
COUNCIL GOAL/ PRIORITY											
	January	February	March	April	May	June	July	August	September	October	November
Health and Safety				Sexual Assault Awareness ,Child Abuse Prevention		National Gun Violence Awareness			National Recovery Month, Fall Prevention Awareness	Domestic Violence Awareness	Hunger and Homeless Awareness
Financial Stewardship											
Diversity Equity Inclusion		Black History Month	Women's History Month			Pride Month					Honoring Veterans
Environmental Sustainability				Arbor Day, Earth Day	Pedestrian and Bike Month						
Affordable Housing					Affordable Housing						
Celebrating Community and Culture					Kids To Parks	Juneteenth		Kenmore Incorporation Celebration Month	National Hispanic Heritage Month	Indigenous Peoples' Day	Native American Heritage
Appreciation and Recognition					Peace Officers Memorial Day						

PROCLAMATIONS			
Council Meeting	Date	Date Signed	Effective Date(s)
	18-04-23	May 19-25, 2018	Safe Boating and Paddling Week - May 19-25, 2018
	18-09-24	September 24-30, 2018	Diaper Need Awareness Week - September 23-29, 2019
	18-01-29	February, 2018	Childrens Dental Health Month - February 2019
	18-02-26	March 5 - 9, 2018	Principal Vicki L. Sherwood Week
	18-03-19	April, 2018	Sleep Awareness Month
	18-03-26	April, 2019	Sexual Assault Awareness Month
	18-04-23	May, 2018	Bike Month
	18-05-01	May 14-18, 2019	Affordable Housing Week - May 14-18, 2018
	18-05-19	18-05-14	Kids to Parks Day - May 19, 2018
	18-06-18	June 24-30, 2018	Pride Week
	18-09-10	September, 2018	National Recovery Month
	18-09-24	October 1-6, 2018	Seaplane Week
	18-10-08	October, 2018	Domestic Violence Awareness Week
	19-02-11	February, 2019	Childrens Dental Health Month - February 2019
	19-02-12	April, 2019	Sexual Assault Awareness Month - April 2019
	19-02-25	February, 2019	Thank you to NUD, NEMCO, City and Police
	19-05-13	May 13-17, 2019	Affordable Housing Week - May 13-17, 2019
	19-05-13	May 18, 2019	Kids to Parks Day - May 18, 2019
	19-05-13	May 18-24, 2019	Safe Boating and Paddling Week - May 18-24, 2019
	19-05-20	June 14, 2019	National Gun Violence Awareness Day - Friday, June 7, 2019
	19-06-10	June 08, 2019	Ted Christensen Day - June 14, 2019
	19-06-17	June 24-30, 2019	Pride Month June 2019
	19-07-01	All of 2019	Inglewood Gold Club - 100 Year Anniversary
	19-09-16	September 23-29, 2019	Diaper Need Awareness Week - September 23-29, 2019
	19-09-16	September, 2019	National Recovery Month - September 2019
	19-09-23	October, 2019	Domestic Violence Awareness Week - October, 2019
	19-09-23	October, 2019	Northshore Schools Foundation - All in for Kids Month - October, 2019
	19-11-12	Present and Future	Recognizing Sno-King Watershed Council
	20-02-24	February, 2020	Black History Month February 2020
	20-02-24	March, 2020	Women's History Month March 2020
	20-03-05		20-01 Declaring an Emergency
	20-03-05		20-02 Pandemic and Public Health Emergency Response and Recovery Policy
	20-03-05		Emergency Proclamation COVID-19
	20-03-11	May 16-22, 2020	Kenmore Safe Boating and Paddling Week
	20-03-15		20-07 Face Covering Directive
	20-03-16		20-02.1 Amendment to Pandemic and Public Health Emergency Response and Recovery
	20-03-16		20-03 Temporary Moratorium on Residential Evictions
	20-03-23		20-04 Temporary Suspension of Plastic Bag Policy
	20-03-26	June 02, 2020	National Gun Violence Awareness Day - June 2, 2020
	20-03-26	June, 2020	Pride Month
	20-04-08		20-03.1 Temporary Moratorium on Residentail Evictions to May 4
	20-04-08		20-05 Temporary Suspension of City in Person Rules and Requirements
	20-04-09		20-04.1 Temporary Suspension of Plastic Bag Policy to May 4
	20-04-13	April 24, 2020	Arbor Day April 24, 2020
	20-04-13	April 22, 2020	Earth Day - April 22, 2020
	20-04-13	April, 2020	Sexual Assault Awareness Month - April, 2020
	20-04-13		20-06 Temporary Moratorium on Small Business and Non Profit Evictions to May 4
	20-04-27		20-03.02 Temporary Moratorium on Residential Evictions to June 4
	20-04-27		20-06.1 Temporary Moratorium on Small Business and Non Profit Evictions to June 4th
	20-06-03		20-05.1 Suspension of In Person Rules until August 1
	20-06-03		20-04.2 Temporary Suspension of Plastic Bag until August 1
	20-06-03		20-05.1 Suspension of In Person Rules until August 1
	20-06-03		20-06.2 Temporary Moratorium on Small Business until August 1
	20-06-03		20-03.3 Temporary Moratorium on Residential Evictions until August 1
	20-06-08	June 19, 2020	Juneteenth - June 19, 2020
	20-07-27	Future	Gold Proclamation
	20-07-27	Present	19th Amendment Proclamation
	20-07-31		20-06.3 Temporary Moratorium on Small Business & Non Profit Evictions per Gov's Proc 20-19
	20-07-31		20-05.2 In-Person Meetings and Gatherings Rules and Requirements (OPMA & PRA)
	20-07-31		20-03.4 Temporary Moratorium on Residential Evictions to coincide with future Gov's Proc 20-19
	20-07-31		20-02.2 Amendment to Pandemic and Public Health Emergency Response and Recovery Policy
	20-07-31		20-04.3 Temporary SuspGeonvs'sioPnroocf P2l0a-s1t9ic Bag Extended
	20-07-31		20-06.3 Temporary Moratorium on Small Business & Non Profit Evictions per
	20-10-05	October, 2020	Proclamation for Domestic Violence Awareness Month October 2020
	20-10-12	October 12-16, 2020	Proclamation for Affordable Housing Week October 2020

RESOLUTION NO. R-2009-08

**A Resolution of the City of Sequim Establishing
Policy and Procedures for Issuance of City Proclamations,
Certificates of Appreciation and Certificates of Recognition**

WHEREAS, the City receives several requests for proclamations, certificates of appreciation and certificates of recognition; and

WHEREAS, the City does not have a policy concerning this issue; and

WHEREAS, the drafting and reading of such proclamations, certificates of appreciation and certificates of recognition can be time consuming; and

WHEREAS, there are instances when the proclamations, certificates of appreciation and certificates of recognition concern issues outside of the City of Sequim.

THEREFORE, IT IS HEREBY RESOLVED as follows:

Policy: Public Requests for Proclamations, Certificates of Appreciation and
Certificates of Recognition

It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations, certificates of appreciation or certificates of recognition pertain to a City of Sequim event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Sequim's population, and forward positive messages.

The following guidelines and requirements apply to requests for consideration of proclamations, certificates of appreciation or certificates of recognition which are read at Council meetings.

Proclamations, Certificates of Appreciation and Certificates of Recognition
to be read at Council meetings

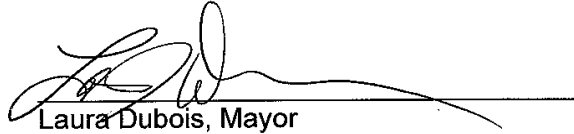
1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation or Certificate of Appreciation or Recognition (Attachment 1) and submit a copy of the proposed Proclamation or Certificate to the City Clerk's office.
2. The request should be made at least three weeks in advance of the requested Council meeting.
3. The Mayor and City Manager (or staff designee) will determine if the proposed proclamation, certificates of appreciation or certificates of recognition meets the intent of this policy.

4. The Council will read no more than two proclamations and/or certificates at a Council Meeting. Either the person making the request or a representative of the organization making the request must be present at the Council meeting to accept the proclamation or certificate.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation or certificate to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation or certificate will or will not be issued.
7. Once approved, the proclamation or certificate will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.
9. Proclamations or certificates may be placed on a Consent Agenda without a reading or presentation unless someone from the organization is present to accept.

Proclamations, Certificates of Appreciation or Certificates of Recognition
Requested Which Will Not Be Read at a Council Meeting

If a person or organization requests a proclamation or certificate for an event or presentation and does not request it be read at a Council meeting, the same policy will apply. The requestor must arrange with the Clerk's office to either pick up the proclamation or certificate or have it mailed.

ADOPTED by the Sequim City Council at a regular meeting thereof held this 10th day of August 2009.


Laura Dubois, Mayor

Attest:

Approved as to form:


Karen Kuznek-Reese, MMC, City Clerk


Craig Ritchie, City Attorney



**REQUEST TO ISSUE
CITY OF SEQUIM PROCLAMATION,
CERTIFICATE OF APPRECIATION
OR RECOGNITION**

Requests for City Proclamations, Certificates of Appreciation or Recognition must be submitted at least three weeks prior to the requested Council Meeting date.

TOPIC OF PROCLAMATION or CERTIFICATE (EVENT, PERSON, CAUSE BEING RECOGNIZED): _____

PURPOSE OF PROCLAMATION OR CERTIFICATE:

- ☐ Recognize Community Member(s) or Organization
- ☐ Ask for Community Support for Local Cause
- ☐ Announce Local Event

INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE REQUEST: _____

DO YOU REQUEST THE DOCUMENT BE?

- ☐ Read at a City Council Meeting
- ☐ Mailed to the Address Below
- ☐ Held for Pick up at City Hall

COUNCIL MEETING DATE REQUESTED: _____

INDIVIDUAL OR REPRESENTATIVE ATTENDING COUNCIL MEETING TO RECEIVE THE DOCUMENT:

Name	Title	Phone
------	-------	-------

REQUESTED BY: _____

Name	Email	
Address	Phone	

Attach a draft copy of your one page document to this application and return to: Sequim City Clerk, City of Sequim, 152 West Cedar Street, Sequim, WA 98382 Fax: (360) 681-3448

For Office Use Only

Date Request Received: _____		
Approved: _____	Not Approved: _____	Applicant Notified: _____
Council Meeting Date: _____		



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: City Council Vacancy Proposed Council Action/Motion: Provide direction on the process to fill an upcoming vacancy on the City Council	For Council Meeting Agenda of: Nov. 16, 2020 Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right;"><u>Initial & Date</u></th> </tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">_____</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;">____RGK____</td> </tr> </tbody> </table> Exhibits/Attachments: 1. Resolution 17-293 Council Rules and Procedures 2. DRAFT Application for Appointment to the Kenmore City Council		<u>Initial & Date</u>	Approved by Department Head:	_____	Approved by City Attorney:	_____	Approved by Finance Director:	_____	Approved by City Manager:	____RGK____
	<u>Initial & Date</u>										
Approved by Department Head:	_____										
Approved by City Attorney:	_____										
Approved by Finance Director:	_____										
Approved by City Manager:	____RGK____										

INFORMATION/BACKGROUND:

During Councilmember Reports at the November 9th, 2020 Kenmore City Council meeting, Councilmember Milton Curtis announced his resignation from the Kenmore City Council, effective December 31, 2020. The following day, Councilmember Curtis hand-delivered his written resignation to the city manager. This written resignation included an effective date of December 31, 2020. Councilmember Curtis currently occupies Position 3 on the Kenmore City Council.

The process for filling a vacant City Council position is outlined in the City Council's Rules and Procedures, revised and adopted in Resolution 17-293 on April 10, 2017. Subsection 1 of Section 4.F of the policy reads as follows:

“Upon a vacancy or City Council determination to appoint a Councilmember Pro Tempore, the City Council shall direct staff to begin the Councilmember application process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.”

The City Council may desire to have the vacated position filled and appointed in time for the City Council's annual retreat, currently scheduled for January 8-9, 2021. If so, Section 4.F.1 above may need to be amended as follows:

“Upon written notice of an upcoming a vacancy, ...”

At its November 16th meeting, the City Council can choose to suspend the rules for this purpose of allowing flexibility in Section 4.F.1 by a 2/3 majority vote (5 votes if 7 Councilmembers are present).

Assuming the City Council chooses to temporarily suspend the rules to allow the selection process to begin before the position is vacated, the proposed schedule and process could be as follows:

1. City Council provides direction on the application process at the November 16, 2020 City Council meeting.
2. The open position is announced in the Seattle Times and the application process begins on November 20, 2020.
3. Completed applications are due by 10 pm on Friday, December 4th, 2020.
4. On December 7th, the City Council holds an executive session to discuss the qualifications of the candidates. That same evening in open public session, the City Council determines which of the applicants will move forward to be interviewed by the City Council.
5. Over the next several weeks, the City conducts background and reference checks, as well as ensures that the necessary paperwork is in order for the candidates selected for interview.
6. On the evening of January 4th, the City Council holds a special meeting to interview the candidates, adjourn to executive session to further discuss candidate qualifications, then come out of executive session into open session to select and appoint the final candidate to temporarily fill Kenmore City Council Position 3 until the next general election in November 2021.
7. The person selected to fill Council Position 3 is sworn into office that same evening, January 4, 2020.

State law allows the person appointed to serve in the position until the next general election is certified, which is shortly after the November 2, 2021 general election. The person appointed to the position may choose to run for the position in the November 2, 2021 election. Council may wish to consider the applicant's intent (or lack thereof) to run for the position as part of the selection process.

Section 4. Vacancy and Leave of Absence of the City Council Rules and Procedures is included in this agenda bill, below. Attached to this agenda bill is a draft application form for candidates to complete.

Section 4. Vacancy and Leave of Absence

A. Purpose

This section provides guidance to the City Council when a Councilmember position becomes vacant, when a Councilmember requests an extended leave of absence, and when the City Council desires to appoint a Councilmember Pro Tempore during a Councilmember's extended leave of absence.

B. References

1. RCW 42.12 - Vacant Position
2. RCW 35A.13.020 (and RCW sections cited therein) - Vacancies – Filling of Councilmember Vacancies
3. RCW 35A.13.035 - Appointment of Councilmember Pro Tempore
4. RCW 35A.13.065 - Pro Tempore Appointments
5. RCW 42.30.110(1)(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office
6. RCW 42.30.060 - Prohibition on Secret Ballots

C. Definitions

1. "Vacancy" means a resignation, recall, forfeiture, written intent to resign, permanent incapacity or death of a Councilmember.
2. "Leave of absence" means a temporary interval when a Councilmember is unable to serve due to extended absence or incapacity, but expects to return to full service prior to the end of his or her term of office.
3. "Permanent incapacity" means a physical or mental incapacity that is reasonably expected to prevent the Councilmember from returning to full service (including but not limited to attending consecutive regular meetings of the council) prior to the end of his or her term of office.

D. Leave of Absence

The remaining Councilmembers, by a simple majority vote, may grant a leave of absence to a Councilmember upon receipt and approval of a written request.

E. Filling of Vacancy or Appointment of Councilmember Pro Tempore

4. A Councilmember vacancy shall be filled according to the process described below.
5. After granting a leave of absence, the remaining Councilmembers, by a simple majority vote, shall select one of the following options:
 - a. Leave the position unfilled;
 - b. Appoint a Councilmember Pro Tempore without the process described below;
 - c. Appoint a Councilmember Pro Tempore according to the process described below; or
 - d. Appoint a Councilmember Pro Tempore using another process based on the circumstances at the time of the leave of absence and the needs of the City Council.
6. The Councilmember who is vacating his or her position, permanently or temporarily by leave of absence, shall not participate in the appointment process.

F. Application Process

1. Upon a vacancy or City Council determination to appoint a Councilmember Pro Tempore, the City Council shall direct staff to begin the Councilmember application process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

2. The City Clerk's Office shall prepare and submit an advertisement to the newspaper of record, with courtesy copies to all local newspapers, which announces the vacancy consistent with the requirements necessary to hold public office. This advertisement shall contain such information that the City Council deems appropriate.
3. The applicant must be a registered voter of the City of Kenmore, have a two-year continuous period of residency in the City of Kenmore, and hold no other public office or employment under the City of Kenmore government.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form must include the question: "Is there anything in your background that would bring discredit to this city if appointed?" The application form must also require the applicant to complete and file a Washington State PDC Form F-1. The City Clerk's Office shall make the applications available at Kenmore City Hall and such other locations that the City Council directs, if any.
5. The City Clerk's Office shall distribute to all Councilmembers the applications received by the deadline. The applications shall be accompanied by any additional information submitted by the applicant and obtained by the City Clerk's Office, such as endorsements, letters of reference and other pertinent materials.

G. Interview Process

1. The City Council will determine which applicants will be interviewed according to qualifications submitted.
2. The City Clerk's Office shall notify the selected applicants of the location, date and time of City Council interviews.
3. Prior to the date and time of the interview, the Mayor shall accept one interview question from each Councilmember.
4. Prior to the interview, the City Clerk shall obtain and provide to the Councilmembers a Criminal Check for the applicant.
5. The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk.
6. Each interview of an applicant shall be no more than 30 minutes in length. At the interview:
 - a. The applicant shall present his or her credentials to the City Council.
 - b. The City Council shall ask the predetermined set of questions.
 - c. If agreed to by the City Council, Councilmembers may ask and receive answers to miscellaneous questions.

H. Voting Process

1. Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants; however, all interviews, nominations and votes taken by the Councilmembers shall be in open public session.
2. In voting on the applicants, the City Council shall follow *Robert's Rules of Order Newly Revised*.
3. The position shall be filled by the applicant receiving a majority vote of the remaining members of the City Council. Thus, balloting will continue until an applicant receives a majority of four votes.
4. At any time during the balloting process, the City Council may postpone balloting until a special or regular meeting if no applicant has received a majority of four votes.
5. The Mayor shall declare the applicant receiving a majority of four votes as the new Councilmember or Councilmember Pro Tempore, and he or she shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

I. Deadline for Filling Permanent Vacancies

Permanent vacancies must be filled within ninety (90) days following the occurrence of the vacancy.

J. Term of Office

1. The new Councilmember shall serve the remainder of the unexpired term until his or her successor takes office, pursuant to State law.
2. A Councilmember Pro Tempore appointed to serve during a leave of absence of a Councilmember shall serve only until such time as the Councilmember resumes his or her duties.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 17-293**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, ADOPTING REVISED CITY OF KENMORE
COUNCIL RULES AND PROCEDURES AND REPEALING
RESOLUTION NO. 14-238.**

WHEREAS, City Councilmembers have agreed to certain working protocols and procedures;
and

WHEREAS, RCW 35A.13.170 and 35A.12.120 require the City Council to establish rules of
procedure for the order of business and conduct of City Council meetings; and

WHEREAS, the City Council desires to adopt its revised rules and procedures to provide for a
Code of Ethics and Conflicts of Interest section and to make other modifications; and

WHEREAS, the City Council desires to have all its rules and procedures in one document,
including Vacancy and Leave of Absence policies formerly adopted by Resolution No. 14-238;

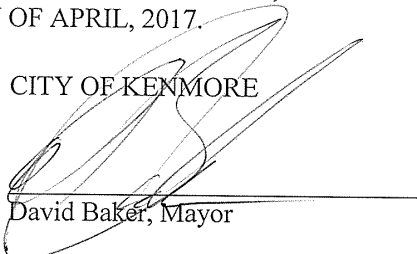
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE,
WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council adopts the “City of Kenmore Council Rules and Procedures”
attached to this Resolution.

Section 2. Resolution No. 14-238 is repealed.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A
REGULAR MEETING THEREOF THIS 10th DAY OF APRIL, 2017.

CITY OF KENMORE


David Baker, Mayor

ATTEST/AUTHENTICATED:


Kelly Chelin, City Clerk

APPROVED AS TO FORM:


Rod Kaseguma, City Attorney

ATTACHMENT TO CITY OF KENMORE RESOLUTION NO. 17-293

CITY OF KENMORE

Council Rules and Procedures

Section 1. General

A. Purpose of Meetings

City Council meetings are for the purpose of conducting city business, including but not limited to budgeting (e.g. revenues, expenditures, taxes, fees, monthly payments, capital project payments), long-range planning (e.g. vision, zoning, development, and land use) and federal and state mandates.

B. Structure of Meetings

1. All meetings shall be open to the public, except for executive sessions authorized by law (and noted in Council Rules and Procedures, Section 7, Executive Sessions) and collective bargaining sessions and related proceedings described in RCW 42.39.140(4)(a). Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.
2. Meetings will be orderly and will involve Councilmembers, City staff, consultants, and citizens, which will allow all viewpoints to be heard and considered.
3. Meetings will be called to order by the Presiding Officer, who shall be the Mayor, the Deputy Mayor in the absence of the Mayor, or a Councilmember selected by the City Council in the absence of both the Mayor and Deputy Mayor.
4. There will be 3 regular meetings per month on the 2nd, 3rd and 4th Monday evenings. If a regular meeting falls on a holiday, it will be held the next day, Tuesday, unless canceled by the City Council. There will be no regular meetings on the 1st and 5th Monday evenings. Additional meetings, which may be referred to as meetings or work or study sessions, will be scheduled as needed. Executive sessions will be scheduled as needed. Town Hall meetings will occur periodically as determined by the City Council. Retreats will be scheduled yearly, or more often if needed, when extended blocks of time are needed to set priorities and make long-term plans for the City.
5. All public meetings will be scheduled or announced, and agendas will be prepared and made available in advance as required by State law (the Open

Public Meetings Act). Meetings may be added or canceled as discussed and approved by the City Council.

6. Actions may be taken, motions may be passed, proclamations may be made, and resolutions and ordinances may be adopted at regular meetings, or at special meetings with proper notification.
7. Meeting agendas with relevant information on each topic will be available 10 days in advance whenever possible.
8. Regular meetings will be recorded by the City Clerk or designee.
9. Remote attendance and voting will be allowed as noted in Section 6.
10. Copies of all documents distributed in the Council chambers pertaining to Council business, as well as copies of all documents submitted by speakers during Citizen Comments, shall be provided to the City Clerk and distributed as necessary.

C. Rules for Meetings

1. These rules constitute the official rules and procedures and code of conduct for the City Council.
2. In addition to these rules, the City Council shall conduct its meetings in compliance with the most current edition of Robert's Rules of Order Newly Revised (Robert's Rules). A copy shall be maintained in the office of the City Clerk.
3. Where there is a conflict between these rules and Robert's Rules, these rules shall govern. Where there is a conflict between these rules and State and federal laws, the State and federal laws shall govern.
4. In general, the City Council will follow Robert's Rules for "Formal Debate," including requiring a second for all motions and disallowing the Presiding Officer from making motions.
5. Robert's Rules of Order for "Small Boards" will be used to:
 - a. Allow the Presiding Officer to participate in debate. In general the Presiding Officer will speak after others have spoken on the topic.
 - b. Allow informal discussion before a motion is made.
 - c. Not require speakers "for" and "against" the motion to alternate.

Section 2. Order of Business Meetings

A. Call to Order

1. The Presiding Officer will call a meeting to order.
2. The Presiding Officer will request the City Clerk to call the roll of the Councilmembers. The Clerk will record the names of Councilmembers present and absent. The Clerk will also note the time of any late arrivals and early leave takings for the record.

B. Agenda Approval

1. The City Council shall approve the agenda.
2. Amendments may be suggested, discussed and approved.

C. Citizen Comments

1. Members of the public may only speak during the designated Citizen Comment period, or during a scheduled public hearing or a quasi-judicial hearing (as discussed in Section 8 below).
2. No person shall address the City Council at a meeting without being recognized by the Presiding Officer.
3. The Presiding Officer will state the rules for the Citizen Comment period. This may include items such as:
 - a. Members of the public must sign the log prior to the Citizen Comment period to be allowed to speak. They are not required to sign anywhere to attend the meeting.
 - b. They must state their name and city of residence.
 - c. There is a 3-minute time limit.
 - d. It is a time for members of the public to speak on any topic(s) of their choice.
 - e. It is not a time for the Council or staff to answer questions, but exceptions can be made at the discretion of the Presiding Officer.
 - f. Comments should be addressed to the Presiding Officer and the City Council, not the audience.

- g. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
- h. Booing, hissing or clapping is inappropriate.
- 4. Each member of the public will be given 3 minutes. Suspension of this rule will require a majority vote of the Councilmembers present.
- 5. No person may use the designated Citizen Comment period to support or oppose any candidate for public office.
- 6. The Presiding Officer will allow members of the public to return to their seats in the audience before paraphrasing and responding to their presentations.
- 7. There will be no two-way conversations between Councilmembers and members of the public.
- 8. The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council.

D. Council Business Meeting

- 1. Each item on the agenda will be addressed in turn with staff, consultant or special speaker reports as appropriate.
- 2. Council will discuss the issues and take action on them as appropriate.

E. Councilmember Reports, Comments and Initiatives

- 1. Councilmembers may give reports, make comments and/or raise new topics or issues during "Councilmember Reports, Comments and Initiatives."
- 2. Each Councilmember will have 5 minutes for reports, comments and new topics/issues. Extra comments can be submitted in writing.
- 3. In raising a new topic or issue, the Councilmember must present it as a concept that includes a statement of how the topic or issue relates to existing City goals or to other important Council discussions.
- 4. A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.
- 5. The Presiding Officer will direct discussion of the new topic or issue.

6. After discussing the new topic or issue, the City Council will vote or come to consensus on whether to move the topic or issue forward as a future agenda item or as a request for action by the City Manager.
7. By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

Section 3. Structure and Roles of Government

A. Council Role

1. Focus on policy matters, including but not limited to priority setting, long-range planning, budgeting, federal and State mandates, City Manager recruitment, hiring, evaluation and termination, and approval of employee positions. **The City Council will not focus on administrative issues and matters.**
2. Comply with the laws, regulations and policies affecting operation of City government.
3. Use public office for public good, not personal gain.
4. Be independent, impartial and fair in judgments and actions.
5. Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.
6. Monitor and understand operations of the City to be knowledgeable in order to provide policy direction.
7. Represent the City at local, State and national forums.
8. Represent the City to its citizens.
9. Notify staff in advance of meetings regarding key questions and discussion points that likely will be raised and addressed during meetings, to allow the staff time to prepare for the questions and discussions.
10. Not individually request the City Manager to initiate any action or work that will take more than 1 hour to complete, without consent of the City Council. If a Councilmember wants the City Manager to initiate action or work that will take more than 1 hour to complete, the Councilmember must ask the City Council to approve the action or work by a majority vote.
11. Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time. If a Councilmember wants City staff or consultants to accomplish actions or work, the Councilmember must

make the request of the City Manager if the action or work will take 1 hour or less and of the City Council if the action or work will take more than 1 hour.

12. Access City computers at the appropriate access level. A City computer, such as an iPad, will be provided for home access if the Councilmember requests it, and it may not be used for personal business. This is preferred to the use of a Councilmember's personal computer, for risk management purposes. The City computer is the property of the City and will be returned to the City at the end of the term of office.

B. City Manager Role

1. Serve as the primary point of contact between the City Council and City staff and consultants. The City Manager works for and serves at the will of the City Council. The City staff works for and reports to the City Manager.
2. Direct the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.
3. Spend City funds per the City's adopted purchasing policies, which align with State and City laws.
4. With input from the Mayor, prepare agendas for meetings and retreats.
5. Provide timely, useful information evenly and equally to all Councilmembers.
6. Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember.
7. Prepare adequately for City Council meetings.
8. Meet with citizens as needed to solve problems and answer questions.
9. Interact with other public agencies to accomplish City Council goals and policies.

C. Mayor Role

1. Primary roles: facilitate meetings; represent the City at local, State and national forums; and represent the City in a ceremonial capacity.
2. Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.
3. Announce in advance public presentations, ceremonies and events that the Mayor is invited to attend.

4. Bring new issues to the City Council during Council Initiatives.
5. Request other Councilmembers to attend meetings in place of the Mayor when he or she cannot attend, or to join the Mayor at such meetings to increase the City's representation.
6. At the Mayor's option, hold monthly meetings with up to two Councilmembers and the City Manager. The Mayor should attempt to rotate the participation of Councilmembers in such meetings.
7. In the event that a City Manager resigns or leaves, the Mayor will work with the City Council to find a replacement using a recruitment agency.

Section 4. Vacancy and Leave of Absence

A. Purpose

This section provides guidance to the City Council when a Councilmember position becomes vacant, when a Councilmember requests an extended leave of absence, and when the City Council desires to appoint a Councilmember Pro Tempore during a Councilmember's extended leave of absence.

B. References

1. RCW 42.12 - Vacant Position
2. RCW 35A.13.020 (and RCW sections cited therein) - Vacancies – Filling of Councilmember Vacancies
3. RCW 35A.13.035 - Appointment of Councilmember Pro Tempore
4. RCW 35A.13.065 - Pro Tempore Appointments
5. RCW 42.30.110(1)(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office
6. RCW 42.30.060 - Prohibition on Secret Ballots

C. Definitions

1. "Vacancy" means a resignation, recall, forfeiture, written intent to resign, permanent incapacity or death of a Councilmember.

2. "Leave of absence" means a temporary interval when a Councilmember is unable to serve due to extended absence or incapacity, but expects to return to full service prior to the end of his or her term of office.
3. "Permanent incapacity" means a physical or mental incapacity that is reasonably expected to prevent the Councilmember from returning to full service (including but not limited to attending consecutive regular meetings of the council) prior to the end of his or her term of office.

D. Leave of Absence

The remaining Councilmembers, by a simple majority vote, may grant a leave of absence to a Councilmember upon receipt and approval of a written request.

E. Filling of Vacancy or Appointment of Councilmember Pro Tempore

1. A Councilmember vacancy shall be filled according to the process described below.
2. After granting a leave of absence, the remaining Councilmembers, by a simple majority vote, shall select one of the following options:
 - a. Leave the position unfilled;
 - b. Appoint a Councilmember Pro Tempore without the process described below;
 - c. Appoint a Councilmember Pro Tempore according to the process described below; or
 - d. Appoint a Councilmember Pro Tempore using another process based on the circumstances at the time of the leave of absence and the needs of the City Council.

3. The Councilmember who is vacating his or her position, permanently or temporarily by leave of absence, shall not participate in the appointment process.

F. Application Process

1. Upon a vacancy or City Council determination to appoint a Councilmember Pro Tempore, the City Council shall direct staff to begin the Councilmember application process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.
2. The City Clerk's Office shall prepare and submit an advertisement to the newspaper of record, with courtesy copies to all local newspapers, which announces the vacancy consistent with the requirements necessary to hold public office. This advertisement shall contain such information that the City Council deems appropriate.
3. The applicant must be a registered voter of the City of Kenmore, have a two-year continuous period of residency in the City of Kenmore, and hold no other public office or employment under the City of Kenmore government.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form must include the question: "Is there anything in your background that would bring discredit to this city if appointed?" The application form must also require the applicant to complete and file a Washington State PDC Form F-1. The City Clerk's Office shall make the applications available at Kenmore City Hall and such other locations that the City Council directs, if any.
5. The City Clerk's Office shall distribute to all Councilmembers the applications received by the deadline. The applications shall be accompanied by any additional information submitted by the applicant and obtained by the City Clerk's Office, such as endorsements, letters of reference and other pertinent materials.

G. Interview Process

1. The City Council will determine which applicants will be interviewed according to qualifications submitted.
2. The City Clerk's Office shall notify the selected applicants of the location, date and time of City Council interviews.
3. Prior to the date and time of the interview, the Mayor shall accept one interview question from each Councilmember.
4. Prior to the interview, the City Clerk shall obtain and provide to the Councilmembers a Criminal Check for the applicant.
5. The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk.
6. Each interview of an applicant shall be no more than 30 minutes in length. At the interview:
 - a. The applicant shall present his or her credentials to the City Council.
 - b. The City Council shall ask the predetermined set of questions.
 - c. If agreed to by the City Council, Councilmembers may ask and receive answers to miscellaneous questions.

H. Voting Process

1. Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants; however, all interviews, nominations and votes taken by the Councilmembers shall be in open public session.
2. In voting on the applicants, the City Council shall follow *Robert's Rules of Order Newly Revised*.
3. The position shall be filled by the applicant receiving a majority vote of the remaining members of the City Council. Thus, balloting will continue until an applicant receives a majority of four votes.

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4. At any time during the balloting process, the City Council may postpone balloting until a special or regular meeting if no applicant has received a majority of four votes.
5. The Mayor shall declare the applicant receiving a majority of four votes as the new Councilmember or Councilmember Pro Tempore, and he or she shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

I. Deadline for Filling Permanent Vacancies

Permanent vacancies must be filled within ninety (90) days following the occurrence of the vacancy.

J. Term of Office

1. The new Councilmember shall serve the remainder of the unexpired term until his or her successor takes office, pursuant to State law.
2. A Councilmember Pro Tempore appointed to serve during a leave of absence of a Councilmember shall serve only until such time as the Councilmember resumes his or her duties.

Section 5. Council Conduct

A. Purpose

This section sets forth a Code of Conduct for Councilmembers regarding ethics and conflicts of interest, and the Councilmembers' treatment of each other, City staff, City consultants, citizens, and others with whom they come into contact while representing the City.

B. Code of Ethics and Conflicts of Interest

1. Upon election or appointment, Councilmembers should review Chapter 42.20 RCW, Misconduct of public officers; Chapter 42.23 RCW, Code of Ethics for Municipal Officers – Contract Interests; Chapter 42.30 RCW, Open Public Meetings Act; and Chapter 42.36 RCW, Appearance of Fairness Doctrine.

2. No Councilmember may use his or her position to secure special privileges or exemptions for himself, herself, or others. See RCW 42.23.070. In addition, except for incidental electronic and telephone communication, Councilmembers shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies or facilities, for other than a City purpose.
3. No Councilmember may accept employment or engage in business or professional activity that the Councilmember might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position. See RCW 42.23.070(3)
4. Councilmembers owe a fiduciary duty to the public and are required by law to maintain confidentiality with regard to certain information gained through their official positions. Therefore, no Councilmember may disclose confidential information gained by reason of the Councilmember's position, nor may a Councilmember otherwise use such information for his or her personal gain or benefit. See RCW 42.23.070(4).
5. If a Councilmember participates in litigation contrary to an official City position or action as adopted or ratified by a majority of the City Council, the Councilmember shall recuse himself or herself and not participate in any vote, deliberation or executive session, or receive confidential information regarding further consideration or action in that matter, once litigation regarding the matter has been served or filed. The fact that a Councilmember voted in opposition or expressed in his or her official duties an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or nonparticipation.

Once litigation has been served or filed, communication regarding the case with anyone other than City staff, the City Attorney or outside legal counsel involved in the litigation of the case is discouraged during the pendency of the litigation. Councilmembers shall not in their official capacity make any comment, provide any information or otherwise involve themselves in the matter without the assistance and advice of the City attorney or outside legal counsel.

6. It shall be an appearance of conflict, which must be disclosed, (1) for any Councilmember to acquire or seek to acquire an interest in property that the City is actively seeking to acquire or has stated its intent to acquire, (2) for any Councilmember to acquire or seek to acquire an interest in property that

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is immediately adjacent to such property, or (3) for any Councilmember to benefit personally by the City's acquisition or non-acquisition of such property.

7. No Councilmember shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of the Councilmember, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. See RCW 42.23.030. This section shall not apply in the following cases (See RCW 42.23.030):
 - a. The furnishing of utility services by the City at the same rates and on the same terms as are available to the public generally;
 - b. The designation of public depositaries for City funds;
 - c. The publication of legal notices required by law to be published by the City, upon competitive bidding or at rates not higher than prescribed by law for members of the general public; or
 - d. Any other exception provided for by law.
8. A Councilmember may not vote in the authorization, approval, or ratification of a contract in which he or she is beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. See RCW 42.23.030. The interest of the Councilmember must be disclosed to the Council and noted in the official meeting minutes before the formation of the contract. See RCW 42.23.030.
9. A Councilmember is not interested in a contract, within the meaning of subsections 7 and 8 above, if the Councilmember has only a remote interest in the contract. A "remote interest" means:
 - a. That of a non-salaried officer of a nonprofit corporation.
 - b. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
 - c. That of a landlord or tenant of a contracting party; or
 - d. That of holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.
10. If a Councilmember has a remote interest in a contract, the City Council may authorize, approve or ratify the contract, despite such remote interest, provided that the following conditions are satisfied:

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- a. The Councilmember with the remote interest fully discloses the nature and extent of the interest, and the disclosure is noted in the official meeting minutes before the contract is made.
 - b. The City Council authorizes, approves, or ratifies the contract after that disclosure and notation.
 - c. The City Council's authorization, approval, or ratification is in good faith.
 - d. Where the votes of a certain number of Councilmembers are required to authorize, approve or ratify the contract, the vote requirement is met without counting the vote of the Councilmember who has the remote interest.
 - e. The Councilmember having the remote interest does not influence or attempt to influence any other Councilmember to enter into the contract.
11. Any contract made in violation of the restrictions and requirements of subsections 7 through 10 above is void and the performance thereof, in full or in part, by a contracting party shall not be the basis of any claim against the City. See RCW 42.23.050.
12. Any Councilmember violating the provisions of subsections 7 through 10 above, subsection 13 below, or RCW 42.23.070 shall be liable to the City for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the Councilmember by law. See RCW 42.23.050. In addition, a violation by a Councilmember of subsections 7 through 10 above or RCW 42.23.070 may be grounds for forfeiture of his or her office. See RCW 42.23.050.
13. Councilmembers shall not receive from or give to any person or entity anything of monetary value (hereafter referred to as "gifts") where the gifts have been received or given, or to a reasonable person would appear to have been received or given, with intent to give or obtain special consideration or influence as to any action by the Councilmember in his or her official capacity ("prohibited gifts"); provided, that nothing shall prohibit campaign contributions which are solicited or received and reported in accordance with applicable law.
14. The gifts listed below are presumed not to be prohibited gifts. However, this presumption is rebuttable and may be overcome based on the circumstances surrounding the receipt or giving of the gift.
- a. Unsolicited flowers, plants and floral arrangements;
 - b. Unsolicited advertising or promotional items of nominal value, such as pens and note pads;

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- c. Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
- d. Unsolicited items received by a Councilmember for the purpose of evaluation or review, if the Councilmember has no personal beneficial interest in the eventual use or acquisition of the item;
- e. Informational materials and publications related to the Councilmember's performance of official duties;
- f. Food and beverages consumed at hosted receptions where attendance is related to the Councilmember's duties for the City;
- g. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental or community organization, where attendance by the Councilmember is related to the Councilmember's duties for the City;
- h. Unsolicited gifts from dignitaries from another city, state or foreign country, as long as the Councilmember gives the gift to the City;
- i. Food and beverages on infrequent occasions in the ordinary course of meals where attendance by the Councilmember is related to the Councilmember's duties for the City;
- j. Any gift which would have been offered or given to the Councilmember if he or she were not a Councilmember; and
- k. Payments by a governmental or nongovernmental entity of reasonable expenses incurred by the Councilmember in connection with a speech, presentation, appearance, or trade mission made in an official capacity.

C. General Courtesy Expectations

- 1. Be courteous, respectful, kind and professional at all times with everyone.
- 2. Be honest and truthful.
- 3. Act with integrity and in good faith.
- 4. Foster an environment of mutual respect for each other. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.
- 5. At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
- 6. Stay on the topic being discussed for efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.

7. Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order, except by consent of a majority of the Councilmembers present at the time the motion is before the City Council. During discussions prior to a motion being made, a Councilmember may request to speak more than twice.
8. Comments will be limited to 3 minutes at a time.
9. Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order."
10. Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff and City consultants.
11. Treat City staff in a polite and professional manner.
12. Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

D. Respect in Regard to Voting

1. Disagreement and differences of opinion are honored and respected features of government in the City.
2. When there is disagreement, discuss and clarify the issues before voting.
3. Councilmembers will be allowed one minute maximum to explain their vote during a roll call vote. This is an exception to Robert's Rules.
4. Councilmembers must not seek out members of the media to vent feelings when on the minority side of a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.
5. Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.
6. After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the Councilmember's personal viewpoint or opinion.
7. When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

E. Prohibited Conduct

1. The City Council recognizes the right of every Councilmember to free speech, as stated in the U.S. Constitution and as interpreted by the courts, and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.
2. The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.
3. Prohibited conduct includes, but is not limited to, the following:
 - a. Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.
 - b. Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.
 - c. Modifying, revising, altering, or editing any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.
 - d. Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:
 - (i) Contacting City staff, other than as authorized by these rules or by final action of the City Council or by the City Manager, which contact materially limits a City staff member's ability to complete work assigned by the City Manager or by final action of the City Council; or
 - (ii) Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, which correction or explanation substantially interrupts the efficient operations of the City.
 - e. Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager, when such contact is used or intended to impermissibly redirect, interfere with,

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interrupt or undermine City staff's work assignments as determined by the City Manager or by a majority vote of the City Council.

- f. Representing to citizens, other public agencies, or other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation, or concerning any other matter that has not yet come before the City Council for final action but that will be acted upon by the City Council.
- g. Discussing or disseminating information from an executive session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council.
- h. Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.
- i. Making verbal or written contact with State, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.
- j. Taking actions and voting when there is a conflict of interest as defined in this policy and in Chapter 42.23 RCW. Recusal must be used when there is a conflict of interest. (See Section 5, B: Code of Ethics and Conflicts of Interest)

F. Sanctions

- 1. The Council has power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.
- 2. The Council may punish a member for violation of these rules by: a verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.
- 3. The Presiding Officer may give a verbal admonition.
- 4. Other punishments not mentioned in Section 5.F.-2. require the affirmative vote of 5 members of the City Council.

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5. A censure is a statement by 5 members of the City Council that a prohibited action has occurred.
6. A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

Section 6. Remote Attendance and Voting

A. Purpose

Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone or video is contained in this section.

B. Frequency

Councilmember attendance via speakerphone or video is limited to 3 times in a calendar year, but the City Council, by majority vote, may allow additional attendance by speakerphone or video.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone or video to allow time for preparation of the speakerphone or video components and of the agenda items to be attended via speakerphone or video.
2. The Councilmember attending via speakerphone must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The video and audio components of videoconferencing should be visible and audible to all persons in the meeting room.
3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:
 - a. "Councilmember _____ is attending via speakerphone/ video for Agenda Item No. _____, relating to _____."
 - b. "Councilmember _____, can you (see and) hear me?" (There must then be a clearly audible response in the affirmative.)
 - c. "Can the City Council and City Clerk (see and) hear Councilmember _____?"

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4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."
5. Each agenda item being attended via speakerphone or video shall be introduced and acknowledged in the same manner as set forth above.
6. After all agenda items being attended via speakerphone or video have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember, _____ thank you for your attendance via speakerphone/video. The remote connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone/video has been terminated."

Section 7. Executive Sessions

A. Topics for Executive Session Discussions

The topics that may be discussed in executive sessions are set forth in RCW 42.30.110 and RCW 42.30.140. Executive session topics include, but are not limited to, the following:

1. Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.
2. Consideration of the minimum price for sale or lease of City property when public knowledge regarding such consideration would cause a likelihood of decreased price.
3. Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.
4. Receipt and evaluation of complaints or charges against a public officer or employee.
5. Evaluation of qualifications of an applicant for public employment.
6. Review of the performance of a public employee.
7. Discussion with legal counsel of litigation, potential litigation or pending litigation (legal counsel may attend via speakerphone or video).
8. Discussion of collective bargaining sessions with employee organizations.
9. Consideration of matters affecting national security.

B. Confidentiality of Executive Session Discussions

Topics discussed in executive session must not be discussed outside of the executive session with anyone outside of the proper lines of authority (Councilmembers, the City Manager, and City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council). Councilmembers shall keep all executive session information and discussions confidential to ensure that the City's interests are not compromised.

C. Procedure

1. The Presiding Officer must announce the executive session by stating: "The City Council is recessing into an executive session pursuant to RCW _____ (e.g. "RCW 42.30.110(1)(a)) regarding _____. (e.g., review of the performance of a city employee). The executive session is expected to last for _____ minutes (hours)."
2. If the executive session is the last item on the meeting agenda, the Presiding Officer shall state whether or not the City Council will take action or take no action when the meeting reconvenes.
3. If, during the executive session, the Presiding Officer believes that the executive session will extend beyond the announced deadline, the Presiding Officer shall announce in open session the number of minutes that the executive session will be extended.
4. The Presiding Officer shall announce the conclusion of the executive session in open session by stating: "The executive session is completed."
5. At the close of the executive session or the meeting at which the executive session occurs, the Presiding Office shall complete a document recording the topic or reason and time of the executive session, including extensions.

D. Written Material

1. During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.
2. Papers and documents that are distributed during executive sessions are to be returned to the City Manager or the Presiding Officer (if the City Council Rules and Procedures page 21

Manager is not in attendance), prior to the end of the executive session. No paper or document will be removed by a Councilmember from the executive session, unless the City Manager, or the Presiding Officer (if the City Manager is not in attendance), determines that the paper or document may be removed from the executive session.

3. Written notes taken by any attendee of an executive session will be treated in the same manner as a paper or document as discussed above, that is, the paper or document will be returned to the City Manager or Presiding Officer prior to the end of the executive session.
4. Councilmembers will not generate computer notes, take photos, or make recordings during an executive session.

Section 8. Public Testimony

A. Citizen Comment Rules in Regular and Special non-Executive-Session Business Meetings are delineated in Section 2.B. above.

B. Public Hearings

1. The Presiding Officer shall open the public hearing and ask for a City staff presentation.
2. Members of the public will be invited to provide comments.
3. Each person will be allowed to speak for 5 minutes, which is longer than the 3 minutes allowed for Citizen Comments.
4. A person who testifies shall state his or her name, city of residence and organization (if applicable).
5. Motions will not be made during the public hearing.
6. After all members of the public wishing to speak have had an adequate opportunity to speak, and the Councilmembers have had an opportunity to ask City staff questions regarding the staff presentation and/or the public comments, the Presiding Officer shall declare the public hearing closed. The City Council may by, majority vote, continue the public hearing to a stated date, time and place, and/or allow for certain written materials to be presented to the City Council for a period of time after the public hearing.

C. Quasi-Judicial Matters

1. Council will follow Chapter 42.36 RCW for application of the “Appearance of Fairness Doctrine,” which holds that quasi-judicial matters must not only be fair in practice but must also have the appearance of fairness.
2. Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the City Council applies law to facts and makes a decision. Examples of quasi-judicial actions are: conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending or revising comprehensive, community or neighborhood plans, land use planning documents, area-wide zoning ordinances and are-wise zoning amendments.
3. The Presiding Officer will begin a quasi-judicial hearing by asking Councilmembers to place on the record any ex parte contacts with either proponents or opponents of the action. The Presiding Officer shall ask whether any person objects to participation of a Councilmember in the action, and if so, to explain the objection. If an objection is made, the Presiding Officer shall ask for input from the City Attorney.
4. The Presiding Officer, or the City Attorney at the request of the Presiding Officer, shall explain the rules and procedures for the quasi-judicial action.
5. The Presiding Officer, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.

Section 9. Waiver / Effect of Waiver of Rules

- A. These rules are adopted for the sole benefit of the City Councilmembers to assist in the orderly conduct of City Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, employees and agents, or serve as the grounds for invalidation of any City Council action or decision. The City Council may, by a majority vote, temporarily waive any of these rules, unless otherwise inconsistent with applicable law.
- B. In case of conflict between current law and these Rules and Procedures, current law shall prevail.

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**APPLICATION FOR APPOINTMENT TO KENMORE CITY COUNCIL
TO FILL TERM UNTIL NEXT ELECTION – POSITION NO. 3**
APPLICATION DEADLINE: DECEMBER 4, 2020 - 10 a.m
SUBMIT COMPLETE APPLICATION TO: City Clerk, Awarhol@kenmorewa.gov

Applicant Information

(Please type or print)

Applicant Name _____

Residence Address _____

Home Phone _____ Work Phone _____

E-mail _____

Are you a registered voter? _____ Yes _____ No

Are you restricted from meeting at certain times during the day and/or evening, Monday through Friday? _____ Yes _____ No If yes, please give time(s) and/or days of the week:

Is there anything in your background that could bring discredit to this City if you were appointed?

Time Commitment

Appointment to the City Council will require your attendance at regularly scheduled and special meetings, which occur mainly on Monday evenings. Councilmembers also serve on regional boards and commissions, and represent the City Council at various community functions, but are not required to do so.

Councilmembers feel they are most effective in their duties when they commit to 10 to 15 hours per week to Council-related activities. Are you able to commit this amount of time, and are you able to arrange your life schedule to participate fully as a member of the Kenmore City Council?

Have you ever attended a Kenmore City Council meeting? _____ Yes _____ No

If yes, please estimate how many Council meetings you have attended in the past year: _____

Cover Letter & Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Kenmore:

1. Why are you interested in serving as a Kenmore City Councilmember?

2. What strengths would you bring to the Council?

3. What are the three highest priorities and/or issues you believe the City needs to address?
How would you propose to address these issues?

4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Kenmore community. Address its relevance to the position of Kenmore City Councilmember.

5. The term for this appointed position will be effective until the elected until the next general election in November 2021. What do you hope to accomplish during this appointed term time?

6. What is your vision for our City and community?
 7. This position will be up for election in November 2021. Do you intend, or are you willing, to run for the elected position?
 8. Is there anything else that you may wish to add that would help us get to know you a little better?
-

Please return this form, your cover letter, resume, and answers to the supplemental questions to City Clerk by emailing the complete package to awarhol@kenmorew.gov no later than **December 4, 10:00 a.m.** Late applications will not be accepted.