



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

City Council Regular Meeting of January 8, 2024 - CANCELED

City Council Special Meeting

ON-SITE

TUESDAY, JANUARY 9, 2024 - 6:15 PM

In addition, we try to provide access to the meeting virtually:

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/85097191333>

ZOOM PASSWORD: january

Or One tap Mobile: US: +12532158782,,85097191333#

Or Telephone Dial US: +1 253 215 8782

Callers please dial *9 to raise and lower hand

Webinar ID: 850 9719 1333

ZOOM PASSWORD: january

SIGN UP FOR VIRTUAL PUBLIC COMMENT HERE: www.kenmorewa.gov/virtualpubliccomment

Technical Difficulties - If the virtual component of the meeting disconnects, and we cannot resolve technical difficulties to reconnect the virtual component, the in-person meeting will continue at City Hall if there is a quorum of the body to conduct business.

Land Acknowledgement to Honor First Peoples

We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.

I. CALL SPECIAL MEETING TO ORDER - 6:15 PM

II. PHOTOGRAPHS

New Councilmembers will be taking headshots, and the Council will take a group photo.

III. ROLL CALL - 7:00 PM

IV. OATHS OF OFFICE

NEW COUNCILMEMBERS OFFICIALLY SWORN IN IN DECEMBER

COUNCILMEMBERS PARTICIPATED IN THE CEREMONIAL OATH OF OFFICE

City Council Position No. 1 - Melanie O'Cain

City Council Position No. 3 - Valerie Sasson

City Council Position No. 5 - Jon Culver

City Council Position No. 7 - Nathan Loutsis

V. ELECTION OF MAYOR
NIGEL HERBIG ELECTED MAYOR

[Agenda Bill - Election of Mayor and Deputy Mayor](#)
[Attachment 1 - City Council Rules and Procedures](#)
[Attachment 2 - RCW 35A.13.030](#)
[Attachment 3 - RCW 35A.13.035](#)

VI. ELECTION OF DEPUTY MAYOR
MELANIE O'CAIN ELECTED DEPUTY MAYOR

VII. LAND ACKNOWLEDGEMENT

VIII. FLAG SALUTE

IX. AGENDA APPROVAL
THE CITY INTRODUCED HANK HERON - THE CITY MASCOT

X. WHERE'S THE FUN?

XI. PUBLIC COMMENTS

We welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. We will hear from our on-site guests first, followed by our pre-registered virtual guests. All guests must address comments to the Mayor and City Council. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name and city of residence for the record and keep your comments to the allotted time. We will not split your time with others or reset your time except by express approval of the Presiding Officer. You can submit materials to the Council or Clerk in advance. This meeting is being recorded. Thank you for taking the time to express your comments.

NEW VIRTUAL PRE-REGISTRATION PROCESS: To provide public comments virtually, please fill out the [Virtual Public Comment Request Form](#) in advance of the meeting. The form opens Tuesdays at 12:00 Noon and closes Mondays at 12:00 Noon. You will be confirmed by the City Clerk. If you are having difficulty, please reach out to the City Clerk at awarhol@kenmorewa.gov.

XII. CONSENT AGENDA
CONSENT AGENDA APPROVED

- A. Approve the proposed 2024 Proclamations Calendar.
[Agenda Bill - Proposed 2024 Proclamations Calendar](#)

[Attachment 1 - Proposed 2024 Proclamations Calendar](#)

- B. Approve the City Council Special and Regular Meeting Minutes from November 20, 2023.
[City Council Special and Regular Meeting Minutes from November 20 2023](#)
- C. Approve the City Council Special Meeting Minutes from December 4, 2023.
[City Council Special Meeting Minutes from December 4, 2023](#)
- D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/15/23 in the amount totaling \$238,976.84, Wire Transfer in the amount of \$48,911.50, and Payroll Check # 10250 in the amount of \$914.52.
[Voucher Certification and Approval 12/09/2023 - 12/22/2023](#)

XIII. BUSINESS AGENDA

- A. Aquatic Center Feasibility Study, presented by Community Development Director Debbie Bent, Assistant to the City Manager Garrett Oppenheim, and NAC Consultants Keith Comes and Brooke Hanley, *for discussion and direction*
UPDATE PROVIDED. STAFF DIRECTED TO FOCUS ON OPPORTUNITIES WITH AGENCIES IN THE NORTHSORE SCHOOL DISTRICT
[Agenda Bill - Aquatic Center Feasibility Study](#)
[Attachment 1 - NAC Aquatic Center Feasibility Study, Final Report](#)
[Presentation - North King County Regional Aquatic Centers Feasibility Study](#)
- B. Love Where You Live Project Community Engagement Phase I and Approval of Phase II and Next Steps, presented by City Manager Rob Karlinsey, Deputy City Manager Stephanie Lucash, and Communications Specialist Lauren Chomiak, *for approval*
LOVE WHERE YOU LIVE COMMUNITY ENGAGEMENT PLAN PHASE II APPROVED
[Agenda Bill - Love Where You Live Project Phase I and Phase II](#)
[Attachment 1 - Love Where You Live Project Presentation \(updated 1/08/2024\)](#)
- C. 2024 Annual Docket for the Planning Commission, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for approval*
2024 ANNUAL PLANNING COMMISSION DOCKET APPROVED
[Agenda Bill - 2024 Planning Commission Docket](#)
[Attachment 1 - Staff Analysis and Recommendations for the 2024 Docket](#)
[Attachment 2 - Draft 2024 Docket](#)

[Attachment 3 - Comprehensive Plan/Code Amendments Workplan](#)

- D. Proposed Resolution No. 24-411, amending the City Council Rules and Procedures, presented by City Attorney Dawn Reitan, *for adoption*

RESOLUTION 24-411 ADOPTED AS AMENDED

[Agenda Bill - 2024 Council Rules Update](#)

[Attachment 1 - Proposed Resolution No. 24-411](#)

[Attachment 2 - Proposed Resolution No. 24-411 Attachment 1](#)

[Attachment 3 - N. Herbig Proposed Amendment No. 1 \(added 1/9/2024\)](#)

[Attachment 4 - N. Herbig Proposed Amendment No. 2 \(added 1/9/2024\)](#)

[Presentation - Proposed Amendments to the Council Rules and Procedures \(added 1/9/2024\)](#)

- E. Proposed Ordinance No. 23-0601, amending Ordinance No. 21-0527 and Ordinance No. 23-0572 relating to the City of Kenmore's expenditure and reporting of American Rescue Plan Act (ARPA) fund, presented by Finance and Administration Director Melinda Merrell and ARPA Management Analyst Janet Quinn, *for adoption*

ORDINANCE 23-0601 ADOPTED

[Agenda Bill - Proposed Ordinance No. 23-0601](#)

[Attachment 1 - Proposed Ordinance No. 23-0601 \(updated 1/09/2024\)](#)

[Attachment 2 - Ordinance No. 23-0572](#)

[Attachment 3 - Ordinance No. 21-0527](#)

XIV. STAFF REPORTS

- A. Human Services Needs Assessment Status Report, presented by Housing and Human Services Manager Tambi Cork
REPORT PRESENTED.
COUNCIL IN SUPPORT OF GATHERING MORE PUBLIC INPUT AND OPEN TO FURTHER DISCUSSION ON PLYMOUTH PROJECT
[Presentation - Human Services Needs Assessment Status Report](#)
- B. Boathouse Fundraising and School District Rowing Program Update, presented by City Manager Rob Karlinsey and Community Development Director Debbie Bent
UPDATE PROVIDED.
COUNCIL IN SUPPORT OF ISSUING AN RFP FOR A BOATHOUSE MANAGER TO MANAGE ROWING PROGRAM
- C. Other - City Manager Rob Karlinsey

XV. COUNCILMEMBER REPORTS & COMMENTS

XVI. ADJOURNMENT

UPCOMING MEETINGS

- A. Monday, January 15, 2024 at 7:00 PM - City Council Regular Meeting:
CANCELED
Tuesday, January 16, 2024 at 6:00 PM - City Council Joint Special Meeting with Planning Commission
Monday, January 22, 2024 at 7:00 PM - City Council Regular Meeting
Monday, January 29, 2024 at 5:00 PM - City Council Mini-Retreat at City Hall

NOTICE OF POTENTIAL QUORUMS

[Click here for information about Potential Quorums of the City Council.](#) Now found on the City website under City Council Meetings.



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Election of Mayor and Deputy Mayor for 2024-2025	For Council Meeting Agenda of: January 9, 2024 Department: City Clerk's Office Prepared by: Anastasiya Warhol, City Clerk										
Proposed Council Action/Motion: Elect the Mayor and Deputy Mayor to 2-year terms through December 31, 2025.	<table><thead><tr><th></th><th>Initial & Date</th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>AW, 1/2/24</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>DR, 1/3/24</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>N/A</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK, 1/3/24</u></td></tr></tbody></table> Attachments/Exhibits: Attachment 1 - City Council Rules and Procedures Attachment 2 - RCW 35A.13.030 Attachment 3 – RCW 35A.13.035		Initial & Date	Approved by Department Head:	<u>AW, 1/2/24</u>	Approved by City Attorney:	<u>DR, 1/3/24</u>	Approved by Finance Director:	<u>N/A</u>	Approved by City Manager:	<u>RK, 1/3/24</u>
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Approved by Finance Director:	<u>N/A</u>										
Approved by City Manager:	<u>RK, 1/3/24</u>										
Summary: At the first meeting of the year in which a new City Council is seated, the first item of business following the oaths of office for Councilmembers-elect is the election of the Mayor and Deputy Mayor. The Mayor and Deputy Mayor shall be elected from among their peers, and each will serve a 2-year term.											
Procedure: The following procedure for electing the Mayor and the Deputy Mayor comes from Section 3 of the City Council Rules and Procedures: Election of Mayor and Deputy Mayor. For efficiency and transparency, the Council adopts the following procedures to fill the positions of Mayor and Deputy Mayor: Mayor 1. The City Clerk will open and call for nominations for the position of Mayor, giving every Councilmember an opportunity to nominate one person, including him or herself. 2. Once all nominations are made, the City Clerk will close the nominations and ask for discussion. The City Clerk will ask each Councilmember if they wish to speak once to make their case for a particular nominee. 3. After each Councilmember has had a chance to speak, the City Clerk will close the discussion and begin the voting process.											

4. If there is a singular nomination, the vote will be taken by unanimous consent.
5. If there are multiple nominations, the vote will be taken by a show of hands.
6. Each member of the Council will vote for the preferred nominee, and keep the hand raised until the clerk has registered the vote.
7. Votes will be taken in order of nomination received.
8. The voting rounds will continue until a majority of 4 votes has tallied in favor of a nominee. A nominee may withdraw a nomination before a new round of voting begins.
9. The newly elected Mayor will immediately assume the role of chair/presiding officer.

Deputy Mayor

1. The newly elected Mayor will call for nominations for the position of Deputy Mayor.
2. Each Councilmember may nominate one person, including him or herself at this time.
3. Once all nominations are made, the Mayor will close the nominations and allow time for discussion. Each Councilmember will be allowed to speak once to make their case for a particular nominee.
4. After each Councilmember has had a chance to speak, the Mayor will close the discussion and begin the voting process.
5. If there is a singular nomination, the vote will be taken by unanimous consent.
6. If there are multiple nominations, the vote will be taken by a show of hands.
7. Each member of the Council will vote for the preferred nominee, and keep the hand raised until the Clerk has registered the vote.
8. Votes will be taken in order of nomination received.
9. The voting rounds will continue until a majority of 4 votes has tallied in favor of a nominee. A nominee may withdraw a nomination before a new round of voting begins.
10. The Councilmember who receives the most votes will immediately assume the role of Deputy Mayor.

CC-1 Council Rules and Procedures

Category: City Council	Policy No.: CC-1
Subject: Council Rules and Procedures	Date Issued: 7/11/2023 (Res. 22-388)
Staff Contact:	Last Updated: 12/4/2023 (Res. 23-408)

Sections:

[**1 General**](#)[**2 Order of Business Meetings**](#)[**3 Structure and Roles of Government**](#)[**4 Vacancy and Leave of Absence**](#)[**5 Council Conduct**](#)[**6 Remote Attendance and Voting**](#)[**7 Executive Sessions**](#)[**8 Public Testimony**](#)[**9 Waiver / Effect of Waiver of Rules**](#)**1 General****1.1 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 addressing federal and state mandates.

1.2 Structure of Meetings

1.2.1 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 42.30.140. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

1.2.2 Meetings will be orderly and will involve Councilmembers, City staff, consultants, and members of

the public, which will allow all viewpoints to be heard and considered.

1.2.3 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.

1.2.4 Meeting types:

1.2.4.1 There will be three 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.

1.2.4.2 Additional meetings, which may be referred to as meetings or work or study sessions, will be scheduled as needed.

1.2.4.3 Executive sessions will be scheduled as needed.

1.2.4.4 Town Hall meetings will occur periodically as determined by the City Council.

1.2.4.5 Coffee-With-Council is an open forum for the public to discuss issues with Councilmembers. It will occur twice a month, generally on one Monday and one Saturday at times to be announced. If no Councilmembers are able to attend, notification of the cancellation will be made. No more than three Councilmembers may attend. If specific operational issues are brought up by the public, they should be asked to fill out a Service Request on the City's website to properly track, record, and manage the issue. If a Service Request has been filled out and the person has not received a response, then it will be referred to the City Manager for follow-up. Coffee with Council is not intended to result in tasking the city manager or staff with new initiatives or operational tasks.

1.2.4.6 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.

1.2.4.7 The Council has the prerogative to form ad hoc committees or workgroups of not more than three members to work on issues that will be brought forward to the full Council for consideration.

1.2.5 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.

1.2.6 Actions may be taken, motions may be passed, proclamations may be made, and resolutions and ordinances may be adopted at regular meetings, or special meetings with proper notification.

1.2.7 Meeting agendas with relevant information on each topic will be available 10 days in advance whenever possible.

1.2.8 Regular and special meetings will be recorded by the City Clerk or designee and posted within 72 hours.

1.2.9 Remote attendance and voting will be allowed as noted in Section [6](#).

1.2.10 Copies of all documents distributed in the Council chambers pertaining to Council business, as well as copies of all documents submitted by speakers during Public Comments, shall be provided to the City Clerk and distributed as necessary.

1.3 Rules for Meetings

1.3.1 These rules constitute the official rules and procedures and code of conduct for the City Council.

1.3.2 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.

1.3.3 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.

1.3.4 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.

1.3.5 Robert's Rules of Order for "Small Boards" will be used to:

1.3.5.1 Allow the Presiding Officer to participate in debate. In general, the Presiding Officer will speak after others have spoken on the topic.

1.3.5.2 Allow informal discussion before a motion is made.

1.3.5.3 Not require speakers "for" and "against" the motion to alternate.

2 Order of Business Meetings

2.1 Call to Order

2.1.1 The Presiding Officer will call a meeting to order.

2.1.2 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.

2.2 Agenda Approval

2.2.1 The City Council shall approve the agenda.

2.2.2 Amendments to the agenda may be suggested, discussed, and approved.

2.3 Public Comments

2.3.1 Members of the public may only speak during the designated Public Comment period, or during a scheduled public hearing, or a quasi-judicial hearing (as discussed in Section [8](#) below).

2.3.2 No person shall address the City Council at a meeting without being recognized by the Presiding Officer.

2.3.3 The Presiding Officer or City Clerk will state the rules for the Public Comment period. This may include items such as:

2.3.3.1 Members of the public must sign the log prior to the Public Comment period to be allowed to speak. They are not required to sign anywhere to attend the meeting.

2.3.3.2 They must state their name and city of residence.

2.3.3.3 There is a three-minute time limit.

2.3.3.4 It is a time for members of the public to speak on any topic(s) of their choice.

2.3.3.5 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.

2.3.3.6 Comments should be addressed to the Presiding Officer and the City Council, not the audience.

2.3.3.7 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.

2.3.3.8 Members of the public should refrain from booing, hissing, clapping, or making personal attacks during public comments, and throughout the meeting.

2.3.4 Each member of the public will be given three minutes. Suspension of this rule will require a majority vote of the Councilmembers present.

2.3.5 No person may use the designated Public Comment period to support or oppose any candidate for public office or ballot measure in a manner that violates RCW 42.17A.555.

2.3.6 The Presiding Officer will allow members of the public to return to their seats in the audience before responding to their presentations.

2.3.7 There will be no two-way conversations between Councilmembers and members of the public.

2.3.8 The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council. However, if public comment is about operational issues then the Presiding Officer should refer the resident to the main page on the City's website where they can report a concern. Operational requests raised during Public Comment should not get special priority or attention.

2.4 Virtual Public Comment

2.4.1 The Council aims to provide a virtual meeting option whenever possible and technologically feasible. Members wishing to comment virtually during a public comment period, or a scheduled public hearing, will be required to submit a request in advance using a form approved by the City Clerk's Office and provided through the city website.

2.4.2 The Council may, at its discretion, eliminate the remote public comment option if necessary due to security, safety concerns, or as otherwise determined necessary by the Council.

2.4.3 The City Clerk's Office is authorized to evaluate all requests to comment virtually submitted on the approved form, with the goal of allowing the maximum number of requests subject to confirmation procedures established by the City Clerk's Office.

2.4.4 The City Clerk's Office is authorized to make changes to the registration form or process to enhance security or efficiency as necessary.

2.4.5 If approved to comment, virtual public comments must adhere to the same rules outlined in section [2.3](#) (Public Comment) or [8.2](#) (Public Hearings).

2.4.6 Guests providing virtual comments will "display" their first and last name before being called on.

2.5 Council Business Meeting

2.5.1 Each item on the agenda will be addressed in turn with staff, consultant, or special speaker reports as appropriate.

2.5.2 Council will discuss the issues and take action on them as appropriate.

2.6 Consent Agenda

2.6.1 The consent agenda streamlines Council proceedings by addressing routine matters without extensive deliberation. Inclusion in the consent agenda is suitable for items in the following categories:

- Minutes: Approval of meeting minutes from previous sessions.
- Voucher Approval Reports; Payables
- Routine Contracts: Standard service contracts or procurements within established budgetary limits.
- Reports and Updates: Receipt of non-debatable reports or updates.
- Procedural Matters: Non-contentious appointments, reappointments, or procedural changes.
- Implementing Prior Direction: Actions implementing Council direction from budget, policy documents, or previous meetings.
- Final Actions Directed by Council: Finalizing actions previously directed by the Council, possibly in the form of resolutions or ordinances.

2.6.2 Items included in the consent agenda must adhere to guidelines and not require extensive discussion. Excluded items will be scheduled for individual consideration during the business agenda of Council sessions.

2.6.3 The consent agenda aims to streamline Council proceedings, optimizing time while ensuring transparency and adherence to prior directives. Any item on the Consent Agenda may, at the request of any Councilmember, be removed and considered and voted on separately. Requests to remove a consent item for consideration may be done during the Agenda Approval or Consent Agenda segments of the meeting.

2.7 Councilmember Reports, Comments, and Initiatives

2.7.1 Councilmembers may give reports, make comments, and/or raise new topics or issues during "Councilmember Reports, Comments and Initiatives." No final action or direction to staff can be taken on comments or topics raised. However, during Councilmember Reports, the Mayor (or Presiding Officer) may request Council concurrence to sign on to a document showing City support for a particular issue or position.

2.7.2 Each Councilmember will have 5 minutes for reports, comments and new topics/issues. Extra comments can be submitted in writing.

2.7.3 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.

A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by

the City Council.

The Presiding Officer will direct discussion of the new topic or issue to determine whether there is majority support to move it to a future agenda.

After discussing the new topic or issue, the City Council will vote or come to a consensus on whether to move the topic or issue forward as a future agenda item.

2.7.4 By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

3 Structure and Roles of Government

3.1 City Council Role

3.1.1 The City Council acts as a collective body to set policy direction. Council direction comes from the Council dais. Policy direction and requests for new initiatives should not happen outside of the Council meeting. Council decides the policy direction, while the City Manager determines the operational enactment of policies.

3.1.2 Council direction on workload and priorities is normally established two times per year: At budget adoption and at the retreat. While emergent and high priority issues may unexpectedly come up during the year, the Council should try to respect the process of providing priority and workload direction through the budget and the retreat.

3.1.3 The work set forth through budget and the retreat, plus daily City operations, is always ambitious and more than fills the time of staff. To support organizational health and morale, and to maximize efficiency and effectiveness, if a new initiative is to be considered, a corresponding workload item will need to be deleted or a new resource will need to be added.

3.1.4 In fulfilling their role as members of a collective policy-making body, Councilmembers will:

3.1.4.1 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.

3.1.4.2 Not focus on administrative or operational issues and matters. If a Councilmember has an operational request (e.g., pothole, right-of-way vegetation, etc.), the Councilmember will be directed to use the Service Request process and system, and such requests will be treated like any other request from a resident. Councilmembers do not vicariously request operational city services or report operational concerns on behalf of residents unless the issue or concern is an immediate safety or environmental hazard. Requesters should be directed to go through the Service Request system. If a requester says they tried the service request process and did not get a response or received an

unsatisfactory response, the Councilmember can bring it to the City Manager's attention, and the City Manager will work through the appropriate department head(s) to resolve the matter.

3.1.4.3 Comply with the laws, regulations and policies affecting operation of City government.

3.1.4.4 Use public office for public good, not personal gain.

3.1.4.5 Be independent, impartial and fair in judgments and actions.

3.1.4.6 Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.

3.1.4.7 Monitor and understand operations of the City to be knowledgeable in order to provide policy direction.

3.1.4.8 Represent the City at local, state, and national forums.

3.1.4.9 Represent the City to its residents and members of the public.

3.1.4.10 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.

3.1.4.11 Contact the City Manager only for questions and thinking through policy issues that are in upcoming published agenda items. Note that direction to perform any work cannot arise from these discussions, but rather needs to come from the collective body of the City Council. Questions and issues not pertinent to the immediately upcoming agenda should be raised at regularly scheduled one-on-one meetings with the City Manager as indicated in Section 3.2.6.

3.1.4.12 Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time, with the following exceptions:

3.1.4.12.1 Councilmembers may contact the Executive Assistant directly for clerical and incidental administrative tasks such as processing reimbursements, making copies, calendaring, travel arrangements, and conference registrations.

3.1.4.12.2 Councilmembers may contact the City Clerk directly (cc: City Manager if by email) for incidental things relating to Council meetings, such as getting the right meeting link, getting a copy of a packet item, making sure they have the right chair, getting the battery changed out in their microphone, etc.

3.1.4.12.3 Councilmembers may ask routine questions of city departments that can be answered in a few minutes. Examples may include questions about items on upcoming Council meeting agendas, the city's existing development regulations and other city codes, the city's adopted budget, and administrative issues and procedures. In these cases, Councilmembers can direct their questions through the department heads, provided they include the City Manager in the communications. If the department head determines that the Councilmember's question will take more than a few minutes to answer, they will seek guidance from the City Manager. Councilmembers are not to contact department heads or other staff directly to direct work, request research, policy analysis, changes in operations or priorities, or similar issues.

3.1.4.12.4 Councilmembers may contact the City Attorney directly if needed for legal questions, provided that the City Attorney may contact the City Manager for direction on workload priorities.

3.1.4.12.5 Mayor (or Presiding Councilmember) may work directly with the City Clerk for obtaining signatures on Council-approved documents and other incidental matters pertaining to Council meetings.

3.1.4.13 Be attentive to and interact with the public as indicated during Coffee with Council (Section 1.2.4.5), Public Comments (Section [2.3](#)), Public Testimony (Section [8](#)) and at other times in the community. Residents often raise policy or program ideas that may be addressed in the following ways:

3.1.4.13.1 If a policy issue raised is worth exploring, Councilmembers should bring ideas forward to the collective City Council with two-councilmember sponsorship (see 2.B.), rather than to the city manager, while also respecting existing priorities and work plans.

3.1.4.13.2 If a resident has an idea for a specific event or "love note," the Councilmember should ask the resident if they are willing to plan and produce it, and then give them the contact information of the City's recreation coordinator who may support it in the following two ways:

3.1.4.13.2.1 Promotion of the event/love note through City's normal communication channels (City will not design or produce flyers or other materials) and

3.1.4.13.2.1 Provision of City-owned physical location.

3.1.4.14 Access City computers and electronics at the appropriate access level. A City computer, such as a laptop, will be provided for City business, and it may not be used for personal business.

3.1.4.14.1 Cell Phone. If a Councilmember wishes to have a City- provided cell phone for City use, one will be provided.

3.1.4.14.2 Key Card. Each Councilmember will be given a key card to access City Hall main entrance, Council Chambers, and the executive conference room.

3.1.4.14.3 City Property. All City devices (e.g., computer, laptop, cell phone, key card, and other accessories) are the property of the City of Kenmore and will be returned to the City at the end of the term of office.

3.2 City Manager Role

3.2.1 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. All other City employees work for and report to the City Manager.

3.2.2 Direct the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.

3.2.3 Spend City funds per the City's adopted purchasing policies, which align with State and City laws.

3.2.4 Prepare agendas for meetings and retreats with input from the Mayor.

3.2.5 Provide timely, useful information evenly and equally to all Councilmembers.

3.2.6 Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember. The main purposes for these meetings with three or fewer Councilmembers are for the City Manager to give updates and for Councilmembers to bring up questions. It is not a time for tasking the City Manager, nor is it a time to direct the City Manager to implement new programs or policy initiatives or otherwise add any new work to the City Manager. That direction comes from the majority decision of the Council.

3.2.7 Prepare adequately for City Council meetings.

3.2.8 Meet with members of the public as needed to solve problems and answer questions.

3.2.9 Interact with other public agencies to accomplish City Council goals and policies.

3.2.10 Respond to Councilmember questions and concerns equitably.

3.3 Election of Mayor and Deputy Mayor.

For efficiency and transparency, the Council adopts the following procedures to fill the positions of Mayor and Deputy Mayor:

3.3.1 Mayor

3.3.1.1 The City Clerk will open and call for nominations for the position of Mayor, giving every Councilmember an opportunity to nominate one person, including him or herself.

3.3.1.2 Once all nominations are made, the City Clerk will close the nominations and ask for discussion. The City Clerk will ask each Councilmember if they wish to speak once to make their case for a particular nominee.

3.3.1.3 After each Councilmember has had a chance to speak, the City Clerk will close discussion and begin the voting process.

3.3.1.4 If there is a singular nomination, the vote will be taken by unanimous consent.

3.3.1.5 If there are multiple nominations, the vote will be taken by a show of hands.

3.3.1.6 Each member of the Council will vote for the preferred nominee, and keep the hand raised until the clerk has registered the vote.

3.3.1.7 Votes will be taken in order of nomination received.

3.3.1.8 The voting rounds will continue until a majority of 4 votes has tallied in favor of a nominee. A nominee may withdraw a nomination before a new round of voting begins.

3.3.1.9 The newly-elected Mayor will immediately assume the role of chair/presiding officer.

3.3.2 Deputy Mayor

3.3.2.1 The newly elected Mayor will call for nominations for the position of Deputy Mayor.

3.3.2.2 Each Councilmember may nominate one person, including him or herself at this time.

3.3.2.3 Once all nominations are made, the Mayor will close the nominations and allow time for discussion. Each Councilmember will be allowed to speak once to make their case for a particular nominee.

3.3.2.4 After each Councilmember has had a chance to speak, the Mayor will close the discussion and begin the voting process.

3.3.2.5 If there is a singular nomination, the vote will be taken by unanimous consent.

3.3.2.6 If there are multiple nominations, the vote will be taken by a show of hands.

3.3.2.7 Each member of the Council will vote for the preferred nominee, and keep the hand raised

until the Clerk has registered the vote.

3.3.2.8 Votes will be taken in order of nomination received.

3.3.2.9 The voting rounds will continue until a majority of 4 votes has tallied in favor of a nominee. A nominee may withdraw a nomination before a new round of voting begins.

3.3.2.10 The Councilmember who receives the most votes will immediately assume the role of Deputy Mayor.

3.4 Mayor Role

3.4.1 Primary roles: facilitate meetings; represent the City at local, state and national forums; and represent the City in a ceremonial capacity.

3.4.2 Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.

3.4.3 Announce in advance public presentations, ceremonies, and events that the Mayor is invited to attend.

3.4.4 Bring new issues to the City Council during Council Initiatives.

3.4.5 Request other Councilmembers to attend meetings in place of the Mayor when they cannot attend, or to join the Mayor at such meetings to increase the City's representation.

3.4.6 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.

4 Vacancy and Leave of Absence

4.1 Purpose

This section provides guidance to the City Council on filling vacancies and appointing a Pro Tempore when a Councilmember requests an extended leave of absence.

4.2 References

4.2.1 Chapter 42.12 RCW – Vacancies

4.2.2 RCW 35A.13.020 (and RCW sections cited therein) – Vacancies – Filling Councilmember Vacancies

4.2.3 RCW 35A.13.035 – Pro Tempore appointments

4.2.4 RCW 42.30.110(1)(h) – Executive Session Allowed to Evaluate Qualifications of a Candidate for

Appointment to Elective Office

4.2.5 RCW 42.30.060 – Prohibition on Secret Ballots

4.3 Definitions

4.3.1 A “vacancy” occurs on the happening of any event identified in RCW 42.12.010, as amended, which includes resignation, removal, forfeiture, permanent incapacity, or death of a Councilmember.

4.3.2 “Leave of absence” means a temporary interval when a Councilmember is unable to serve due to extended excused absence or incapacity but expects to return to full service prior to the end of his or her term of office.

4.3.3 “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.

4.4 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.

4.5 Filling of Vacancy or Appointment of Councilmember Pro Tempore

4.5.1 Upon receiving notice of an upcoming vacancy or the occurrence of a vacancy, the remaining Councilmembers, by a simple majority vote, shall fill the vacant position using one of the following procedural options:

4.5.1.1 Appoint a candidate to fill the vacant position without the process described in Section [4.6](#) below;

4.5.1.2 Appoint a candidate to fill the vacant position according to the process described in Section [4.6](#) below; or

4.5.1.3 Appoint a candidate to fill the vacant position using another process based on the circumstances at the time of the vacancy and the needs of the City Council.

4.5.2 After a leave of absence is approved, the remaining Councilmembers, by a simple majority vote, shall select one of the following options:

4.5.2.1 Leave the position unfilled during the leave of absence;

4.5.2.2 Appoint a Councilmember Pro Tempore by a simple majority vote, without the process described in Section [4.6](#) below;

4.5.2.3 Appoint a Councilmember Pro Tempore according to the process described in Section [4.6](#) below; or

4.5.2.4 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.

4.5.3 The Councilmember who is vacating his or her position, or seeking temporary leave of absence, shall not participate in the appointment process.

4.6 Application Process

4.6.1 If one of the following events occur: a) the City Council receives notice of an upcoming vacancy, b) a vacancy occurs, or c) City Council determines 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.

4.6.2 The City Clerk's Office shall prepare and submit an advertisement to the newspaper of record, with courtesy copies to the closest local newspaper, 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. The announcement will also be sent via the City's other regular communication channels (email and social media).

4.6.3 The applicant must be a registered voter of the City of Kenmore, have a one-year continuous period of residency in the City of Kenmore, and hold no other public office or employment under the City of Kenmore government.

4.6.4 The City Clerk's Office shall prepare an application form that 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 agree to complete and file a Washington State PDC Form F-1 upon appointment. The application form will also include the applicant's consent for the City to conduct a criminal background check on the applicant prior to being interviewed by the Council. 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.

4.6.5 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.

4.7 Interview Process

4.7.1 The City Council will determine which applicants will be interviewed according to qualifications submitted.

4.7.2 The City Clerk's Office shall notify the selected applicants of the location, date, and time of City Council interviews.

4.7.3 Prior to the date and time of the interview, the Mayor shall accept one interview question from each Councilmember.

4.7.4 Prior to the interview, the City Clerk shall obtain and provide to the Councilmembers a Criminal Background Check for the applicant.

4.7.5 The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk.

4.7.6 Each interview of an applicant shall be no more than 30 minutes in length. At the interview:

4.7.6.1 The applicant shall present his or her credentials to the City Council.

4.7.6.2 The City Council shall ask a predetermined set of questions.

4.7.6.3 If agreed to by the City Council, Councilmembers may ask and receive answers to miscellaneous questions.

4.8 Voting Process

4.8.1 Upon completion of the interviews, Councilmembers may convene into Executive Session to evaluate the qualifications of the applicants; however, all interviews, nominations and votes taken by the Councilmembers shall be in open public session.

4.8.2 In voting on the applicants, the City Council shall follow Robert's Rules of Order Newly Revised.

4.8.3 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.

4.8.4 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.

4.8.5 The Mayor shall declare the applicant receiving a majority of four votes as the new Councilmember or Councilmember Pro Tempore, and they shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

4.9 Deadline for Filling Permanent Vacancies

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

4.10 Term of Office

4.10.1 The new Councilmember shall serve the portion of the unexpired term until his or her successor takes office, pursuant to State law.

4.10.2 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.

5 Council Conduct

5.1 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, members of the public, and others with whom they come into contact while representing the City.

5.2 Code of Ethics and Conflicts of Interest

5.2.1 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 Ò Contract Interests; Chapter 42.30 RCW, Open Public Meetings Act; and Chapter 42.36 RCW, Appearance of Fairness Doctrine.

5.2.2 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.

5.2.3 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)

5.2.4 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).

5.2.5 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.

5.2.6 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 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.

5.2.7 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):

5.2.7.1 The furnishing of utility services by the City at the same rates and on the same terms as are available to the public generally;

5.2.7.2 The designation of public depositaries for City funds;

5.2.7.3 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

5.2.7.4 Any other exception provided for by law.

5.2.8 A Councilmember may not vote in the authorization, approval, or ratification of a contract in which they are 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.

5.2.9 A Councilmember is not interested in a contract, within the meaning of Sections 5.2.7 and 5.2.8 above, if the Councilmember has only a remote interest in the contract. A "remote interest" means:

5.2.9.1 That of a non-salaried officer of a nonprofit corporation.

5.2.9.2 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;

5.2.9.3 That of a landlord or tenant of a contracting party; or

5.2.9.4 That of the holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

5.2.10 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:

5.2.10.1 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.

5.2.10.2 The City Council authorizes, approves, or ratifies the contract after that disclosure and notation.

5.2.10.3 The City Council's authorization, approval, or ratification is in good faith.

5.2.10.4 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.

5.2.10.5 The Councilmember having the remote interest does not influence or attempt to influence any other Councilmember to enter into the contract.

5.2.11 Any contract made in violation of the restrictions and requirements of Sections 5.2.7 through 5.2.10 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.

5.2.12 Any Councilmember violating the provisions of Sections 5.2.7 through 5.2.10 above, Section 5.2.13 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 Sections 5.2.7 through 5.2.10 above or RCW 42.23.070 may be grounds for forfeiture of his or her office. See RCW 42.23.050.

5.2.13 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.

5.2.14 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.

5.2.14.1 Unsolicited flowers, plants and floral arrangements;

5.2.14.2 Unsolicited advertising or promotional items of nominal value, such as pens and note pads;

5.2.14.3 Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

5.2.14.4 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;

5.2.14.5 Informational materials and publications related to the Councilmember's performance of official duties;

5.2.14.6 Food and beverages consumed at hosted receptions where attendance is related to the Councilmember's duties for the City;

5.2.14.7 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;

5.2.14.8 Unsolicited gifts from dignitaries from another city, state, or foreign country, as long as the Councilmember gives the gift to the City;

5.2.14.9 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;

5.2.14.10 Any gift which would have been offered or given to the Councilmember if they were not a Councilmember; and

5.2.14.11 Payments by a governmental or non-governmental entity of reasonable expenses incurred by the Councilmember in connection with a speech, presentation, appearance, or trade mission made in an official capacity.

5.3 General Courtesy Expectations

- 5.3.1 Be courteous, respectful, kind, and professional at all times with everyone.
- 5.3.2 Be honest and truthful.
- 5.3.3 Act with integrity and in good faith.
- 5.3.4 Foster an environment of mutual respect. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.
- 5.3.5 At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
- 5.3.6 Stay on the topic being discussed for the efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.
- 5.3.7 Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order.
- 5.3.8 Comments will be limited to three minutes at a time.
- 5.3.9 Refrain from asking staff to advertise individual achievements (e.g., classes, awards, being the first of a class of people) through City events or communications (newsletters, press releases).
- 5.3.10 Refrain from using social media to discuss Council deliberations or other Council business, as this 'dialogue' creates an un-trackable set of public records. Social media may be used to provide unidirectional information about upcoming agenda items and to encourage public engagement.
- 5.3.11 Refrain from emailing the Council as a body (e.g., ci_council@...) with anything that might prompt a group response or requests new action as this may create a dialogue subject to the Open Public Meetings Act. Councilmembers may email the Council as a body if the email simply provides information.
- 5.3.12 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."
- 5.3.13 Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff, and City consultants.
- 5.3.14 If any Councilmember has a complaint against a fellow Councilmember, the City Manager, or a staff member, they will follow city procedures to resolve the issue. They will not broadcast the issue on social media or to the public news media before an evaluation has been done and a conclusion has been reached.
- 5.3.15 Treat City staff in a polite and professional manner.

5.3.16 Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

5.4 Respect in Regard to Voting

5.4.1 Disagreement and differences of opinion are honored and respected features of government in the City.

5.4.2 When there is disagreement, discuss and clarify the issues before voting.

5.4.3 Councilmembers must not seek out members of the media to express thoughts about 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.

5.4.4 Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.

5.4.5 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.

5.4.6 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.

5.5 Prohibited Conduct

5.5.1 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.

5.5.2 The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.

5.5.3 Prohibited conduct includes, but is not limited to, the following:

5.5.3.1 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.

5.5.3.2 Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.

5.5.3.3 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.

5.5.3.4 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:

5.5.3.4.1 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

5.5.3.4.2 Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, where the correction or explanation substantially interrupts the efficient operations of the City.

5.5.3.5 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.

5.5.3.6 Representing to members of the public, 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.

5.5.3.7 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.

5.5.3.8 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.

5.5.3.9 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.

5.5.3.10 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 [5.2](#), Code of Ethics and Conflicts of Interest)

5.5.3.11 Engaging in acts of intimidation, discrimination, bullying, bias, or hate acts toward other Councilmembers.

5.6 Sanctions

5.6.1 The Council has the power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.

5.6.2 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.

5.6.3 The Presiding Officer may give a verbal admonition.

5.6.4 Other punishments not mentioned in Section 5.6.2 require the affirmative vote of five members of the City Council.

5.6.5 A censure is a statement by five members of the City Council that a prohibited action has occurred.

5.6.6 A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

6 Remote Attendance and Voting

6.1 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 procedures and guidelines for permitting a Councilmember to attend a meeting via remote access are contained in this Section [6](#). In the event of a declared emergency at the local, state or federal level, or if the city determines it cannot hold a meeting in person with reasonable safety where Councilmembers or public are in attendance, several or all of the Councilmembers may attend the meeting remotely without the limits set forth in Section [6.2](#) (Frequency).

6.2 Frequency

Except for a declared emergency at the local, state or federal level, or if the city determines it cannot hold a meeting in person with reasonable safety where members or public are in attendance (OPMA)

Councilmember attendance via remote access is limited to 10 times in a calendar year, but the City Council, by majority vote, may allow additional attendance via remote access.

6.3 Procedure

6.3.1 At least 24 hours before the starting time of a meeting, the Councilmember should advise the City Clerk of the desire to attend via remote access to allow time to prepare for such remote access

attendance.

6.3.2 Per state law, any Councilmember and/or public attending a meeting via remote access 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 and/or public attending via remote access.

7 Executive Sessions

7.1 Topics for Executive Session Discussion

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

7.1.1 Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.

7.1.2 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.

7.1.3 Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.

7.1.4 Receipt and evaluation of complaints or charges against a public officer or employee.

7.1.5 Evaluation of qualifications of an applicant for public employment.

7.1.6 Review of the performance of a public employee.

7.1.7 Discussion with legal counsel of litigation, potential litigation or pending litigation (legal counsel may attend via speakerphone or video).

7.1.8 Discussion of collective bargaining sessions with employee organizations.

7.1.9 Consideration of matters affecting national security.

7.2 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.

7.3 Procedure

7.3.1 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)."

7.3.2 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.

7.3.3 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, then return to the executive session.

7.3.4 The Presiding Officer shall announce the conclusion of the executive session in open session by stating: "The executive session is now concluded."

7.3.5 At the close of the executive session or the meeting at which the executive session occurs, the Presiding Officer shall complete a document recording the topic or reason and time of the executive session, including extensions.

7.4 Written Material

7.4.1 During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.

7.4.2 Papers and documents that are distributed during executive sessions are to be returned to the City Manager or the Presiding Officer (if the City 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.

7.4.3 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.

7.4.4 Councilmembers will not generate computer notes, take photos, or make recordings during an executive session.

8 Public Testimony

8.1 Public Comment Rules.

Except in an emergency situation, an opportunity for public comment shall be provided at every regular meeting at which final action is taken. Public comment rules are delineated in Section [2.3](#) above.

8.2 Public Hearings

8.2.1 The Presiding Officer shall open the public hearing and ask for a City staff presentation.

8.2.2 Members of the public will be invited to provide comments about the specific topic of the hearing, in contrast to general Public Comment (Section [2.3](#)) which may be about any topic pertaining to City business.

8.2.3 Each person will be allowed to speak for five minutes, which is longer than the three minutes allowed for Public Comments.

8.2.4 A person who testifies shall state his or her name, city of residence, and organization (if applicable).

8.2.5 Motions will not be made during the public hearing.

8.2.6 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.

8.3 Quasi-Judicial Matters

8.3.1 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.

8.3.2 Quasi-judicial actions involve policy application rather than policymaking. 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 area-wide zoning amendments.

8.3.3 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 the 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.

8.3.4 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.

8.3.5 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.

9 Waiver / Effect of Waiver of Rules

9.1 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.

RCW 35A.13.030 Mayor—Election—Chair to be mayor—Duties.

Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW 35A.13.033. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order. [2009 c 549 § 3018; 1975 1st ex.s. c 155 § 2; 1967 ex.s. c 119 § 35A.13.030.]

RCW 35A.13.035 Mayor pro tempore or deputy mayor. Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability. [2009 c 549 § 3020; 1969 ex.s. c 81 § 1.]

Effective date—1969 ex.s. c 81: "This 1969 amendatory act shall take effect July 1, 1969." [1969 ex.s. c 81 § 7.]



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: 2024 Proclamations Calendar	For Council Meeting Agenda of: 01/09/2024 Department: City Clerk's Office Prepared by: Michelle Kang, Deputy City Clerk <table><tr><td></td><td>Initial & Date</td></tr><tr><td>Approved by Department Head:</td><td><u>AW, 12/27/23</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>N/A</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>N/A</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK, 12/29/23</u></td></tr></table> Attachments/Exhibits: Attachment 1 – Proposed 2024 Proclamations Calendar Attachment 2 – Proclamations Request Form		Initial & Date	Approved by Department Head:	<u>AW, 12/27/23</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>N/A</u>	Approved by City Manager:	<u>RK, 12/29/23</u>
	Initial & Date										
Approved by Department Head:	<u>AW, 12/27/23</u>										
Approved by City Attorney:	<u>N/A</u>										
Approved by Finance Director:	<u>N/A</u>										
Approved by City Manager:	<u>RK, 12/29/23</u>										
Proposed Council Action/Motion: Approve the 2024 Proclamations Calendar as attached, or as amended.											
Information/Background: In 2021, the City Council adopted the inaugural Proclamations Calendar as required by the Proclamations Policy. The City aims to issue proclamations under the guiding principles of promoting inclusiveness, and honoring, celebrating, or raising awareness about an event, special occasion, or a significant issue. The calendar outlines the various acknowledgements, declarations, and recognitions the Mayor and the City Council routinely bring forth as they relate to the City Council Goals and Priorities. In 2022, the City Council amended the Proclamations Calendar to combine honoring both Indigenous and Native American Peoples, and to add Suicide Prevention Awareness Week. The 2023 Proclamations Calendar maintained those changed. The proposed 2024 Proclamations Calendar has been reviewed by the internal DEIA Coordinator. This calendar shifts the following proclamations to nationally recognized months: ▪ Sexual Assault Awareness Month → April 2024 ▪ Child Abuse Prevention Month → April 2024 ▪ Native American Heritage Month → November 2024 Requests for additional proclamations can be submitted to the City Clerk and must be approved by the Mayor and the City Manager.											
City Council Priority or Budget Objective Being Addressed: The proposed 2024 Proclamations Calendar supports various City Council's Priorities.											

Proclamations Calendar 2024												
COUNCIL GOAL/ PRIORITY	January	February	March	April	May	June	July	August	September	October	November	December
Affordable Housing	Affordable Housing Month											
Diversity, Equity, Inclusion, and Accessibility (DEIA)		Black History Month	Women's History Month		Asian American and Pacific Islander Heritage Month	Pride Month			Hispanic and Latino Heritage Month (September 15 - October 15, 2024)	Indigenous Peoples' Day (October 14, 2024)	Native American Heritage Month	Honoring Veterans Day (November 11, 2024)
Environmental Sustainability				Earth Day (April 22, 2023) Arbor Day (April 26, 2023)								
Health and Safety				Sexual Assault Awareness Month	Peace Officers Memorial Day (May 15, 2024)	National Gun Violence Awareness Month			National Recovery Month	Domestic Violence Awareness/ Action Month	Hunger and Homelessness Awareness Week (November 17 - 23, 2024)	
				Child Abuse Prevention Month	Safe Boating and Paddling Week (May 18 - 24, 2024)				Falls Prevention Awareness Week (September 18 - 22, 2024) Suicide Prevention Week (September 10 - 16, 2024)			
Multimodal Transportation					Pedestrian and Bicycle Safety Month							
Celebrating Community and Culture					Kids to Parks Day (May 18, 2024)							

NOTE: These dates denote the month of awareness. The proclamation may be issued the previous month, preceding the month of awareness.

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, November 20, 2023**

These minutes are created to capture Council action. This is not a verbatim transcript.
Meeting video and audio is available on the City YouTube channel.

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember David Baker
Councilmember Joe Marshall
Councilmember Angela Kugler
Councilmember Debra Srebnik – Excused
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan – Virtual
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Development Services Director Samantha Loyuk
Assistant to the City Manager Garrett Oppenheim
Engineering Director John Vicente
Senior Civil Engineer Kent Vaughan
Finance and Administration Director Melinda Merrell
Environmental Services Director Richard Sawyer

Speaking Guests: Ellen Arnstein, King Conservation District Representative
Nathan Anderson, KPFF Project Manager
Ashley Emery, Peninsula Financial Consulting Consultant
David Trageser, D.A. Davidson & Co. Managing Director
Morgan Garner, PlanIT Geo GIS Specialist

Public Comments Speaking Guests:
Laurie Sperry, Kenmore Resident
Patrick O’Brien, Kenmore Resident
Carl Michelman, Kenmore Resident

Stacey Valenzuela, Kenmore Resident
Janet Hays, Kenmore Resident

Public Hearing Speaking Guests:

Patrick O'Brien, Kenmore Resident
Carl Michelman, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Janet Hays, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:20 p.m.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council will now enter an executive session to discuss potential litigation. This executive session is slated to last 40 minutes until approximately 7:00 PM. No action is expected.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 6:59 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7 p.m.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

WHERE'S THE FUN?

Elizabeth Mooney, resident and part of PERK (People for an Environmentally Responsible Kenmore) highlighted this year's Streamfest that took place in September. This event was to raise awareness for the small local streams. This event was held to support clean water and healthy habitats.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/sF7zQcYQ03Y?si=soYeZ0FD01gud930&t=2827>

PRESENTATION

Tree Canopy Assessment Update, presented by Development Services Director Samantha Loyuk and King Conservation District Representative Ellen Arnstein

[Agenda Bill - Tree Canopy Assessment Update](#)

[Attachment 1 - Summary of 2019 Tree Canopy Assessment](#)

[Attachment 2 - Summary of 2023 Tree Canopy Assessment](#)

[Attachment 3 - Presentation](#)

Development Services Director Samantha Loyuk described the recent canopy assessment and highlighted that Development Services department and King Conservation District (KCD) present the results of the most recent tree canopy assessment. The results show an increase of 5% in tree canopy cover. The assessment used 2021 data. The increase can likely be attributed to the continued growth of older trees and other factors.

CONSENT AGENDA

A. Approve the 2024 Climate Action Plan (CAP) Workplan.

[Agenda Bill - 2024 CAP Workplan](#)

[Attachment 1 - Agenda Bill and Packet from the 10/23/2023 City Council Meeting](#)

B. Approve the Climate Advisory Committee Charter.

[Agenda Bill - Climate Advisory Committee Charter](#)

[Attachment 1 - Climate Advisory Committee Charter](#)

C. Authorize the City Manager to execute Amendment No. 1 of Contract No. 23-C2929 to adjust the time frame for Wednesdays at Cascadia from 2023-2024 academic year to the 2024 calendar year.

[Agenda Bill - Amendment No. 1 to Contract No. 23-C2929](#)

[Attachment 1 - Amendment No. 1 to Contract No. 23-C2929](#)

[Attachment 2 - Contract No. 23-C2929](#)

D. Authorize the City Manager to execute Contract No. 21-C2667 Amendment No. 3, substantially and materially in the form attached.

[Agenda Bill - Amendment No. 3 to Contract No. 21-C2667](#)

[Attachment 1 - Amendment No. 3](#)

E. Receive and file the August 2023 Financial Report for the City of Kenmore, Washington.

[Agenda Bill - August 2023 Financial Report](#)

[Attachment 1 - August 2023 Financial Report](#)

- F. Approve a contract contingency increase to \$780,481 and authorize the City Manager to execute change orders to Contract No. 22-C2773 with Tastad Construction for the NE 190th St. Culvert Replacement Project.

[Agenda Bill - Change Orders to Contract No. 22-C2773](#)

MOTION: Councilmember Kugler moved to approve the consent agenda outlined above. Deputy Mayor O'Cain seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PUBLIC HEARING

Proposed Ordinance 23-0597 Remaining Tier 2 Tree Regulations, presented by Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim, *for public hearing*

[Agenda Bill - Remaining Tier 2 Tree Regulations](#)

[Attachment 1 - Proposed Ordinance No. 23-0597](#)

[Attachment 2 - Exhibit A to Proposed Ordinance No. 23-0597](#)

[Attachment 3 - Exhibit B to Proposed Ordinance No. 23-0597](#)

[Attachment 4 - Exhibit C to Proposed Ordinance No. 23-0597](#)

[Attachment 5 - King Conservation District Tree Canopy Study](#)

[Attachment 6 - Presentation](#)

Mr. Oppenheim summarized potential Tier 2 tree code changes presented to City Council on May 16, 2022, building on Tier 1 amendments adopted in March, which included:

- Increased tree density requirement for new developments.
- Reduced yearly allowances for single-family tree removal.
- Mandatory tree replacement.
- Preservation of trees not required for construction.
- Creation of a tree fund for infeasible replacements ("fee in lieu").
- Introduction of an Exceptional Tree program.

City Council, since 2017, has enacted various strategies from the Housing Strategy Plan, such as:

- Density transfers and manufactured housing community overlay.
- Regulations for accessory dwelling units (ADUs) and expanded density bonuses.
- Extension of the Multifamily Tax Exemption to Transit-Oriented Development (TOD).
- Implementation of school impact fees with exceptions for low-income housing.
- Streamlined permit reviews for affordable housing.
- Allocation of funds for affordable housing projects on surplus city land.

- Comprehensive plan amendments for "Missing Middle" housing near transit corridors.
- Ongoing funding for ARCH's Housing Trust Fund for affordable housing.

Changes in Tree Density Requirements (KMC 18.57.060):

- Increased minimum tree density by 33.3% (from 30 to 40 tree units per net buildable acre).
- Replacement trees considered after exhausting all options for retaining existing trees.

Mandatory Tree Replacement:

- Removal mandates replacement with native trees.
- Exceptions for hazardous trees; fee-in-lieu allowed with city manager approval.

Tree Retention Unaffected by Construction (KMC 18.57.080.C):

- Sites exceeding minimum density via existing trees must retain them if property use isn't compromised.
- Construction not requiring tree removal should retain trees (e.g., in building setbacks).

Establishment of Tree Fund and "Fee in Lieu" Option:

- Fee-in-lieu available for infeasible replacements, subject to approval.
- Preference for replacement over fee in lieu.
- Fee determined by planting, maintenance for 5 years, and program administration costs.

City Manager Rob Karlinsey highlighted the upcoming addition of new language regarding tree retention in the development perimeter.

Mayor Herbig opened the Public Hearing at approximately 7:44 p.m.

The City Council received testimony from the public.

Timestamped link here:

https://www.youtube.com/live/sF7zQcYQ03Y?si=2hS94kdBWWnDh_58&t=5096

Mayor Herbig closed the Public Hearing at approximately 8:02 p.m.

BUSINESS AGENDA

A. 61st Avenue NE Sidewalk Replacement Project - Sidewalk Replacement Options, presented by Engineering Director John Vicente and Senior Civil Engineer Kent Vaughan, *for discussion and direction*

[Agenda Bill - 61st Ave NE Sidewalk Replacement Project](#)

[Exhibit A - Public Involvement Survey Results](#)

[Presentation - 61st Ave NE Sidewalk Replacement Project \(updated 11/16/2023\)](#)

Senior Civil Engineer Kent Vaughan outlined the 61st Ave NE Sidewalk Replacement Project's Phase 1 scope, aiming to repair damaged sidewalks, add bike lanes, and enhance pedestrian safety. Phase 1 includes east sidewalk repair, bike lanes, and intersection improvements, planned for construction in 2025, while Phase 2, addressing the west sidewalk, awaits funding.

Evaluation of 67 red maple street trees found varying health statuses. Five alternatives were proposed, including tree removal and replacement, bridging over roots, relocating sidewalks, or filling over roots, with costs ranging from \$105,000 to \$1,889,000. Public feedback, gathered through various channels, showed mixed preferences, with a majority favoring preservation-focused option (2-5).

Staff recommended a blend of alternatives 1, 2, and 3 to design ADA-compliant sidewalks while preserving as many trees as possible, using root barriers and appropriate replacement trees.

During discussions, preferences ranged from favoring ADA accessibility (Option 1) to prioritizing tree preservation (Options 2-5). Some leaned towards a blend of options, while others preferred specific alternatives (1 or 4).

Mayor Herbig expressed disinterest in bridges or relocating sidewalks to save potentially short-lived trees, favoring walkability and accessibility. Other viewpoints included prioritizing cost-effectiveness (Option 1), tree preservation, or a blend of alternatives 1 and 2.

MOTION: Councilmember Pfeil moved to accept the recommendation to move ahead with the feasibility study for Alternatives 1, 2, and 3, and materials for bridges. Councilmember Baker seconded the motion.

VOTE: 5 Yes – O’Cain, Baker, Kugler, Pfeil, Herbig; 1 No – Marshall; 0 Abstain.

MOTION PASSES

- B. Proposed Resolution No. 23-406, repealing Resolution No. 18-315 and establishing Surface Water Management (SWM) Service Charges for 2024-2030 and Proposed Resolution No. 23-407, repealing Resolution No. 19-318 and establishing Stormwater Capital Facilities Charges beginning in 2024, presented by City Manager Rob Karlinsey, Finance and Administration Director Melinda Merrell, Environmental Services Director Richard Sawyer, and Consultant Ashley Emery, *for adoption*
[Agenda Bill - Proposed Resolutions No. 23-406 and 23-407](#)
[Attachment 1 - Proposed Resolution No. 23-406 SWM Service Charges](#)

[Attachment 2 - Proposed Resolution No. 23-407 Stormwater Capital Facilities Charge](#)
[Attachment 3 - Rate Analysis Report](#)
[Presentation - 2024-2030 Stormwater Rates and CFC](#)

Environmental Services Director Richard Sawyer recapped for the Council the Surface Water Management Analysis of the City's rates and capital facilities charges, conducted by Peninsula Financial Consulting. This study then led to the development of four funding options for the Council to consider, ranging from *Stay the Course* to *Rapid Progress+*. With Council's previous direction, Staff have returned tonight with information about *Rapid Progress+* and recommend the Council vote to adopt Resolution No. 23-406, approving the funding option for *Rapid Progress+*.

Staff also reminded the Council of the outreach that took place throughout this process, including multiple appearances at City Council meetings, social media posts, mailers, and other outreach.

Resolution No. 23-406 updates the 2024-2030 surface water service charge rates. A table was presented to the Council that shows the percentage change in rates as well as the prices. There is also a senior and disable surface water service charge exemption for qualifying residents.

The Council had no questions or comments.

MOTION: Councilmember Pfeil moved to adopt Resolution No. 23-406, repealing Resolution No. 18-315 and establishing Surface Water Management (SWM) Service Charges for 2024-2030. Councilmember Kugler seconded the motion.

VOTE: 5 Yes – O'Cain, Marshall, Pfeil, Kugler, Herbig; 1 No – Baker; 0 Abstain.

MOTION PASSES

Resolution No. 23-407 updates the City's stormwater utility capital facilities charge. This charge was the same for all four funding options brought forth to Council at \$3,7000 for a single-family residential development on a single parcel. For all other developments, the charge will be the square feet of impervious area of the parcel, divided by 2,500, and multiplied by \$3,700.

The Council had no questions or comments.

MOTION: Councilmember Pfeil moved to adopt Resolution No. 23-407, repealing Resolution No. 19-318 and establishing Stormwater Capital Facilities Charges beginning in 2024. Councilmember Kugler seconded the motion.
VOTE: 6 Yes – Kugler, Pfeil, Marshall, Baker, O’Cain, Herbig; 0 No; 0 Abstain.
MOTION PASSES

C. Proposed Ordinance No. 23-0587 Mid-Biennial Amendments to the 2023-2024 Biennial Budget and 2024 Salary Plan, presented by Finance and Administration Director Melinda Merrell, *for discussion*

[Agenda Bill - 2023-2024 Mid-Biennial Amendments](#)

[Attachment 1 - 2023-2024 Schedule of Mid-Biennium Recommended Budget Amendments](#)

[Attachment 2 - 2024 Proposed Salary Plan](#)

[Presentation - 2023-2024 Mid-Biennium Budget Amendments](#)

Finance and Administration Director Melinda Merrell introduced the Mid-Biennial Amendments to the budget. This process is required by law to amend for changing economic conditions and changes in work programs and priorities. The recommended revenue increase of \$1.7 million net includes:

- \$781K Solid Waste Utility Tax
- \$430K Electric Utility Tax
- \$245K Natural Gas Utility Tax
- \$165K Surface Water Utility Tax
- \$275K Plan Review Fees
- \$233K Investment Earnings

The recommended revenue decreases include:

- \$311K Sales Tax
- \$166K Cable Utility Tax
- \$135K Admission Tax
- \$100K Land Use Permit Application Fees

The recommended changes to the expenditure adjustments include:

- \$573K new Climate Action Plan Program
- \$550K new Housing and Human Services Program
- \$454K new Finance Manager and Administration Costs
- \$160K WCIA Premiums
- (\$480k) Street Fund Transfer
- \$290K Police Services

The total amended revenues for the biennium are \$32,967,258. The total amended expenditures for the biennium are \$32,796,301. Melinda Merrell also listed other fund

adjustments. The 2024 Salary Plan is also updated to reflect a recommended 4.5% adjustment based on the June CPI-W Seattle-Tacoma-Bellevue Index.

This discussion will continue on December 4, 2023, for a public hearing and possible adoption.

- D. Public Works Operations Center Bond Issuance, presented by City Manager Rob Karlinsey, Finance and Administration Director Melinda Merrell, Public Works Operations Director Jennifer Gordon, Environmental Services Director Richard Sawyer, D.A. Davidson & Co. Managing Director David Trageser, and Pacifica Law Group Partner Deanna Gregory, *for discussion*
[Agenda Bill - Public Works Operations Center Bond Issuance \(updated 11/16/2023\)](#)
[Attachment 1 - Draft Bond Ordinance No. 23-0599](#)
[Attachment 2 - 7/24/2023 Public Works Operations Center Agenda Bill and Materials Presentation - Public Works Operations Center Bond Issuance](#)

Public Works Operations Director Jennifer Gordon summarized both the need for a Public Works Operations Center, as well as the decision-making process and Councilmanic direction authorizing the project.

Lawyers David Trageser and Deanna Gregory offered the following details relating to the bond issuance:

- Meeting Presentation on December 4, 2023:
 - An Ordinance will be proposed concerning bond issuance delegation.
 - Parameters outlined in the Ordinance:
 - Authorization for the City Manager or Finance Director to finalize bond issuance within specified limits.
 - Anticipated completion of financing by 2024; the delegation will remain effective for one year.
- Bond Characteristics:
 - These bonds fall under the category of "limited tax general obligation," secured by the City's full faith and credit.
 - Repayment plans involve utilizing REET and Surface Water Utility revenues, integrated into yearly budget allocations for debt service.
- Maximum Issuance Amount and Allocation:
 - The Ordinance specifies a cap of \$12,800,000 for bond issuance, although the final par amount is expected to be lower for flexibility purposes.
 - Approximately \$12.57 million is aimed to be allocated to the project fund. Additional provisions cover costs associated with bond issuance,

including payments to underwriters, bond counsel, rating agencies, printing, posting disclosure documents, and administrative expenses.

- **Borrowing Cost Limitation and Interest Rates:**
 - The Ordinance sets a cap on borrowing costs. If interest rates, determined on the "pricing" date based on market conditions, exceed 6.5%, further authorization from the City Council will be sought by the finance department.
 - While today's market conditions suggest an interest rate just under 5.0%, the actual rates and true interest cost will be determined based on market conditions on the pricing date.
- **Financing Term and Refinancing Provisions:**
 - The maximum term for this financing is 20 years. The finance team anticipates reserving the City's option to refinance after the initial 10 years, aiming for lower rates.
- **Project Funding Overview:**
 - The Public Works Operations Center, with a total cost of \$22.5 million, is financed via three debt instruments.
 - Two instruments have already been approved and issued. The \$12,575,000 LTGO is the third and final debt instrument requiring approval from the City Council at this meeting.

This comprehensive financing plan aims to align the City's infrastructure development needs with responsible fiscal management, leveraging various financial tools to facilitate necessary projects.

Councilmembers affirmed the need for the operations center and look forward to the next steps.

- E. Third Quarter Financial Report for the City of Kenmore, Washington, presented by Finance and Administration Director Melinda Merrell, *to receive and file*
[Agenda Bill - September 2023 Financial Report](#)
[Attachment 1 - September 2023 Financial Report](#)
[Presentation - Third Quarter Financial Report](#)

Finance and Administration Director Melinda Merrell updated the Council on the general fund and other revenue funds as of the end of September 2023.

STAFF REPORTS

City Manager Rob Karlinsey thanked the Staff for the work that has been done this evening. Additionally, the Sno-King Watershed Council 4th birthday is November 24th and to celebrate, they will be working on a Swamp Creek Habitat Restoration Project from 11:00 AM to 2:00 PM. Rob Karlinsey also thanked Tracy Banaszynski for her amazing work and passion for volunteering.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:40 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, December 4, 2023**

These minutes are created to capture Council action. This is not a verbatim transcript.
Meeting video and audio is available on the City YouTube channel.

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember David Baker
Councilmember Joe Marshall
Councilmember Angela Kugler
Councilmember Debra Srebnik
Councilmember Corina Pfeil – Virtual

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Community Development Director Debbie Bent
Assistant to the City Manager Garrett Oppenheim
Development Services Director Samantha Loyuk
Housing and Human Services Manager Tambi Cork
Finance and Administration Director Melinda Merrell
Public Works Operations Director Jennifer Gordon
Environmental Services Director Richard Sawyer

Speaking Guests: Yichuan Zhao, Executive Director at Imagine Housing
Troy Drawz, Director of Real Estate Development at Imagine Housing
Meghan Altimore, Vice President of Community Services and Operational Excellence at Hopelink
Rebecca Wold, Director of Real Estate Partnerships at Habitat for Humanity SKKC
Mike Rooney, Managing Partner at Rooney Partners
Molly Mahan, Principal at W.G. Clark Construction
John Woodworth, Managing Principal at SMR Architects

David Trageser, D.A. Davidson & Co. Managing Director
Deanna Gregory, Pacific Law Group Partner / Bond Counsel

Public Comments Speaking Guests:

Jim Howard, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
William (Bill) Leak, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Carl Michelman, Kenmore Resident
Geoff Chism, Kenmore Resident
Chris Olson, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Laurie Sperry, Kenmore Resident
Heidi Shepherd, NUHSA Board Chair and Shoreline Resident
Jim Meyers, Kenmore Resident
Eli Ren, Kenmore Resident
Liana Ren, Kenmore Resident

Public Hearing A Speaking Guests:

Carl Michelman, Kenmore Business Owner, and Brier Resident
Stacey Valenzuela, Kenmore Resident - virtual
Laurie Sperry, Kenmore Resident – virtual

Public Hearing B Speaking Guests:

Jonathan Lounds, Seattle Resident / Master Builders Association
Jim Howard, Kenmore Resident
Carl Michelman, Kenmore Business Owner, and Brier Resident
Stacey Valenzuela, Kenmore Resident - virtual
Elizabeth Mooney, Kenmore Resident - virtual
William (Bill) Leak, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:00 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss pending and potential litigation. It was announced that the executive session is slated to last 60 minutes, until approximately 7:00 PM. At 7:00 PM, the Council exited the executive session and returned to the open meeting.

MOTION: Deputy Mayor O’Cain moved to authorize the City Attorney’s Office to extend the Manufactured Housing Community’s Growth Board Appeal for 90 days for the purposes of a potential settlement. Councilmember Kugler seconded the motion.
VOTE: 6 Yes – O’Cain, Kugler, Baker, Pfeil, Srebnik, Herbig; 1 No – Marshall; 0 Abstain.
MOTION PASSES.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

WHERE’S THE FUN?

Public Works Operations Director Jennifer Gordon highlighted City events from the past weekend, including the Luminary Walk from this past Friday as well as the Holiday Pop! Shop Kenmore Winter Market from this past Saturday. The Holiday Pop! Shops will have future dates including December 8, 9, 15, 16, 22, and 23.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

https://www.youtube.com/live/8HlirROvUGc?si=EOAjWfVYect2p_u0&t=4072

CONSENT AGENDA

- A. Approve Total Check #s 53316 through 53399 totaling \$410,968.08 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/17/2023 in the amount totaling \$240,867.67 and ACH Payment to Center for Human Services in the amount of \$12,978.66, and ACH Payment to KBA, Inc. in the amount of \$1,080.60 and Payroll Check #10249 dated 11/17/2023 in the amount of \$404.09.

[Voucher Certification and Approval 11/11/2023-11/24/2023](#)

- B. Approve the administrative correction for the corrected City Council Special and Regular Meeting Minutes from October 24, 2022. *(Added December 1, 2023)*
[Agenda Bill - Administrative Correction City Council Special and Regular Meeting Minutes from October 24 2022](#)
[Attachment 1 - Corrected City Council Special and Regular Meeting Minutes from October 24, 2022](#)

[Attachment 2 - Original City Council Special and Regular Meeting Minutes from October 24, 2022](#)

MOTION: Councilmember Srebnik moved to approve the consent agenda items A-B outlined above. Councilmember Baker seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

BUSINESS AGENDA

- A. Approval of Affordable Housing Development Proposal RFP No. 23-C2969 with Imagine Housing, presented by Deputy City Manager Stephanie Lucash, Housing and Human Services Manager Tambi Cork, and guests, *for approval*
[Agenda Bill - RFP 23-C2969 Affordable Housing Development Proposal \(updated 12/2/2023\)](#)
[Attachment 1 - Proposal from Imagine Housing](#)
[Presentation - Kenmore and Imagine Housing](#)

Deputy City Manager Stephanie Lucash introduced key partners for this RFP Proposal from Imagine Housing. This proposal is for the property located at 7010 NE 181st Street, purchased by the City in September 2022 for \$3.2 million. The RFP was issued in August 2023 and after the closing of the RFP in October 2023, the selection committee interviewed respondents, ultimately selecting Imagine Housing and the additional partnerships.

The Proposal outlines a collaboration involving Imagine Housing, Habitat for Humanity, and Hopelink to create a 152-unit community focused on affordable housing. This joint effort includes 20 units for affordable ownership by Habitat for Humanity, 132 units for affordable rental by Imagine Housing, and a 7,000 square foot commercial space for community services provided by Hopelink. The housing community will cater to families and offer a variety of unit sizes from studios to three-bedroom apartments. More than 20% of the units will be three-bedroom units, specifically designed to accommodate larger families. Situated in a walkable area with convenient access to downtown and public transit, the estimated total cost for this project is \$103 million. The financing partners involved will contribute \$1.5 million toward property payment to the City.

Imagine Housing will be the lead agency with partnerships with Habitat for Humanity, Hopelink, Rooney Partners, W.G. Clark Construction Co., SMR Architects and subconsultants Atlas Design Group, Kimley-Horn Engineering, and Karen Kiest Landscape Architects.

Councilmembers raised some of the following questions:

- Will the services be open to the public? The staff answered yes.

- Is the parking ratio sufficient? There is a 1:1 parking spot per unit requested; the team agree to investigate this.
- Will there be space uses other than Hopelink? The team noted there may be other options.
- Will the rental units be permanently affordable? The Staff answered yes. Councilmembers also asked questions about case management and the multifamily tax exemption.

MOTION: Councilmember Pfeil moved to approve the Affordable Housing Development RFP 23-C2969 with Imagine Housing. Councilmember Kugler seconded the motion.

VOTE: 7 Yes – Herbig, O’Cain, Pfeil, Kugler, Marshall, Baker, Srebnik; 0 No; 0 Abstain.

MOTION PASSES.

MOTION: Councilmember Pfeil moved to provide staff direction to initiate negotiations with Imagine Housing, Habitat for Humanity and/or Hopelink for the property sale price, property transfer agreement, threshold determination, development agreement, and/or any other necessary agreements. Deputy Mayor O’Cain seconded the motion.

VOTE: 7 Yes – Herbig, O’Cain, Pfeil, Kugler, Marshall, Baker, Srebnik; 0 No; 0 Abstain.

MOTION PASSES.

PUBLIC HEARINGS

- A. Proposed Ordinance No. 23-0587 Mid-Biennial Amendments to the 2023-2024 Biennial Budget and 2024 Salary Plan, presented by Finance and Administration Director Melinda Merrell, *for public hearing*
[Agenda Bill - Mid-Biennial Amendments to the 2023-2024 Biennial Budget and 2024 Salary Plan](#)
[Attachment 1 - Proposed Ordinance No. 23-0587 including Exhibit A \(Proposed 2024 Salary Plan\)](#)
[Attachment 2 - Mid-Biennium Budget Amendment Worksheet](#)
[Attachment 3 - Projected Ending Fund Balance Worksheet](#)
[Attachment 1 - Proposed Ordinance No. 23-0587 including Exhibit A \(Proposed 2024 Salary Plan\)](#)
[Presentation - 2023-2024 Mid-Biennium Budget Amendments](#)

Finance and Administration Director Melinda Merrell presented to the Council information about the 2023-2024 Mid-Biennium Budget Amendments that were first introduced to the Council during the City Council Regular Meeting of Monday, November 20, 2023. No new information was presented prior to the public hearing. The Council had no additional questions or comments.

Mayor Herbig opened the Public Hearing at approximately 8:54 PM
The City Council received testimony from the public.

Timestamped link here:

<https://www.youtube.com/live/8HlirROvUGc?si=enLZOa71Gz9vwmdw&t=10539>

Mayor Herbig closed the Public Hearing at approximately 9:07 PM

- B. Proposed Ordinance No. 23-0597, Remaining Tier 2 Tree Regulations, presented by Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim, *for public hearing*

[Agenda Bill - Proposed Ordinance No. 23-0597, Remaining Tier 2 Tree Regulations](#)

[Attachment 1 - Proposed Ordinance No. 23-0597](#)

[Attachment 2 - Exhibit A to Proposed Ordinance No. 23-0597](#)

[Attachment 3 - Exhibit B to Proposed Ordinance No. 23-0597](#)

[Attachment 4 - Exhibit C to Proposed Ordinance No. 23-0597](#)

[Attachment 5 - Presentation](#)

Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim reviewed information about Proposed Ordinance No. 23-0597, Remaining Tier 2 Tree Regulations. These proposed code amendments were first presented to the City Council on May 16, 2022. The proposed code amendments were brought to the Council for the first of two public hearings on Monday, November 20, 2023. Councilmembers discussed additional recommendations brought by community members.

Mayor Herbig opened the Public Hearing at approximately 9:15 PM

The City Council received testimony from the public.

Timestamped link here:

https://www.youtube.com/live/8HlirROvUGc?si=7_mPsTSAXhR7F-4w&t=11710

Mayor Herbig closed the Public Hearing at approximately 9:36 PM

BUSINESS AGENDA (continued)

- B. Proposed Ordinance No. 23-0587, Mid-Biennial Amendments to the 2023-2024 Biennial Budget and 2024 Salary Plan, presented by Finance and Administration Director Melinda Merrell, *for adoption*

[Agenda Bill - Mid-Biennial Amendments to the 2023-2024 Biennial Budget and 2024 Salary Plan](#)

[Attachment 1 - Proposed Ordinance No. 23-0587 including Exhibit A \(Proposed 2024 Salary Plan\)](#)

[Attachment 2 - Mid-Biennium Budget Amendment Worksheet](#)

[Attachment 3 - Projected Ending Fund Balance Worksheet](#)

Councilmembers asked Melinda Merrell to clarify a question made during the public hearing about the increase in health insurance benefits for 2024. The 2024 increase for

Regence is 4.1% and Kaiser is 5.6%. The 2023-2024 Biennial Budget, adopted in November 2022, accounted for a 5% increase, which is why it is not part of this mid-biennial budget amendment.

MOTION: Deputy Mayor O’Cain moved to Adopt Ordinance No. 23-0587, amending the 2023-2024 Biennial Budget, and approve a 4.5% Wage Increase and Salary Plan for 2024. Mayor Herbig seconded the motion.

VOTE: 6 Yes – Herbig, O’Cain, Pfeil, Marshall, Kugler, Srebnik; 1 No – Baker; 0 Abstain.

MOTION PASSES.

C. Proposed Ordinance No. 23-0597, Remaining Tier 2 Tree Regulations, presented by Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim, *for adoption*

[Agenda Bill - Proposed Ordinance No. 23-0597, Remaining Tier 2 Tree Regulations](#)

[Attachment 1 - Proposed Ordinance No. 23-0597](#)

[Attachment 2 - Exhibit A to Proposed Ordinance No. 23-0597](#)

[Attachment 3 - Exhibit B to Proposed Ordinance No. 23-0597](#)

[Attachment 4 - Exhibit C to Proposed Ordinance No. 23-0597](#)

[Attachment 5 - Presentation](#)

MOTION: Councilmember Baker moved to ask Staff to consider and perhaps incorporate suggestions brought by Mr. Howard, especially where it refers to conifers and other things discussed in his email. Councilmember Marshall seconded the motion.

AMENDMENT: Councilmember Srebnik moved to amend the motion to consider input of stakeholders related to tree regulations. Mayor Herbig seconded the motion.

VOTE: 6 Yes – Baker, Herbig, Pfeil, O’Cain, Kugler, Srebnik; 1 No – Marshall; 0 Abstain.

MOTION PASSES.

MOTION AS AMENDED: Ask staff to consider the input of stakeholders related to tree regulations.

VOTE: 6 Yes – Baker, Herbig, Pfeil, O’Cain, Kugler, Srebnik; 1 No – Marshall; 0 Abstain.

MOTION PASSES.

D. Proposed Ordinance No. 23-0599, Public Works Operations Center (PWOC) Bond Issuance, presented by City Manager Rob Karlinsey, Finance and Administration Director Melinda Merrell, Public Works Operations Director Jennifer Gordon, Environmental Services Director Richard Sawyer, D.A. Davidson & Co. Managing Director David Trageser, and Pacifica Law Group Partner Deanna Gregory, *for adoption*

[Agenda Bill - Proposed Ordinance No. 23-0599, Public Works Operations Center Bond Issuance](#)
[Attachment 1 - Proposed Ordinance No. 23-0599 Presentation - PWOC Bond Issuance](#)

Staff and guests have returned to the Council to present the Public Works Operations Center (PWOC) Bond Issuance materials, originally brought to the Council during the City Council Regular Meeting of Monday, November 20, 2023. City Manager Rob Karlinsey and Public Works Operations Director Jennifer Gordon reiterated the need for the center, and the vision of what the PWOC will offer.

- **Background:** Plans for the new Public Works Operations Center near Kenmore Middle School have been in progress since last year. A revised plan suggested a phased construction approach over 10-15 years, funded through a councilmanic bond issue, repaid annually using Real Estate Excise Tax (REET) and Surface Water Utility revenues.
- **Previous Actions:** Ordinance No. 23-0594, amending the Capital Improvement Program, was adopted on September 11, 2023, including the use of REET. Surface Water rate changes, funding the bonds, were approved at the November 20th meeting.
- **Fiscal Details:** Ordinance No. 23-0599 currently before the Council, outlines the parameters for issuing bonds, granting authority to the City Manager and Finance Director within specified limits. The bonds will be "limited tax general obligation" bonds, backed by the City's credit and repaid through REET and Surface Water revenues. The maximum issuance is \$12.8 million, aiming for a deposit of \$12.57 million into the project fund, with extra for issuance costs. The ordinance caps borrowing costs at 6.5% and sets a 20-year financing term with an option to refinance after 10 years.
- **Debt Instruments:** The total \$21.8 million cost of the Public Works Operations Center is funded through three debt instruments, with the \$12,575,000 LTGO being the final instrument requiring Council approval.

One Councilmember expressed concerns about going into debt instead of proceeding with a "pay-as-you-go" method.

MOTION: Councilmember Baker moved to Adopt Ordinance No. 23-0599, providing for delegation of authority to issue bonds for the Public Works Operations Center. Councilmember Pfeil seconded the motion.
VOTE: 6 Yes – Baker, Pfeil, Marshall, Kugler, O’Cain, Herbig; 1 No – Srebnik; 0 Abstain.
MOTION PASSES.

- E. Proposed Resolution No. 23-408, Updated Council Rules and Procedures, adding Section 2.4 relating to Virtual Public Comment and Section 2.6 relating to the Consent Agenda, presented by City Clerk Anastasiya Warhol and City Attorney Dawn Reitan, *for adoption*

[Agenda Bill - Proposed Resolution No. 23-408 Updated Council Rules and Procedures](#)

[Attachment 1 - Proposed Resolution No. 23-408 Amending Council Rules and Procedures](#)

[Attachment 2 - Exhibit 1: Proposed Changes to Council Rules and Procedures](#)

City Clerk Anastasiya Warhol presented to the Council the recommended updates to the Council Rules and Procedures, which includes adding a section about the new virtual public comment procedures, as well as procedures about the consent agenda.

MOTION: Councilmember Kugler moved to adopt Resolution No. 23-408, to amend Resolution 22-388 and establish procedures related to the consent agenda and virtual public comment participation. Deputy Mayor O’Cain seconded the motion.

AMENDMENT: Mayor Herbig moved to amend Resolution No. 23-408 to include vouchers/payables (Section 2.6) in the consent agenda. Councilmember Marshall seconded the motion.

VOTE: 7 Yes – Herbig, Marshall, Baker, Kugler, Srebnik, O’Cain, Pfeil; 0 No; 0 Abstain.

MOTION PASSES.

AMENDMENT: Councilmember Pfeil moved to amend section 2.3.3.4 to read “it is a time to request that members peak it is a time for members of the public to speak on any topic of their choice on the agenda.” Mayor Herbig seconded the motion.

VOTE: 2 Yes Pfeil, Baker; 5 No – Marshall, O’Cain, Kugler, Srebnik, Herbig; 0 Abstain.

MOTION FAILS.

MOTION AS AMENDED: Approve Resolution No. 23-408 as amended (to include vouchers/payables in section 2.6.1).

VOTE: 7 Yes – Baker, Marshall, Kugler, Srebnik, Pfeil, O’Cain, Herbig; 0 No; 0 Abstain.

MOTION PASSES

STAFF REPORTS

There were no staff reports.

COUNCILMEMBER REPORTS & COMMENTS

Mayor Herbig wished to write a letter of support to aid the Northshore School District in secure legislative funding. The Council was supportive.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:44 PM

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk

DRAFT



Page 60 of 365

Voucher Certification and Approval

City of Kenmore

DATE RANGE: 12/09/2023 - 12/22/2023

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 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:

Wire Transfer: 48,911.50

Total Checks #53463 through 53568: 895,169.62

Total Payroll Electronic Deposits: Payroll/Taxes/Flex Spending/Health Savings/Retirement, Dated: 12/15/2023 238,976.84

Payroll Check #10250 dated 12/15/2023: 914.52

Rob Karlinsey Dec 27, 2023
Rob Karlinsey (Dec 27, 2023 09:27 PST)
City Manager / Date

Melinda Merrell Dec 27, 2023
Melinda Merrell (Dec 27, 2023 08:58 PST)
Finance & Administrative Services Director / Date

Vendor Name	Payment Number	Payment Date	Description (Payable)	Amount
STEWART TITLE	WIRE	12/14/2023	Property Purchase: 61st Ave Thompson Property	48,911.50
AFLAC	53463	12/15/2023	Employee Medical/Disability Plans	209.04
DEPARTMENT OF LABOR AND INDUSTRIES	53464	12/15/2023	City of Kenmore	5,414.38
DEPARTMENT OF LABOR AND INDUSTRIES	53465	12/15/2023	Void	0.00
DEPARTMENT OF LABOR AND INDUSTRIES	53466	12/15/2023	Void	0.00
ESD - LTC	53467	12/15/2023	Long Term Care Fund	1,928.44
ESD - PFML	53468	12/15/2023	Paid Family & Medical Leave	3,402.49
ESD - PFML	53469	12/15/2023	Void	0.00
LINCOLN NATIONAL LIFE INSURANCE	53470	12/15/2023	Life Ins/ADD & LTD	2,194.20
MISSION SQUARE / 109964	53471	12/15/2023	City of Kenmore 401a & Loan Transmittal	23,616.73
MISSION SQUARE 457 / 304745	53472	12/15/2023	ICMA 457 Deferred Comp	7,682.59
NATIONAL LIFE INSURANCE CO.	53473	12/15/2023	Life Insurance	123.17
UNITED WAY OF KING COUNTY	53474	12/15/2023	Employee Charitable Contribution	20.00
AWC EMPLOYEE BENEFIT TRUST	53475	12/19/2023	Employee Health Insurance	104,570.00
AWC EMPLOYEE BENEFIT TRUST	53476	12/19/2023	Void	0.00
DELFINO'S	53477	12/22/2023	Volunteer Meal Reimbursement	96.87
LEONORA PALANA	53478	12/22/2023	Prizes for Oct. Wellness Event	100.00

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

Vendor Name	Payment Number	Payment Date	Description (Payable)	Amount
AABCO BARRICADE COMPANY INC.	53479	12/22/2023	Signs for Ops Stock - Streets/Storm	2,475.01
ALBIREO ENERGY LLC/AUTOMATED CONTROLS	53480	12/22/2023	City Hall HVAC Repairs	339.11
AMERICALL	53481	12/22/2023	Nov 2023 After Hours Call Out Services	165.66
AURORA RENTS	53482	12/22/2023	Rental Equipment - Luminary Walk	1,347.49
BCN TELECOM, INC.	53483	12/22/2023	12/15-1/14/24 City Hall Phones	856.64
BROADCAST MUSIC, INC.	53484	12/22/2023	2023/24 Music License Fee (net \$391 ovrrpmt 2022)	30.00
CALPORTLAND COMPANY	53485	12/22/2023	Surface Water Materials	68.41
CANON FINANCIAL SERVICES, INC.	53486	12/22/2023	Nov 2023 Color Copier Rental	266.08
CASCADIA LAW GROUP	53487	12/22/2023	Nov 2023 Cadman Legal Svcs 20-C2229	1,546.88
CECCANTI, INC.	53488	12/22/2023	Jul-Dec 2023 Consulting Svcs 19-C1977	124,252.60
CITY OF BELLEVUE	53489	12/22/2023	Q4 2023 MyBuildingPermit.com Subscription	4,840.73
COMCAST	53490	12/22/2023	Dec 2023 City Hall & Hangar Internet	2,109.18
COMCAST BUSINESS	53491	12/22/2023	12/10-1/9/24 Tl'awh-ah-dees Park Internet	71.95
COMCAST BUSINESS	53492	12/22/2023	12/14-1/13/24 City Hall Internet & Cable	157.40
CONFLUENCE ENVIRONMENTAL CO	53493	12/22/2023	Nov 2023 Dev Review On Call 23-C2923	866.25
CONSOLIDATED PRESS	53494	12/22/2023	Fall 2023 Newsletter Printing	3,766.13
DAVIDSON MACRI SWEEPING, INC.	53495	12/22/2023	Nov 2023 Contracted Street Sweep Svcs	17,836.20
E SQUARED SYSTEMS, LLC	53496	12/22/2023	Boathouse Fire Alarm Troubleshooting	531.23
FIRE PROTECTION, INC	53497	12/22/2023	City Hall Fire Alarm Inspection & Sprinkler Service	2,672.84
FLYNN BEC LP	53498	12/22/2023	CityHall Roof Leak Invest & Temp Repair	1,234.22
GRAINGER	53499	12/22/2023	Stock PW Supplies	114.92
HILLIS CLARK MARTIN & PETERSON P.S.	53500	12/22/2023	Nov 2023 Remediation for KV Boyds Dry CleaningSite	1,050.00
HONEY BUCKET	53501	12/22/2023	Restrooms PW Yard & Temp Restrooms Tl'awh-ah-dees Park/power outage	781.75
INSLEE, BEST, DOEZIE & RYDER, P.S.	53502	12/22/2023	Nov 2023 Professional Services	77,261.94
JASON RICHARD SPERLING	53503	12/22/2023	Photos of Kenmore POP!	400.00
KING COUNTY FINANCE	53504	12/22/2023	2023 Signs & Markings KN-962 1/18/23	474.97
KING COUNTY FINANCE	53505	12/22/2023	Nov 2023 King County Road Services	14,872.13
KING COUNTY FINANCE	53506	12/22/2023	Sep-Nov 2023 Hangar Sewer Treatment	158.49
KING COUNTY MUNICIPAL CLERKS ASSOC	53507	12/22/2023	2024 Annual Dues - A Warhol & M Kang	60.00
KING COUNTY RADIO COMM SERVICES	53508	12/22/2023	Nov 23-Jan 24 Emergency Radios	319.84
KING COUNTY RECORDER'S OFFICE	53509	12/22/2023	Sensitive Area Notice on Title Parcels	206.50
KING COUNTY SHERIFF	53510	12/22/2023	2023 KCSO Police Svcs MGT Study	6,485.00
MARINE FLOATS CORPORATION	53511	12/22/2023	New Ladders for Logboom Dock Sr22816	1,992.70
MILLER STEPHENS, MARY	53512	12/22/2023	Nov 2023 Public Defense Screening Svcs	1,250.00
NAC INC	53513	12/22/2023	9/25-10/24/23 Aquatic Center Feasibility Study	40,000.00

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

Vendor Name	Payment Number	Payment Date	Description (Payable)	Amount
NELSON ELECTRIC, INC.	53514	12/22/2023	City Hall Electrical Repairs	1,158.80
NORTHSHORE UTILITY DIST	53515	12/22/2023	9/30-11/30/23 Irrigation ROW 153rd/Juanita	124.49
NORTHSHORE UTILITY DIST	53516	12/22/2023	9/30-11/30/23 Irrigation ROW 61st/SR522	1,084.53
NORTHSHORE UTILITY DIST	53517	12/22/2023	Nov 2023 NUD Fleet Fuel & Maintenance	7,008.43
NORTHSHORE UTILITY DIST	53518	12/22/2023	9/30-11/30/23 Cozy Inn Tabern Property	147.69
NORTHSHORE UTILITY DIST	53519	12/22/2023	9/30-11/30/23 ROW Irrigation, Parks Irrigation & Restrooms, City Hall Water/Sewer	17,292.64
NORTHSHORE UTILITY DIST	53520	12/22/2023	9/30-11/30/23 Restroom Boat Launch	189.19
OFFICE DEPOT	53521	12/22/2023	Misc. Office Supplies	10.52
OFFICE DEPOT	53522	12/22/2023	Misc. Office Supplies	86.84
OFFICE DEPOT	53523	12/22/2023	Misc. Office Supplies	89.76
OFFICE DEPOT	53524	12/22/2023	Office Supplies Dev. Services	45.47
OLSON BROTHERS PRO VAC LLC	53525	12/22/2023	Sept & Oct Catch Basin Cleaning	21,212.78
O'REILLY/FIRST CALL	53526	12/22/2023	Vehicle Maintenance	53.38
OSBORN CONSULTING INC.	53527	12/22/2023	Oct 2023 NE 190th Culvert Phase 2 & Nov 2023 Muck Creek Mitigation & 170th Culvert FP Repair	97,265.42
PACE ENGINEERS, INC.	53528	12/22/2023	Nov 2023 On-Call Engineering Services	21,940.00
PACIFIC AIR CONTROL, INC.	53529	12/22/2023	City Hall HVAC Repairs & Qrtly Ch HVAC Maint. Svc	7,365.70
PANE'N THE GLASS WINDOW CLEANING	53530	12/22/2023	City Hall Gutter Cleaning	385.35
PARAMETRIX INC	53531	12/22/2023	Oct 2023 Engineering Services	2,012.60
PENINSULA FINANCIAL CONSULTING	53532	12/22/2023	Sept-Nov 2023 Stormwater Rate Study	4,687.50
PLYWOOD SUPPLY	53533	12/22/2023	Hangar Sign Post Replacement	25.19
PREMIER MEDIA GROUP	53534	12/22/2023	425Magazine Advertising	1,190.00
PUGET SOUND EMERGENCY RADIO NETWORK	53535	12/22/2023	7 Emergency Radios	604.80
PUGET SOUND ENERGY	53536	12/22/2023	Void	0.00
QUALITY WATER FINANCIAL	53537	12/22/2023	Oct 2023 City Hall & PW Office Filtered Water	198.00
RAGHURAM RAMACHANDRAN NAIR	53538	12/22/2023	Refund-City Hall Room Rental Deposit for 11/18/23	250.00
RRJ COMPANY, LLC	53539	12/22/2023	Nov 2023 Services 73rd Overlay & Sidewalk Repair	62,620.22
SCORE	53540	12/22/2023	Nov 2023 Jail Services	13,474.80
SEATTLE TIMES	53541	12/22/2023	Nov 2023 Legal Notices	4,415.88
SMS CLEANING, INC.	53542	12/22/2023	City Hall, Hangar, & PW Office Janitorial Services	6,495.00
SNOHOMISH COUNTY	53543	12/22/2023	Nov 2023 Drainage Maintenance Disposal	1,619.00
SOUND CITIES ASSOC	53544	12/22/2023	2024 SCA Dues	18,247.31
STAPLES	53545	12/22/2023	Toilet Paper Dispensers for the Hangar	164.79
STAPLES	53546	12/22/2023	Parks Maintenance Supplies	562.06
STAPLES	53547	12/22/2023	City Hall & Hangar Maintenance Supplies	235.17
STAPLES	53548	12/22/2023	Parks Maintenance Supplies	122.35

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

Vendor Name	Payment Number	Payment Date	Description (Payable)	Amount
STAPLES	53549	12/22/2023	Parks Maintenance Supplies	122.35
STAPLES	53550	12/22/2023	City Hall & Hangar Supplies	111.20
STAPLES	53551	12/22/2023	City Hall & Hangar Maintenance Supplies	254.99
STAPLES	53552	12/22/2023	Parks Maintenance Supplies	122.35
STREET CHARACTERS INC	53553	12/22/2023	Final Pmt Hank Heron Mascot Costume	4,237.00
STRIDER CONSTRUCTION CO., INC.	53554	12/22/2023	Oct-Nov 2023 Services Tl'awh-ah-dees Park	89,046.06
THE EVP GROUP	53555	12/22/2023	Apr-Nov 2023 Business Accel Program	20,000.00
TOTAL LANDSCAPE CORP	53556	12/22/2023	City Hall & Parks Landscape Maintenance Services	9,544.12
TRUGREEN	53557	12/22/2023	Moorlands Field Maintenance	338.01
ULINE	53558	12/22/2023	Supplies for facilities	485.30
VALLEY, CHRIS & BETH	53559	12/22/2023	Refund 2yr Maint & Defect Deposit, Rec.4958	2,464.75
WA STATE DEPT OF TRANSPORTATION	53560	12/22/2023	Sept & Oct 2023 KAPE Red Light Camera	1,431.78
WESTERN ENTRANCE TECHNOLOGY, LLC	53561	12/22/2023	City Hall Entrance Door Repairs	1,018.43
WESTLAKE HARDWARE WA-153	53562	12/22/2023	PW Operations Supplies	773.58
WM CORPORATE SERVICES INC.	53563	12/22/2023	Dec 1-15 Sweeper Dump Fees	6,451.85
XEROX CORPORATION	53564	12/22/2023	Nov 2023 Copier Rental & Overage Fees	588.60
ZIPLY FIBER	53565	12/22/2023	City Hall Phones	674.74
GCP WW HOLDCO, LLC	53566	12/22/2023	Field Safety Gear for C Parks	352.36
PUGET SOUND ENERGY	53567	12/22/2023	Traffic Signals Collective	23.11
PUGET SOUND ENERGY	53568	12/22/2023	Electricity - City Hall, Illuminated Median Art, Parks Collective	4,523.22
DRS 457	DFT0001778	12/15/2023	DRS 457 Deferred Comp	615.00
AVIDIA HEALTH	DFT0001779	12/15/2023	Employee Health Savings Contribution	266.30
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001780-1788	12/15/2023	Public Employees Retirement (PERS)	37,405.57
NAVIA	DFT0001789	12/15/2023	Employee Flexible Spending Account	1,077.28
BANK OF AMERICA 941	DFT0001790	12/15/2023	Federal Taxes	30,426.12
PAYROLL	EFT	12/15/2023	Direct Deposit	169,186.57
VICTORIA NORTH	10250	12/15/2023	Payroll	914.52
TOTAL				<u>1,183,972.48</u>

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...



Vendor Purchasing Report

City of Kenmore

DATE RANGE: 01/01/2023 - 12/22/2023

NAME	AMOUNT
1901 WLD KENMORE 68TH LLC	7,500.00
4IMPRINT	5,903.29
58 STARS TRAVEL	2,477.60
A & A LIMOUSINE & BUS SERVICE	2,072.00
AA ASPHALTING LLC	34,000.00
AABCO BARRICADE COMPANY INC.	3,268.23
ABRACADABRA PRINTING	2,025.29
ACF WEST INC	2,557.23
ADVANCE TESTING & SERVICE INC	1,815.00
AFLAC	2,508.48
AL VAN EQUIP NORTHWEST	4,914.39
ALBIREO ENERGY LLC/AUTOMATED CONTROLS	5,027.81
ALEXA'S CATERING INC.	1,531.00
ALPHA SUPPORTED LIVING SERVICES	250.00
ALPHAGRAPHICS	1,219.51
ALPINE PRODUCTS INC.	1,529.29
ALWAYS ACTIVE SERVICES LLC	156,293.89
AM TEST, INC	6,795.00
AMADOR FARMS	383.00
AMERICALL	1,995.82
AMERICAN GENERAL LIFE GPO/400S	2,734.53
AMERICAN SOCIETY OF COMPOSERS	438.75
AMERICAN TRAFFIC SOLUTIONS INC	64,000.00
ANASTASIYA WARHOL	1,125.38
ANNA ARNOTT	83.90
APPLEONE EMPLOYMENT SERVICES	37,784.12
ARCHIVESOCIAL, INC.	3,458.25
ART SIMPSON	428.03
ARTS OF KENMORE	9,150.00
ASPECT CONSULTING LLC	7,025.00
ASSOCIATION OF WA CITIES	29,164.16
AURORA RENTS	16,240.03
AVIDIA HEALTH	5,010.50
AWC EMPLOYEE BENEFIT TRUST	1,129,521.84
AZTECA SYSTEMS, LLC/CITYWORKS	42,751.83
BAKER, BRIDGIT	501.56
BALDWIN DESIGN WORKS, LTD.	1,469.00
BANK OF AMERICA 941	742,043.56
BCN TELECOM, INC.	8,939.22
BEAU AND STELLA	2,500.00
BELMONT HOMES	7,500.00
BENEFICIAL SOUND	6,000.00
BENNETT GOLD, TOBIN	7,790.49
BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	4,433.50
BFI 4 LLC	2,000.00
BIZDIVERSITY	750.00
BOAZ COFFEE	45.00
BOTHELL KENMORE CHAMBER OF COMMERCE	2,725.00
BRIGHT SPARK EARLY LEARNING SERVICES	1,275.00
BROADCAST MUSIC, INC.	30.00
BROOK ROCHELLE HOUSEKEEPING CLEANING CO.	2,500.00

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

NAME	AMOUNT
BROTHER'S FARMS	153.00
BUILDERS EXCHANGE OF WASHINGTON INC	336.40
BULGER SAFE & LOCK, INC.	1,380.98
BUSINESS STREET, LLC	40,000.00
CABOT DOW ASSOCIATES	6,606.25
CALICO COOKIES - ERIN CALI	77.00
CALPORTLAND COMPANY	5,276.31
CAMP UNITED WE STAND	2,000.00
CANON FINANCIAL SERVICES, INC.	2,926.88
CAPITAL ONE TRADE CREDIT/MCLENDON	299.37
CASCADE PEST CONTROL	1,931.58
CASCADE RECREATION, INC	7,195.04
CASCADIA CONSULTING GROUP, INC.	77,666.25
CASCADIA LAW GROUP	20,498.44
CECCANTI, INC.	559,656.14
CEDAR GROVE COMPOSTING, INC.	1,196.77
CENTER FOR HUMAN SERVICES	36,793.41
CENTRICITY GIS, LLC	3,375.00
CERTAPRO PAINTERS	2,290.08
CHANIN KELLY-RAE CONSULTING LLC	52,770.00
CHARLIE PARKS	335.33
CHICAGO TITLE	430.98
CHILLZ LLC	2,380.00
CHRISTINE CABATIT	298.49
CITY OF BELLEVUE	229,384.84
CITY OF KENT	500.00
CITY OF KIRKLAND	41,049.69
CITY OF LAKE FOREST PARK	54,026.00
CITY WIDE FENCE COMPANY, INC	21,920.92
CIVICPLUS LLC	5,078.55
CODE PUBLISHING COMPANY	7,381.54
COMCAST	20,887.68
COMCAST BUSINESS	7,058.33
CONFLUENCE ENVIRONMENTAL COMPANY	18,616.20
CONSOLIDATED PRESS	24,680.94
CONTECH ENGINEERED SOLUTIONS, INC	16,668.00
COOKIES WITH TIFFANY	4.00
CORINA PFEIL	25.80
CORNELL'S QUALITY CONSTRUCTION	8,302.75
COSTCO WHOLESALE MEMBERSHIP	60.00
CREATION ORGANICS, LLC	2,182.38
CUTE DUMPLINGS	335.00
D.P. NICOLI, INC.	1,366.59
DAILY JOURNAL OF COMMERCE	2,683.20
DAN MERIDIAN INC.	7,500.00
DANSOUND INC	5,990.00
DAVID BAKER	824.60
DAVIDSON MACRI SWEEPING, INC.	27,287.73
DAY WIRELESS SYSTEMS	1,271.68
DEBUG MOBILITY PRODUCTS	2,865.00
DELFINO'S	96.87
DEPARTMENT OF COMMERCE	47,219.75
DEPARTMENT OF ECOLOGY	30,829.00
DEPARTMENT OF LABOR AND INDUSTRIES	72,493.24
DEPARTMENT OF RETIREMENT SYSTEMS	874,437.42
DIGITAL REPROGRAPHICS SERVICES INC.	126.27
DILIGENT CORPORATION	36,005.82

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

NAME	AMOUNT
DINH LIEU	50.00
DIVERSIFICATION INC	9,026.53
DIVYA GATTU	150.00
DON C SHIN	10,000.00
DRS 457	15,255.00
DTG RECYCLE	6,492.93
DYNAMIC CHIROPRACTIC CLINIC, PS	10,000.00
E SQUARED SYSTEMS, LLC	1,920.69
EARTHCRAFT SERVICES, INC.	6,606.00
EBIX, INC.	155.79
ECIVIS, INC.	4,000.00
ELECTRONIC BUSINESS MACHINES	2,342.83
ELIAS M. KAUHANE	700.00
ELISE JIANG	128.00
ENVIRONMENTAL SYSTEMS RESEARCH INST	32,022.60
ENVIROTECH	7,973.66
ERGOLOGY LLC	4,118.75
ESD - LTC	9,792.59
ESD - PFML	46,833.11
EVERETT OFFICE FURNITURE	1,138.43
EVERMARK, LLC	2,457.31
EXO CONTRACTING	111,494.75
FARM FRESH NW	94.00
FERGUSON WATERWORKS #3156	7,974.93
FIRE PROTECTION, INC	21,250.45
FIX AUTO KENMORE	6,440.95
FLEMINGS HOLIDAY LIGHTING LLC	9,349.90
FLYNN BEC LP	1,234.22
FLYWAY RETAIL + LIVING	6,000.00
FOOTPRINT PROMOTIONS	1,052.58
GAMES2U	1,260.65
GAMETIME	1,914.94
GARRETT OPPENHEIM	150.59
GAYLEN SAUVE	600.00
GAYLYNN BRIEN	620.00
GCP WW HOLDCO, LLC	4,581.63
GEOFFREY JOHNSON	100.00
GEORGE AND LIZ MCKINNON	1,495.00
GIRL SCOUTS OF WESTERN WA	150.00
GOLDEN NAILS	6,000.00
GOOD FOR CHOCOLATE	55.00
GOOD TO GO	6.50
GORDON THOMAS HONEYWELL	49,665.00
GOURAV MITRA	250.00
GOVERNMENT FINANCE RESEARCH GROUP	1,995.00
GRAINGER	3,337.16
GRAND EVENT RENTALS	11,595.95
GRANICUS	34,096.07
GRENLAR HOLDINGS, INC.	10,000.00
GRIESEL, LEN	38,897.64
GYPSY ROWS	104.00
H.D. FOWLER COMPANY	5,240.51
HAMPSON DEVELOPMENT SERVICES LLC	7,443.39
HAMPSON, BRYAN	299.55
HAYTON FARMS	97.00
HDR ENGINEERING, INC	345,447.79
HEALTH MANAGEMENT ASSOCIATES INC	10,091.25

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NAME	AMOUNT
HEIDELBERG MATERIALS	3,671.80
HERBIG, NIGEL	1,258.05
HESTON PHOTOGRAPHY	2,057.14
HIGHWIRE	2,059.70
HILLIS CLARK MARTIN & PETERSON P.S.	6,111.00
HOLMBERG COMPANY	7,055.76
HOME COMFORT ALLIANCE	228.48
HOME DEPOT CREDIT SERVICES	5,015.95
HONEY BUCKET	7,910.75
HORIZON DISTRIBUTORS INC	3,299.04
HP'S SMOKEHOUSE BBQ	169.50
HRA VEBA TRUST	45,085.59
HUANG, ANGELINA	59,859.80
HUNTINGTON TECHNOLOGY FINANCE	45,220.81
ICLEI	1,200.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	419,671.31
INTERNATIONAL CITY/CNTY MGMT ASSOC	1,200.00
INTERNATIONAL CODE COUNCIL, INC	77.62
INTERNATIONAL INST OF MUNI CLERKS	350.00
INTERSECTION MEDIA, LLC	1,010.89
IRUM YASIR BUTT	250.00
iWORQ SYSTEMS	2,800.00
J. A. BRENNAN ASSOCIATES, PLLC	26,200.96
J3 ARCHITECTS LLC	2,500.00
JACOBS ENGINEERING GROUP	66,916.96
JAEDEN LUKE GARMANIAN	1,400.00
JAMIE NICOLE MASCHLER	1,800.00
JASON RICHARD SPERLING	3,460.00
JAY AND FAMILY INC	10,000.00
JAYMARC AV	2,042.36
JENNIFER LEIGH DIXON	8,273.66
JENSEN TOFFEE	23.00
JESSICA'S UNIQUE BITE	267.00
JET CITY CLEANING	7,186.24
JET CITY PRINTING	8,882.29
JONATHAN G. DOCTER	10,000.00
JUDHA OF LION LANDSCAPING AND SERVICES LLC	30,554.40
JULIANA FISHER	150.00
KALE CARLSON	2,320.06
KANG, MICHELLE	343.85
KANOM SAI	385.00
KARA VAN LUCHENE	150.00
KARACHI KITCHEN	30.00
KARIM E. BELLABIOD	10,000.00
KARLINSEY, ROB	766.10
KAT ZUO	100.00
KBA INC.	225,553.61
KDJ'S THE BAKERIE	195.00
KELLER ROHRBACK LAW OFFICES LLP	975.00
KELLEY, MIGUEL	250.00
KENMORE COMMUNITY CLUB	6,000.00
KENMORE CROSSFIT	6,000.00
KENMORE ELEMENTARY PTA	5,100.00
KENMORE HERITAGE SOCIETY	4,395.02
KENMORE MIDDLE SCHOOL	7,500.00
KENMORE SENIOR CENTER	7,812.50
KENNETH RIDOUT	7,500.00

NAME	AMOUNT
KERALA ASSOCIATION OF WASHINGTON	250.00
KING COUNTY BAR ASSOCIATION	850.00
KING COUNTY DISTRICT COURT	66,170.00
KING COUNTY FINANCE	3,500.00
KING COUNTY FINANCE	5,357.25
KING COUNTY FINANCE	337,228.76
KING COUNTY FINANCE W.L.R.D.	15,381.21
KING COUNTY MUNICIPAL CLERKS ASSOC	60.00
KING COUNTY POLICE CHIEFS ASSOCIATION	50.00
KING COUNTY RADIO COMM SERVICES	1,279.36
KING COUNTY RECORDER'S OFFICE	484.00
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	38,000.00
KING COUNTY SHERIFF	4,189,012.99
KING COUNTY TREASURY	61,227.82
KISHORE SERALATHAN	17,731.35
KLB CONSTRUCTION, INC.	250,413.87
KOMPAN, INC	165.46
KPFF CONSULTING ENGINEERS	433,687.87
KRISTA ESPIRITU	400.00
KVO INDUSTRIES, INC	2,833.00
LA CONNER INN	758.00
LADY A PRODUCTIONS	2,000.00
LAKE CITY PARTNERS ENDING HOMELESSNESS	38,625.00
LAKE DEFENSE FORCE CORP	43,078.92
LAKESIDE INDUSTRIES	1,185.78
LAKEVIEW YOGA LLC	10,000.00
LANDSCAPE FORMS, INC.	633.08
LANGUAGE LINE SERVICES, INC.	25.77
LEE JOHNSON	7,500.00
LIGHTHOUSE CONSULTING INC	154,685.17
LINA'S BAKERY	5.00
LINCOLN NATIONAL LIFE INSURANCE	23,862.27
LITTLE JACK FLOWER FARM	235.00
LIUBOV UZIK	300.00
LOUEDGE, INC.	4,275.00
LUCIA KWONG	150.00
LUKASZ LISOWSKI	322.64
M MEDINA REMODELING LLC	2,500.00
MACDONALD MILLER FACILITY SOLUTIONS	1,191.28
MANIMOU CAMARA	600.00
MARENAKOS ROCK CENTER	4,238.85
MARIA SZABLYA RIVAS	300.00
MARIAH WATSON	100.00
MARINE FLOATS CORPORATION	1,992.70
MARTI GAMBLE	150.00
MASONS SUPPLY COMPANY	249.12
MCNAMARA SIGNS	2,235.03
MEADOWDALE MARINA LLC	7,500.00
MEEHAN, NANCY	46.04
MELINDA MERRELL	2,011.81
MERANDA DIRECTO	311.85
METROPOLITAN TRANS. COMMISSION	2,000.00
MICHAEL GOEDEL	1,377.54
MID SOUND FISHERIES	250.00
MIKAELA FOWLER	100.00
MILLER STEPHENS, MARY	12,500.00
MINUTEMAN PRESS	21,293.73

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

NAME	AMOUNT
MISSION SQUARE / 109964	602,551.33
MISSION SQUARE 457 / 304745	136,852.50
MK FLOWERS	30.00
MORGAN SOUND INC	4,274.30
MORGAN STANLEY CAPITAL MANAGEMENT LLC	8,750.00
MORUP SIGNS, INC.	3,005.73
MOTT MACDONALD	104,075.08
MOXIE & OLIVER	10,000.00
MR. T'S TROPHIES & AWARDS LLC	10,358.70
MSR HIDDEN MEADOW 3 LLC	7,500.00
NAC INC	136,235.00
NAMI EASTSIDE	6,375.00
NARWHAL MET, LLC	1,650.00
NATIONAL BARRICADE CO., LLC	6,429.88
NATIONAL LEAGUE OF CITIES	2,126.00
NATIONAL LIFE INSURANCE CO.	1,478.04
NAVIA	43,972.91
NELSON ELECTRIC, INC.	22,883.10
NEW IDOL NAILS INC.	10,000.00
NICKOLAI MEDVEDITSKOV	10,786.60
NIYA CHACKO	250.00
NORTH AMERICAN SAFETY, INC.	3,098.50
NORTH LAKE LITTLE LEAGUE	121.00
NORTH SHORE PUB	10,000.00
NORTH URBAN HUMAN SVCS ALLIANCE	1,000.00
NORTHEND EXCAVATING INC	106,246.50
NORTHLAKE LUTHERAN CHURCH	10,000.00
NORTHSHORE SCHOOL DISTRICT	15,312.00
NORTHSHORE SCHOOLS FOUNDATION	2,250.00
NORTHSHORE SENIOR CENTER	41,562.50
NORTHSHORE UTILITY DIST	200,885.55
NORTHSHORE YMCA	10,000.00
NORTHSHORE YOUTH SOCCER ASSOC.	55.00
NORTHWEST AQUATIC MANAGEMENT LLC	4,725.00
NORTHWEST ARBORICULTURE LLC	22,731.11
NORTHWEST ENVIRONMENTAL TRAINING CENTER	195.00
NORTHWEST PAVEMENT MANAGEMENT ASSOCIATION	700.00
NW ENVIRONMENTAL TRAINING CENTER	195.00
O'CAIN, MELANIE	295.50
OFFICE DEPOT	6,047.90
OLBRECHTS & ASSOCIATES, PLLC	1,919.00
OLSON BROTHERS PRO VAC LLC	23,900.78
OLYMPIC ENVIRONMENTAL RESOURCES INC	61,453.56
OLYMPIC NURSERY INC	876.00
ONE DIVERSIFIED	5,941.26
ONTRA MARKETING GROUP	450.00
O'REILLY/FIRST CALL	386.17
ORION ENVIRONMENTAL COMPLIANCE & CONSULTING	3,551.75
OSBORN CONSULTING INC.	603,225.10
OSTROMS	188.00
O'TIERNEY COMPANIES LLC	750.00
OUR FAMILY FARM	67.00
OUTCOMES BY LEVY, LLC	20,700.00
PACE ENGINEERS, INC.	92,376.75
PACIFIC AIR CONTROL, INC.	26,304.54
PACIFIC TOPSOILS	12,115.60
PACIFICA LAW GROUP LLP	3,160.00

NAME	AMOUNT
PACWEST MACHINERY	77,578.04
PANE'N THE GLASS WINDOW CLEANING LLC	2,675.55
PANIC, ANXIETY, AND STRESS SUPPORT INC.	398.46
PAO DE QUEIJO	152.50
PARAMETRIX INC	57,071.35
PAT'S TREES AND LANDSCAPE INC.	1,541.40
PAUL LEE	43,255.10
PAWS	4,840.00
PENDLETON CONSULTING LLC	13,806.93
PENINSULA FINANCIAL CONSULTING	22,500.00
PERFORMANCE SYSTEMS INTEGRATION LLC	850.93
PETTY CASH CUSTODIAN	734.57
PH & N CORPORATION	10,000.00
PHOENIX UNITED INVESTMENT LLC	7,500.00
PLYWOOD SUPPLY	204.05
POLYGON WLH LLC	7,500.00
PRAIRIEFORM	165.00
PRECISION CONCRETE CUTTING	6,355.87
PREMIER MEDIA GROUP	2,785.00
PROMOTIONS NOW	236.05
PRR, INC	167,000.00
PSR MECHANICAL, LLC	1,288.18
PUBLIC AGENCY TRAINING COUNCIL	425.00
PUERTO ENSENADA	351.00
PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR	604.80
PUGET SOUND ENERGY	423,548.44
PUGET SOUND FINANCE OFFICERS ASSOC	75.00
PUGET SOUND PLANTS	1,678.11
PUGET SOUND REGIONAL COUNCIL	10,385.00
PULTEGROUP	1.00
PURE FUNGAL FRUITS	34.00
QUADIENT LEASING USA, INC.	2,423.12
QUALITY BUSINESS SYSTEMS / WELLS FARGO	2,768.32
QUALITY BUSINESS SYSTEMS INC.	1,914.38
QUALITY WATER FINANCIAL	2,283.54
RAENNETTE MARTINEZ NIRO	150.00
RAGHURAM RAMACHANDRAN NAIR	250.00
RANDALL, BRIAN	727.08
RAYMOND HANDLING CONCEPTS	28,773.00
RED BARN ENGINEERING, INC.	29,132.00
REGIONAL ANIMAL SERVICES OF KC	8,447.00
REGIONAL CRISIS RESPONSE AGENCY	123,148.89
REID, JAMES FALCONER	14,276.25
RELIABLE TRANSLATIONS, INC.	103.32
REPUBLIC SERVICES #172	20,215.30
RFI ENTERPRISES INC.	1,582.28
RHOMAR INDUSTRIES, INC.	42.96
RICH HARTMAN'S BELLINGHAM FORD LINCOLN	58,612.64
RICK BURNSTEAD CONSTRUCTION, LLC	10,432.00
ROAD CONSTRUCTION NW, INC.	9,856.46
ROBERT SAYRE-MCCORD	49.60
RRJ COMPANY, LLC	1,425,774.76
SAID HAMOOD	150.00
SALCIDO, LETICIA	80.32
SAMANTHA LOYUK	611.59
SAMUEL RODRIGUEZ	150.00
SANTIAGO FLORES	260.85

NAME	AMOUNT
SARAH ROBERTS	149,614.48
SARAH WHITE	150.00
SCHEMATA WORKSHOP INC.	25,789.92
SCHINDLER ELEVATOR CORPORATION	5,818.54
SCHNEE, CARLA	370.06
SCHWARZWALTER, MARK	218.00
SCORE	168,331.97
SCOTT BOTHEL	8,368.00
SEATOWN DEVELOPMENT GROUP	7,500.00
SEATTLE & KING COUNTY PUBLIC HEALTH	833.00
SEATTLE METROPOLITAN CHAMBER OF COMMERCE	1,100.00
SEATTLE POPS	71.00
SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHWEST	577.37
SEATTLE TIMES	18,802.61
SECRETARY OF STATE	292.86
SEEKING FERMENTS	36.00
SELECT GOURMET FOODS INC	10,000.00
SETH THOMPSON	332.41
SHANNON & WILSON, INC.	18,240.00
SHARI BOTH	2,500.00
SHAW, MICHELLE	150.00
SHERWIN WILLIAMS CO.	781.57
SHI INTERNATIONAL CORP.	6,492.10
SHORELINE FIRE DEPT	2,980.00
SHRED IT, C/O STERICYCLE, INC>	3,049.90
SIGN CONNEXION LLC	477.80
SISKUN POWER EQUIPMENT	3,850.11
SKYCORP, LTD	26,864.40
SMS CLEANING, INC.	77,940.00
SNO KING WATERSHED COUNCIL	200.00
SNOHOMISH COUNTY	17,484.00
SOFTWAREONE, INC.	20,235.08
SOUND CITIES ASSOC	18,247.31
SOUND SAFETY PRODUCTS CO.	503.80
SREBNIK, DEBRA	1,670.99
SSI & MHA CORPORATION	2,500.00
STACEY VALENZUELA	100.00
STAPLES	16,426.42
STATE AUDITOR'S OFFICE	8,860.95
STATE OF WA DEPT. OF LICENSING	2.16
STEPHANIE BROWN	55.02
STEPHANIE LUCASH	1,822.27
STEPHENS & KLINGE LLP, IOLTA	728.00
STEWART MACNICHOLS HARMELL, INC.	45,000.00
STOWE DEVELOPMENT & STRATEGIES LLC	2,475.00
STRATEGIES 360, INC.	49,616.67
STREET CHARACTERS INC	11,140.00
STRIDER CONSTRUCTION CO., INC.	923,743.68
STUDIO 3 SIGNS	3,401.23
SUBLIME CORN COMPANY	2,860.00
SUNRISE LOCAL BERRIES FARM, LLC	173.00
SUPERION, LLC	27,688.21
SYDNEY DANZIGER	150.00
T MOBILE USA, INC.	15,400.69
TALOS DRONES	8,456.00
TAMI R ALLEN	700.00
TASTAD CONTRUCTION INC	1,848,533.69

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

NAME	AMOUNT
THE EVP GROUP	27,500.00
THE NORTHWEST JUNIOR PIPE BAND	250.00
THE ORIGINAL POOP BAGS	2,919.74
THEARY'S FLOWERS & PRODUCE	9.00
THERESA TIMMES KING	150.00
THOMAS JOACHIMIDES	270.39
THOMCO CONSTRUCTION, INC.	1,414,861.41
TML INTERNATIONAL LLC	267.32
TOSHI'S TERIYAKI	6,000.00
TOTAL LANDSCAPE CORP	106,629.78
TRADE ROOT MUSIC GROUP LLC	3,800.00
TRC ENVIRONMENTAL CORPORATION	2,262.95
TRIBAL LINES	35,000.00
TRIPLE POINT LLC	35,360.40
TRUGREEN	3,332.74
TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESOTA	4,513.87
TSEN, JULIE	150.00
TYLER TECHNOLOGIES, INC.	21,983.22
U.S. BANK N.A. / CUSTODY	354.00
U.S. BANK PURCHASE CARDS	295,390.62
ULINE	5,541.64
UNITED RENTALS NW, INC	1,360.31
UNITED WAY OF KING COUNTY	480.00
UPS STORE KENMORE	835.68
US POSTAL SERVICE	10,724.41
US POSTAL SERVICE (HASLER)	8,611.70
UTILITIES UNDERGROUND LOCATION CTR	2,191.71
VALLEY, CHRIS & BETH	2,464.75
VARI SALES CORPORATION	941.36
VENTILATION POWER CLEANING, INC.	29,309.50
VERIZON WIRELESS	800.70
VICENTE, JOHN	1,638.30
WA ASSOC OF BUILDING OFFICIALS	1,289.31
WA ASSOC OF PUBLIC RECORDS OFFICERS	25.00
WA CITIES INSURANCE AUTHORITY	643,692.00
WA FINANCE OFFICERS ASSOCIATION	250.00
WA RECREATION & PARK ASSOC.	1,855.00
WA STATE DEPT OF LABOR & INDUSTRIES	243.10
WA STATE DEPT OF TRANSPORTATION	16,322.06
WA STATE DEPT OF TRANSPORTATION	328.68
WA STATE PUBLIC HEALTH LABORATORIES	250.00
WAGNER ARCHITECTS	93,705.00
WALTER E. NELSON CO.	1,492.47
WASHINGTON AUDIOLOGY SERVICES, INC.	1,080.50
WASHINGTON CITY/COUNTY MGMT ASSOC	3,000.00
WASHINGTON FEDERAL BANK	25,959.06
WASHINGTON MUNICIPAL CLERKS ASSOC	200.00
WASHINGTON STATE DEPT OF REVENUE	22,770.22
WASHINGTON STATE FARMERS MARKET ASSOCIATION	350.00
WASHINGTON STATE OFFICE CASH MGMT	1,706.00
WASHINGTON STATE TREASURER	8,352.00
WELWEST CONSTRUCTION INC.	11,325.00
WESTERN DISPLAY FIREWORKS, LTD.	27,500.00
WESTERN ENTRANCE TECHNOLOGY, LLC	1,018.43
WESTLAKE HARDWARE WA-153	6,779.60
WHITNEY CONNORS	150.00
WILLIAMS, KASTNER & GIBBS PLLC	1,739.50

XII. D. Approve Total Check #s 53463 through 53568 totaling \$895,169.62,...

NAME	AMOUNT
WM CORPORATE SERVICES INC.	47,936.23
WONDERLAND CHILD & FAMILY SERVICES	1,500.00
XEROX CORPORATION	4,524.67
YOURMEMBERSHIP.COM, INC	1,647.00
ZESBAUGH, INC.	1,646.00
ZIPLY FIBER	9,107.47
ZONAR SYSTEMS	528.21
ZUMAR	5,006.61



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Aquatic Center Feasibility Study Presented by Consultant NAC	For Council Meeting Agenda of: January 9, 2024 Department: City Manager's Office Prepared by: Garrett Oppenheim, Assistant to the City Manager <table><tr><td></td><td><u>Initial & Date</u></td></tr><tr><td>Approved by Department Head:</td><td><u>SL 1/2/24</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>DR 12/28/23</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM 1/2/24</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RGK 12/28/23</u></td></tr></table>		<u>Initial & Date</u>	Approved by Department Head:	<u>SL 1/2/24</u>	Approved by City Attorney:	<u>DR 12/28/23</u>	Approved by Finance Director:	<u>MM 1/2/24</u>	Approved by City Manager:	<u>RGK 12/28/23</u>
	<u>Initial & Date</u>										
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Approved by Finance Director:	<u>MM 1/2/24</u>										
Approved by City Manager:	<u>RGK 12/28/23</u>										
Proposed Council Action/Motion: Discussion and Provide Direction to Staff	Exhibits/Attachments: 1. NAC Aquatic Center Feasibility Study- Final Report 2. PowerPoint presentation (to be uploaded prior to the meeting)										
Summary: At the 1/9/24 Council meeting Keith Comes and Brooke Hanley with NAC will give a PowerPoint presentation summarizing the findings and recommendations of the North King County Regional Aquatic Centers Feasibility Study (Attachment #1). Following the presentation, Council will have the opportunity to ask staff and the consultant questions and provide comment. Staff are seeking Council direction on having staff gauge the interest of neighboring cities in further exploring the idea of a new swimming pool at one or both of the two potential sites identified in the feasibility study. NAC has prepared a thorough study of the current aquatic landscape in north King County. They have reviewed possible sites in Kenmore, Kirkland, Lake Forest Park, and Shoreline – the four cities who partnered on this project using King County grant funds – and narrowed their list of sites with the most potential down to two, the Secure Storage site in Shoreline and the North Kirkland Community Center. Their presentation will go into detail on the need in the region, the sites review and selected, estimated costs to build and operate an aquatic center, and possible funding mechanisms.											
Information/Background: For several years, north King County has been in need of at least one indoor aquatic facility to serve residents year-round. Since King County's Forward Thrust Initiative back in the 1970's, there has been no new King County investment in aquatic facilities to serve the residents of north King County. Indoor pools built in the 1970's, including those in Kenmore, Bothell, and Shoreline, have closed. The Carole											

Ann Wald Pool in Kenmore shut its doors in 2009. The Shoreline Pool, which also served Lake Forest Park, closed in 2020. The only remaining indoor pool is at Juanita High School in Kirkland; it is over 50 years old - nearing the end of its useful life - and is nonetheless utilized beyond capacity, shared by six high schools and a water polo program. North King County's population could support as many as three or four indoor aquatic centers to replace those pools that have closed in the last fifteen years.

In 2021, King County offered a grant program for new or existing aquatic facilities, including the planning and feasibility of new facilities. Program goals included conserving and expanding access to aquatic facilities in King County. The City of Kenmore entered two partnerships to apply for these grant funds, one with Kirkland and the other with Shoreline and Lake Forest Park, seeking grants from King County for an aquatic center feasibility study to replace the dilapidated and shuttered Forward Thrust pools.

We received both grants for a total of \$200,000 and, with Kenmore taking the lead, our four cities consolidated our efforts so as to not require duplicate work from the consultant. We issued an RFQ in February and received four responses. Staff from each partner city interviewed three candidates and unanimously chose NAC to perform the study. City Council authorized a contract with NAC at their May 22, 2023 meeting and the consultant began its work. A steering committee composed of staff representatives from each of the four cities met with NAC on a near-monthly basis during the summer and fall, helping guide the process and sharing each city's unique circumstances and desires with regard to the ultimate outcome.

Fiscal Consideration:

None at this time.

City Council Priority or Budget Objective Being Addressed:

- 4. Develop and implement a Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy and Program.
- 6.. Enhance public safety.
- 10. Foster and create fun.



NORTH KING COUNTY REGIONAL AQUATIC CENTERS

FEASIBILITY STUDY

NOVEMBER 20, 2023

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...

CONTENTS

	ACKNOWLEDGEMENTS.....	1
1	INTRODUCTION	2
2	SITE IDENTIFICATION & SITE ASSESSMENT	4
3	PARTNERSHIP ASSESSMENT.....	8
4	MARKET ANALYSIS.....	11
5	AQUATIC CENTER PROGRAM OPTIONS.....	15
6	CONCEPT OPTIONS.....	17
7	FEASIBILITY COST ESTIMATES.....	21
8	OPERATIONS ANALYSIS.....	22
9	CONCLUSIONS & RECOMMENDATIONS.....	23
	APPENDICES	25
	<i>APPENDIX A - SITE ASSESSMENT REPORT</i>	
	<i>APPENDIX B - MARKET ANALYSIS & AQUATIC TRENDS</i>	
	<i>APPENDIX C - AQUATIC CENTER PROGRAM OPTIONS</i>	
	<i>APPENDIX D - CONCEPT IMAGES</i>	
	<i>APPENDIX E - FEASIBILITY COST ESTIMATES</i>	
	<i>APPENDIX F - OPERATIONS ANALYSIS</i>	

ACKNOWLEDGEMENTS

Steering Committee

Garrett Oppenheim, City of Kenmore
Debbie Bent, City of Kenmore
John Lloyd, City of Kirkland
Cory Roche, City of Lake Forest Park
Mary Reidy, City of Shoreline
Linda Finch, City of Shoreline

Design Team

NAC Architecture
Ballard*King Associates - Recreation Business Planning Consultant
Water Technology, Inc - Aquatic Design Consultant
Red Barn Group - Civil Engineers
RC Cost Group - Cost Estimators
Berger Partnership - Landscape Architecture



1. INTRODUCTION

North King County is in dire need of indoor aquatic center options to serve residents year-round. Since King County's Forward Thrust Initiative back in the 1970's, there has been no King County investment in aquatic facilities to serve the residents of north King County. Indoor pools built in the 1970's including those in Kenmore, Shoreline, and Bothell, have closed. The Carole Ann Wald Pool in St. Edward State Park, which served Kenmore and Kirkland, closed in 2009. The Shoreline Pool, which also served Lake Forest Park, closed in 2020. The only remaining indoor pool in the area is at Juanita High School in Kirkland. It is over 50 years old – nearing the end of its useful life – and is still utilized beyond capacity, shared by six high schools and a water polo program.

In 2021, King County offered a grant program that provided funds to recipients so they could study feasibility of constructing new or renovating existing aquatic facilities. The goals of the grant program included conserving and expanding access to aquatic facilities in King County. The cities of Kenmore and Kirkland partnered and received one of the grants. The cities of Kenmore, Shoreline, and Lake Forest Park also partnered and received another one of the grants. All four cities combined the resources of these grant awards and selected NAC Architecture to assist in conducting a feasibility study to plan for expansion of indoor aquatic facilities in north King County.



All four communities face challenges but are committed at some level to addressing the need for indoor aquatic opportunities in the region.

Shoreline - A 2018 study commissioned by Shoreline proposed a 63,000 SF recreation facility that included 14,000 SF for aquatics. The center was to be located on the Shoreline Secure Storage property and estimated construction costs at the time of the study were \$42.5M. In 2019, Shoreline asked voters to consider a \$104M bond proposition to fund the recreation center and other projects. The proposition failed receiving 54% support with a 60% majority required for approval. Since then, the existing Shoreline Pool was permanently closed in 2020, a year earlier than originally proposed, and has now been demolished. Voters did support a bond for other park development previously included in the 2019 proposition and with other property taxes, may be less inclined to support other tax increases. Still, a community pool facility is a top priority in Shoreline's PROSA plan and the City Council is committed to aquatics.



Shoreline's forward thrust pool has now been demolished.

Kenmore - The City of Kenmore is within the Northshore Parks and Recreation Service Area (NPRSA), a special taxing district that also includes Bothell and Woodinville. In 2003, Kenmore participated in an aquatic study with the NPRSA. The study validated the demand for additional aquatic venues, no action was taken at that time to develop a new indoor aquatic center within the NPRSA and the need for additional aquatic access remains today. Although providing additional aquatic opportunity is not the top priority for the Kenmore City Council, it is a high priority. The need is clear, yet the funding for aquatics is a question.

Kirkland - Aquatics is the number one priority in Kirkland's PROS plan. There is a substantial waitlist for lessons at their outdoor pool and the city recognizes the need in the community. Kirkland is exploring multiple avenues to address the need, including this study and a Kirkland-only study completed in early 2023 for an indoor recreation and aquatic facility. On November 7, 2023, Kirkland voters were asked to consider a levy lid lift proposition to expand aquatics, parks, and recreation facilities, operations, and programs. The proposition requested an increase in the City's regular property tax by \$0.28/\$1000 of assessed value generating approximately \$10.8M for these purposes in 2024. The levy would fund parks operations and maintenance costs that are currently paid out of the City's general fund and would free up general fund dollars to pay for the 86,000 SF recreation and aquatic center at the Houghton Park and Ride site proposed by the early-2023 study. Unfortunately, that proposition was not supported by Kirkland voters.

Lake Forest Park - The population of Lake Forest Park is smaller than the other partner cities of this report. With this tax base, funding any aquatic expansion on its own would be a challenge. The need and issues related to aquatics in Lake Forest Park are similar to the other three communities.

For each community, **an indoor aquatic facility is a priority**. The goal for the study is to consider two indoor aquatic centers in the north King County region and:

- > Identify potential locations
- > Evaluate demand
- > Develop design concepts
- > Determine capital and operation cost budgets

2. SITE IDENTIFICATION & SITE ASSESSMENT

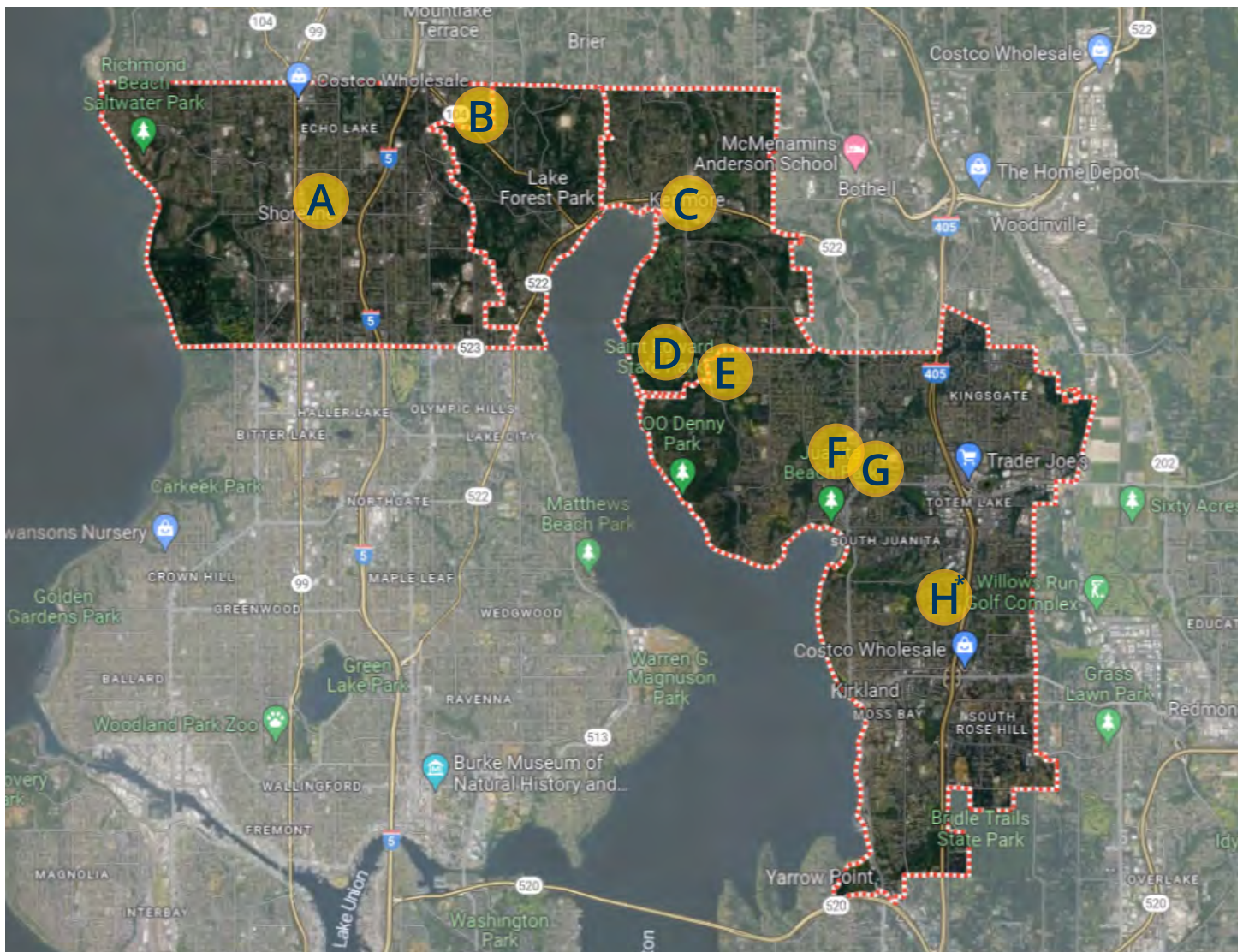
Available, affordable, and buildable property that might serve as the location for a potential aquatic center in the north King County region is scarce. Availability or potential acquisition of property will limit site possibilities immediately. The physical characteristics of a site will affect development costs however, the location of an available property within the region may be the most critical criteria to determine its viability as aquatic center site to serve residents.

In addition to locating an appropriately buildable site that is geographically accessible for a large number of constituents, there are challenges to solving the funding mechanism for capital and operating costs. Community aquatic centers are typically funded in whole or in part by tax revenue, so there is the question of defining the surrounding taxing district that will collect taxes and then determining the party or partnership agreements that will cover operations of the pool day-to-day. All these issues add complexity to the site selection process.

Initially, the partner cities identified the following potential sites for location of an aquatic center:

- > Shoreline Secure Storage
- > Former Kellogg Middle School site
- > St. Edward State Park
- > An unoccupied portion of Inglewood Village in Kirkland
- > Privately-owned parcel in North Kirkland

In addition to these sites, other locations were identified and considered.



CONSIDERED SITE OPTIONS

A. Shoreline Secure Storage - This site is owned by the City of Shoreline and was purchased by the city to be used for an aquatic/recreation center. These two criteria alone are the key advantages for this site as a very viable candidate for an aquatic center and perhaps an obvious front runner for one of the aquatic center sites.

B. Former Kellogg Middle School Site - This larger, sloping site is in a residential area near the northeast edge of the Shoreline city limits and just west of the northwest boundary of Lake Forest Park. At the north edge of the city limits, the site is not central to either Shoreline or Lake Forest Park and may feel like a site that has a stronger connection to other communities to the north. The site is owned by Shoreline School District. Attempts were made to contact the school district to determine the level of interest in considering the site as a potential location for an aquatic center. There was no response to these inquiries and, therefore the site was not evaluated further as a potential site.

C. Kenmore - In our research, the only property in Kenmore that showed potential was that known as Lakepointe. The site is large enough to support a centrally located aquatic center to serve the area, but it has several drawbacks at the present time. Importantly, Lakepointe is privately owned and property acquisition would likely be required. Site development would be expensive due to soils and other site conditions. Those issues notwithstanding, the City of Kenmore may undertake a future community engagement process to determine the vision for the Lakepointe site, so it is conceivable that there may be community interest in siting an aquatic facility on the property in the future.

D. St. Edward State Park - The site of the Carole Ann Wald Pool at St. Edward State Park in Kenmore was included as a potential location. Concepts for renovation/expansion of the existing pool were contemplated, and it appears that there are viable options that minimize impact to the state park property. However, the property is owned by the State and operated through a current public-private partnership. The St. Edward State Park website mentions the Carole Ann Wald Pool and notes that “the owners of the Lodge have a wonderful vision to reimagine the beloved community icon into a new space that can be enjoyed for years to come.” Attempts to contact representatives of St. Edward State Park or the Lodge thus far have not led to confirmation of future plans for the existing pool building. State ownership and the existing partnership create challenges that would be difficult to navigate so this site was removed from consideration.





E. Inglewood Village - The former LA Fitness site at the north end of Inglewood Village in Kirkland (plus necessary additional property) was considered. However, the existing building area and parking area are likely inadequate and too costly for development of a community aquatic center given these significant constraints.



F. North Kirkland Community Center - This site has been suggested by Kirkland as a potentially viable site and has been considered for a recreation/aquatic center by the early 2023 recreation study. It is owned by the City of Kirkland and is located in the northern part of the city limits, so may make it a more desirable site for residents in the southern areas of Kenmore. If a new aquatic center is developed here, the programs of the existing community center must continue to be served, either from this site or elsewhere. Options to consider include:

- > Rebuilding a replacement community center on another site. This option just shifts the problem of finding an aquatic center site to one of finding a community center site and rebuilding a community center facility that is currently functioning.
- > Allowing the existing community center to remain and sharing the site with a new aquatic center.
- > Development of a larger new facility that includes both aquatic center functions and space for existing community center programs.



In section 6 of this report, concepts are tested to determine if there is adequate area on the site for both the existing facility and a new aquatic center or if there is adequate area on the site for a larger center that includes both functions.

G. Privately-owned parcel in North Kirkland - An undeveloped, privately-owned parcel on the 14200 block of 100th Ave. NE in Kirkland was discussed. This property is too small for a center and may be inappropriate for the residential neighborhood, so was removed from consideration.

H. Other Kirkland Sites - Other sites considered for the early 2023 Kirkland Recreation and Aquatic Centers Study included Houghton Park and Ride, Peter Kirk Park, and Juanita Beach Park. These sites are all further south and are less likely to be supported if there were a partnership with Kenmore. Also, the park locations were not recommended by the previous study and the Park and Ride site was not supported by voters. For these reasons, these sites will not be considered further for this study.

**These site options are not individually noted on the site map on page 4.*

Both the Shoreline Secure Storage and North Kirkland Community Center sites are city-owned and appear to be viable as a potential location for an aquatic center. Both sites are also located in closer proximity to adjacent cities, making partnership between neighboring cities a possible consideration. With this evaluation and additional discussion with the Steering Committee, these two sites were selected for further evaluation.

Following the selection of these two sites, Red Barn Group investigated the civil engineering requirements for each site considering the following:

- > Site size
- > Context
- > Existing site conditions
- > Topography
- > Stormwater requirements
- > Utilities

The investigation found that the Shoreline Secure Storage site will likely require less grading but may have inadequate sanitary sewer service. The North Kirkland Community Center site will require substantial grading due to the site's topography but has known utility services. The Civil Site Assessment Report concluded that both the Shoreline and Kirkland sites have challenges, but that both are feasible for the aquatic center project. The full report can be found in **Appendix A**.

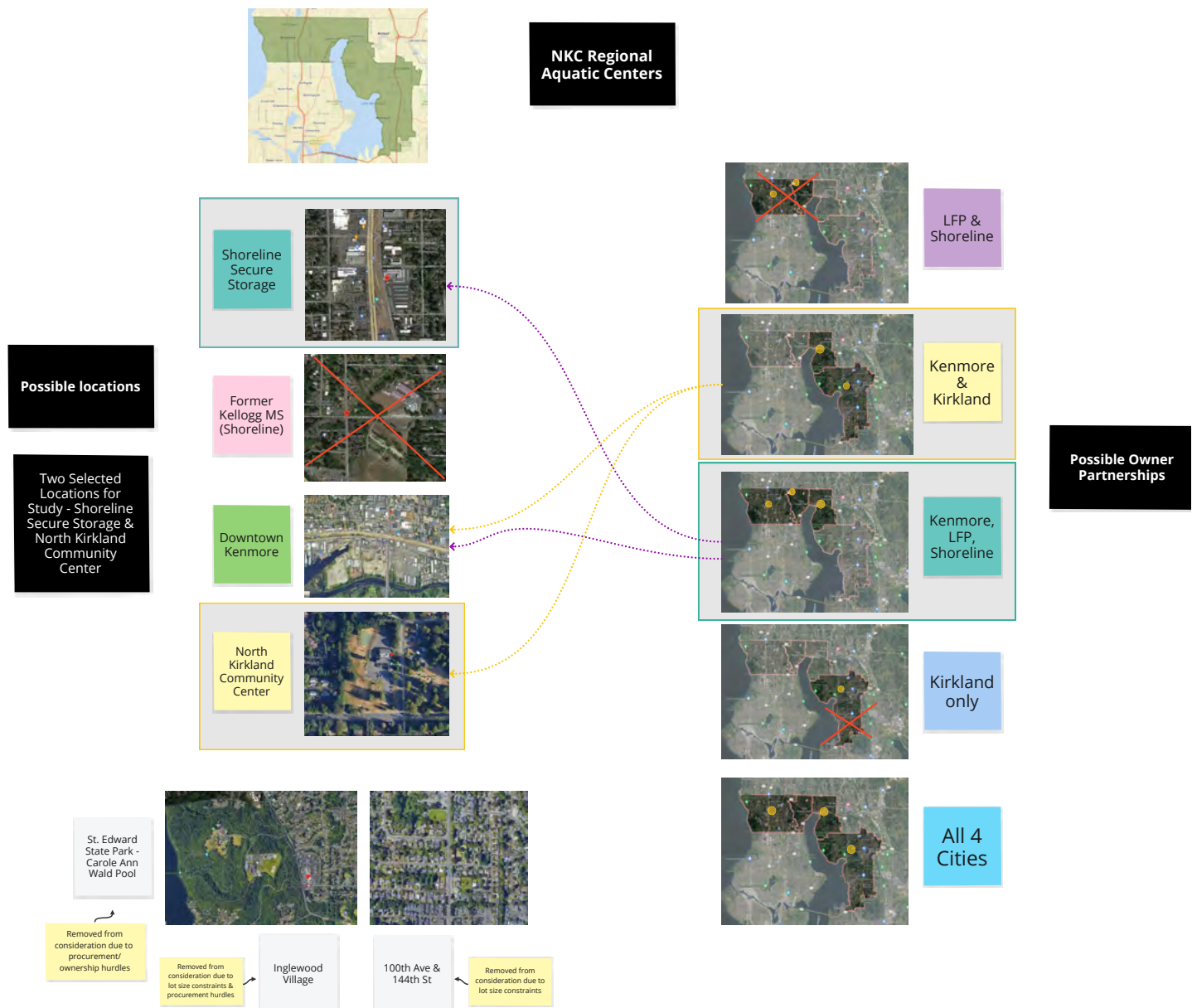


3. PARTNERSHIP ASSESSMENT

Consideration of potential partnership configurations among the four cities was interwoven with the site identification process. Although some time was spent exploring multiple alternative partnership options, the eventual outcome of the exercise was relatively simple and clear. Insight and consensus from the Steering Committee guided the following conclusions:

- A.** A single center centrally located among the four-community, north King County region that served Kenmore, Kirkland, Lake Forest Park, and Shoreline residents was discussed briefly. Compared to multiple centers, overall capital and operational costs would be less and it may be easier to persuade voters to pool the resources of four cities to support a single center rather than supporting more than one center with smaller partnerships. The Steering Committee expressed concerns related to the location, overall cost, and larger size of a single center. With a single center, there would be greater travel time for some, and a single center may be seen as belonging only to the community in which it is located. A potential site had not been identified and site acquisition may be challenging and costly. Ultimately, the Steering Committee felt that a single center for the four partner cities would be less viable than having two centers separately owned and operated.
- B.** Shoreline would not support a partnership for a center in Kirkland as it would be perceived as too far away. Similarly, Kirkland would not support a partnership for a center in Shoreline for the same reason.
- C.** Shoreline and Lake Forest Park as a partnership alone was not seen as viable by the Steering Committee. Both Shoreline and Lake Forest Park feel that they would need the strength of an additional partner in order to support the development of an aquatic center.





D. A three-city partnership of Kenmore, Lake Forest Park, and Shoreline for an aquatic center to serve their residents and non-residents beyond the city boundaries may be viable. The Shoreline Secure Storage site may be a preferred location, since it would locate the center in the highest population area within the three cities, but may be seen as “Shoreline’s aquatic center.” A site in downtown Kenmore may be a secondary choice for the location of an aquatic center with this partnership. Many Shoreline residents use public transit for travel, so location of a center in Kenmore may be more challenging for some Shoreline residents without additional public transportation or ride sharing options.

E. Kenmore and Kirkland together may create a viable partnership for an aquatic center. The most feasible central location may be the North Kirkland Community Center site, although a site in downtown Kenmore or another Kirkland site may also be considered.

F. Kenmore would consider simultaneous contributions to two separate partnerships for two centers, neither of which may be located in Kenmore (i.e. one in Shoreline AND one in Kirkland).

These partnerships were discussed in concept only. Further analysis and consideration of actual funding district boundaries, funding mechanisms for both capital and operations, and the entity or district responsible for operations is necessary.

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...

Funding strategy for an aquatic center that would avoid or reduce the property tax burden on each city's local homeowners and taxpayers is desirable. Some potential alternative funding or funding district options that may be considered include:

- > Parks and Recreation Service Area (PRSA): coordination with the Northshore Parks and Recreation Service Area boundaries would be necessary.
- > Public Facilities District (PFD): a funding district that can collect sales tax.
- > Metropolitan Park District (MPD): a junior taxing district that can collect property tax for both capital bond and operation funding.
 - Kirkland residents have not been supportive of an MPD in the past and are reported to view an MPD as a "blank check."
- > Grants including King County Parks Capital and Open Space Grants
- > Real Estate Excise Tax (REET), lodging tax, or other special local tax source.
- > Donations or private fundraising efforts.
- > Common partnerships including Program Partner, Operational Partner, and Long-Term/High Volume Renters (refer to Aquatic Trends in **Appendix B** for additional information).

A financial consultant or bond attorney should be consulted to review opportunities and specific requirements for any funding mechanism that may align with the goals and circumstances of the partner cities.

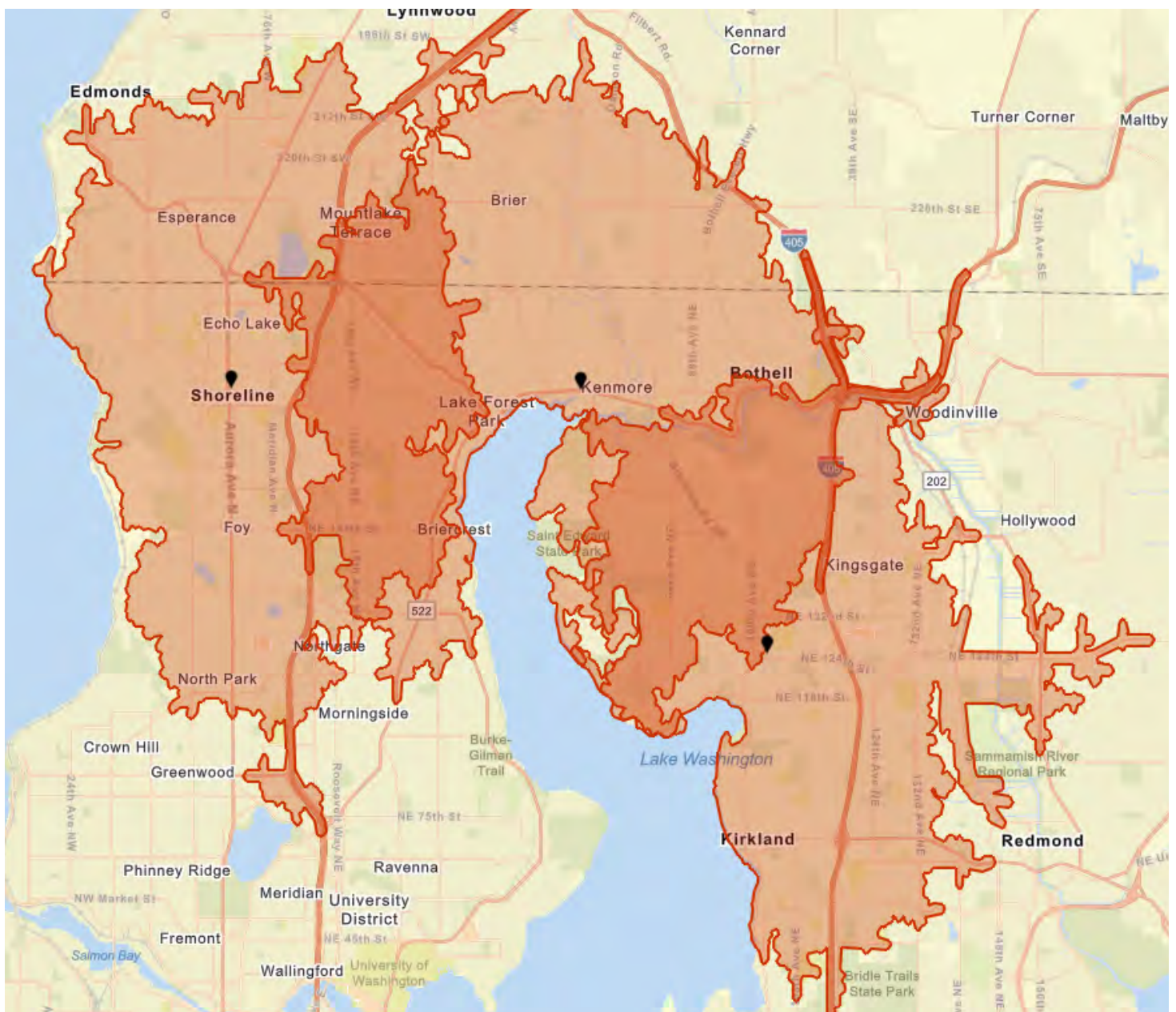


4. MARKET ANALYSIS

To identify the need for aquatic facilities within the north King County region, a formal Market Analysis was conducted by Ballard*King Associates (B*K), as added background information to further inform the Feasibility Study. The Market Analysis identifies the demographics and market providers of the primary and secondary service areas for a new aquatic facility within each sub-region. A summary of the Market Analysis follows, and the full Market Analysis report is included in **Appendix B**.

A. Based on Ballard*King's research and years of completing studies in the greater Seattle market, the north King County region is significantly deficient with regards to indoor aquatic centers.

B. A new indoor aquatic facility in any of the four partnered cities would see users from both Primary and Secondary Service Areas. The Primary Service Area consists of the boundaries of the all four cities, Kenmore, Lake Forest Park, Shoreline, and Kirkland combined (see map below). The Secondary Service Area is the larger geographic area that was defined by a 30-minute drive time from a central point in Kenmore under ideal conditions.

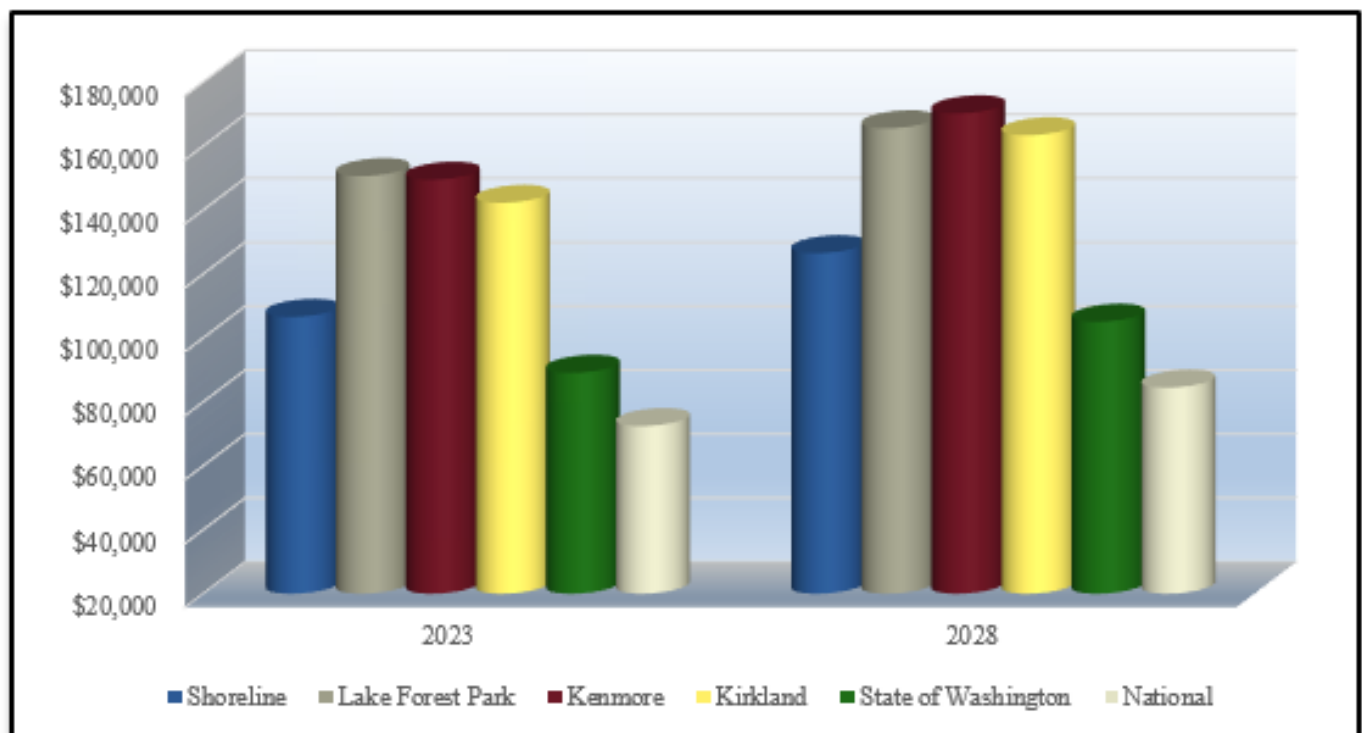


C. Based on population figures and the size of the communities involved in this study, the following comparisons are possible for planning purposes:

- > Shoreline 2023 population would support 1.0 facilities.
- > Lake Forest Park 2023 population would support 0.5 facilities.
- > Kenmore 2023 population would support 0.8 facilities.
- > Kirkland 2023 population would support 1.6 facilities

D. The income levels of each community along with other socioeconomic factors would indicate that **each community could support an aquatic center**. It is worth noting though, out of all four cities, Shoreline has the lowest median household income and the lowest spending potential for entertainment and recreation.

Chart C1 – Median Household Income:



E. Demographics within the four communities and service areas are presented within pages 2-13 of the report. Demographic highlights summarized on page 13 include:

- > The median age within the service areas points to the presence of families with children, but also older families. **Aquatic centers are becoming more multi-generational in their design and program offerings.**
- > The income level in each of the service areas also points to residents that could afford either a daily admission, monthly or annual membership to an aquatic focused facility. However, **price points will be important if the goal is to maximize participation**. It is possible that some households could be priced out of using the facility depending on the cost recovery philosophy.

F. As noted in Section 2, two options were identified for a potential facility location in Shoreline and in Kirkland. In addition, a third, yet to be defined location, may be conceivable in the future in Kenmore. The three different locations can be described as follows:

- > Shoreline - Shoreline Secure Storage Location
- > Kirkland - North Kirkland Community Center Location
- > Kenmore - Central Location in the Community (undefined)

For each location B*K identified a primary service area of a 10-minute drive time and a secondary service area of a 15-minute drive time. B*K defines a primary service area as the distance that individuals will drive on a daily or weekly basis to participate in programs or use services. A secondary service area can expand, or contract based on the size of the facilities and amenities included, but participation from that is typically less.

The following chart provides a snapshot of the demographic characteristics of the primary service area for each location.

	Shoreline Location	Kenmore Location	Kirkland Location
Population:			
2020 Census	167,584	154,613	111,529
2023 Estimate	173,222	160,293	115,730
2028 Estimate	182,762	164,646	117,971
Households:			
2020 Census	71,335	61,933	45,187
2023 Estimate	73,704	64,339	47,090
2028 Estimate	77,978	66,320	47,986
Families:			
2020 Census	40,812	39,337	28,398
2023 Estimate	41,043	41,783	29,170
2028 Estimate	43,897	43,381	30,108
Average Household Size:			
2020 Census	2.31	2.46	2.44
2023 Estimate	2.31	2.46	2.44
2028 Estimate	2.30	2.46	2.44
Race/Ethnicity (2023 Est):			
Hispanic	10.7%	9.3%	8.6%
White	60.3%	63.4%	62.2%
Black	6.9%	4.4%	2.1%
American Indian	0.9%	0.7%	0.5%
Asian	15.4%	16.0%	20.7%
Pacific Islander	0.5%	0.3%	0.2%
Other	4.8%	3.8%	3.8%
Multiple	11.4%	11.4%	10.7%
Median Age:			
2020 Census	40.3	39.6	37.7
2023 Estimate	42.4	41.8	39.9
2028 Estimate	43.1	42.4	40.8
Median Income:			
2023 Estimate	\$95,905	\$118,587	\$138,876
2028 Estimate	\$112,924	\$141,768	\$161,173

F. While each of these locations and subsequent service areas could independently support an indoor aquatic center based on demographics. The reality is that it would be challenging to make all three facilities financially successful if all were operating simultaneously. See additional development scenarios and their potential impacts on page 13 of Appendix B.

- > **Regardless of the number of facilities that are developed it will be important that they have some consistent characteristics, but they also have differentiators.**

G. Participation: The rate of participation for adult participation in swimming is approximately 3-6% higher than the national number of 100. While there is a lack of facilities in the area, swimming is clearly a desired activity by the adult community.

Table A – Market Potential Index (MPI) for Three Locations (Primary Service Areas)

Adults participated in Swimming:	Expected Number of Adults	Percent of Population	MPI
Shoreline Location	22,875	16.0%	106
Kenmore Location	20,450	15.9%	106
Kirkland Location	14,232	15.5%	103

Expected # of Adults: Number of adults, 18 years of age and older, participating in the activity in the Service Area.

Percent of Population: Percent of the service area that participates in the activity.

MPI: Market potential index as compared to the national number of 100.

H. Trends: Swimming is one of the most popular sports and leisure activities, so there is a significant market for an aquatic facility. The hottest trend in aquatics today is the recreation pool concept. Incorporating water slides, lazy rivers or current channels, fountains, zero depth entry “beaches,” and other water features is extremely popular. A recreation pool can generate up to 30% more revenue than a comparable conventional pool and while the cost of operation is higher, this expense can be offset through increased revenues.



5. AQUATIC CENTER PROGRAM OPTIONS

For each community, an indoor aquatic facility is a priority. While it is recognized that any indoor aquatic center in north King County will have a regional draw, the most important consideration for each city is a community aquatic center to serve residents with a combination of recreation water and lap lanes. Aquatic center program design goals, program value, aquatic features, and amenities were reviewed. Refer to the Aquatics Program document in **Appendix C**. Also refer to Aquatic Trends in **Appendix B** for additional information on aquatic programming. Other conclusions and considerations:

- > Outdoor aquatic components are not required. No outdoor pools, outdoor splash pad or accommodation for future outdoor pool expansion is necessary.
- > Indoor-outdoor feel with windows, operable walls, skylights, etc. and access to outdoor patio space is desired, if possible.
- > “Dry” recreation activity programming is a potential consideration for Kenmore and Kirkland to increase program opportunities, increase revenue, and reduce operation subsidy. Lake Forest Park and Shoreline’s preference is to focus programming exclusively on aquatics.
- > Learn-to-swim programs are a priority for each city.
- > Wellness/therapy should be considered. Many wellness/therapy activities can be accommodated in a recreation pool, but a separate pool with even warmer temperatures would be ideal.
- > Some conceptual program differences may be dictated by the site solutions.

Competitive/fitness swimming options:

- > 25-yard with 8 lanes in each center minimum. 25-yard with bulkhead to be considered (see below). 25-meter or 50-meter length is not required.
- > Spectator accommodations for approximately 200 people is preferred. Consider ways to make spectator spaces multipurpose when not in use for competition venues. Swim practice is a priority over swim competitions. The centers are not expected to be utilized for regional competition, although market conditions suggest the center can be a regional provider depending on operational programming.
- > Diving to be considered.
- > An 8-lane “stretch” pool with a moveable bulkhead has more multipurpose flexibility (the lap lanes can be in either the shallow or deep end leaving shallow or deep water remaining for added programming) and may be more desirable than a diving alcove.

Recreation amenities - Recreation swimming improves revenue and has a positive impact on operation cost. Specific aquatic amenities will be confirmed during future design phases. Some options to be considered include:

- | | |
|--|----------------------------|
| > Zero-depth entry | > Wave pool |
| > Interactive spray features / play structures | > Climbing walls |
| > Lazy river | > Obstacle courses |
| > Water slides and slide features | > Surf simulation |
| | > Audio/Visual experiences |



With this guidance, small and large aquatic center program options were developed for each of the two selected sites. Program options include areas of 35,000 SF and 48,000 SF, 58,000 SF, and 90,000 SF.

For the Kirkland site, the 48,000 SF aquatic center program was expanded to include community center spaces to replace the existing community center. The existing community center is near the end of its useful life and the larger aquatic center did not fit well on the existing site without negative impact to both centers and the overall site organization. Adding replacement community center spaces to the program increased the total area to 58,000 SF.

Because “dry” recreation programming was noted as a potential consideration, a program for a 90,000 SF comprehensive recreation and aquatic center was developed to understand the possible total area and cost. The 90,000 SF program was not utilized for further concept development and a site has not been identified for this larger recreation center.

35,000 SF AQUATIC CENTER

- > Intended for the small center to be located in either **Shoreline or Kirkland**
- > 10,500 SF natatorium with 25-yard, 8-lane lap pool
- > 9,000 SF natatorium with 3,500 SF recreation pool
- > Two party rooms
- > Concessions/retail
- > Entry and reception spaces
- > Offices and lifeguard room
- > Locker rooms and universal changing rooms
- > Other support spaces

48,000 SF AQUATIC CENTER

- > Intended for the large center to be located in **Shoreline**
- > 15,850 SF natatorium with 8-lane “stretch” lap pool with added spectator space
- > 14,500 SF natatorium with 4,500 SF recreation pool
- > Two party rooms
- > Concessions/retail
- > Entry and reception spaces
- > Offices and lifeguard room
- > Locker rooms and universal changing rooms
- > Other support spaces

58,000 SF AQUATIC CENTER

- > Intended for the large center to be located in **Kirkland**
- > 15,850 SF natatorium with 8-lane “stretch” lap pool with added spectator space
- > 14,500 SF natatorium with 4,500 SF recreation pool
- > Two party rooms
- > Concessions/retail
- > Entry and reception spaces
- > Offices and lifeguard room
- > Locker rooms and universal changing rooms
- > 8,200 SF community center spaces including multipurpose room, classrooms and exercise studios
- > Other support spaces

90,000 SF AQUATIC CENTER

- > Option to be considered for large aquatic and recreation center (location to be determined)
- > 15,850 SF natatorium with 8-lane “stretch” lap pool with added spectator space
- > 14,500 SF natatorium with 4,500 SF recreation pool
- > Two party rooms
- > Concessions/retail
- > Entry and reception spaces
- > Offices and lifeguard room
- > Locker rooms and universal changing rooms
- > Classrooms
- > Gymnasium
- > Weights and cardio spaces
- > Elevated running track
- > Exercise studios
- > Other support spaces

Refer to **Appendix C** for each of the full Aquatic Center Program options. Concept diagram options that illustrate these programming options at the Shoreline and Kirkland sites are included in the next section.

6. CONCEPT OPTIONS

Three-dimensional concept diagrams for both the small and large aquatic center options were developed for the Shoreline and Kirkland sites. The concept diagrams explore design thinking, program organization, and illustrate potential fit on each site. For each of the diagrams, the roof of the indoor aquatic center is cut-away to reveal the pools and aquatic amenities within. The diagrams allow one to visualize the proposed aquatic center in Shoreline and Kirkland and are supported by interior images that allow viewers to imagine themselves at the aquatic center with family and friends!

SHORELINE: A COMMUNITY BEACON

Prominently located just east of Aurora Avenue, across Midvale Avenue from the Park at Town Center, the aquatic center will become a community beacon in Shoreline.

CONTEXT/EXTERIOR

- > Strong urban street presence is created with a narrow landscape buffer between the aquatic center and Midvale Avenue.
- > An entry plaza to the north of the center draws visitors from adjacent parking.
- > Parking is located to the north and east away from Midvale, so the aquatic center is not seen across a large parking area.
- > With the center located close to Midvale Avenue, a significant landscape buffer remains for neighbors to the east.
- > Windows on the west face allow views of aquatic activity within the recreation pool from the park and the street. Windows on the northeast corner allow views into the lap pool for those approaching from the parking areas.
- > The entry plaza creates a strong pedestrian connection across Midvale to the Park at Town Center and the Interurban Trail to the west. The plaza allows the aquatic center to engage with the festivities when Midvale Avenue is closed to host community events.
- > Site area remains to the south of the center for park space or future development.





Shoreline Aquatic Center
48,000 SF concept option

INTERIOR

- > Activity in the recreation and lap pools is immediately visible from within the main entry of the aquatic center.
- > Party rooms, locker rooms, storage, offices, and other support spaces are directly adjacent to the natatorium.
- > The natatorium has a sense of openness with both the lap pool and rec pool sharing the same expansive space. The generous pool deck allows space for spectators at the lap pool and relaxing, social space near the recreation pool.
- > Natatorium windows allow daylight in and views to the landscape, creating an indoor-outdoor feel and connection to nature. Swimmers can spill-out to the south and soak up some sun in the courtyard space next to the park.

AQUATIC AMENITIES

35K SF CENTER

- > 8-lane, 25-yard lap pool
- > Diving boards
- > Recreation pool with zero-depth entry and lazy river
- > Interactive spray/play structure
- > Spray features

48K SF CENTER

- > 8-lane, 40-yard lap pool with moveable bulkhead to create 25-yard lanes and diving well
- > Diving boards
- > Recreation pool with zero-depth entry and lazy river
- > Interactive spray/play structure
- > Spray features
- > Waterslide
- > Combination Vortex pool and warm water therapy



Interior recreation pool concept rendering

KIRKLAND: A FOUND TREASURE

Located in a residential area, the modestly scaled center is a treasure to be found, welcoming all, while being a good neighbor to the adjacent residents.

CONTEXT/EXTERIOR

- > With the 35K SF center, the existing North Kirkland Community Center remains. With the 58K SF larger aquatic center, the existing community center is demolished, and the community center spaces are replaced and incorporated within the all-new center.
- > To accommodate required parking, the sloping topography of the site allows some parking to occur below the west side of the natatorium. Parking is internal to the site, reinforcing the residential feel of the center.
- > The building is sensitively scaled, and the site design is residential in character and appearance, with native plants softening the building edge along the streets.
- > The north and east sides of the site are robustly planted with native conifers that form a good neighbor buffer for adjacent properties.
- > Windows at both the southeast and southwest welcome those approaching the center and give a hint of the excitement and aquatic activity within.
- > The entry terrace space between the 35K SF aquatic center and the existing community center is a visual portal to the site, welcoming all and creating a space for outdoor programs that tie the community and aquatic center into a singular campus. A similar feel occurs with the transparent, welcoming entry of the 58K SF center.
- > The entry terrace paving extends across 103rd Ave NE creating a connection to North Kirkland Park to the east.





Kirkland Aquatic Center
58,000 SF concept option

INTERIOR

- > In the 35K SF center, activity in the recreation and lap pools is immediately visible from within the main entry of the aquatic center. In the 58K SF center, the active entry connects community center and aquatic center spaces.
- > Party rooms, locker rooms, storage, offices, and other support spaces are directly adjacent to the natatorium.
- > The 58K SF center incorporates community center spaces, some of which overlook into the natatorium.
- > The natatorium has a sense of openness with both the lap pool and rec pool sharing the same expansive space. The generous pool deck allows space for spectators at the lap pool and relaxing, social space near the recreation pool.
- > Natatorium windows allow daylight in and views out to the neighborhood and park, creating an indoor-outdoor feel and connection to nature.
- > Mechanical spaces are hidden on a lower level, minimizing the site footprint and impact on the neighbors.

AQUATIC AMENITIES

35K SF CENTER

- > 8-lane, 25-yard lap pool
- > Diving boards
- > Recreation pool with zero-depth entry and lazy river
- > Interactive spray/play structure
- > Spray features

58K SF CENTER

- > 8-lane, 40-yard lap pool with moveable bulkhead to create 25-yard lanes and diving well
- > Diving boards
- > Recreation pool with zero-depth entry and lazy river
- > Interactive spray/play structure
- > Spray features
- > Combination Vortex pool and warm water therapy



Interior lap pool concept rendering

Refer to **Appendix D** for additional images that show the structured parking at the Kirkland site, larger images of each concept diagrams, and the interior concept renderings.

7. FEASIBILITY COST ESTIMATES

The capital cost of each of the four options was estimated by RC Cost Group for budget purposes as part of the feasibility study. A budget capital cost for a 90,000 SF recreation and aquatic center without a specific site was also estimated for future reference. The budget estimates were based on the program and square foot areas, the concept images that had been developed, and the Civil Site Assessment Report for the specific site locations in Shoreline and Kirkland.

A. 35K SF OPTION - NORTH KIRKLAND COMMUNITY CENTER SITE

- > \$43,675,364 total estimated construction cost
- > Total estimated construction cost above includes \$4,693,135 for sitework and off-site improvements
- > **\$56,780,000 total project cost** - 30% soft costs* included

B. 58K SF OPTION - NORTH KIRKLAND COMMUNITY CENTER SITE

- > \$60,330,106 total estimated construction cost
- > Total estimated construction cost above includes \$4,500,000 for construction of 10,000 SF of community center spaces (to replace the existing community center).
- > Total estimated construction cost above includes \$5,154,675 for sitework and off-site improvements
- > **\$78,430,000 total project cost** - 30% soft costs* included

C. 35K SF OPTION - SHORELINE SECURE STORAGE SITE

- > \$42,040,101 total estimated construction cost
- > Total estimated construction cost above includes \$5,083,985 for sitework and off-site improvements
- > **\$54,650,000 total project cost** - 30% soft costs* included

D. 48K SF OPTION - SHORELINE SECURE STORAGE SITE

- > \$53,394,428 total estimated construction cost
- > Total estimated construction cost above includes \$5,370,358 for sitework and off-site improvements
- > **\$69,410,000 total project cost** - 30% soft costs* included

E. 90K SF OPTION - SITE TO BE DETERMINED

- > \$78,500,000 total estimated construction cost
- > Total estimated construction cost above includes \$6,000,000 for sitework and off-site improvements
- > **\$102,050,000 total project cost** - 30% soft costs* included

F. 42K SF OPTION- SHORELINE SECURE STORAGE SITE

- > A mid-range size aquatic center may also be considered. Assuming a 42,000 SF facility at \$1175 per square foot (including sitework and off-site improvements), costs would be as follows:
- > \$49,350,000 total estimated construction cost
- > **\$64,155,000 total project cost** - 30% soft costs* included
- > This budget cost is not supported by a program to define building or pool area and is not supported by a feasibility estimate completed by RC Cost Group.



*30% is added to the construction cost above for “soft costs” which are excluded from the capital cost estimates. Soft costs include sales tax, architectural and engineering design fees, FF&E (furniture, fixtures, and equipment), and miscellaneous permitting and inspection fees. 11.89% escalation to January 2026 is included with each estimate. Construction costs in the Puget Sound region have experienced substantial escalation in recent years and the escalation of pool construction cost in the last two years has been unprecedented. While construction cost escalation is starting to subside slightly, it is expected that construction costs will continue to rise. Refer to **Appendix E** for complete feasibility cost estimates, including building systems detail sheets.

8. OPERATIONS ANALYSIS

Understanding the operational realities of an aquatic center once it has opened is an integral part of a feasibility study. Recreation business planning consultant B*K has developed a preliminary operations analysis with comparative expense and revenue data for the two concept options on each site. The preliminary analysis presumes that the aquatic center would be municipally operated and is based on other assumptions for staff salaries, operational hours, potential revenue, and expenses.

The following charts illustrate the estimated expenses, revenue, and resulting annual operation cost subsidy for each option with a five year range of potential starting years beginning in 2024. Refer to **Appendix F** for additional information and the entire preliminary operation plan.

35,000 Square Foot Center in Shoreline

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$2,746,397	\$2,773,861	\$2,857,076	\$2,942,789	\$3,031,072
Revenue	\$1,972,280	\$2,110,340	\$2,215,857	\$2,282,332	\$2,350,802
	(\$774,117)	(\$663,521)	(\$641,220)	(\$660,456)	(\$680,270)
Cost Recovery	71.8%	76.1%	77.6%	77.6%	77.6%

48,000 Square Foot Center in Shoreline

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$2,933,265	\$2,962,597	\$3,051,475	\$3,143,019	\$3,237,310
Revenue	\$2,144,678	\$2,359,146	\$2,477,103	\$2,551,416	\$2,627,959
	(\$788,587)	(\$603,451)	(\$574,372)	(\$591,603)	(\$609,351)
Cost Recovery	73.1%	79.6%	81.2%	81.2%	81.2%

35,000 Square Foot Center in Kirkland

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$2,748,351	\$2,775,835	\$2,859,110	\$2,944,883	\$3,033,230
Revenue	\$2,014,780	\$2,155,815	\$2,263,605	\$2,331,513	\$2,401,459
	(\$733,571)	(\$620,020)	(\$595,505)	(\$613,370)	(\$631,771)
Cost Recovery	73.3%	77.7%	79.2%	79.2%	79.2%

58,000 Square Foot Center in Kirkland

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$3,243,860	\$3,276,299	\$3,374,588	\$3,475,826	\$3,580,100
Revenue	\$2,576,935	\$2,705,782	\$2,841,071	\$2,926,303	\$3,014,092
	(\$666,925)	(\$570,517)	(\$533,517)	(\$549,522)	(\$566,008)
Cost Recovery	79.4%	82.6%	84.2%	84.2%	84.2%

Note that the larger facility options have a slightly higher cost recovery rate. The larger facilities have greater capacity and can serve more patrons, especially if there are recreation activity options in addition to aquatics like the larger center in Kirkland would provide. Non-aquatic spaces also have lower operating expenses compared to aquatic spaces which can also increase the cost recovery potential.

9. CONCLUSIONS & RECOMMENDATIONS

The north King County region is a challenging place to find funding support for an aquatic center. Kenmore, Kirkland, and Shoreline have all tried in the past but have not had success. Shoreline's 2019 bond proposition for a recreation and aquatic center received 54% support with a 60% majority required for approval. It was extremely disappointing that Kirkland's recreation levy earlier this month received just over 40% support. There is no clear path forward that is a guaranteed recipe for success for any of the four cities. Lessons learned from these past attempts for support may provide insight that can be a bright spot and impetus to pursue future success.

RECOMMENDATIONS

SHORELINE:

- > Pursue an aquatic center on the Shoreline Secure Storage site.
- > Develop an aggressive Public Engagement Plan to inform the community and build support for the project.
- > Build consensus with Shoreline City Council, city Leaders, and the public on the preferred aquatic center concept. The 48,000 SF concept option may meet needs and demand better than the smaller concept.
- > Consult with a bond attorney and Shoreline financial advisors to develop strategy for partnerships with Lake Forest Park and Kenmore and both capital and operation subsidy funding.
- > The funding strategy may involve a special taxing district, but this may add complications and confusion for voters. It may be best to pursue funding through city taxpayers and partnership agreements rather than attempting to create a larger special taxing district.
- > Collaborate with Lake Forest Park and Kenmore to develop a partnership agreement to secure some capital and/or operational funding from these two cities. Having ownership of a site that is feasible for development of an aquatic center may be influential in enticing their financial support. Lake Forest Park and Kenmore residents could be offered a City of Shoreline resident rate to use the facility if there is a contribution from their city for operations expenses.
- > Circumstances have changed since the bond proposition in 2019.
 - ▶ Shoreline Pool was closed and has been demolished.
 - ▶ The currently proposed aquatic center is smaller than the recreation center presented to voters in 2019.
 - ▶ Although construction costs have increased since 2019, the total amount of the bond for the proposed aquatic center alone is still less than the 2019 bond proposition.
 - ▶ Costs for an aquatic center or any capital project will most likely continue to rise. Construction of an aquatic center at a later time will not get less expensive.
 - ▶ Shoreline expects to secure contributions from Lake Forest Park and Kenmore to reduce costs for Shoreline taxpayers.
 - ▶ All of these circumstances may make it possible to pass a bond for an aquatic center now in comparison to 2019.

LAKE FOREST PARK:

- > Due to its smaller population and taxpayer base, it is unlikely that Lake Forest Park will develop an aquatic center on its own.
- > The proposed aquatic center in Shoreline is the closest to Lake Forest Park and may be developed before a center is developed in any neighboring community.
- > Support Shoreline's proposed aquatic center through a partnership agreement or creation of an expanded funding district that includes both Lake Forest Park and Kenmore.

KENMORE:

- > Kenmore could support a facility in Shoreline and/or Kirkland to provide aquatic opportunity for Kenmore residents. Support of another facility may be in the form of a partnership that has an end date or allows Kenmore's contributions to stop if a center in Kenmore becomes a reality in the future. Any contributions toward this effort would have to be identified and further discussed at a later date.
- > There is no city-owned property in Kenmore that could accommodate an aquatic facility. The Lakepointe property is large enough to support an aquatic center but, as noted earlier in the report, the site is privately owned. In addition, even if the site was publicly-owned it is likely site development would be challenging and expensive due to existing site conditions. If the City undertakes a future community engagement process to determine a vision for the Lakepointe site, it is conceivable that an aquatic facility could be identified as a potential future use.

- > Continue to explore or identify opportunities for siting an aquatic center in Kenmore.

KIRKLAND:

- > Engage with Kirkland voters to discover why the recent recreation levy was not supported. Some in the community expressed concern related to the idea of a permanent levy compared to a bond that gets paid off at some point. It seems unlikely that the project was not supported because Kirkland residents do not value recreation and aquatics or that they do not see the need.
- > If the size and location of the proposed recreation center at Houghton Park and Ride was a concern for Kirkland voters, then a smaller facility at the North Kirkland Community Center that is perceived as more accessible to residents may have support.
- > Pursue a partnership agreement with Kenmore to share costs at some level.
- > Continue engagement with the public to learn if there is support for a smaller center at the North Kirkland Community Center site, discover the best concept option, inform voters, and build consensus and support for the new direction that has some financial contribution from Kenmore to reduce the tax burden for Kirkland residents.

Thank you for asking NAC to be part of this important feasibility study for the north King County region and the communities of Kenmore, Kirkland, Lake Forest Park, and Shoreline! Please reach out to NAC if any additional information or project support is needed.





APPENDIX A

SITE ASSESSMENT REPORT

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...

**North King County
Regional Aquatic Centers**

Civil Site Assessment Report

- Preliminary -



**Red Barn Group
November 15, 2023**

Contents

Introduction	1
Purpose	1
Site 1: Shoreline Secure Storage	1
Site 2: North Kirkland Community Center	2
Existing Site Conditions and Topography	2
Site 1: Shoreline Secure Storage	2
Site 2: North Kirkland Community Center	3
Stormwater Requirements.....	3
General Requirements	3
Site 1: Shoreline Secure Storage	3
Site 2: North Kirkland Community Center	4
Utilities	4
Site 1: Shoreline Secure Storage	4
Site 2: North Kirkland Community Center	5
Summary	6

Introduction

Purpose

The purpose of this report is to help facilitate the site selection for a new public aquatic center. The project team has identified two potential sites for this proposed project, and this report covers the civil engineering requirements and feasibility for each site. This is a preliminary study and is not exhaustive in nature.

Site 1: Shoreline Secure Storage

Site 1 is located at the Shoreline Secure Storage Facility, located at 17828 Midvale Avenue N in Shoreline, Washington. The project team is exploring a 35,000 square foot option and a 45,000 square foot option, replacing the entire existing storage facility. See **Figure 1: Site 1 Vicinity Map** below. According to the King County Assessor, this parcel is approximately 4.2 acres.



Figure 1: Site 1 Vicinity Map

The site is bound by N 180th Street to the North, Midvale Avenue N to the West, Single Family residential homes to the East and N 175th Street to the South. An existing multifamily building sits to the Northwest of the site, which is not a part of this project. Across Midvale Avenue N is the Interurban Trail and Aurora Avenue N. The permitting agency for this location is the City of Shoreline. Site photos can be seen by accessing the Red Barn SharePoint folder [here](#).

of the site down to elevation 470 at the southern edge of the site. Since the site is currently an active storage facility, the grades are relatively flat. According to the City of Shoreline GIS information, a private storm drain system conveys onsite flows south to a stormwater facility on the north side of N 178th Street, where it is conveyed via the public storm drain to Boeing Creek and ultimately Puget Sound.

Site 2: North Kirkland Community Center

The North Kirkland Community Center is situated in the middle of a public park, which drains East to West to a small creek on the western edge of the project site. The creek then flows north into Juanita Creek and ultimately into Lake Washington. The site ranges from elevation 130' on the eastern side of the parcel down to elevation 100'. The site is very steep and multiple retaining walls may be required depending on the proposed site layout. There are several significant trees onsite that should be saved if possible. There is no evidence of any offsite flows impacting the site, although this should be further evaluated after a topographic survey is provided by a licensed surveyor.

Stormwater Requirements

General Requirements

Both permitting agencies (City of Shoreline and City of Kirkland) have adopted the 2021 King County Surface Water Design Manual. This means that the minimum requirements for stormwater will be similar for each site. Both sites will be subject to a Full Drainage Review according to section 1.1.2 of the King County Surface Water Design manual. Full Drainage Review requires compliance with all core requirements. These minimum requirements are listed below:

- Core Requirement #1: Discharge at the Natural Location
- Core Requirement #2: Offsite Analysis
- Core Requirement #3: Flow Control
- Core Requirement #4: Conveyance System
- Core Requirement #5: Erosion and Sediment Control
- Core Requirement #6: Maintenance and Operations
- Core Requirement #7: Financial Guarantees and Liability
- Core Requirement #8: Water Quality
- Core Requirement #9: Flow Control BMPs

For planning and design purposes, the design team should work closely with the civil engineer to plan for the required stormwater infrastructure, which may likely include underground vaults, bioretention planters, vegetated roofs or other facilities to achieve the minimum requirements. All uncovered parking will be considered pollution generating impervious surface and will require water quality treatment.

Site 1: Shoreline Secure Storage

The Shoreline Secure Storage site drains via private storm drain to a public stormwater facility just south of the project site. Based on the site investigation, limited nuisance flow may impact the site from the Single Family homes to the East of the site. A buffer on the eastern side of the site may be recommended to capture any offsite flows and convey them south to the stormwater system in N 178th

Street. As the site plan develops, a comprehensive Stormwater Best Management Practice (BMPs) design can be developed to satisfy the Flow Control and Water Quality requirements.

Site 2: North Kirkland Community Center

The North Kirkland Site drains to the creek on the western side of the property. An existing storm drain of unknown material and size runs from an inlet in the parking lot west to the creek. Flow control and water quality BMPs will be required to satisfy the core requirements. As the site plan develops, a comprehensive Stormwater Best Management Practice (BMPs) design can be developed to satisfy the Flow Control and Water Quality requirements. The site will be subject to Level 2 Flow Control.

Utilities

Site 1: Shoreline Secure Storage

Existing Utilities

The project location is served by Seattle Public Utilities (SPU) for potable water service, and City of Shoreline (Ronald Wastewater District) for Sanitary Sewer Service. According to the SPU GIS map, the site is surrounded by 8-inch water mains in Midvale Avenue N, N 180th Street, Stone Avenue N, and N 178th Street. See **Figure 3: Site 1 Water Map** below. There is a private 8-inch sanitary sewer main north of the project site in N 180th Street that flows to the east and into the SPU system. The site likely can not be served by this main. Additionally, the City of Shoreline has sewer mains of unknown size in Midvale Avenue N and N 178th Street that flow to the south.

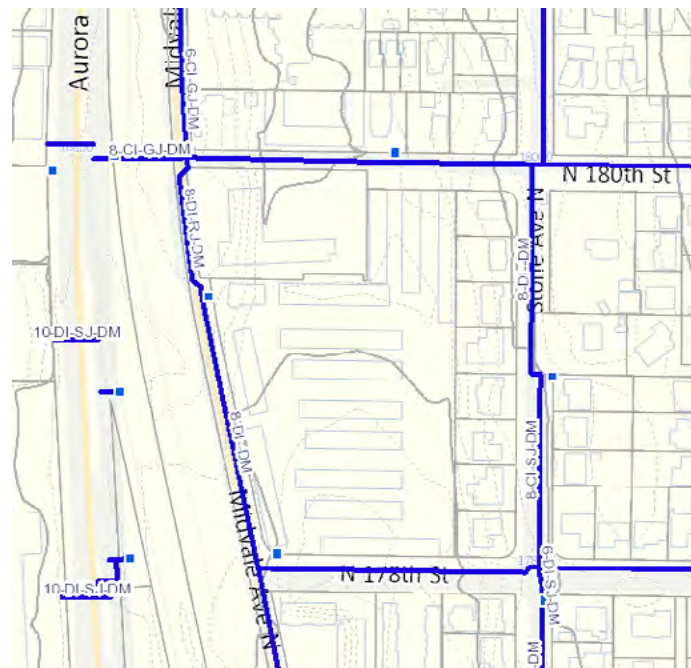


Figure 3: Site 1 Water Map

project team should request a water and sewer availability certificate from the Northshore Utility District, additional information can be found [here](#).

Summary

This is a preliminary report, additional research is recommended prior to making any site determination. Both sites are feasible for the Aquatic Center project, each with their own set of challenges and opportunities. Site 1 in City of Shoreline will likely require less grading but may have more sanitary sewer challenges. Site 2 in City of Kirkland will require more grading, and will likely have a more complex stormwater design, but has known utilities including a larger sanitary sewer to serve the site.



APPENDIX B

MARKET ANALYSIS & AQUATIC TRENDS

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...

Aquatic Center Feasibility Study – Market Analysis

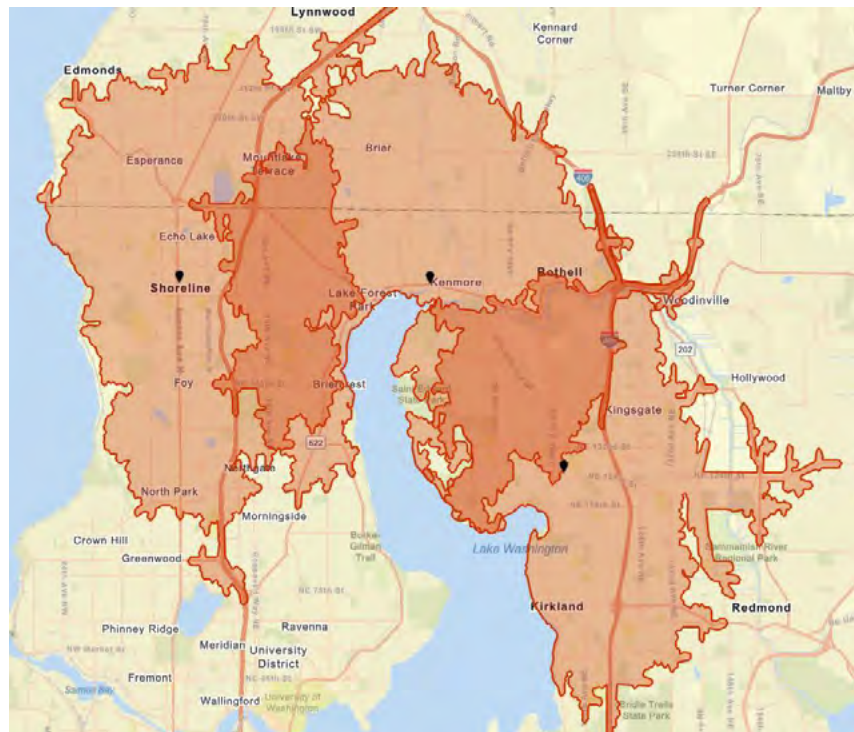
The following pages provide service area information for the feasibility study.

- **Primary Service Area:** The conglomerate of the Cities of Kenmore, Lake Forest Park, Shoreline, and Kirkland. B*K defines a Primary Service Area as the distance that individuals are willing to travel on at least a weekly basis to participate in programs or use facilities.
- **Secondary Service Area:** From a central point in Kenmore a 30-minute drive time has been prescribed, understanding that this is a 30-minute drive under ideal conditions. B*K defines a Secondary Service Area as the distance that individuals will travel for specialized use of the facility and/or special events.

Analysis

- The key demographic indicators of the three service areas are compared to the State of Washington and National figures.
- A detailed demographic breakdown of age distribution, age distribution growth/decline, ethnicity, race, and Tapestry are provided for the Primary Service Area.
- Participation rates for swimming are developed for the Primary Service Area, along with the development of projected swimmer days, and cross-participation of “swimmers.”

Primary Service Area Boundaries



Demographic Analysis

North King County Regional Aquatic Centers – Feasibility Study

The communities of Shoreline, Lake Forest Park, Kenmore, and Kirkland have commissioned a feasibility study to determine the need for an aquatic center(s). The focus of this portion of the report is to identify the key demographic indicators of the service areas for the proposed facilities.

To complete this analysis, Ballard*King & Associates (B*K), uses information gathered from ESRI's Business Analyst Online platform. That service uses information from the 2020 Census and develops projections for 2023 and 2028 using their own demographers. B*K also uses data from the National Sporting Goods Association (NSGA) and their most recent national survey to develop participation figures that help define the market for activities. In this instance, participation in swimming.

Demographic Summary

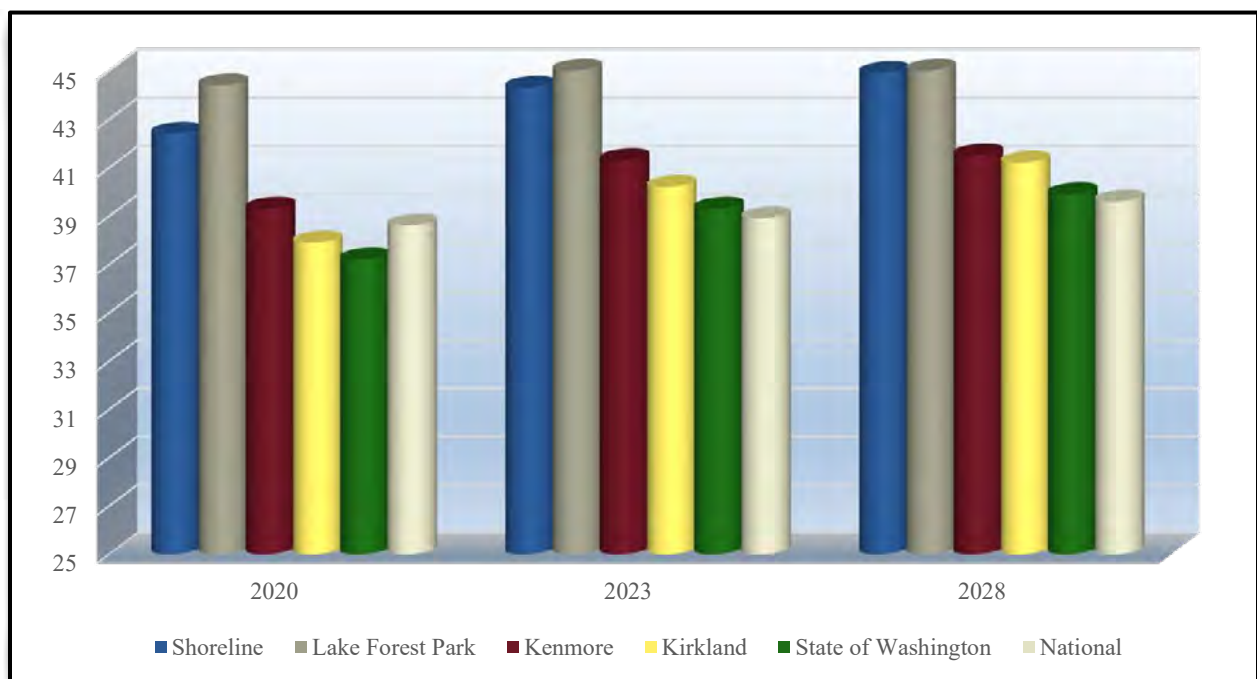
	Shoreline	Lake Forest Park	Kenmore	Kirkland
Population:				
2020 Census	58,608	13,630	23,914	92,175
2023 Estimate	61,550	13,672	24,448	96,280
2028 Estimate	67,062	13,543	24,545	98,350
Households:				
2020 Census	23,139	5,332	9,270	38,037
2023 Estimate	24,297	5,346	9,505	39,917
2028 Estimate	26,450	5,277	9,524	40,706
Families:				
2020 Census	14,810	3,704	6,100	23,188
2023 Estimate	15,187	3,707	6,639	24,194
2028 Estimate	16,750	3,698	6,721	25,010
Average Household Size:				
2020 Census	2.46	2.55	2.56	2.39
2023 Estimate	2.46	2.55	2.56	2.38
2028 Estimate	2.47	2.56	2.56	2.39
Race/Ethnicity (2023 Est):				
Hispanic	9.3%	6.2%	9.6%	8.2%
White	59.4%	70.6%	64.6%	62.8%
Black	6.7%	2.5%	2.2%	2.2%
American Indian	0.8%	0.5%	0.4%	0.5%
Asian	18.0%	13.0%	16.8%	20.3%
Pacific Islander	0.4%	0.2%	0.3%	0.2%
Other	4.1%	2.0%	3.8%	3.6%
Multiple	10.6%	11.3%	11.9%	10.5%
Median Age:				
2020 Census	42.4	44.4	39.3	37.9
2023 Estimate	44.3	47.4	41.3	40.2
2028 Estimate	44.9	47.7	41.5	41.2
Median Income:				
2023 Estimate	\$106,566	\$150,593	\$149,475	\$142,240
2028 Estimate	\$126,502	\$165,555	\$170,229	\$163,367

Age and Income: The median age and household income levels are compared with the national number as both factors are secondary determiners of participation in recreation activities. The lower the median age, the higher the participation rates are for most activities. The level of participation also increases as the median income level goes up.

Table A – Median Age:

	2020 Census	2022 Projection	2027 Projection
Shoreline	42.4	44.3	44.9
Lake Forest Park	44.4	47.4	47.7
Kenmore	39.3	41.3	41.5
Kirkland	37.9	40.2	41.2
State of Washington	37.2	39.3	39.9
Nationally	38.6	38.9	39.6

Chart A – Median Age:



The median age in the four communities is greater than that of the State of Washington and most are greater than the national figure. It is important to note that families with children are significant users of aquatic facilities. However, swimming, or the use of pools covers the full age spectrum. As such, many aquatic facilities, depending on components can be considered multi-generational facilities.

The following chart provides the number of households and percentage of households in each city with children.

Table B – Household w/ Children

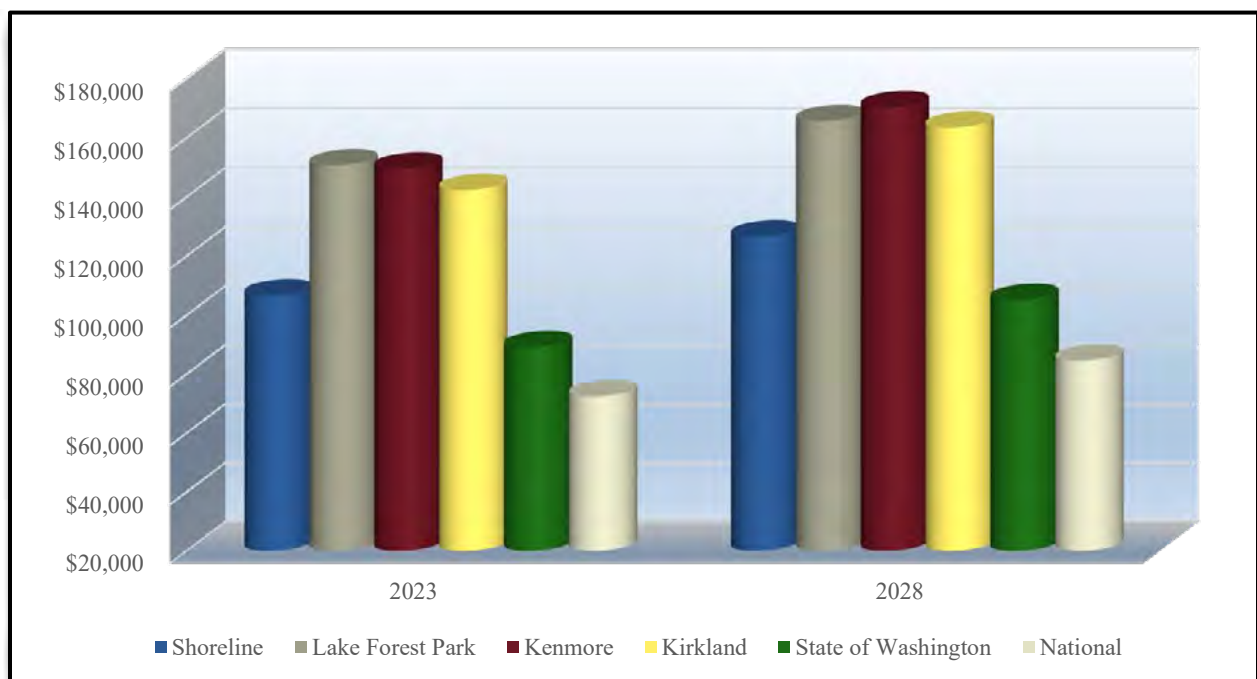
	Number of Households w/ Children	Percentage of Households w/ Children
Shoreline	6,411	28.5%
Lake Forest Park	1,546	29.1%
Kenmore	3,063	33.1%
Kirkland	10,852	29.4%
State of Washington	-	30.4%

The information contained in Table-B helps further outline the presence of families with children. As a point of comparison in the 2010 Census, 33.4% of households nationally had children present. While the median age in each of the communities is higher, there still remains a significant number of households within each where children are present.

Table C – Median Household Income:

	2023 Projection	2028 Projection
Shoreline	\$106,566	\$126,502
Lake Forest Park	\$150,593	\$165,555
Kenmore	\$149,475	\$170,229
Kirkland	\$142,240	\$163,367
State of Washington	\$89,067	\$105,056
Nationally	\$72,414	\$84,445

Chart C1 – Median Household Income:



The median household income in the State and the four communities far exceeds that of the national figure. Additionally, all four communities' income levels are higher than the state. This information must be balanced with the cost of living. To determine cost of living B*K uses household budget expenditures.

In addition to looking at Median Age and Median Income, it is important to examine Household Budget Expenditures. Reviewing housing information; shelter, utilities, fuel, and public services along with entertainment & recreation can provide a snapshot into the cost of living and spending patterns in the services areas. The table below looks at that information and compares the service areas.

Table D – Household Budget Expenditures¹:

Shoreline	SPI	Average Amount Spent	Percent
Housing	137	\$41,959.59	34.1%
<i>Shelter</i>	140	\$34,656.17	28.2%
<i>Utilities, Fuel, Public Service</i>	126	\$7,303.42	5.9%
Entertainment & Recreation	131	\$4,965.32	4.0%

Lake Forest Park	SPI	Average Amount Spent	Percent
Housing	177	\$53,980.72	33.4%
<i>Shelter</i>	179	\$44,384.44	27.4%
<i>Utilities, Fuel, Public Service</i>	165	\$9,596.28	5.9%
Entertainment & Recreation	176	\$6,666.84	4.1%

Kenmore	SPI	Average Amount Spent	Percent
Housing	171	\$52,368.68	33.5%
<i>Shelter</i>	174	\$43,095.86	27.6%
<i>Utilities, Fuel, Public Service</i>	160	\$9,272.82	5.9%
Entertainment & Recreation	169	\$6,380.68	4.1%

Kirkland	SPI	Average Amount Spent	Percent
Housing	178	\$54,560.13	33.7%
<i>Shelter</i>	182	\$45,061.66	27.9%
<i>Utilities, Fuel, Public Service</i>	164	\$9,498.47	5.9%
Entertainment & Recreation	172	\$6,511.66	4.0%

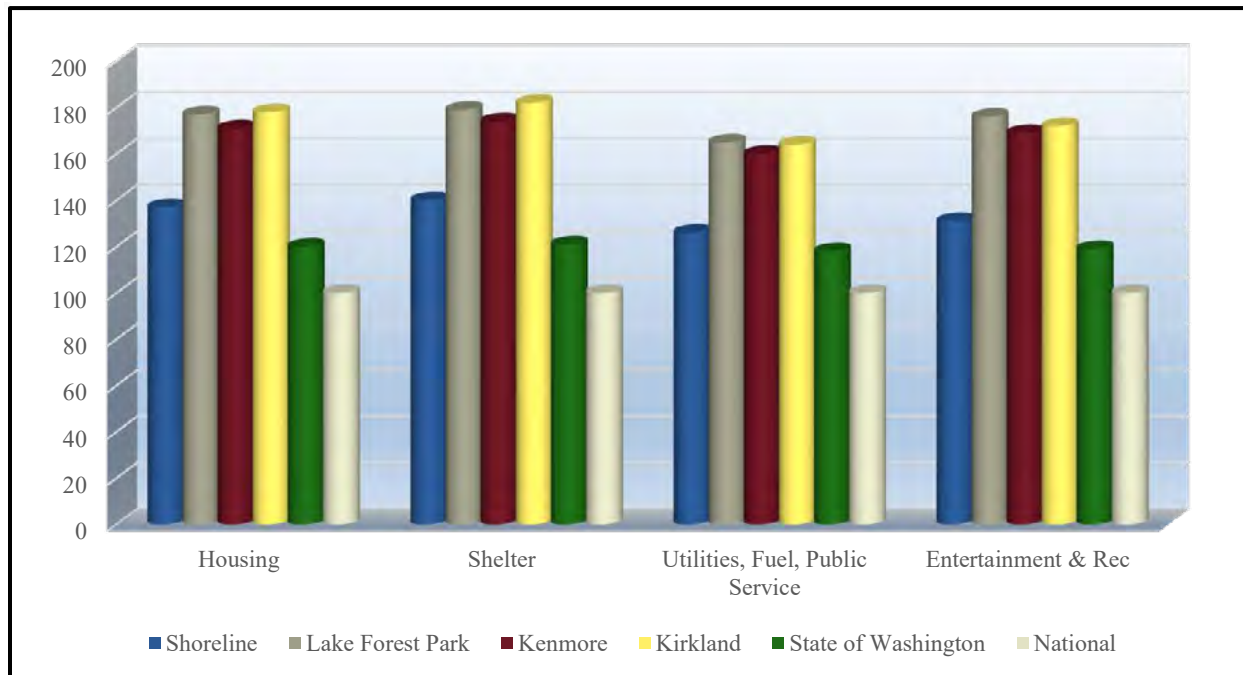
¹ Consumer Spending data are derived from the 2016 and 2017 Consumer Expenditure Surveys, Bureau of Labor Statistics. ESRI forecasts for 2023 and 2028.

State of Washington	SPI	Average Amount Spent	Percent
Housing	120	\$36,781.36	33.4%
Shelter	121	\$29,945.29	27.2%
Utilities, Fuel, Public Service	118	\$6,836.34	6.2%
Entertainment & Recreation	119	\$4,509.82	4.1%

SPI: Spending Potential Index as compared to the National number of 100.
Average Amount Spent: The average amount spent per household.
Percent: Percent of the total 100% of household expenditures.

Note: Shelter along with Utilities, Fuel, Public Service are a portion of the Housing percentage.

Chart D – Household Budget Expenditures Spending Potential Index:



Based on household budget expenditures one can see that the cost of living aligns with the median household income levels. While this means that future facilities can charge more for programs and services, there is a limit to the rate of spending. It is also possible that some households/families could be priced out of usage of facilities, based on cost recovery philosophy.

Recreation Expenditures Spending Potential Index: Finally, through the demographic provider that B*K utilizes for the market analysis portion of the report, we can examine the overall propensity for households to spend dollars on recreation activities. The following comparisons are possible.

Table E – Recreation Expenditures Spending Potential Index²:

Shoreline	SPI	Average Spent
Fees for Participant Sports	141	\$168.49
Fees for Recreational Lessons	159	\$229.96
Social, Recreation, Club Membership	141	\$392.46
Exercise Equipment/Game Tables	131	\$127.78
Other Sports Equipment	115	\$12.85

Lake Forest Park	SPI	Average Spent
Fees for Participant Sports	198	\$236.99
Fees for Recreational Lessons	211	\$305.63
Social, Recreation, Club Membership	196	\$543.76
Exercise Equipment/Game Tables	195	\$189.86
Other Sports Equipment	162	\$18.08

Kenmore	SPI	Average Spent
Fees for Participant Sports	186	\$223.06
Fees for Recreational Lessons	205	\$296.88
Social, Recreation, Club Membership	183	\$508.11
Exercise Equipment/Game Tables	199	\$194.19
Other Sports Equipment	157	\$17.45

Kirkland	SPI	Average Spent
Fees for Participant Sports	187	\$223.67
Fees for Recreational Lessons	201	\$291.06
Social, Recreation, Club Membership	185	\$513.02
Exercise Equipment/Game Tables	199	\$193.96
Other Sports Equipment	158	\$17.54

² Consumer Spending data are derived from the 2016 and 2017 Consumer Expenditure Surveys, Bureau of Labor Statistics.

State of Washington	SPI	Average Spent
Fees for Participant Sports	121	\$145.30
Fees for Recreational Lessons	121	\$175.71
Social, Recreation, Club Membership	120	\$333.51
Exercise Equipment/Game Tables	124	\$120.96
Other Sports Equipment	119	\$13.28

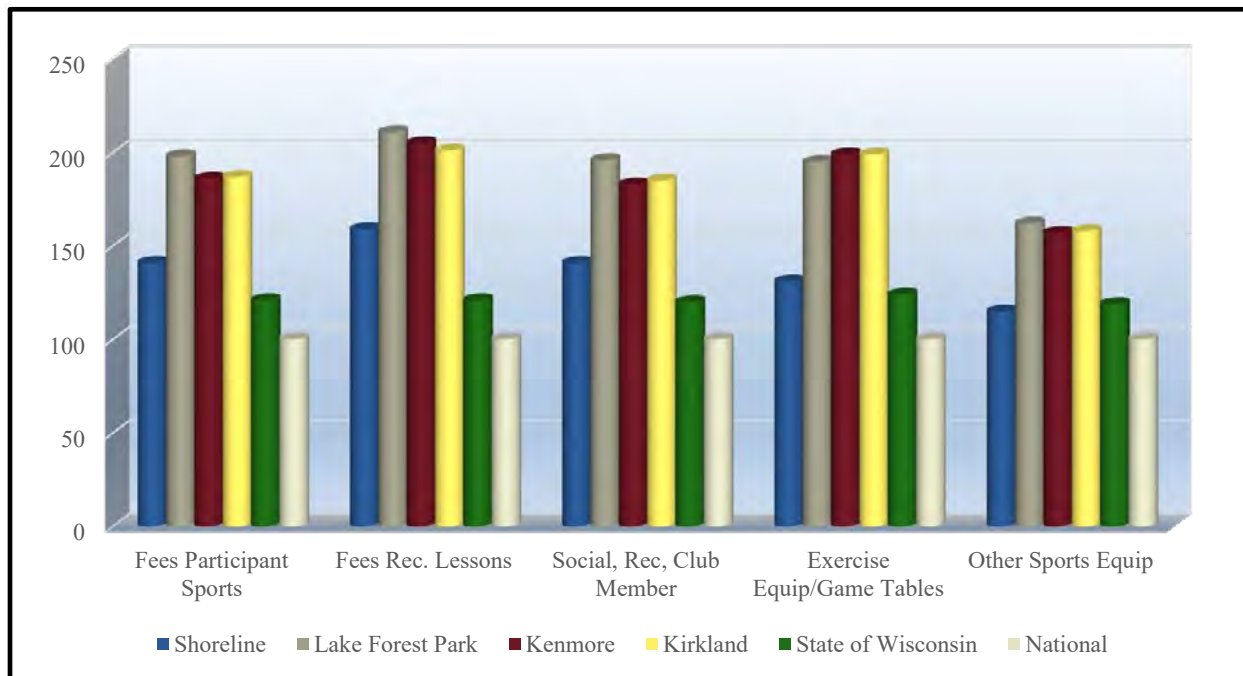
Average Amount Spent:

The average amount spent for the service or item in a year.

SPI:

Spending potential index as compared to the national number of 100.

Chart E – Recreation Spending Potential Index:



While the level of spending in these areas is significantly higher than the national figures it is important to note that these dollars are already being spent. As such, if new facilities and programs are brought online, households will either need to expand their spending in these areas or shift them away from a current location and/or provider.

The income levels of each community along with other socioeconomic factors would indicate that each community could support an aquatic center. However, using information from the National Recreation & Park Association the following statistics are available.

Based on polling of member institutions, approximately 28.0% operate “aquatic centers.” For purposes of this report, one can assume that is an indoor aquatic center. Based on population figures and the size of the communities, the following comparisons are possible.

- Shoreline 2023 population would support 1.0 facilities.
- Lake Forest Park 2023 population would support 0.5 facilities.
- Kenmore 2023 population would support 0.8 facilities.
- Kirkland 2023 population would support 1.6 facilities.

While these figures can be somewhat subjective, they do offer a measurement by which one can use as part of the planning process.

The other important factor when determining the number of facilities is the current market and existence of other providers. Based on research and years of completing projects in the greater Seattle market, the North King County Region is significantly deficient with regards to indoor aquatic centers. In fact, it is one of the only locations that B*K is aware of where the competitive swimming community is dependent on access to private, sometimes outdoor facilities, to support their programs.

Because of the demographic realities of the four communities, combined with the lack of indoor aquatic facilities in the market, the project team identified 3 different options for facility locations. These three options are strategic in that they would serve not only the community in which they were located, but the surrounding communities, thus becoming a regional attraction.

The three different locations can be described as follows:

- Shoreline – Shoreline Secure Storage Location
- Kirkland – North Kirland Community Center Location
- Kenmore – Central Location in the Community (undefined)

For each location B*K identified a primary service area of a 10-minute drive time and a secondary service area of a 15-minute drive time. B*K defines a primary service area as the distance that individuals will drive on a daily or weekly basis to participate in programs or use services. A secondary service area can expand, or contract based on the size of the facilities and amenities included, but participation from that is typically less.

The following page provides a snapshot of the demographic characteristics of the primary service area for each location.

Demographic Summary

	Shoreline Location	Kenmore Location	Kirkland Location
Population:			
2020 Census	167,584	154,613	111,529
2023 Estimate	173,222	160,293	115,730
2028 Estimate	182,762	164,646	117,971
Households:			
2020 Census	71,335	61,933	45,187
2023 Estimate	73,704	64,339	47,090
2028 Estimate	77,978	66,320	47,986
Families:			
2020 Census	40,812	39,337	28,398
2023 Estimate	41,043	41,783	29,170
2028 Estimate	43,897	43,381	30,108
Average Household Size:			
2020 Census	2.31	2.46	2.44
2023 Estimate	2.31	2.46	2.44
2028 Estimate	2.30	2.46	2.44
Race/Ethnicity (2023 Est):			
Hispanic	10.7%	9.3%	8.6%
White	60.3%	63.4%	62.2%
Black	6.9%	4.4%	2.1%
American Indian	0.9%	0.7%	0.5%
Asian	15.4%	16.0%	20.7%
Pacific Islander	0.5%	0.3%	0.2%
Other	4.8%	3.8%	3.8%
Multiple	11.4%	11.4%	10.7%
Median Age:			
2020 Census	40.3	39.6	37.7
2023 Estimate	42.4	41.8	39.9
2028 Estimate	43.1	42.4	40.8
Median Income:			
2023 Estimate	\$95,905	\$118,587	\$138,876
2028 Estimate	\$112,924	\$141,768	\$161,173

Service Area Realities:

- Each service area that has been identified has the population concentration to support at least one indoor aquatic center within the service area.
- The median age within the service areas points to the presence of families with children, but also older families. Again, as was previously mentioned, aquatic centers are becoming more multi-generational in their design and program offerings.
- The income level in each of the service areas also points to residents that could afford either a daily admission, monthly or annual membership to an aquatic focused facility. However, price points will be important if the goal is to maximize participation.

While each of these locations and subsequent service areas could independently support an indoor aquatic center based on demographics. The reality is that it would be challenging to make all three facilities financially successful if all were operating simultaneously.

- If a facility were developed at the three locations, the primary service area of Shoreline and Kenmore would overlap by 10-15%. Similarly, the primary service area of Kirkland and Kenmore would overlap by 15-20%.
- If a facility were developed at the Shoreline and Kirkland locations, there would be no overlap in primary service area, but there would be significant overlap of secondary service area.
- If a facility were developed at the Shoreline and Kenmore locations, there would be overlap in the primary service areas, as previously mentioned, and almost duplication of secondary service areas.

Regardless of the number of facilities that are developed it will be important that they have some consistent characteristics, but they also have differentiators.

Participation Statistics

North King County Regional Aquatic Centers – Feasibility Study

Market Potential Index for Adult Participation: Using ESRI, the consulting team can provide a Market Potential Index number for adult participation in swimming.

Table A – Market Potential Index (MPI) for Three Locations (Primary Service Areas)

Adults participated in Swimming:	Expected Number of Adults	Percent of Population	MPI
Shoreline Location	22,875	16.0%	106
Kenmore Location	20,450	15.9%	106
Kirkland Location	14,232	15.5%	103

Expected # of Adults: Number of adults, 18 years of age and older, participating in the activity in the Service Area.

Percent of Population: Percent of the service area that participates in the activity.

MPI: Market potential index as compared to the national number of 100.

The rate of participation for adult participation in swimming is approximately 3-6% higher than the national number of 100. So while there is a lack of facilities in the area, swimming is clearly a desired activity by the adult community.

On an annual basis, the National Sporting Goods Association (NSGA) conducts an in-depth study and survey of how Americans spend their leisure time. The data is collected in one year and the report is issued in June of the following year. This information provides the data necessary to overlay the rate of participation onto the County to determine market potential.

B*K takes the national average and combines that with participation percentages of the Primary Service Area based upon age distribution, median income, region and National number. Those four percentages are averaged together to create a unique participation percentage for the service area. This participation percentage when applied to the population of the Primary Service Area then provides an idea of the market potential for swimming or aquatic services.

Table B –Participation Rates in Swimming in the Primary Service Areas

	Age Distribute	Median Income	Region	National Average	Average
Shoreline Location	15.6%	19.0%	17.5%	16.4%	17.1%
Kenmore Location	16.0%	18.6%	17.5%	16.4%	17.1%
Kirkland Location	16.3%	18.6%	17.5%	16.4%	17.2%

Age Distribution: Participation based on individuals ages 7 & Up of the Primary Service Area.
Median Income: Participation based on the 2022 estimated median household income in the Primary Service Area.
Region: Participation based on regional statistics Pacific.
National Average: Participation based on national statistics.
Unique Average: Average of the four columns.

Anticipated Participation Number: Utilizing the average percentage from Table-B above plus the 2020 census information and census estimates for 2023 and 2028 (over age 7) the following comparisons are available.

Table C –Participation Growth or Decline for Swimming in Primary Service Areas

	Average	2020 Population	2023 Population	2028 Population	Difference
Shoreline Location	17.1%	25,494	26,565	28,029	2,535
Kenmore Location	17.1%	23,249	24,371	25,047	1,798
Kirkland Location	17.2%	16,685	17,530	17,875	1,190

Note: These figures do not necessarily translate into attendance figures for various activities or programs.

The chart below outlines the frequency of participation in Swimming.

Table D – Participation Frequency Swimming

The NSGA classifies Swimming based on how often individuals participate:

	Frequent	Occasional	Infrequent
Swimming Frequency	110+	25-109	6-24
Swimming Percentage of Population	6.5%	39.7%	53.8%

In Table-D one can look at swimming and how it is defined with respect to visits being Frequent, Occasional, or Infrequent and then the percentage of population that participates.

Frequent Swimmers (6.5% of total swimming population) – These participants are largely individuals participating in swimming as a sport or fitness pursuit. They can be described as competitive athletes of all varieties to include multi-sport athletes. These participants are interested in traditional flat-water facilities, i.e. lap pools. Their preference is for deep water (greater than 6 feet) and cooler water temperatures (between 76-80).

Occasional Swimmers (39.7% of total swimming population) – These participants are the in between group of swimmers. The individuals on the high end of the uses per year are interested in swimming, or aquatic activities, as a means of exercise and prefer water like that of frequent swimmers. As you make your way to the mid-point and lower level of participation the reason for aquatic participation changes. Those individuals are either interested in aquatic participation for exercise/therapy or strictly the entertainment and social aspects of being in a pool. Those individuals on the middle and lower level of participation are interested in a different kind of water. They are more interested in warmer water temperature (82-86 degrees) shallow water (less than 4 feet up to a zero-depth entry).

Infrequent Swimmers (53.8% of total swimming population) – These participants are strictly interested in the social and entertainment aspects of swimming. They typically don't use participation in aquatic programs as a means of exercise, but rather socialization. The water that they are interested in is identical to the lower end of the occasional swimmers. However, they are also interested in a "wow-factor" which plays a key role in determining which facility they spend time at.

Table E – Participation Numbers in Shoreline Location

	Frequent	Occasional	Infrequent	Total
Swimming Frequency	125	67	15	
Population	1,620	10,653	14,292	
Visits	202,557	713,719	214,379	1,130,655

Table-E takes the frequency information one step further and identifies the number of times individuals may participate in the activity, applies the percentage from Table-D to the 2023 swimming population (26,565) and then gives a total number of swimming days. This would indicate that a total of 1,130,655 swimming days are available within the primary service area of the Shoreline location.

Table F – Participation Numbers in Kenmore Location

	Frequent	Occasional	Infrequent	Total
Swimming Frequency	125	67	15	
Population	1,487	9,773	13,111	
Visits	185,826	654,764	196,670	1,037,260

Table-F takes the frequency information one step further and identifies the number of times individuals may participate in the activity, applies the percentage from Table-D to the 2023 swimming population (24,371) and then gives a total number of swimming days. This would indicate that a total of 1,037,260 swimming days are available within the primary service area of the Kenmore location.

Table G – Participation Numbers in Kirkland Location

	Frequent	Occasional	Infrequent	Total
Swimming Frequency	125	67	15	
Population	1,069	7,030	9,431	
Visits	133,668	470,986	141,469	746,124

Table-F takes the frequency information one step further and identifies the number of times individuals may participate in the activity, applies the percentage from Table-D to the 2023 swimming population (17,530) and then gives a total number of swimming days. This would indicate that a total of 746,124 swimming days are available within the primary service area of the Kirkland location.

National Summary of Sports Participation: The following chart summarizes participation for the top ten most participated in activities utilizing information from the 2022 National Sporting Goods Association survey.

Table H – Sports Participation Summary

Sport	Nat'l Rank ³	Nat'l Participation (in millions)
Exercise Walking	1	113.9
Cardio Fitness	2	92.9
Strength Training	3	73.4
Exercising w/ Equipment	4	58.2
Hiking	5	54.4
Swimming	6	50.2
Running/Jogging	7	45.0
Bicycle Riding	8	44.6
Weightlifting	9	37.5
Yoga	10	30.7

Nat'l Rank: Popularity of sport based on national survey.
Nat'l Participation: Population that participate in this sport on national survey.

These are national figures, and there can be fluctuation. However, going back to 1990, swimming as an activity ranked in the top 3-6 nationally. A large part of the high ranking nationally can be attributed to the broad age range of participants in the activity.

National Participation by Age Group: Within the NSGA survey, participation is broken down by age groups. As such B*K can identify the top 3 age groups participating in the activities reflected in this report.

Chart I – Participation by Age Group:

Activity	Largest	Second Largest	Third Largest
Swimming	55-64	12-17	7-11

Largest: Age group with the highest rate of participation.
Second Largest: Age group with the second highest rate of participation.
Third Largest: Age group with the third highest rate of participation.

³ This rank is based upon the 58 activities reported on by NSGA in their 2021 survey instrument.

National Participation History: The following provides a historical perspective on national rates of swimming participation.

Chart J – 5-Year Data Points National Participation

	1990	1995	2000	2005	2010	2015	2020
Swimming	67.5	61.5	58.8	58.0	51.9	46.3	41.9

Chart K – 2015-2022 National Participation

	2015	2016	2017	2018	2019	2020	2021	2022
Swimming	46.3	45.6	47.9	47.1	48.0	41.9	47.1	50.2

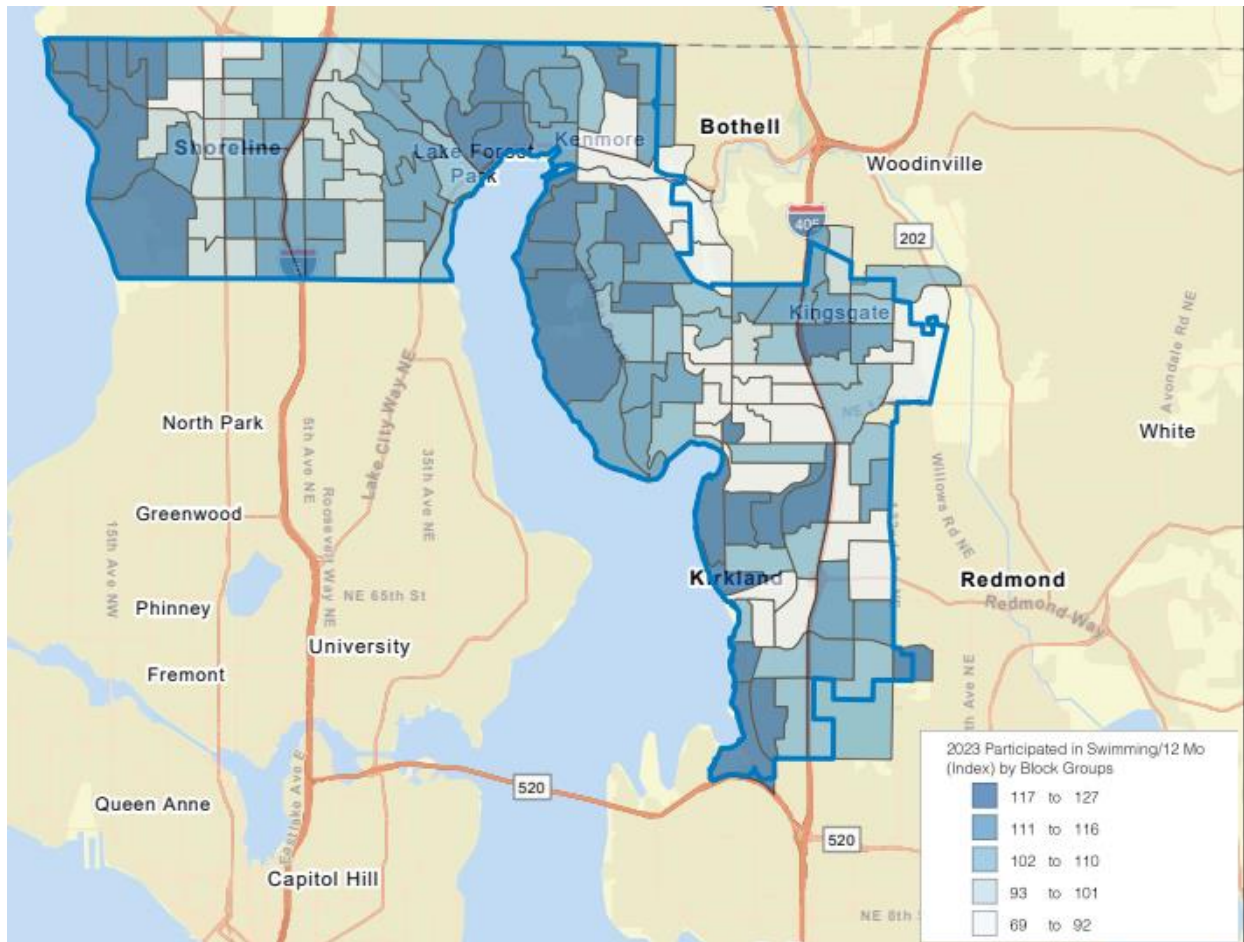
Based on these national figures there are a few observations that the consulting team can offer.

- Swimming participation has been decreasing over the past 30 years.
- While there has been a decrease in national participation, organizations like USA Swimming have reported record enrollment numbers during the 2005–2015-time frame.
- The pandemic had a significant negative impact on 2021 participation data.

While there isn't empirical data to support the following statements, it is the opinion of B*K that there are other factors that have negatively impacted swimming participation. Those can be summarized as follows.

- In the 1990s and early 2000s there became a much more intense focus on the cost recovery associated with aquatic facilities.
- During that same time there was also an increased focus on lifesaving and being more proactive to drowning prevention. This likely increased the number of staff needed to run “typical” aquatic facilities.
- Along with the focus on cost recovery many municipal agencies moved away from the neighborhood pool concept, and focused on larger, regional facilities. This shift correlated to two additional points.
 - More amenities were included in the facilities, which impacted utility consumption and staffing.
 - The cost to use the facilities increased, likely excluding some participants.
- As groups focus on a more regional approach to aquatics, the number of public facilities is decreasing.

Adult Participation in Swimming



Trends

North King County Regional Aquatic Centers - Feasibility

Swimming is one of the most popular sports and leisure activities, meaning that there is a significant market for aquatic pursuits. Approximately 17.5% of the population in the Pacific region of the country participates in aquatic activities. This is a significant segment of the population.

Despite the recent emphasis on recreational swimming, the more traditional aspects of aquatics (including swim teams, instruction, and aqua fitness) remain an important part of most aquatic centers. The life safety issues associated with teaching children how to swim is a critical concern in most communities and competitive swim team programs through USA Swimming, high schools, masters, and other community-based organizations continue to be important. Aqua fitness, from aqua exercise to lap swimming, has enjoyed strong growth during the last ten years with the realization of the benefits of water-based exercise.

A competitive pool allows for a variety of aquatic activities to take place simultaneously and can handle aqua exercise classes, learn-to-swim programs, as well as competitive swim training and meets (short course and possibly long course). In communities where there are several competitive swim programs, utilizing a pool with eight lanes or more is usually important. A competitive pool that is designed for hosting meets will allow a community to build a more regional or even national identity as a site for competitive swimming. However, it should be realized that regional and national swim meets are difficult to obtain on a regular basis, take a considerable amount of time, effort, and money to run; can be disruptive to the regular user groups and can be financial losers for the facility itself. On the other side, such events can provide a strong economic stimulus to the overall community.

Competitive diving is an activity that is often found in connection with competitive swimming. Most high school and regional diving competition centers on the 1M board with some 3M events (non-high school). The competitive diving market, unlike swimming, is usually very small (usually 10% to 20% the size of the competitive swim market) and has been decreasing steadily over the last ten years or more. Thus, many states have or are considering the elimination of diving as a part of high school swimming. Diving programs have been more viable in markets with larger populations and where there are coaches with strong diving reputations. Moving from springboard diving to platform (5M, 10M, and sometimes 3M and 7.5M), the market for divers drops even more while the cost of construction with deeper pool depths and higher dive towers becomes significantly larger. Platform diving is usually only a competitive event in regional and national diving competitions. As a result, the need for inclusion of diving platforms in a competitive aquatic facility needs to be carefully studied to determine the true economic feasibility of such an amenity.

There are a couple of other aquatic sports that are often competing for pool time at competitive aquatic centers. However, their competition base and number of participants is relatively small. Water polo is a sport that continues to be reasonably popular on the east and west coast and uses a space of 25 yards or meters by 45-66 feet wide (the basic size of an 8-lane, 25-yard pool). However, a minimum depth of 6 foot 6 inches is required which is often difficult to find in more community-based facilities. Synchronized swimming also utilizes aquatic facilities for their sport, and they also require deeper water of 7-8 feet. This also makes the use of some community pools difficult.

Without a doubt, the hottest trend in aquatics continues to be the leisure pool concept. This idea of incorporating slides, lazy rivers (or current channels), fountains, zero-depth entry and other water features into a pool's design has proved to be extremely popular for the recreational user. The age of using the conventional pool in most recreational settings has greatly diminished. Leisure pools appeal to the younger kids (who are the largest segment of the population that swims) and to families. These types of facilities can attract and draw larger crowds and people tend to come from a further distance and stay longer to utilize such pools. This all translates into the potential to sell more admissions and increase revenues. It is estimated conservatively that a leisure pool can generate up to 30% more revenue than a comparable conventional pool and the cost of operation while being higher, is generally offset through increased revenues. Patrons

seem willing to pay a higher user fee for use of a leisure pool that is in a park-like setting than a conventional aquatics facility.

Another trend that is growing more popular in the aquatics field is the development of a raised temperature therapy pool for relaxation, socialization, and rehabilitation. This has been effective in bringing in swimmers who are looking for a different experience and non-swimmers who want the advantages of warm water in a non-medical setting. The development of natural landscapes has enhanced this type of amenity and created a pleasant atmosphere for adult socialization.

The concept of delivering aquatics services through a multi-function indoor aquatic center continues to grow in acceptance. The concept provides for a variety of aquatics activities and programs in an open design setting that features a lot of natural light, interactive play features and access to an outdoor sun deck. The placing of traditional instructional/competitive pools, with shallow depth/interactive leisure pools and therapy water in the same facility has been well received in the market. This idea has proven to be financially successful by centralizing pool operations for recreation service providers and through increased generation of revenues from patrons willing to pay for an aquatics experience that is new and exciting. Indoor aquatic centers have been instrumental in attracting the whole family to the facility, as they offer something for each user. The keys to success for this type of center revolve around the concept of intergenerational use in a quality facility that has an exciting and vibrant feel in an outdoor-like atmosphere.

Also changing is the orientation of aquatic centers from stand-alone facilities that only have aquatic features to more of a full-service recreation center that has fitness, sports, and amenities that attract the whole population. This change has allowed for a better rate of cost recovery and stronger rates of use of the aquatic portion of the facility as well as the other “dry side” amenities. Some popular “dry side” amenities would be gymnasium, cardio equipment, weight equipment, group exercise studios.

Other Topics:

Splashpads. There has been an increase of incorporation of splashpads into agencies’ inventories in the past two decades. In many cases the introduction of a splashpad comes after an aged facility has been closed, but there is still demand from the public for water fun activities. The benefits of splashpads are that they are relatively cheap compared to a full outdoor aquatic facility, in both development and operations. Because staffing is not needed the facilities can open sooner and closer later than the traditional Memorial Day to Labor Day season. They are also, typically, free to use. The downside to a splashpad is that they cannot be used to teach people to swim, and they are extremely limited in opportunities to learn water safety. If providing cooling opportunities to the community is an organizational focus a splashpad is a cost-effective method to provide that service.

A growing trend that the consulting team is seeing with splashpads is that they are being built adjacent to outdoor pools. With that adjacency the splashpad, through a series of gates/fences, becomes an amenity of the outdoor pool when the pool is open. When the pool is not open,

again using a series of gates/fences is a free amenity for park patrons to use. In these instances, it is also important to point out that the outdoor pool and splashpad have independent mechanical and filtration systems.

Wading Pools. As a trend, the consulting team is seeing less communities offer wading pools. Because of the following challenges many communities have either transitioned several wading pools into an outdoor aquatic facility, or splashpad(s). While wading pools do provide some recreation and cooling opportunities, there are challenges associated with them. These pools are typically smaller, such that maintaining their water chemistry can be difficult because of a high bather load. The 1-2 feet of water depth is sufficient to cause water emergencies, so clients must decide whether to provide supervision, and, if so, whether that supervision should be via a lifeguard.

Shade. While counter intuitive shade is a common request when looking at the development of a new outdoor facility, or renovation of an existing facility. Providing shade can be accomplished in several ways. Common methods include awnings, fun-brellas, and rentable on-deck cabanas. Some agencies have taken the on-deck cabanas a step further and made those available for rent and reservation, creating an additional revenue stream.

Locker Rooms / Restrooms. There have been significant changes in locker rooms and locker room design in the past 10-15 years. For both indoor and outdoor pools there has been a significant increase in the number of family and gender-neutral changing cabanas. In the late 1990s many indoor facilities had 1-2, now most (both indoor and outdoor) have a minimum of 6-8 in addition to traditional women/men spaces. Some agencies have adopted a more European model of providing a common locker area, and individual changing stalls for all genders and groups. Specific to outdoor facilities, the consulting team is seeing many municipal waterparks and activity pools provide lockers for day rental. Additionally, most outdoor pools in a park house restrooms for general park use, as well as those dedicated to pool users.

Rentable Spaces. The number of rentable spaces in an aquatic facility is only limited by the imagination of the operator. Another driving factor surrounding rentable spaces is the socioeconomics of the area and the level of cost recovery the operator hopes to achieve. Common rentable spaces, in outdoor pools include covered tables for small gatherings, rental birthday party spaces or rooms, on-deck cabanas, etc. Many of those same outdoor concepts can be translated to an indoor aquatic center.

Partnerships. There are a variety of partnerships that can exist at an indoor or outdoor aquatic center. Common partnerships include but are not limited to the following.

- **Program Partner.** In these situations, either an individual or an outside group offers a program at an organization's facility. The consulting team has observed these types of partnerships to deliver swim lessons, group exercise, therapy, competitive aquatics, etc.
- **Operational Partner.** There are instances where agencies work with outside groups (YMCA or swim teams are common) or neighborhoods to operate a facility within their inventory.

- Long-Term / High-Volume Renters. While many agencies may not look at renters of the facility as a partner, the consulting team would suggest that those that have long-term and/or high-volume rental contracts in place are partners. A big reason why the team would classify this as a partnership is the financial success of both groups is interdependent.

Mechanical. The mechanical systems of both indoor and outdoor pools are in a constant state of evolution. Many times, the goal of this evolution is to control, and hopefully minimize, the consumption of resources required to operate aquatic facilities. The following are noteworthy discussion points.

- Regenerative Filters. These types of filters have been extremely popular in the last 10-15 years, at both indoor and outdoor facilities. These filters typically have a smaller footprint in contrast to a high-rate sand filter or a traditional D.E. filter. Additionally, because these filters don't require a backwash cycle, pools that use them typically don't consume as much water, which can also positively impact chemical consumption.
- UV Sanitation. The incorporation of UV sanitation is a supplement to traditional chlorine, bromine, or other systems. The use of UV typically allows the operator to keep chemical levels lower, which decreases chemical usage. Additionally, the incorporation of UV in indoor facilities has a significant positive impact on the air quality of the facility.
- Variable Frequency Drives. The operation of an indoor or outdoor pool is a 24 hour a day, 7 day a week operation. That includes the chemical treatment and filtration of the water, along with air handling in indoor facilities. The incorporation of variable frequency drives on filtration pumps allows the operator to reduce the flow and turnover rate in the overnight hours. This correlates to a decrease in utility and chemical consumption. It is also important to note that this can be automated.
- Chemical Controllers. Because they are technologically heavy, automated chemical control systems continue to evolve. These systems typically monitor the chemical levels (ORP/HRR and pH) along with water flow rates. It is also common to have one system per body of water. Many of the newer systems can connect via Ethernet cable or Wi-Fi so that the pool chemistry can be monitored remotely.

Aquatic Facilities Market Orientation: Based on the market information, the existing pools and typical aquatic needs within a community, there are specific market areas that could be addressed with **any** aquatic facility. These include:

1. **Leisure/recreation aquatic activities** – This includes a variety of activities found at leisure pools with zero-depth entry, warm water, play apparatus, slides, seating areas and deck space. These are often combined with other non-aquatic areas such as concessions and birthday party or other group event areas.
2. **Competitive aquatics** – This includes the full gamut of competitive aquatic opportunities (swimming, diving, water polo, artistic). The requirements of each of these pursuits are unique, but typically include large bodies of water. The individuals that participate are what many would refer to as hyper-users of facilities, visiting as many as 5+ times per week.
3. **Instructional programming** – The primary emphasis is on teaching swimming and lifesaving skills to many different age groups. These activities have traditionally taken place in more conventional pool configurations but should not be confined to just these spaces. Reasonably warm water, shallow depth with deeper water (4 ft. or more), and open expanses of water are necessary for instructional activities. Easy pool access, a viewing area for parents, and deck space for instructors is also crucial.
4. **Fitness programming** – These types of activities continue to grow in popularity among a large segment of the population. From aqua-exercise classes, to lap swimming times, these programs take place in more traditional settings that have lap lanes and large open expanses of water available at a 3 1/2 to 5 ft. depth.
5. **Therapy** – A growing market segment for many aquatic centers is the use of warm, shallow water for therapy and rehabilitation purposes. Many of these services are offered by medically based organizations that partner with the center for this purpose.
6. **Social/relaxation** - The appeal of using an aquatics area for relaxation has become a primary focus of many aquatic facilities. This concept has been very effective in drawing non-swimmers to aquatic facilities and expanding the market beyond the traditional swimming boundaries. The use of natural landscapes and creative pool designs that integrate the social elements with swimming activities has been most effective in reaching this market segment.
7. **Special events/rentals** - There is a market for special events including kids' birthday parties, corporate events, community organization functions, and general rentals to outside groups. The development of this market will aid in the generation of additional revenues and these events/rentals can often be planned for outside regular hours or during slow use times. It is important that special events or rentals not adversely affect daily operations or overall center use.

Specific market segments include:

1. **Families** – Within this market, an orientation towards family activities is essential. The ability to have family members of different ages participate in a fun and vibrant facility is essential.
2. **Pre-school Children** – The needs of pre-school age children need to be met with very shallow or zero-depth water which is warm and has play apparatus designed for their use. Interactive programming involving parents and toddlers can also be conducted in more traditional aquatic areas as well.
3. **School Age Youth** – A major focus of most pools is to meet the needs of this age group from recreational swimming to competitive aquatics. The leisure components such as slides, fountains, lazy rivers, and zero-depth will help to bring these individuals to the pool on a regular basis for drop-in recreational swimming. The lap lanes provide the opportunity and space necessary for instructional programs and aquatic team use.
4. **Teens** – Another aspect of many pools is meeting the needs of the teenage population. Serving the needs of this age group will require leisure pool amenities that will keep their interest (like water slides) as well as the designation of certain “teen” times of use.
5. **Adults** – This age group has a variety of needs from aquatic exercise classes to lap swimming, triathlon training and competitive swimming through the master’s program.
6. **Seniors** – As the population of the United States and the service area continues to age, meeting the needs of an older senior population will be essential. A more active and physically oriented senior is now demanding services to ensure their continued health. Aqua exercise, lap swimming, therapeutic conditioning and even learn-to-swim classes have proven to be popular with this age group.
7. **Special Needs Population** – This is a secondary market, but with the A.D.A. requirements and the existence of shallow warm water and other components, the amenities are present to develop programs for this population segment. Association with a hospital and other therapeutic and social service agencies will be necessary to reach this market.
8. **Special Interest Groups** – These include swim teams (and other aquatic teams), school district teams, day care centers and social service organizations. While the needs of these groups can be great, their demands on an aquatics center can often be incompatible with the overall mission of the facility. Care must be taken to ensure that special interest groups are not allowed to dictate use patterns for the center.



APPENDIX C

AQUATIC CENTER PROGRAM OPTIONS

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...

AQUATICS

Ryan Nachreiner, Project Director – Water Technology, Inc.

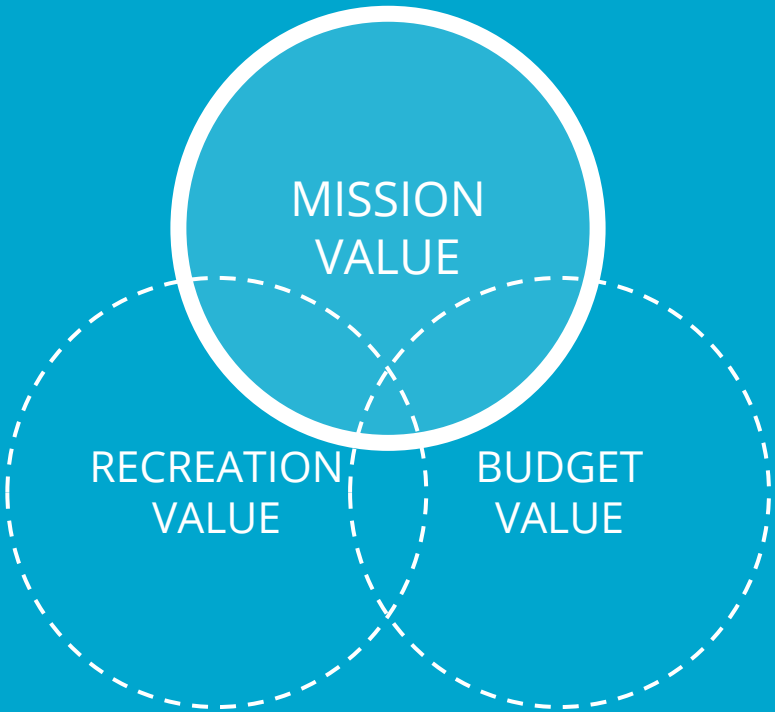
ryan@wtiworld.com | 920.392.2918



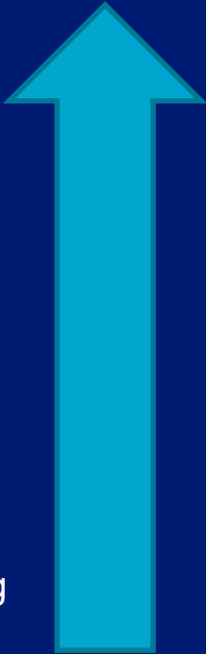
PURPOSE DRIVEN DESIGN



PROGRAM VALUE

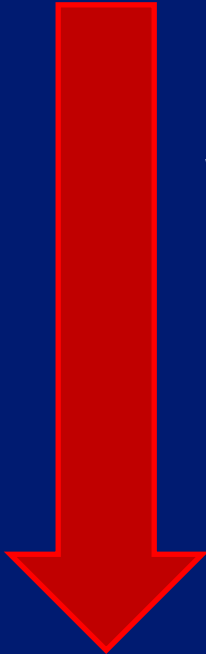


TEMPERATURE



Adult Whirlpool
Family Whirlpool
Therapy Pool
Wellness Pool
Leisure Pool
Lazy Rivers
Interactive Features
Waterslides
Diving
Water Polo
Competition Swimming

DEPTH



Play & Leisure
Learn to Swim
Water Fitness/Aerobics
Swimming Lessons
Starting Platforms
Lifeguard Training
1-Meter Diving
Climbing Walls
3-Meter Diving
Platform Diving
Scuba Lessons

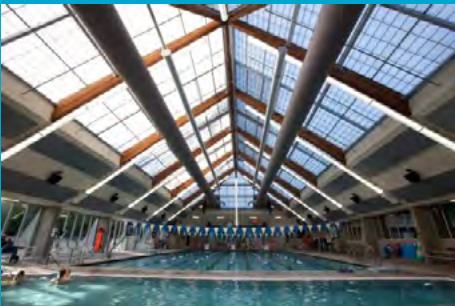
PROGRAM CONFIRMATION



GOALS



INDOOR / OUTDOOR

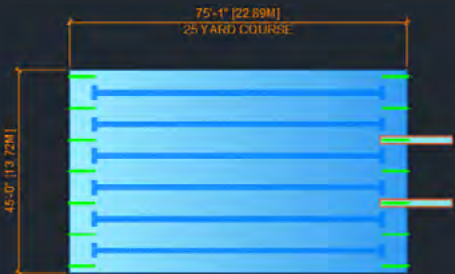


COMPETITION

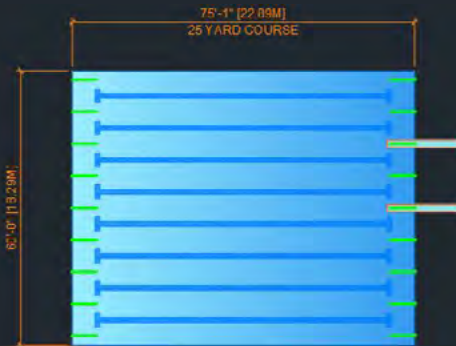


SAMPLE COURSE OPTIONS

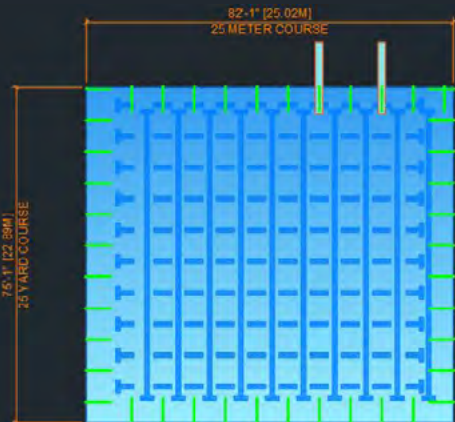
6 Lane 25-Yards



8 Lane 25-Yards

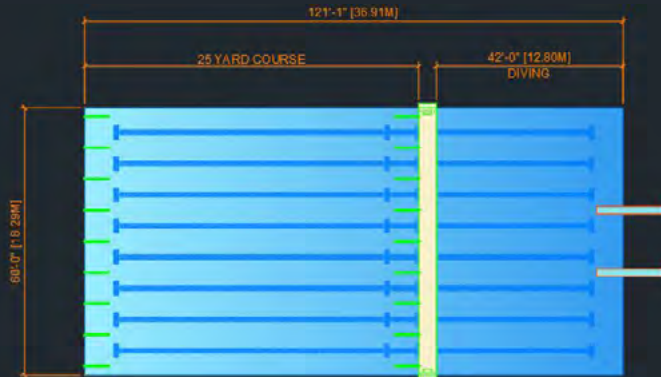


25-Yard x 25-Meter

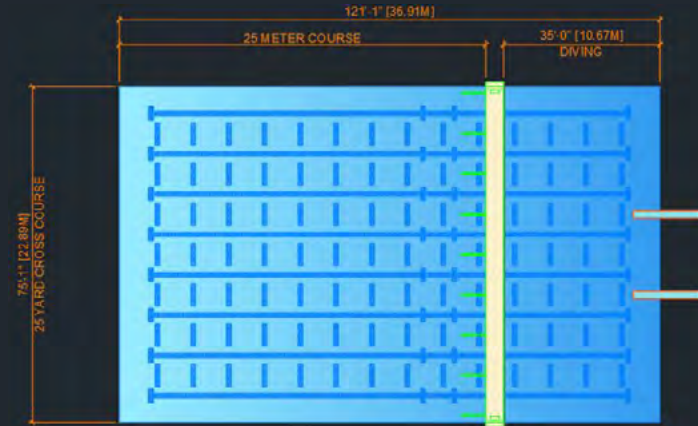


SAMPLE COURSE OPTIONS

8 Lane Stretch 25-Yards



Stretch 25 x 25



SAMPLE COURSE OPTIONS



MULTI-PURPOSE PROGRAMS



LEISURE / RECREATION

- Zero Depth Entry
- Lazy Rivers / Current Channels
- Waterslides
- Spray Features
- Basketball
- Volleyball
- Underwater Seating
- Lap Lanes

RIVERS



SLIDES



PLAY STRUCTURES



THERAPY / WELLNESS



AUDIO / VISUAL EXPERIENCES



PROGRAM OPTIONS

35K Aquatic Center
Shoreline and Kirkland "small" center



North King County

Aquatic Centers Feasibility Study

October 5, 2023

Program Spaces	Quantity	SF	Total	Notes
Aquatic Center				
Entry Lobby	1	500	500	
Vestibule	1	150	150	
Reception/tickets	1	175	175	
Office(s)/ workstations	3	120	360	
Concessions/ Retail	1	350	350	primarily pre-packaged items, storage in tall cabinets
Restrooms	2	250	500	size dependent on number of added spaces
Party Room(s)	2	400	800	rentable party room space
Lifeguard Room	1	300	300	with personal storage/lockers for staff
Locker Rooms	2	1,200	2,400	traditional men's and women's with restrooms, includes view screening entry space, NAC to confirm plumbing count based on square footage & depth of pool water provided
Universal Changing Rooms	6	75	450	shower, sink, toilet (confirm quantity),
Additional Locker space	1	200	200	outside of universal changing rooms
Storage	1	600	600	general storage, multiple spaces?
Custodial	1	100	100	could be part of storage room
Telecomm Closet	1	150	150	could be part of storage room
Lap Pool Natatorium	1	10,500	10,500	25-yard, 8 lane lap pool plus deck space (4500 SF pool)
"Stretch" Pool	0	4,100	0	42 feet of length with bulkhead added to lap pool plus deck space (2600 SF pool)
Additional Spectator Space	0	750	0	75 ft x 10 ft on pool deck level
Recreation Pool Natatorium	1	9,000	9,000	3500 SF rec pool plus deck space
Additional Aquatic Amentity Space	0	3,000	0	area TBD depending on desired amenities, allows for additional 1200 SF wellness pool
Pool Storage	1	200	200	adjacent to natatorium
Pool Equip/Mech/Elec Room	1	2,000	2,000	assumes equipment space for two pool tanks, NAC/WTI to confirm
Chemical Rooms	2	75	150	Chlorine and acid
SUBTOTAL			28,885	
Circulation/Walls/Chases	1	20.0%	5,777	assume approx. 20% non-programmed
TOTAL AQUATIC CENTER			34,662	

PROGRAM OPTIONS

48K Aquatic Center
Shoreline "large" center only



North King County

Aquatic Centers Feasibility Study

October 5, 2023

Program Spaces	Quantity	SF	Total	Notes
Aquatic Center				
Entry Lobby	1	600	600	
Vestibule	1	150	150	
Reception/tickets	1	175	175	
Office(s)/ workstations	3	120	360	
Concessions/ Retail	1	350	350	primarily pre-packaged items, storage in tall cabinets
Restrooms	2	250	500	size dependent on number of added spaces
Party Room(s)	2	400	800	rentable party room space
Lifeguard Room	1	300	300	with personal storage/lockers for staff
Locker Rooms	2	1,400	2,800	traditional men's and women's with restrooms, includes view screening entry space, NAC to confirm plumbing count based on square footage & depth of pool water provided
Universal Changing Rooms	6	75	450	shower, sink, toilet (confirm quantity),
Additional Locker space	1	200	200	outside of universal changing rooms
Storage	1	600	600	general storage, multiple spaces?
Custodial	1	100	100	could be part of storage room
Telecomm Closet	1	150	150	could be part of storage room
Lap Pool Natatorium	1	11,000	11,000	25-yard, 8 lane lap pool plus deck space (4500 SF pool)
"Stretch" Pool	1	4,100	4,100	42 feet of length with bulkhead added to lap pool plus deck space (2600 SF pool)
Additional Spectator Space	1	750	750	75 ft x 10 ft on pool deck level
Recreation Pool Natatorium	1	11,500	11,500	4500 SF rec pool plus deck space
Additional Aquatic Amentity Space	1	3,000	3,000	area TBD depending on desired amenities, allows for additional 1200 SF wellness pool
Pool Storage	1	200	200	adjacent to natatorium
Pool Equip/Mech/Elec Room	1	2,000	2,000	assumes equipment space for two pool tanks, NAC/WTI to confirm
Chemical Rooms	2	75	150	Chlorine and acid
SUBTOTAL			40,235	
Circulation/Walls/Chases	1	20.0%	8,047	assume approx. 20% non-programmed
TOTAL AQUATIC CENTER			48,282	

PROGRAM OPTIONS

58K Aquatic Center including Community Center spaces
Kirkland "large" center



North King County

Aquatic Centers Feasibility Study

October 5, 2023

Program Spaces	Quantity	SF	Total	Notes
Aquatic Center				
Entry Lobby	1	600	600	
Vestibule	1	150	150	
Reception/tickets	1	175	175	
Office(s)/ workstations	3	120	360	
Concessions/ Retail	1	350	350	primarily pre-packaged items, storage in tall cabinets
Restrooms	2	250	500	size dependent on number of added spaces
Party Room(s)	2	400	800	rentable party room space
Lifeguard Room	1	300	300	with personal storage/lockers for staff
Locker Rooms	2	1,400	2,800	traditional men's and women's with restrooms, includes view screening entry space, NAC to confirm plumbing count based on square footage & depth of pool water provided
Universal Changing Rooms	6	75	450	shower, sink, toilet (confirm quantity),
Additional Locker space	1	200	200	outside of universal changing rooms
Storage	1	600	600	general storage, multiple spaces?
Custodial	1	100	100	could be part of storage room
Telecomm Closet	1	150	150	could be part of storage room
Lap Pool Natatorium	1	11,000	11,000	25-yard, 8 lane lap pool plus deck space (4500 SF pool)
"Stretch" Pool	1	4,100	4,100	42 feet of length with bulkhead added to lap pool plus deck space (2600 SF pool)
Additional Spectator Space	1	750	750	75 ft x 10 ft on pool deck level
Recreation Pool Natatorium	1	11,500	11,500	4500 SF rec pool plus deck space
Additional Aquatic Amentity Space	1	3,000	3,000	area TBD depending on desired amenities, allows for additional 1200 SF wellness pool
Pool Storage	1	200	200	adjacent to natatorium
Pool Equip/Mech/Elec Room	1	2,000	2,000	assumes equipment space for two pool tanks, NAC/WTI to confirm
Chemical Rooms	2	75	150	Chlorine and acid
Aquatic Center SUBTOTAL			40,235	
Community Center				
Additional Entry Lobby Space	1	100	100	
Multipurpose Room	1	3,850	3,850	
Classroom	1	600	600	441 SF existing
Classroom- small	1	450	450	285 SF existing
Art Room	1	1,000	1,000	240 SF existing
Movement Room	1	1,200	1,200	832 SF existing
Dance Room	1	1,000	1,000	832 SF existing
Community Center SUBTOTAL			8,200	
SUBTOTAL			48,435	
Circulation/Walls/Chases	1	20.0%	9,687	assume approx. 20% non-programmed
TOTAL AQUATIC CENTER			58,122	

PROGRAM OPTIONS

90K Recreation Center

large recreation and aquatic center- site to be determined



North King County

Aquatic Centers Feasibility Study

October 5, 2023

Program Spaces	Quantity	SF	Total	Notes
Community/Support Spaces				
Entry Lobby	1	800	800	
Vestibule	1	150	150	
Reception/Check-in/Control	1	400	400	
Office(s)/ workstations	1	1,200	1,200	
Staff Room	1	180	180	
Conference Room	1	200	200	
Concessions/ Retail	1	350	350	primarily pre-packaged items, storage in tall cabinets
Restrooms	4	250	1,000	size dependent on number of added spaces
Classrooms	4	900	3,600	multipurpose/art spaces
Party Room(s)	2	400	800	rentable party room space
Storage	1	300	300	general storage, multiple spaces?
Custodial	2	100	200	could be part of storage room
Telecomm Closet	3	150	450	could be part of storage room
Mech Room	1	2,000	2,200	
Locker Rooms	2	1,800	3,600	traditional men's and women's with restrooms, includes view screening entry space, NAC to confirm plumbing count based on square footage & depth of pool water provided and rec area
Universal Changing Rooms	8	75	600	shower, sink, toilet (confirm quantity),
Additional Locker space	1	200	200	outside of universal changing rooms
Community/Support SUBTOTAL			16,230	
Aquatic Center				
Lap Pool Natatorium	1	11,000	11,000	25-yard, 8 lane lap pool plus deck space (4500 SF pool)
"Stretch" Pool	1	4,100	4,100	42 feet of length with bulkhead added to lap pool plus deck space (2600 SF pool)
Additional Spectator Space	1	750	750	75 ft x 10 ft on pool deck level
Recreation Pool Natatorium	1	11,500	11,500	4500 SF rec pool plus deck space
Additional Aquatic Amentity Space	1	3,000	3,000	area TBD depending on desired amenities, allows for additional 1200 SF wellness pool
Pool Storage	1	200	200	adjacent to natatorium
Lifeguard Room	1	350	350	with personal storage/lockers for staff
Pool Equip/Mech/Elec Room	1	2,000	2,000	assumes equipment space for two pool tanks, NAC/WTI to confirm
Chemical Rooms	2	75	150	Chlorine and acid
Aquatic Center SUBTOTAL			33,050	
Fitness/Recreation Spaces				
Gymnasium	1	11,500	11,500	assume 50' x 84' main court and 2- 50' x 84' cross courts
Weights/Cardio area	1	5,000	5,000	
Exercise/Dance Studio	1	2,000	2,000	
2nd Fitness Studio	1	1,000	1,000	
ElevatedRunning/Walking Track	1	4,000	4,000	allowance
Storage	1	600	600	
Fitness/Recreation SUBTOTAL			24,100	
SUBTOTAL			73,380	
Circulation/Walls/Chases	1	22.5%	16,511	space
TOTAL AQUATIC CENTER			89,891	



APPENDIX D

CONCEPT IMAGES

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...



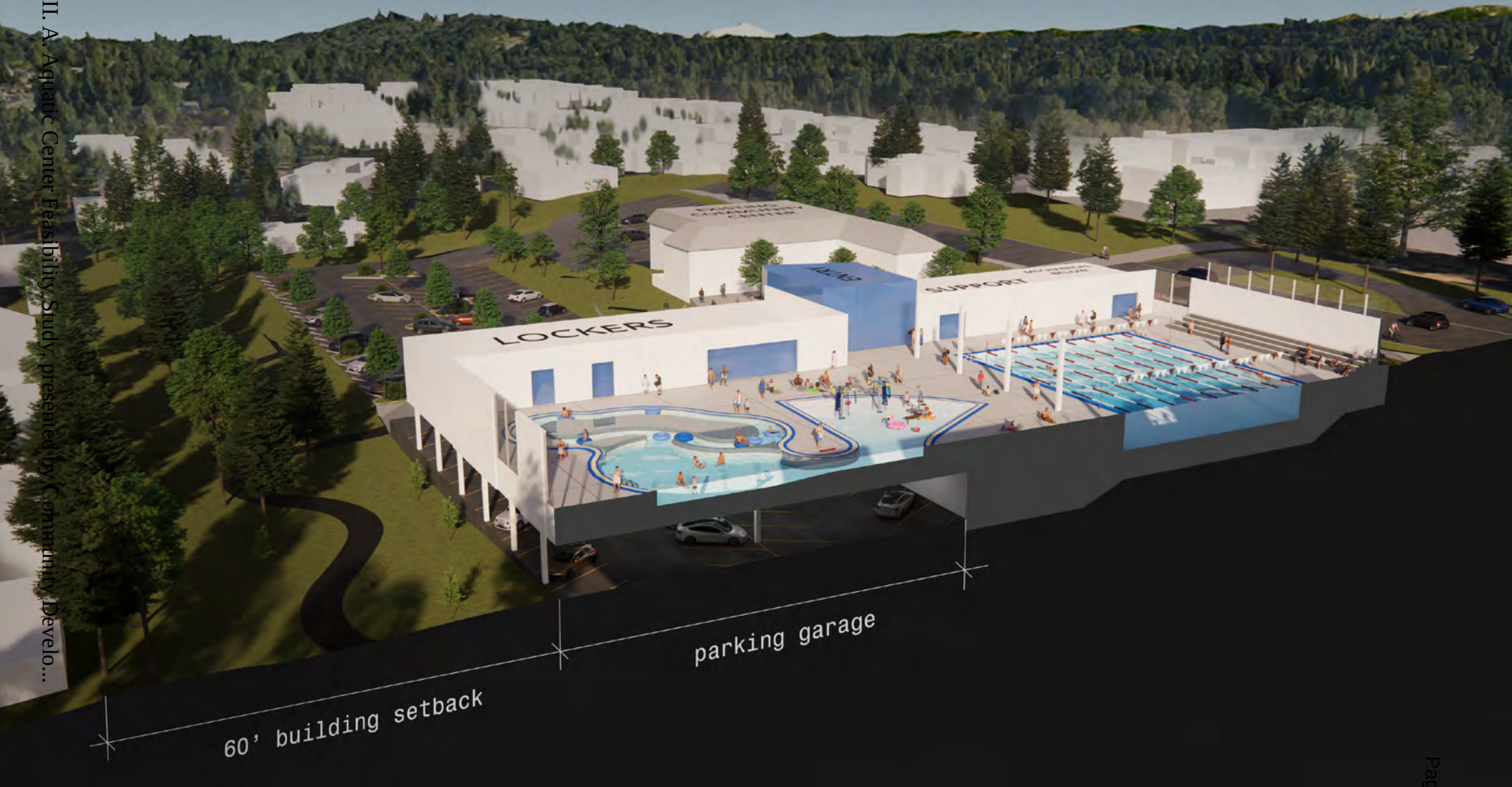
SHORELINE - 35,000 SQUARE FOOT AQUATIC CENTER



SHORELINE - 48,000 SQUARE FOOT AQUATIC CENTER



KIRKLAND - 35,000 SQUARE FOOT AQUATIC CENTER WITH EXISTING COMMUNITY CENTER



KIRKLAND SITE SECTION - 35,000 SQUARE FOOT



KIRKLAND - 58,000 SQUARE FOOT AQUATIC & COMMUNITY CENTER



KIRKLAND SITE SECTION - 58,000 SQUARE FOOT



AQUATIC CENTER INTERIOR RENDERING - LAP POOL



**AQUATIC CENTER INTERIOR RENDERING -
RECREATION POOL**



APPENDIX E

FEASIBILITY COST ESTIMATES

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...



**NORTH KING COUNTY
NEW PUBLIC AQUATIC CENTER
KING COUNTY, WA
FEASIBILITY ESTIMATE**

ESTIMATE ISSUE DATE: October 5, 2023

ESTIMATE REVISION: 1

Submitted To:

**KEITH COMES
NAC ARCHITECTURE
2025 1ST AVENUE, SUITE 300
SEATTLE, WA 98121**



CLARIFICATIONS AND ASSUMPTIONS

RC Cost Group Estimating Team:

- Lead Estimator: Mark Richardson
- Architectural: Mark Richardson
- Structural: Mark Richardson
- Mechanical: Neil Watson
- Electrical: Neil Watson
- Civil: Mark Richardson
- Landscape: Mark Richardson

Exclusions from Construction Cost:

- Design fees
- Owners administration costs
- Building and land acquisition fees
- Legal and accounting fees
- Removal of unforeseen underground obstructions
- Owner’s furniture, furnishings and equipment
- Owners supplied materials
- Moving owners equipment and furniture
- Compression of schedule, premium or shift work
- Assessments, finance, legal and development charges
- Builder's risk, project wrap-up and other owner provided insurance program
- Washington State Sales Tax
- AV Equipment
- Frontage improvements under separate contract

Assumption used in establishing the estimate:

- The project will be procured utilizing the design, bid, build method
- Open and competitive bidding among all proportions of the work
- Construction Start Date: January 2026
- Escalation has been included at the following:
 - Year 1: 5.5%

Items that may affect the cost estimate:

- Modifications to the scope of work included in this estimate.
- Special phasing requirements other than mentioned above.
- Restrictive technical specifications or excessive contract conditions.
- Any non-competitive bid situations.
- Bids delayed beyond the projected schedule.



Date: October 5, 2023

OVERALL SUMMARY CONSTRUCTION COST

	GFA	\$/SF	\$
KIRKLAND - 35K OPTION			
Building	35,000 SF	1,113.78	38,982,229
Sitework			3,693,135
Off-Site Improvements Allowance			1,000,000
TOTAL COST OF WORK			43,675,364
KIRKLAND - 58K OPTION			
Building	48,000 SF	1,055.74	50,675,431
Sitework			4,154,675
Community Center	10,000 SF	450.00	4,500,000
Off-Site Improvements			1,000,000
TOTAL COST OF WORK			60,330,106
SHORELINE - 35K OPTION			
Building	35,000 SF	1,055.89	36,956,116
Sitework			4,083,985
Off-Site Improvements			1,000,000
TOTAL COST OF WORK			42,040,101
SHORELINE - 48K OPTION			
Building	48,000 SF	1,000.50	48,024,070
Sitework			4,370,358
Off-Site Improvements			1,000,000
TOTAL COST OF WORK			53,394,428



BUILDING DATA

Building Area:

Level 1	35,000 SF
Level 2	

Total Gross Floor Area	35,000 SF
------------------------	-----------

Mezzanine Level

Total Unoccupied Space (Excluded from GFA)
--

	Quantity	Unit	Ratio to Gross Area
Number of stories (x1,000)	1	EA	0.029
Gross Area	35,000	SF	1.000
Enclosed Area	35,000	SF	1.000
Footprint Area	35,000	SF	1.000
Suspended Slab	52,500	SF	1.500
Gross Wall Area	27,125	SF	0.775
Retaining Wall Area (Excludes Stem Walls)		SF	
Opaque Finished Wall Area	18,309	SF	0.523
Windows or Glazing Area 32.50%	8,816	SF	0.252
Roof Area	35,000	SF	1.000
Roof Glazing Area	-	SF	
Interior Partition Length	2,800	LF	0.080
Interior Doors Per Leaf "Excludes Specialty"	105	EA	0.003
Interior Glazing	-	SF	
Finished Area	35,000	SF	1.000

**NORTH KING COUNTY
NEW PUBLIC AQUATIC CENTER
KING COUNTY, WA
FEASIBILITY ESTIMATE
KIRKLAND - 35K OPTION**

Page 177 of 365

GROSS FLOOR AREA: 35,000 SF
DATE: October 5, 2023



No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL	COST PER SF
A10	FOUNDATIONS		\$ 888,750	\$ 25.39
A1010	Standard Foundation	\$ 705,000	\$ 20.14	
A1020	Special Foundation	\$ -	\$ -	
A1030	Slab on grade	\$ 183,750	\$ 5.25	
A20	BASEMENT WALL CONSTRUCTION		\$ 1,312,986	\$ 37.51
A2010	Basement Excavation	\$ -	\$ -	
A2020	Basement Wall Construction	\$ 1,312,986	\$ 37.51	
B10	SUPERSTRUCTURE		\$ 3,143,000	\$ 89.80
B1010	Floor & Roof Construction	\$ 3,143,000	\$ 89.80	
B20	EXTERIOR ENCLOSURE		\$ 2,807,776	\$ 80.22
B2010	Exterior Walls	\$ 1,945,210	\$ 55.58	
B2020	Exterior Windows	\$ 793,406	\$ 22.67	
B2030	Exterior Doors	\$ 69,160	\$ 1.98	
B30	ROOFING		\$ 938,500	\$ 26.81
B3010	Roofing	\$ 938,500	\$ 26.81	
C10	INTERIOR CONSTRUCTION		\$ 1,658,000	\$ 47.37
C1010	Partitions	\$ 1,126,250	\$ 32.18	
C1020	Interior Doors	\$ 304,250	\$ 8.69	
C1030	Fittings and Specialties	\$ 227,500	\$ 6.50	
C20	STAIRS		\$ 64,500	\$ 1.84
C2010	Stair Construction	\$ 64,500	\$ 1.84	
C30	INTERIOR FINISHES		\$ 978,087	\$ 27.95
C3010	Wall Finishes	\$ 240,000	\$ 6.86	
C3020	Floor Finishes	\$ 542,760	\$ 15.51	
C3030	Ceiling Finishes	\$ 195,328	\$ 5.58	
D10	CONVEYING		\$ 155,000	\$ 4.43
D1010	Elevators & Lifts	\$ 155,000	\$ 4.43	
D20	PLUMBING		\$ 1,330,000	\$ 38.00
D2010	Plumbing	\$ 1,330,000	\$ 38.00	
D30	HVAC		\$ 3,850,000	\$ 110.00
D3010	HVAC	\$ 3,850,000	\$ 110.00	
D40	FIRE PROTECTION		\$ 236,250	\$ 6.75
D4010	Sprinkler System	\$ 236,250	\$ 6.75	
D50	ELECTRICAL		\$ 1,662,500	\$ 47.50
D5000	Electrical	\$ 1,662,500	\$ 47.50	
E10	EQUIPMENT		\$ 175,000	\$ 5.00
E1010	Equipment	\$ 175,000	\$ 5.00	
E20	FIXED FURNISHINGS		\$ 87,500	\$ 2.50
E2010	Fixed Furnishings	\$ 87,500	\$ 2.50	
F10	SPECIAL CONSTRUCTION		\$ 7,155,000	\$ 204.43
F1010	Special Structure	\$ -		
F1020	Special Construction	\$ 7,155,000		
F20	SELECTIVE BUILDING DEMOLITION		\$ -	\$ -
F2010	Building Elements Demolition	\$ -		
Sub-Total Direct Cost			\$ 26,442,848	\$ 755.51
General Conditions/General Requirements 13.50%			\$ 3,569,785	\$ 101.99
Sub-Total			\$ 30,012,633	\$ 857.50
Estimating / Design Contingency 10.00%			\$ 3,001,263	\$ 85.75
Sub-Total			\$ 33,013,896	\$ 943.25
Insurance & Bonds 1.58%			\$ 521,620	\$ 14.90
General Contractor's Overhead and Profit 3.95%			\$ 1,304,049	\$ 37.26
Sub-Total			\$ 34,839,565	\$ 995.42
Escalation: January 2026 11.89%			\$ 4,142,664	\$ 118.36
TOTAL CONSTRUCTION COST			\$ 38,982,229	\$ 1,113.78



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
A10 FOUNDATIONS					
A1010 Standard Foundation					
A1011 Foundations					
Foundations, assumes mix of spread & continous		35,000	SF	19.50	682,500
Elevator pit		1	EA	22,500.00	22,500
Total For Standard Foundations					705,000
A1020 Special Foundation					
No work anticipated					N/A
Total For Special Foundations					
A1030 Slab on Grade					
A1031 Standard slab on grade					
Reinforced concrete slab on grade, 4"		17,500	SF	9.75	170,625
A1034 Trenches, pits and bases					
Reinforced concrete housekeeping pads / slab thickening		17,500	SF	0.75	13,125
Total For Slab on Grade					183,750
A20 BASEMENT CONSTRUCTION					
A2010 Basement Excavation					
No work anticipated					N/A
Total For Basement Excavation					
A2010 Basement Walls					
A2021 Basement wall construction					
Concrete foundation walls, basement		13,563	SF	77.31	1,048,517
A2022 Moisture protection					
Moisture protection & insulation		13,563	SF	19.50	264,469
Total For Basement Walls					1,312,986
B1010 Floor & Roof Construction					
B1012 Upper floors construction					
Structural steel beams & columns (16.5lbs/sf)		262,500	LB	3.40	892,500
Metal deck, 3", 20 ga.		17,500	SF	11.30	197,750
Reinforced concrete topping slab, 2 1/2" thick		17,500	SF	8.70	152,250
B1020 Roof construction					
Structural steel girders, joists, beams & columns (13lbs/sf)		455,000	LB	3.40	1,547,000
Metal decking, 1-1/2"		35,000	SF	10.10	353,500
Miscellaneous					



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Fireproofing steel, assumed not required					N/A
Total For Floor & Roof Construction					3,143,000
B20	EXTERIOR CLOSURE				
B2010	Exterior Walls				
B2011 Exterior wall construction					
Exterior wall construction, incl framing, waterproofing & insulation		18,309	SF	87.50	1,602,070
Exterior wall steel, 1.5lbs/sf		27,464	LB	3.50	96,124
B2013 Exterior louvers, screens and fencing					
Louvers		200	SF	74.45	14,890
B2014 Exterior sun control devices					
Sunshades, Aluminum		1	LS	50,000.00	50,000
B2016 Exterior soffits					
Exterior soffits, fiber cement panel on framed support, ptd		1,500	SF	45.00	67,500
Insulation to underside of building at parking		17,500	SF	4.75	83,125
Caulking, sealants and firestopping					
Caulking, sealants and firestopping		35,000	GFA	0.90	31,500
Total For Exterior Walls					1,945,210
B2020	Exterior Windows				
B2021 Windows					
Fixed aluminum windows		4,408	SF	85.00	374,664
B2023 Storefronts					
Storefront		4,408	SF	95.00	418,742
Total For Exterior Windows					793,406
B2030	Exterior Doors				
B 2030 Exterior Doors					
Aluminum doors					
Double					
Glazed					
6'-0" x 7'-0"		4	EA	7,900.00	31,600
Hollow metal doors					
Single					
Flush panel					
3'-0" x 7'-0"		6	EA	2,860.00	17,160
Double					
Flush panel					
6'-0" x 7'-0"		2	EA	5,200.00	10,400
Specialty hardware		1	LS	10,000.00	10,000
Total For Exterior Doors					69,160

Gross Floor Area: 35,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
B30 ROOFING					
B3010 <u>Roof Covering</u>					
B3011 Roof finishes					
PVC membrane roofing system, underlayment, coverboard, batt insulation, R1		35,000	SF	24.50	857,500
B3012 Traffic toppings and paving membranes					
Walkway pads		1	LS	2,500.00	2,500
B3014 Flashings and trim					
Sheet metal flashings and trim		1	LS	21,000.00	21,000
B3016 Gutters and downspouts					
Metal guttering & down spouts		35,000	SF	0.75	26,250
Miscellaneous					
Rough carpentry		1	LS	26,250.00	26,250
Fall restraint anchors		1	LS	5,000.00	5,000
Total For Roofing					938,500
C10 INTERIOR CONSTRUCTION					
C1010 <u>Partitions</u>					
C1011 Fixed partitions					
Partitions		42,000	SF	24.50	1,029,000
C1017 Interior windows and storefronts					
Interior storefront		1,000	SF	85.00	85,000
Miscellaneous					
Blocking and backing		1	LS	5,250.00	5,250
Window sills and trim		1	LS	7,000.00	7,000
Total For Interior Partitions					1,126,250
C1020 <u>Interior Doors</u>					
C1021 Interior doors					
Interior Doors, per leaf		105	LEAF	2,850.00	299,250
Specialty hardware		1	LS	5,000.00	5,000
Total For Interior Doors					304,250
C1030 <u>Specialties</u>					
Specialties		35,000	SF	6.50	227,500
Total For Fittings and Specialty Items					227,500



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C20	STAIRS				
C2010	<u>Stair Construction</u>				
C 2010 Stair Construction including railings and finish					
	Stairs from parking	1	FLT	55,000.00	55,000
	Mechanical access stairs	1	EA	9,500.00	9,500
Total For Stair Construction					64,500
C30	INTERIOR FINISHES				
C3010	<u>Wall Finishes</u>				
C3012 Wall finishes to interior walls					
	Interior painting	35,000	GFA	3.50	122,500
	Custom Graphics	1	LS	5,000.00	5,000
	Acoustic wall panels	1	LS	25,000.00	25,000
	Misc wall finishes	35,000	GFA	2.50	87,500
Total For Wall Finishes					240,000
C3020	<u>Floor Finishes</u>				
C3024 Flooring					
	Entry Lobby	500	SF	17.30	8,650
	Vestibule	150	SF	17.30	2,595
	Reception/tickets	175	SF	17.30	3,028
	Office(s)/ workstations	360	SF	7.50	2,700
	Concessions/ Retail	350	SF	7.50	2,625
	Restrooms	500	SF	15.95	7,975
	Party Room(s)	800	SF	17.30	13,840
	Lifeguard Room	300	SF	15.95	4,785
	Locker Rooms	2,400	SF	15.95	38,280
	Universal Changing Rooms	450	SF	15.95	7,178
	Additional Locker space	200	SF	15.95	3,190
	Storage	600	SF	2.00	1,200
	Custodial	100	SF	2.00	200
	Telecomm Closet	150	SF	2.00	300
	Lap Pool Natatorium	10,500	SF	15.95	167,475
	"Stretch" Pool	-	SF	15.95	
	Additional Spectator Space	-	SF	15.95	
	Recreation Pool Natatorium	9,000	SF	15.95	143,550
	Additional Aquatic Amentity Space Space	-	SF	15.95	
	Pool Storage	200	SF	2.00	400
	Pool Equip/Mech/Elec Room	2,000	SF	2.00	4,000
	Chemical Rooms	150	SF	2.00	300
	Circulation/Walls/Chases	5,777	SF	7.50	43,328
	Floor prep	34,662	SF	1.00	34,662
C3026 Bases, curbs and trim					
	Bases, curbs & trim	35,000	GFA	1.50	52,500
Total For Floor Finishes					542,760

Gross Floor Area: 35,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C3030 Ceiling Finishes					
C3031 Ceiling finishes					
Entry Lobby		500	SF	7.50	3,750
Vestibule		150	SF	7.50	1,125
Reception/tickets		175	SF	7.50	1,313
Office(s)/ workstations		360	SF	7.50	2,700
Concessions/ Retail		350	SF	7.50	2,625
Restrooms		500	SF	12.75	6,375
Party Room(s)		800	SF	7.50	6,000
Lifeguard Room		300	SF	12.75	3,825
Locker Rooms		2,400	SF	12.75	30,600
Universal Changing Rooms		450	SF	12.75	5,738
Additional Locker space		200	SF	12.75	2,550
Storage		600	SF	2.00	1,200
Custodial		100	SF	2.00	200
Telecomm Closet		150	SF	2.00	300
Lap Pool Natatorium		10,500	SF	2.00	21,000
"Stretch" Pool		-	SF	2.00	
Additional Spectator Space		-	SF	2.00	
Recreation Pool Natatorium		9,000	SF	2.00	18,000
Additional Aquatic Amentity Space Space		-	SF	2.00	
Pool Storage		200	SF	2.00	400
Pool Equip/Mech/Elec Room		2,000	SF	2.00	4,000
Chemical Rooms		150	SF	2.00	300
Circulation/Walls/Chases		5,777	SF	7.50	43,328
Gypsum board bulkheads		1	ALLOW	15,000.00	15,000
Misc Acoustical Treatments		1	LS	25,000.00	25,000
Total For Ceiling Finishes					195,328
D10 VERTICAL TRANSPORTATION					
D1010 Elevator & Lift					
D1011 Passenger elevators					
Passenger elevator, 2 stop		1	EA	155,000.00	155,000
Total For Elevator & Lifts					155,000
D20 PLUMBING					
D2010 Plumbing					
D 2010 Plumbing Systems					
Plumbing System		35,000	GFA	38.00	1,330,000
Total For Plumbing					1,330,000
D30 HVAC					
D3010 HVAC					
D3010 HVAC System					
HVAC System		35,000	GFA	110.00	3,850,000
Total For HVAC					3,850,000



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
D40	FIRE PROTECTION				
D4010	Fire Protection				
	D4010 Fire Protection Fire Sprinkler System	35,000	GFA	6.75	236,250
Total For Fire Sprinkler System					236,250
D50	ELECTRICAL				
D5000	Electrical				
	D5000 Electrical Systems Electrical Systems	35,000	GFA	47.50	1,662,500
Total For Electrical					1,662,500
E10	EQUIPMENT				
E1010	Equipment				
	E1010 Equipment	35,000	GFA	5.00	175,000
Total For Equipment					175,000
E20	FIXED FURNISHINGS				
E2010	Fixed Furnishing				
	E2012 Fixed casework	35,000.0	GFA	2.50	87,500
Total For Fixed Furnishings					87,500
F10	SPECIAL STRUCTURES				
F1010	Special Structure				
	No work anticipated				N/A
Total For Special Structure					
F1020	Special Construction				
	F1041 Aquatic Facilities				
	Pool Vessel				
	Lap Pool	4,500	SF	425.00	1,912,500
	"Stretch" Pool	2,600	SF	425.00	1,105,000
	Recreation Pool	3,500	SF	425.00	1,487,500
	Wellness Pool				N/A
	Pool Mechanical				
	Lap Pool	4,500	SF	250.00	1,125,000
	"Stretch" Pool	2,600	SF	250.00	650,000
	Recreation Pool	3,500	SF	250.00	875,000
	Wellness Pool				N/A
Total For Special Construction					7,155,000

Gross Floor Area: 35,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
F20	SELECTIVE BUILDING DEMOLITION				
F2010	<u>Building Elements Demolition</u>				
	No work anticipated				N/A
	Total For Selective Building Demolition				

ELEMENTAL ESTIMATE SUMMARY

DATE: October 5, 2023

No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL
G10	SITE PREPARATION		\$ 512,658
G1010	Site Clearing	\$ 145,750	
G1020	Site Demolition and Relocations	\$ 52,500	
G1030	Site Earthwork	\$ 314,408	
G1040	Hazardous Waste Remediation	\$ -	
G20	SITE IMPROVMEENTS		\$ 1,257,510
G2010	Roadways	\$ -	
G2020	Parking Lots	\$ -	
G2030	Pedestrian Paving	\$ 839,251	
G2040	Site Development	\$ 150,000	
G2050	Landscaping	\$ 268,258	
G30	SITE MECHANICAL UTILITIES		\$ 500,000
G3010	Water Supply	\$ 100,000	
G3020	Sanitary Sewer	\$ 100,000	
G3030	Storm Sewer	\$ 300,000	
G3040	Heating Distribution	\$ -	
G3050	Cooling Distribution	\$ -	
G3060	Fuel Distribution	\$ -	
G3090	Other Site Mechanical Utilities	\$ -	
G40	SITE ELECTRICAL UTILITIES		\$ 235,000
G4010	Electrical Distribution	\$ 98,000	
G4020	Site Lighting	\$ 75,000	
G4030	Site Communications and Security	\$ 62,000	
G4090	Other Site Electrical Utilities	\$ -	
Sub-Total Direct Cost			\$ 2,505,168
General Conditions/General Requirements 13.50%			\$ 338,198
Sub-Total			\$ 2,843,365
Estimating / Design Contingency 10.00%			\$ 284,337
Sub-Total			\$ 3,127,702
Insurance & Bonds 1.58%			\$ 49,418
General Contractor's Overhead and Profit 3.95%			\$ 123,544
Sub-Total			\$ 3,300,664
Escalation: January 2026 11.89%			\$ 392,472
TOTAL CONSTRUCTION COST			\$ 3,693,135



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G10 SITE PREPARATION					
G1010 <u>Site Clearing</u>					
G1011 Clearing and grubbing					
Erosion Control		3.5	ACRE	15,000.00	52,500
Clearing & grubbing, incl tree removal		3.5	ACRE	9,500.00	33,250
Site Preperation					
Mobilization		1	LS	50,000.00	50,000
Construction staking/layout		1	LS	10,000.00	10,000
Total For Site Clearing					145,750
G1020 <u>Site Demolition and Relocations</u>					
G1022 Demolition of site components					
Misc site demolitions		3.5	ALLOW	15,000.00	52,500
Total For Site Demolition and Relocations					52,500
G1030 <u>Site Earthwork</u>					
G1031 Site grading excavation					
Earthwork					
General Earthwork		3.5	ACRE	30,000.00	105,000
Fine grading and compaction of site		13,051	SY	8.00	104,408
Building Pad Preparation		35,000	SF	3.00	105,000
Total For Site Earthwork					314,408
G1040 <u>Hazardous Waste Remediation</u>					
No work anticipated					N/A
Total For Hazardous Waste Remediation					
G20 SITE IMPROVEMENTS					
G2010 <u>Roadways</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Roadways					
G2020 <u>Parking Lots</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Parking Lots					
G2030 <u>Pedestrian Paving</u>					
G2031 Paving and surfacing					
Pedestrian Concrete Paving		19,087	SF	12.50	238,591
Light Duty Asphalt Pavement (2" HMA over 4" CSTC)		6,362	SY	55.00	349,910
Light Duty Asphalt Pavement (below building)		1,944	SY	55.00	106,920



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Cast-in-Place Concrete Curbs		2,863	LF	45.00	128,831
Pavement Markings		1	LS	10,000.00	10,000
Signage & Accessories		1	EA	5,000.00	5,000
Total For Pedestrian Paving					839,251
G2040 <u>Site Development</u>					
G2041 Fences and gates Fences & Gates		1	LS	50,000.00	50,000
G2042 Retaining walls Retaing Walls		1	LS	75,000.00	75,000
G2045 Site furnishings Misc site furnishings		1	LS	25,000.00	25,000
Total For Site Development					150,000
G2050 <u>Landscaping</u>					
G2055 Planting					
Finish Grading		41,111	SF	0.20	8,222
Import / Place Lawn Topsoil (8" x1.2)		730	CY	58.00	42,340
Import / Place Shrub Topsoil (8" x1.2)		487	CY	58.00	28,246
Import / Place Mulch (3" depth, x1.2)		183	CY	48.00	8,784
Seeded Lawn		24,667	SF	0.25	6,167
Shrubs / Groundcover		16,444	SF	4.50	74,000
Deciduous Shade Trees - 2" Cal.		10	EA	500.00	5,000
Evergreen Trees (6'-8' ht)		10	EA	300.00	3,000
G2057 Irrigation system Irrigation system		41,111	SF	2.25	92,500
Total For Landscaping					268,258
G30 <u>SITE MECHANICAL UTILITIES</u>					
G3010 <u>Water Supply</u>					
G3011 Potable water distribution and storage On Site Water Distribution		1	LS	100,000.00	100,000
Total For Water Supply					100,000



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G3020	<u>Sanitary Sewer</u>				
	G3021 Piping	1	LS	100,000.00	100,000
Total For Sanitary Sewer					100,000
G3030	<u>Storm Sewer</u>				
	G3031 Piping				
	Storm Sewer System	1	LS	75,000.00	75,000
	Detention Vault	15,000	CF	15.00	225,000
Total For Storm Sewer					300,000
G3040	<u>Heating Distribution</u>				
	No work anticipated				N/A
Total For Heating Distribution					
G3050	<u>Cooling Distribution</u>				
	No work anticipated				N/A
Total For Cooling Distribution					
G3060	<u>Fuel Distribution</u>				
	Gas Trenching				N/A
Total For Fuel Distribution					
G3090	<u>Other Site Mechanical Utilities</u>				
	No work anticipated				N/A
Total For Other Site Mechanical Utilities					
G40	SITE ELECTRICAL UTILITIES				
G4010	<u>Electrical Distribution</u>				
	Conduit for primary feeders, 2x4"	200	LF	110.00	22,000
	Primary feeders - by utility				Existing
	Utility transformer - by utility				Existing
	Transformer vault/pad	1	LS	15,000.00	15,000
	EV charging stations, dual, complete with transformer, panelboard, feeders and branch circuits	3	EA	18,000.00	54,000
	Conduit only for future EV charging stations, 2x1½"	175	LF	40.00	7,000
Total For Electrical Distribution					98,000
G4020	<u>Site Lighting</u>				
	Site lighting fixtures including conduit and wire	1	LS	75,000.00	75,000



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Total For Site Lighting					75,000
G4030 <u>Site Communications and Security</u>					
G4031 Site communication system					
Conduit for incoming telecom services, 2x4"		200	LF	110.00	22,000
Manholes/vaults		8	EA	5,000.00	40,000
Incoming telecom cabling					By Service Providers
Total For Site Communications and Security					62,000
G4090 <u>Other Site Electrical Utilities</u>					
No work anticipated					N/A
Total For Other Site Electrical Utilities					



BUILDING DATA

Building Area:

Level 1	48,000 SF
Level 2	

Total Gross Floor Area	48,000 SF
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Mezzanine Level

Total Unoccupied Space (Excluded from GFA)
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	Quantity	Unit	Ratio to Gross Area
Number of stories (x1,000)	1	EA	0.021
Gross Area	48,000	SF	1.000
Enclosed Area	48,000	SF	1.000
Footprint Area	48,000	SF	1.000
Suspended Slab	72,000	SF	1.500
Gross Wall Area	37,200	SF	0.775
Retaining Wall Area (Excludes Stem Walls)		SF	
Opaque Finished Wall Area	25,110	SF	0.523
Windows or Glazing Area 32.50%	12,090	SF	0.252
Roof Area	48,000	SF	1.000
Roof Glazing Area	-	SF	
Interior Partition Length	3,840	LF	0.080
Interior Doors Per Leaf "Excludes Specialty"	144	EA	0.003
Interior Glazing	-	SF	
Finished Area	48,000	SF	1.000

**NORTH KING COUNTY
NEW PUBLIC AQUATIC CENTER
KING COUNTY, WA
FEASIBILITY ESTIMATE
KIRKLAND - 58K OPTION**

Page 191 of 365



GROSS FLOOR AREA: 48,000 SF
DATE: October 5, 2023

No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL	COST PER SF
A10	FOUNDATIONS		\$ 1,210,500	\$ 25.22
A1010	Standard Foundation	\$ 958,500	\$ 19.97	
A1020	Special Foundation	\$ -	\$ -	
A1030	Slab on grade	\$ 252,000	\$ 5.25	
A20	BASEMENT WALL CONSTRUCTION		\$ 1,800,666	\$ 37.51
A2010	Basement Excavation	\$ -	\$ -	
A2020	Basement Wall Construction	\$ 1,800,666	\$ 37.51	
B10	SUPERSTRUCTURE		\$ 4,310,400	\$ 89.80
B1010	Floor & Roof Construction	\$ 4,310,400	\$ 89.80	
B20	EXTERIOR ENCLOSURE		\$ 3,884,968	\$ 80.94
B2010	Exterior Walls	\$ 2,695,988	\$ 56.17	
B2020	Exterior Windows	\$ 1,088,100	\$ 22.67	
B2030	Exterior Doors	\$ 100,880	\$ 2.10	
B30	ROOFING		\$ 1,285,800	\$ 26.79
B3010	Roofing	\$ 1,285,800	\$ 26.79	
C10	INTERIOR CONSTRUCTION		\$ 2,282,900	\$ 47.56
C1010	Partitions	\$ 1,555,500	\$ 32.41	
C1020	Interior Doors	\$ 415,400	\$ 8.65	
C1030	Fittings and Specialties	\$ 312,000	\$ 6.50	
C20	STAIRS		\$ 64,500	\$ 1.34
C2010	Stair Construction	\$ 64,500	\$ 1.34	
C30	INTERIOR FINISHES		\$ 1,346,975	\$ 28.06
C3010	Wall Finishes	\$ 318,000	\$ 6.63	
C3020	Floor Finishes	\$ 774,072	\$ 16.13	
C3030	Ceiling Finishes	\$ 254,903	\$ 5.31	
D10	CONVEYING		\$ 155,000	\$ 3.23
D1010	Elevators & Lifts	\$ 155,000	\$ 3.23	
D20	PLUMBING		\$ 1,824,000	\$ 38.00
D2010	Plumbing	\$ 1,824,000	\$ 38.00	
D30	HVAC		\$ 5,280,000	\$ 110.00
D3010	HVAC	\$ 5,280,000	\$ 110.00	
D40	FIRE PROTECTION		\$ 324,000	\$ 6.75
D4010	Sprinkler System	\$ 324,000	\$ 6.75	
D50	ELECTRICAL		\$ 2,280,000	\$ 47.50
D5000	Electrical	\$ 2,280,000	\$ 47.50	
E10	EQUIPMENT		\$ 240,000	\$ 5.00
E1010	Equipment	\$ 240,000	\$ 5.00	
E20	FIXED FURNISHINGS		\$ 120,000	\$ 2.50
E2010	Fixed Furnishings	\$ 120,000	\$ 2.50	
F10	SPECIAL CONSTRUCTION		\$ 7,965,000	\$ 165.94
F1010	Special Structure	\$ -		
F1020	Special Construction	\$ 7,965,000		
F20	SELECTIVE BUILDING DEMOLITION		\$ -	\$ -
F2010	Building Elements Demolition	\$ -		
Sub-Total Direct Cost			\$ 34,374,708	\$ 716.14
General Conditions/General Requirements 13.50%			\$ 4,640,586	\$ 96.68
Sub-Total			\$ 39,015,294	\$ 812.82
Estimating / Design Contingency 10.00%			\$ 3,901,529	\$ 81.28
Sub-Total			\$ 42,916,823	\$ 894.10
Insurance & Bonds 1.58%			\$ 678,086	\$ 14.13
General Contractor's Overhead and Profit 3.95%			\$ 1,695,215	\$ 35.32
Sub-Total			\$ 45,290,123	\$ 943.54
Escalation: January 2026 11.89%			\$ 5,385,308	\$ 112.19
TOTAL CONSTRUCTION COST			\$ 50,675,431	\$ 1,055.74



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
A10 FOUNDATIONS					
A1010 Standard Foundation					
A1011 Foundations					
Foundations, assumes mix of spread & continous		48,000	SF	19.50	936,000
Elevator pit		1	EA	22,500.00	22,500
Total For Standard Foundations					958,500
A1020 Special Foundation					
No work anticipated					N/A
Total For Special Foundations					
A1030 Slab on Grade					
A1031 Standard slab on grade					
Reinforced concrete slab on grade, 4"		24,000	SF	9.75	234,000
A1034 Trenches, pits and bases					
Reinforced concrete housekeeping pads / slab thickening		24,000	SF	0.75	18,000
Total For Slab on Grade					252,000
A20 BASEMENT CONSTRUCTION					
A2010 Basement Excavation					
No work anticipated					N/A
Total For Basement Excavation					
A2010 Basement Walls					
A2021 Basement wall construction					
Concrete foundation walls, basement		18,600	SF	77.31	1,437,966
A2022 Moisture protection					
Moisture protection & insulation		18,600	SF	19.50	362,700
Total For Basement Walls					1,800,666
B1010 Floor & Roof Construction					
B1012 Upper floors construction					
Structural steel beams & columns (16.5lbs/sf)		360,000	LB	3.40	1,224,000
Metal deck, 3", 20 ga.		24,000	SF	11.30	271,200
Reinforced concrete topping slab, 2 1/2" thick		24,000	SF	8.70	208,800
B1020 Roof construction					
Structural steel girders, joists, beams & columns (13lbs/sf)		624,000	LB	3.40	2,121,600
Metal decking, 1-1/2"		48,000	SF	10.10	484,800
Miscellaneous					



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Fireproofing steel, assumed not required					N/A
Total For Floor & Roof Construction					4,310,400
B20	EXTERIOR CLOSURE				
B2010	Exterior Walls				
B2011 Exterior wall construction					
Exterior wall construction, incl framing, waterproofing & insulation		25,110	SF	87.50	2,197,125
Exterior wall steel, 1.5lbs/sf		37,665	LB	3.50	131,828
B2013 Exterior louvers, screens and fencing					
Louvers		300	SF	74.45	22,335
B2014 Exterior sun control devices					
Sunshades, Aluminum		1	LS	75,000.00	75,000
B2016 Exterior soffits					
Exterior soffits, fiber cement panel on framed support, ptd		2,500	SF	45.00	112,500
Insulation to underside of building at parking		24,000	SF	4.75	114,000
Caulking, sealants and firestopping					
Caulking, sealants and firestopping		48,000	GFA	0.90	43,200
Total For Exterior Walls					2,695,988
B2020	Exterior Windows				
B2021 Windows					
Fixed aluminum windows		6,045	SF	85.00	513,825
B2023 Storefronts					
Storefront		6,045	SF	95.00	574,275
Total For Exterior Windows					1,088,100
B2030	Exterior Doors				
B 2030 Exterior Doors					
Aluminum doors					
Double					
Glazed					
6'-0" x 7'-0"		6	EA	7,900.00	47,400
Hollow metal doors					
Single					
Flush panel					
3'-0" x 7'-0"		8	EA	2,860.00	22,880
Double					
Flush panel					
6'-0" x 7'-0"		3	EA	5,200.00	15,600
Specialty hardware		1	LS	15,000.00	15,000
Total For Exterior Doors					100,880



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
B30 ROOFING					
B3010 <u>Roof Covering</u>					
B3011 Roof finishes					
PVC membrane roofing system, underlayment, coverboard, batt insulation, R1		48,000	SF	24.50	1,176,000
B3012 Traffic toppings and paving membranes					
Walkway pads		1	LS	3,000.00	3,000
B3014 Flashings and trim					
Sheet metal flashings and trim		1	LS	28,800.00	28,800
B3016 Gutters and downspouts					
Metal guttering & down spouts		48,000	SF	0.75	36,000
Miscellaneous					
Rough carpentry		1	LS	36,000.00	36,000
Fall restraint anchors		1	LS	6,000.00	6,000
Total For Roofing					1,285,800
C10 INTERIOR CONSTRUCTION					
C1010 <u>Partitions</u>					
C1011 Fixed partitions					
Partitions		57,600	SF	24.50	1,411,200
C1017 Interior windows and storefronts					
Interior storefront		1,500	SF	85.00	127,500
Miscellaneous					
Blocking and backing		1	LS	7,200.00	7,200
Window sills and trim		1	LS	9,600.00	9,600
Total For Interior Partitions					1,555,500
C1020 <u>Interior Doors</u>					
C1021 Interior doors					
Interior Doors, per leaf		144	LEAF	2,850.00	410,400
Specialty hardware		1	LS	5,000.00	5,000
Total For Interior Doors					415,400
C1030 <u>Specialties</u>					
Specialties		48,000	SF	6.50	312,000
Total For Fittings and Specialty Items					312,000



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C20	STAIRS				
C2010	<u>Stair Construction</u>				
C 2010 Stair Construction including railings and finish					
	Stairs from parking	1	FLT	55,000.00	55,000
	Mechanical access stairs	1	EA	9,500.00	9,500
Total For Stair Construction					64,500
C30	INTERIOR FINISHES				
C3010	<u>Wall Finishes</u>				
C3012 Wall finishes to interior walls					
	Interior painting	48,000	GFA	3.50	168,000
	Custom Graphics	1	LS	5,000.00	5,000
	Acoustic wall panels	1	LS	25,000.00	25,000
	Misc wall finishes	48,000	GFA	2.50	120,000
Total For Wall Finishes					318,000
C3020	<u>Floor Finishes</u>				
C3024 Flooring					
	Entry Lobby	600	SF	17.30	10,380
	Vestibule	150	SF	17.30	2,595
	Reception/tickets	175	SF	17.30	3,028
	Office(s)/ workstations	360	SF	7.50	2,700
	Concessions/ Retail	350	SF	7.50	2,625
	Restrooms	500	SF	15.95	7,975
	Party Room(s)	800	SF	17.30	13,840
	Lifeguard Room	300	SF	15.95	4,785
	Locker Rooms	2,800	SF	15.95	44,660
	Universal Changing Rooms	450	SF	15.95	7,178
	Additional Locker space	200	SF	15.95	3,190
	Storage	600	SF	2.00	1,200
	Custodial	100	SF	2.00	200
	Telecomm Closet	150	SF	2.00	300
	Lap Pool Natatorium	11,000	SF	15.95	175,450
	"Stretch" Pool	4,100	SF	15.95	65,395
	Additional Spectator Space	750	SF	15.95	11,963
	Recreation Pool Natatorium	11,500	SF	15.95	183,425
	Additional Aquatic Amentity Space Space	3,000	SF	15.95	47,850
	Pool Storage	200	SF	2.00	400
	Pool Equip/Mech/Elec Room	2,000	SF	2.00	4,000
	Chemical Rooms	150	SF	2.00	300
	Circulation/Walls/Chases	8,047	SF	7.50	60,353
	Floor prep	48,282	SF	1.00	48,282
C3026 Bases, curbs and trim					
	Bases, curbs & trim	48,000	GFA	1.50	72,000
Total For Floor Finishes					774,072

Gross Floor Area: 48,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C3030	Ceiling Finishes				
C3031 Ceiling finishes					
	Entry Lobby	600	SF	7.50	4,500
	Vestibule	150	SF	7.50	1,125
	Reception/tickets	175	SF	7.50	1,313
	Office(s)/ workstations	360	SF	7.50	2,700
	Concessions/ Retail	350	SF	7.50	2,625
	Restrooms	500	SF	12.75	6,375
	Party Room(s)	800	SF	7.50	6,000
	Lifeguard Room	300	SF	12.75	3,825
	Locker Rooms	2,800	SF	12.75	35,700
	Universal Changing Rooms	450	SF	12.75	5,738
	Additional Locker space	200	SF	12.75	2,550
	Storage	600	SF	2.00	1,200
	Custodial	100	SF	2.00	200
	Telecomm Closet	150	SF	2.00	300
	Lap Pool Natatorium	11,000	SF	2.00	22,000
	"Stretch" Pool	4,100	SF	2.00	8,200
	Additional Spectator Space	750	SF	2.00	1,500
	Recreation Pool Natatorium	11,500	SF	2.00	23,000
	Additional Aquatic Amentity Space Space	3,000	SF	2.00	6,000
	Pool Storage	200	SF	2.00	400
	Pool Equip/Mech/Elec Room	2,000	SF	2.00	4,000
	Chemical Rooms	150	SF	2.00	300
	Circulation/Walls/Chases	8,047	SF	7.50	60,353
	Gypsum board bulkheads	1	ALLOW	20,000.00	20,000
	Misc Acoustical Treatments	1	LS	35,000.00	35,000
Total For Ceiling Finishes					254,903
D10	VERTICAL TRANSPORTATION				
D1010	Elevator & Lift				
D1011 Passenger elevators					
	Passenger elevator, 2 stop	1	EA	155,000.00	155,000
Total For Elevator & Lifts					155,000
D20	PLUMBING				
D2010	Plumbing				
D 2010 Plumbing Systems					
	Plumbing System	48,000	GFA	38.00	1,824,000
Total For Plumbing					1,824,000
D30	HVAC				
D3010	HVAC				
D3010 HVAC System					
	HVAC System	48,000	GFA	110.00	5,280,000
Total For HVAC					5,280,000



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
D40	FIRE PROTECTION				
D4010	<u>Fire Protection</u>				
	D4010 Fire Protection Fire Sprinkler System	48,000	GFA	6.75	324,000
Total For Fire Sprinkler System					324,000
D50	ELECTRICAL				
D5000	<u>Electrical</u>				
	D5000 Electrical Systems Electrical Systems	48,000	GFA	47.50	2,280,000
Total For Electrical					2,280,000
E10	EQUIPMENT				
E1010	<u>Equipment</u>				
	E1010 Equipment	48,000	GFA	5.00	240,000
Total For Equipment					240,000
E20	FIXED FURNISHINGS				
E2010	<u>Fixed Furnishing</u>				
	E2012 Fixed casework	48,000	GFA	2.50	120,000
Total For Fixed Furnishings					120,000
F10	SPECIAL STRUCTURES				
F1010	<u>Special Structure</u>				
	No work anticipated				N/A
Total For Special Structure					
F1020	<u>Special Construction</u>				
	F1041 Aquatic Facilities				
	Pool Vessel				
	Lap Pool	4,500	SF	425.00	1,912,500
	"Stretch" Pool	2,600	SF	425.00	1,105,000
	Recreation Pool	3,500	SF	425.00	1,487,500
	Wellness Pool	1,200	SF	425.00	510,000
	Pool Mechanical				
	Lap Pool	4,500	SF	250.00	1,125,000
	"Stretch" Pool	2,600	SF	250.00	650,000
	Recreation Pool	3,500	SF	250.00	875,000
	Wellness Pool	1,200	SF	250.00	300,000
Total For Special Construction					7,965,000

Gross Floor Area: 48,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
F20	SELECTIVE BUILDING DEMOLITION				
F2010	<u>Building Elements Demolition</u>				
	No work anticipated				N/A
Total For Selective Building Demolition					

ELEMENTAL ESTIMATE SUMMARY

DATE: October 5, 2023

No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL
G10	SITE PREPARATION		\$ 868,684
G1010	Site Clearing	\$ 153,100	
G1020	Site Demolition and Relocations	\$ 332,000	
G1030	Site Earthwork	\$ 383,584	
G1040	Hazardous Waste Remediation	\$ -	
G20	SITE IMPROVMEENTS		\$ 1,214,560
G2010	Roadways	\$ -	
G2020	Parking Lots	\$ -	
G2030	Pedestrian Paving	\$ 818,339	
G2040	Site Development	\$ 150,000	
G2050	Landscaping	\$ 246,221	
G30	SITE MECHANICAL UTILITIES		\$ 500,000
G3010	Water Supply	\$ 100,000	
G3020	Sanitary Sewer	\$ 100,000	
G3030	Storm Sewer	\$ 300,000	
G3040	Heating Distribution	\$ -	
G3050	Cooling Distribution	\$ -	
G3060	Fuel Distribution	\$ -	
G3090	Other Site Mechanical Utilities	\$ -	
G40	SITE ELECTRICAL UTILITIES		\$ 235,000
G4010	Electrical Distribution	\$ 98,000	
G4020	Site Lighting	\$ 75,000	
G4030	Site Communications and Security	\$ 62,000	
G4090	Other Site Electrical Utilities	\$ -	
Sub-Total Direct Cost			\$ 2,818,244
General Conditions/General Requirements 13.50%			\$ 380,463
Sub-Total			\$ 3,198,707
Estimating / Design Contingency 10.00%			\$ 319,871
Sub-Total			\$ 3,518,578
Insurance & Bonds 1.58%			\$ 55,594
General Contractor's Overhead and Profit 3.95%			\$ 138,984
Sub-Total			\$ 3,713,155
Escalation: January 2026 11.89%			\$ 441,520
TOTAL CONSTRUCTION COST			\$ 4,154,675



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G10 SITE PREPARATION					
G1010 <u>Site Clearing</u>					
G1011 Clearing and grubbing					
Erosion Control	3.8	ACRE	15,000.00	57,000	
Clearing & grubbing, incl tree removal	3.8	ACRE	9,500.00	36,100	
Site Preparation					
Mobilization	1	LS	50,000.00	50,000	
Construction staking/layout	1	LS	10,000.00	10,000	
Total For Site Clearing					153,100
G1020 <u>Site Demolition and Relocations</u>					
G1022 Demolition of site components					
Demo existing Community Center	1.0	LS	275,000.00	275,000	
Misc site demolitions	3.8	ALLOW	15,000.00	57,000	
Total For Site Demolition and Relocations					332,000
G1030 <u>Site Earthwork</u>					
G1031 Site grading excavation					
Earthwork					
General Earthwork	3.8	ACRE	30,000.00	114,000	
Fine grading and compaction of site	11,948	SY	8.00	95,584	
Building Pad Preparation	58,000	SF	3.00	174,000	
Total For Site Earthwork					383,584
G1040 <u>Hazardous Waste Remediation</u>					
No work anticipated					N/A
Total For Hazardous Waste Remediation					
G20 SITE IMPROVEMENTS					
G2010 <u>Roadways</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Roadways					
G2020 <u>Parking Lots</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Parking Lots					
G2030 <u>Pedestrian Paving</u>					
G2031 Paving and surfacing					
Pedestrian Concrete Paving	17,473	SF	12.50	218,416	
Light Duty Asphalt Pavement (2" HMA over 4" CSTC)	5,824	SY	55.00	320,320	



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Light Duty Asphalt Pavement (below building)		2,667	SY	55.00	146,667
Cast-in-Place Concrete Curbs		2,621	LF	45.00	117,936
Pavement Markings		1	LS	10,000.00	10,000
Signage & Accessories		1	EA	5,000.00	5,000
Total For Pedestrian Paving					818,339
G2040 <u>Site Development</u>					
G2041 Fences and gates					
Fences & Gates		1	LS	50,000.00	50,000
G2042 Retaining walls					
Retaing Walls		1	LS	75,000.00	75,000
G2045 Site furnishings					
Misc site furnishings		1	LS	25,000.00	25,000
Total For Site Development					150,000
G2050 <u>Landscaping</u>					
G2055 Planting					
Finish Grading		37,635	SF	0.20	7,527
Import / Place Lawn Topsoil (8" x1.2)		668	CY	58.00	38,744
Import / Place Shrub Topsoil (8" x1.2)		446	CY	58.00	25,868
Import / Place Mulch (3" depth, x1.2)		167	CY	48.00	8,016
Seeded Lawn		22,581	SF	0.25	5,645
Shrubs / Groundcover		15,054	SF	4.50	67,743
Deciduous Shade Trees - 2" Cal.		10	EA	500.00	5,000
Evergreen Trees (6'-8' ht)		10	EA	300.00	3,000
G2057 Irrigation system					
Irrigation system		37,635	SF	2.25	84,678
Total For Landscaping					246,221
G30 <u>SITE MECHANICAL UTILITIES</u>					
G3010 <u>Water Supply</u>					
G3011 Potable water distribution and storage					
On Site Water Distribution		1	LS	100,000.00	100,000
Total For Water Supply					100,000



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G3020	<u>Sanitary Sewer</u>				
	G3021 Piping	1	LS	100,000.00	100,000
Total For Sanitary Sewer					100,000
G3030	<u>Storm Sewer</u>				
	G3031 Piping				
	Storm Sewer System	1	LS	75,000.00	75,000
	Detention Vault	15,000	CF	15.00	225,000
Total For Storm Sewer					300,000
G3040	<u>Heating Distribution</u>				
	No work anticipated				N/A
Total For Heating Distribution					
G3050	<u>Cooling Distribution</u>				
	No work anticipated				N/A
Total For Cooling Distribution					
G3060	<u>Fuel Distribution</u>				
	Gas Trenching				N/A
Total For Fuel Distribution					
G3090	<u>Other Site Mechanical Utilities</u>				
	No work anticipated				N/A
Total For Other Site Mechanical Utilities					
G40	SITE ELECTRICAL UTILITIES				
G4010	<u>Electrical Distribution</u>				
	Conduit for primary feeders, 2x4"	200	LF	110.00	22,000
	Primary feeders - by utility				Existing
	Utility transformer - by utility				Existing
	Transformer vault/pad	1	LS	15,000.00	15,000
	EV charging stations, dual, complete with transformer, panelboard, feeders and branch circuits	3	EA	18,000.00	54,000
	Conduit only for future EV charging stations, 2x1½"	175	LF	40.00	7,000
Total For Electrical Distribution					98,000
G4020	<u>Site Lighting</u>				
	Site lighting fixtures including conduit and wire	1	LS	75,000.00	75,000



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Total For Site Lighting					75,000
G4030 <u>Site Communications and Security</u>					
G4031 Site communication system					
Conduit for incoming telecom services, 2x4"		200	LF	110.00	22,000
Manholes/vaults		8	EA	5,000.00	40,000
Incoming telecom cabling					By Service Providers
Total For Site Communications and Security					62,000
G4090 <u>Other Site Electrical Utilities</u>					
No work anticipated					N/A
Total For Other Site Electrical Utilities					



BUILDING DATA

Building Area:

Level 1	35,000 SF
Level 2	

Total Gross Floor Area	35,000 SF
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Mezzanine Level

Total Unoccupied Space (Excluded from GFA)
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	Quantity	Unit	Ratio to Gross Area
Number of stories (x1,000)	1	EA	0.029
Gross Area	35,000	SF	1.000
Enclosed Area	35,000	SF	1.000
Footprint Area	35,000	SF	1.000
Suspended Slab	35,000	SF	1.000
Gross Wall Area	27,125	SF	0.775
Retaining Wall Area (Excludes Stem Walls)		SF	
Opaque Finished Wall Area	18,309	SF	0.523
Windows or Glazing Area 32.50%	8,816	SF	0.252
Roof Area	35,000	SF	1.000
Roof Glazing Area	-	SF	
Interior Partition Length	2,800	LF	0.080
Interior Doors Per Leaf "Excludes Specialty"	105	EA	0.003
Interior Glazing	-	SF	
Finished Area	35,000	SF	1.000

**NORTH KING COUNTY
NEW PUBLIC AQUATIC CENTER
KING COUNTY, WA
FEASIBILITY ESTIMATE
SHORELINE - 35K OPTION**

Page 205 of 365



GROSS FLOOR AREA: 35,000 SF
DATE: October 5, 2023

No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL	COST PER SF
A10	FOUNDATIONS		\$ 1,050,000	\$ 30.00
A1010	Standard Foundation	\$ 682,500	\$ 19.50	
A1020	Special Foundation	\$ -	\$ -	
A1030	Slab on grade	\$ 367,500	\$ 10.50	
A20	BASEMENT WALL CONSTRUCTION		\$ 1,312,986	\$ 37.51
A2010	Basement Excavation	\$ -	\$ -	
A2020	Basement Wall Construction	\$ 1,312,986	\$ 37.51	
B10	SUPERSTRUCTURE		\$ 1,900,500	\$ 54.30
B1010	Floor & Roof Construction	\$ 1,900,500	\$ 54.30	
B20	EXTERIOR ENCLOSURE		\$ 2,724,651	\$ 77.85
B2010	Exterior Walls	\$ 1,862,085	\$ 53.20	
B2020	Exterior Windows	\$ 793,406	\$ 22.67	
B2030	Exterior Doors	\$ 69,160	\$ 1.98	
B30	ROOFING		\$ 938,500	\$ 26.81
B3010	Roofing	\$ 938,500	\$ 26.81	
C10	INTERIOR CONSTRUCTION		\$ 1,658,000	\$ 47.37
C1010	Partitions	\$ 1,126,250	\$ 32.18	
C1020	Interior Doors	\$ 304,250	\$ 8.69	
C1030	Fittings and Specialties	\$ 227,500	\$ 6.50	
C20	STAIRS		\$ 9,500	\$ 0.27
C2010	Stair Construction	\$ 9,500	\$ 0.27	
C30	INTERIOR FINISHES		\$ 978,087	\$ 27.95
C3010	Wall Finishes	\$ 240,000	\$ 6.86	
C3020	Floor Finishes	\$ 542,760	\$ 15.51	
C3030	Ceiling Finishes	\$ 195,328	\$ 5.58	
D10	CONVEYING		\$ -	\$ -
D1010	Elevators & Lifts	\$ -	\$ -	
D20	PLUMBING		\$ 1,330,000	\$ 38.00
D2010	Plumbing	\$ 1,330,000	\$ 38.00	
D30	HVAC		\$ 3,850,000	\$ 110.00
D3010	HVAC	\$ 3,850,000	\$ 110.00	
D40	FIRE PROTECTION		\$ 236,250	\$ 6.75
D4010	Sprinkler System	\$ 236,250	\$ 6.75	
D50	ELECTRICAL		\$ 1,662,500	\$ 47.50
D5000	Electrical	\$ 1,662,500	\$ 47.50	
E10	EQUIPMENT		\$ 175,000	\$ 5.00
E1010	Equipment	\$ 175,000	\$ 5.00	
E20	FIXED FURNISHINGS		\$ 87,500	\$ 2.50
E2010	Fixed Furnishings	\$ 87,500	\$ 2.50	
F10	SPECIAL CONSTRUCTION		\$ 7,155,000	\$ 204.43
F1010	Special Structure	\$ -		
F1020	Special Construction	\$ 7,155,000		
F20	SELECTIVE BUILDING DEMOLITION		\$ -	\$ -
F2010	Building Elements Demolition	\$ -		
Sub-Total Direct Cost			\$ 25,068,473	\$ 716.24
General Conditions/General Requirements 13.50%			\$ 3,384,244	\$ 96.69
Sub-Total			\$ 28,452,717	\$ 812.93
Estimating / Design Contingency 10.00%			\$ 2,845,272	\$ 81.29
Sub-Total			\$ 31,297,989	\$ 894.23
Insurance & Bonds 1.58%			\$ 494,508	\$ 14.13
General Contractor's Overhead and Profit 3.95%			\$ 1,236,271	\$ 35.32
Sub-Total			\$ 33,028,768	\$ 943.68
Escalation: January 2026 11.89%			\$ 3,927,348	\$ 112.21
TOTAL CONSTRUCTION COST			\$ 36,956,116	\$ 1,055.89



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
A10 FOUNDATIONS					
A1010 Standard Foundation					
A1011 Foundations					
Foundations, assumes mix of spread & continous		35,000	SF	19.50	682,500
Total For Standard Foundations					682,500
A1020 Special Foundation					
No work anticipated					N/A
Total For Special Foundations					
A1030 Slab on Grade					
A1031 Standard slab on grade					
Reinforced concrete slab on grade, 4"		35,000	SF	9.75	341,250
A1034 Trenches, pits and bases					
Reinforced concrete housekeeping pads / slab thickening		35,000	SF	0.75	26,250
Total For Slab on Grade					367,500
A20 BASEMENT CONSTRUCTION					
A2010 Basement Excavation					
No work anticipated					N/A
Total For Basement Excavation					
A2010 Basement Walls					
A2021 Basement wall construction					
Concrete foundation walls, basement		13,563	SF	77.31	1,048,517
A2022 Moisture protection					
Moisture protection & insulation		13,563	SF	19.50	264,469
Total For Basement Walls					1,312,986
B1010 Floor & Roof Construction					
B1012 Upper floors construction					
Structural steel beams & columns (16.5lbs/sf)		-	LB	3.40	
Metal deck, 3", 20 ga.		-	SF	11.30	
Reinforced concrete topping slab, 2 1/2" thick		-	SF	8.70	
B1020 Roof construction					
Structural steel girders, joists, beams & columns (13lbs/sf)		455,000	LB	3.40	1,547,000
Metal decking, 1-1/2"		35,000	SF	10.10	353,500

NORTH KING COUNTY
NEW PUBLIC AQUATIC CENTER
KING COUNTY, WA
FEASIBILITY ESTIMATE
SHORELINE - 35K OPTION

Gross Floor Area: 35,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Miscellaneous					
Fireproofing steel, assumed not required					N/A
Total For Floor & Roof Construction					1,900,500
B20	EXTERIOR CLOSURE				
B2010	Exterior Walls				
B2011 Exterior wall construction					
Exterior wall construction, incl framing, waterproofing & insulation		18,309	SF	87.50	1,602,070
Exterior wall steel, 1.5lbs/sf		27,464	LB	3.50	96,124
B2013 Exterior louvers, screens and fencing					
Louvers		200	SF	74.45	14,890
B2014 Exterior sun control devices					
Sunshades, Aluminum		1	LS	50,000.00	50,000
B2016 Exterior soffits					
Exterior soffits, fiber cement panel on framed support, ptd		1,500	SF	45.00	67,500
Insulation to underside of building at parking		-	SF	4.75	
Caulking, sealants and firestopping					
Caulking, sealants and firestopping		35,000	GFA	0.90	31,500
Total For Exterior Walls					1,862,085
B2020	Exterior Windows				
B2021 Windows					
Fixed aluminum windows		4,408	SF	85.00	374,664
B2023 Storefronts					
Storefront		4,408	SF	95.00	418,742
Total For Exterior Windows					793,406
B2030	Exterior Doors				
B 2030 Exterior Doors					
Aluminum doors					
Double					
Glazed					
6'-0" x 7'-0"		4	EA	7,900.00	31,600
Hollow metal doors					
Single					
Flush panel					
3'-0" x 7'-0"		6	EA	2,860.00	17,160
Double					
Flush panel					
6'-0" x 7'-0"		2	EA	5,200.00	10,400
Specialty hardware		1	LS	10,000.00	10,000
Total For Exterior Doors					69,160



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
B30	ROOFING				
B3010	Roof Covering				
	B3011 Roof finishes PVC membrane roofing system, underlayment, coverboard, batt insulation, R1	35,000	SF	24.50	857,500
	B3012 Traffic toppings and paving membranes Walkway pads	1	LS	2,500.00	2,500
	B3014 Flashings and trim Sheet metal flashings and trim	1	LS	21,000.00	21,000
	B3016 Gutters and downspouts Metal guttering & down spouts	35,000	SF	0.75	26,250
	Miscellaneous Rough carpentry	1	LS	26,250.00	26,250
	Fall restraint anchors	1	LS	5,000.00	5,000
Total For Roofing					938,500
C10	INTERIOR CONSTRUCTION				
C1010	Partitions				
	C1011 Fixed partitions Partitions	42,000	SF	24.50	1,029,000
	C1017 Interior windows and storefronts Interior storefront	1,000	SF	85.00	85,000
	Miscellaneous Blocking and backing	1	LS	5,250.00	5,250
	Window sills and trim	1	LS	7,000.00	7,000
Total For Interior Partitions					1,126,250
C1020	Interior Doors				
	C1021 Interior doors Interior Doors, per leaf	105	LEAF	2,850.00	299,250
	Specialty hardware	1	LS	5,000.00	5,000
Total For Interior Doors					304,250
C1030	Specialties				
	Specialties	35,000	SF	6.50	227,500
Total For Fittings and Specialty Items					227,500

NORTH KING COUNTY
NEW PUBLIC AQUATIC CENTER
KING COUNTY, WA
FEASIBILITY ESTIMATE
SHORELINE - 35K OPTION

Gross Floor Area: 35,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C20	STAIRS				
C2010	<u>Stair Construction</u>				
C 2010 Stair Construction including railings and finish					
Mechanical access stairs		1	EA	9,500.00	9,500
Total For Stair Construction					9,500
C30	INTERIOR FINISHES				
C3010	<u>Wall Finishes</u>				
C3012 Wall finishes to interior walls					
Interior painting		35,000	GFA	3.50	122,500
Custom Graphics		1	LS	5,000.00	5,000
Acoustic wall panels		1	LS	25,000.00	25,000
Misc wall finishes		35,000	GFA	2.50	87,500
Total For Wall Finishes					240,000
C3020	<u>Floor Finishes</u>				
C3024 Flooring					
Entry Lobby		500	SF	17.30	8,650
Vestibule		150	SF	17.30	2,595
Reception/tickets		175	SF	17.30	3,028
Office(s)/ workstations		360	SF	7.50	2,700
Concessions/ Retail		350	SF	7.50	2,625
Restrooms		500	SF	15.95	7,975
Party Room(s)		800	SF	17.30	13,840
Lifeguard Room		300	SF	15.95	4,785
Locker Rooms		2,400	SF	15.95	38,280
Universal Changing Rooms		450	SF	15.95	7,178
Additional Locker space		200	SF	15.95	3,190
Storage		600	SF	2.00	1,200
Custodial		100	SF	2.00	200
Telecomm Closet		150	SF	2.00	300
Lap Pool Natatorium		10,500	SF	15.95	167,475
"Stretch" Pool		-	SF	15.95	
Additional Spectator Space		-	SF	15.95	
Recreation Pool Natatorium		9,000	SF	15.95	143,550
Additional Aquatic Amentity Space Space		-	SF	15.95	
Pool Storage		200	SF	2.00	400
Pool Equip/Mech/Elec Room		2,000	SF	2.00	4,000
Chemical Rooms		150	SF	2.00	300
Circulation/Walls/Chases		5,777	SF	7.50	43,328
Floor prep		34,662	SF	1.00	34,662
C3026 Bases, curbs and trim					
Bases, curbs & trim		35,000	GFA	1.50	52,500
Total For Floor Finishes					542,760



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C3030	Ceiling Finishes				
C3031 Ceiling finishes					
	Entry Lobby	500	SF	7.50	3,750
	Vestibule	150	SF	7.50	1,125
	Reception/tickets	175	SF	7.50	1,313
	Office(s)/ workstations	360	SF	7.50	2,700
	Concessions/ Retail	350	SF	7.50	2,625
	Restrooms	500	SF	12.75	6,375
	Party Room(s)	800	SF	7.50	6,000
	Lifeguard Room	300	SF	12.75	3,825
	Locker Rooms	2,400	SF	12.75	30,600
	Universal Changing Rooms	450	SF	12.75	5,738
	Additional Locker space	200	SF	12.75	2,550
	Storage	600	SF	2.00	1,200
	Custodial	100	SF	2.00	200
	Telecomm Closet	150	SF	2.00	300
	Lap Pool Natatorium	10,500	SF	2.00	21,000
	"Stretch" Pool	-	SF	2.00	
	Additional Spectator Space	-	SF	2.00	
	Recreation Pool Natatorium	9,000	SF	2.00	18,000
	Additional Aquatic Amentity Space Space	-	SF	2.00	
	Pool Storage	200	SF	2.00	400
	Pool Equip/Mech/Elec Room	2,000	SF	2.00	4,000
	Chemical Rooms	150	SF	2.00	300
	Circulation/Walls/Chases	5,777	SF	7.50	43,328
	Gypsum board bulkheads	1	ALLOW	15,000.00	15,000
	Misc Acoustical Treatments	1	LS	25,000.00	25,000
Total For Ceiling Finishes					195,328
D10	VERTICAL TRANSPORTATION				
D1010	Elevator & Lift				
	No work anticipated				N/A
Total For Elevator & Lifts					
D20	PLUMBING				
D2010	Plumbing				
	D 2010 Plumbing Systems				
	Plumbing System	35,000	GFA	38.00	1,330,000
Total For Plumbing					1,330,000
D30	HVAC				
D3010	HVAC				
	D3010 HVAC System				
	HVAC System	35,000	GFA	110.00	3,850,000
Total For HVAC					3,850,000

Gross Floor Area: 35,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
D40	FIRE PROTECTION				
D4010	Fire Protection				
	D4010 Fire Protection Fire Sprinkler System	35,000	GFA	6.75	236,250
Total For Fire Sprinkler System					236,250
D50	ELECTRICAL				
D5000	Electrical				
	D5000 Electrical Systems Electrical Systems	35,000	GFA	47.50	1,662,500
Total For Electrical					1,662,500
E10	EQUIPMENT				
E1010	Equipment				
	E1010 Equipment	35,000	GFA	5.00	175,000
Total For Equipment					175,000
E20	FIXED FURNISHINGS				
E2010	Fixed Furnishing				
	E2012 Fixed casework	35,000	GFA	2.50	87,500
Total For Fixed Furnishings					87,500
F10	SPECIAL STRUCTURES				
F1010	Special Structure				
	No work anticipated				N/A
Total For Special Structure					
F1020	Special Construction				
	F1041 Aquatic Facilities				
	Pool Vessel				
	Lap Pool	4,500	SF	425.00	1,912,500
	"Stretch" Pool	2,600	SF	425.00	1,105,000
	Recreation Pool	3,500	SF	425.00	1,487,500
	Wellness Pool				N/A
	Pool Mechanical				
	Lap Pool	4,500	SF	250.00	1,125,000
	"Stretch" Pool	2,600	SF	250.00	650,000
	Recreation Pool	3,500	SF	250.00	875,000
	Wellness Pool				N/A
Total For Special Construction					7,155,000

Gross Floor Area: 35,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
F20	SELECTIVE BUILDING DEMOLITION				
F2010	<u>Building Elements Demolition</u>				
	No work anticipated				N/A
	Total For Selective Building Demolition				

ELEMENTAL ESTIMATE SUMMARY			DATE: October 5, 2023	
No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL	
G10	SITE PREPARATION		\$	588,412
G1010	Site Clearing	\$ 162,900		
G1020	Site Demolition and Relocations	\$ 63,000		
G1030	Site Earthwork	\$ 362,512		
G1040	Hazardous Waste Remediation	\$ -		
G20	SITE IMPROVMEENTS		\$	1,436,881
G2010	Roadways	\$ -		
G2020	Parking Lots	\$ -		
G2030	Pedestrian Paving	\$ 918,581		
G2040	Site Development	\$ 180,000		
G2050	Landscaping	\$ 338,300		
G30	SITE MECHANICAL UTILITIES		\$	505,000
G3010	Water Supply	\$ 100,000		
G3020	Sanitary Sewer	\$ 100,000		
G3030	Storm Sewer	\$ 305,000		
G3040	Heating Distribution	\$ -		
G3050	Cooling Distribution	\$ -		
G3060	Fuel Distribution	\$ -		
G3090	Other Site Mechanical Utilities	\$ -		
G40	SITE ELECTRICAL UTILITIES		\$	240,000
G4010	Electrical Distribution	\$ 98,000		
G4020	Site Lighting	\$ 80,000		
G4030	Site Communications and Security	\$ 62,000		
G4090	Other Site Electrical Utilities	\$ -		
Sub-Total Direct Cost			\$	2,770,293
General Conditions/General Requirements 13.50%			\$	373,990
Sub-Total			\$	3,144,283
Estimating / Design Contingency 10.00%			\$	314,428
Sub-Total			\$	3,458,711
Insurance & Bonds 1.58%			\$	54,648
General Contractor's Overhead and Profit 3.95%			\$	136,619
Sub-Total			\$	3,649,978
Escalation: January 2026 11.89%			\$	434,007
TOTAL CONSTRUCTION COST			\$	4,083,985



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G10 SITE PREPARATION					
G1010 <u>Site Clearing</u>					
G1011 Clearing and grubbing					
Erosion Control		4.2	ACRE	15,000.00	63,000
Clearing & grubbing, incl tree removal		4.2	ACRE	9,500.00	39,900
Site Preperation					
Mobilization		1	LS	50,000.00	50,000
Construction staking/layout		1	LS	10,000.00	10,000
Total For Site Clearing					162,900
G1020 <u>Site Demolition and Relocations</u>					
G1022 Demolition of site components					
Misc site demolitions		4.2	ALLOW	15,000.00	63,000
Total For Site Demolition and Relocations					63,000
G1030 <u>Site Earthwork</u>					
G1031 Site grading excavation					
Earthwork					
General Earthwork		4.2	ACRE	30,000.00	126,000
Fine grading and compaction of site		16,439	SY	8.00	131,512
Building Pad Preparation		35,000	SF	3.00	105,000
Total For Site Earthwork					362,512
G1040 <u>Hazardous Waste Remediation</u>					
No work anticipated					N/A
Total For Hazardous Waste Remediation					
G20 SITE IMPROVEMENTS					
G2010 <u>Roadways</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Roadways					
G2020 <u>Parking Lots</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Parking Lots					
G2030 <u>Pedestrian Paving</u>					
G2031 Paving and surfacing					
Pedestrian Concrete Paving		24,042	SF	12.50	300,528
Light Duty Asphalt Pavement (2" HMA over 4" CSTC)		8,014	SY	55.00	440,770
Light Duty Asphalt Pavement (below building)		-	SY	55.00	



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Cast-in-Place Concrete Curbs		3,606	LF	45.00	162,284
Pavement Markings		1	LS	10,000.00	10,000
Signage & Accessories		1	EA	5,000.00	5,000
Total For Pedestrian Paving					918,581
G2040 <u>Site Development</u>					
G2041 Fences and gates Fences & Gates		1	LS	60,000.00	60,000
G2042 Retaining walls Retaing Walls		1	LS	90,000.00	90,000
G2045 Site furnishings Misc site furnishings		1	LS	30,000.00	30,000
Total For Site Development					180,000
G2050 <u>Landscaping</u>					
G2055 Planting					
Finish Grading		51,783	SF	0.20	10,357
Import / Place Lawn Topsoil (8" x1.2)		920	CY	58.00	53,360
Import / Place Shrub Topsoil (8" x1.2)		613	CY	58.00	35,554
Import / Place Mulch (3" depth, x1.2)		230	CY	48.00	11,040
Seeded Lawn		31,070	SF	0.25	7,767
Shrubs / Groundcover		20,713	SF	4.50	93,210
Deciduous Shade Trees - 2" Cal.		15	EA	500.00	7,500
Evergreen Trees (6'-8' ht)		10	EA	300.00	3,000
G2057 Irrigation system Irrigation system		51,783	SF	2.25	116,512
Total For Landscaping					338,300
G30 <u>SITE MECHANICAL UTILITIES</u>					
G3010 <u>Water Supply</u>					
G3011 Potable water distribution and storage On Site Water Distribution		1	LS	100,000.00	100,000
Total For Water Supply					100,000



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G3020	<u>Sanitary Sewer</u>				
	G3021 Piping	1	LS	100,000.00	100,000
Total For Sanitary Sewer					100,000
G3030	<u>Storm Sewer</u>				
	G3031 Piping				
	Storm Sewer System	1	LS	80,000.00	80,000
	Detention Vault	15,000	CF	15.00	225,000
Total For Storm Sewer					305,000
G3040	<u>Heating Distribution</u>				
	No work anticipated				N/A
Total For Heating Distribution					
G3050	<u>Cooling Distribution</u>				
	No work anticipated				N/A
Total For Cooling Distribution					
G3060	<u>Fuel Distribution</u>				
	Gas Trenching				N/A
Total For Fuel Distribution					
G3090	<u>Other Site Mechanical Utilities</u>				
	No work anticipated				N/A
Total For Other Site Mechanical Utilities					
G40	SITE ELECTRICAL UTILITIES				
G4010	<u>Electrical Distribution</u>				
	Conduit for primary feeders, 2x4"	200	LF	110.00	22,000
	Primary feeders - by utility				Existing
	Utility transformer - by utility				Existing
	Transformer vault/pad	1	LS	15,000.00	15,000
	EV charging stations, dual, complete with transformer, panelboard, feeders and branch circuits	3	EA	18,000.00	54,000
	Conduit only for future EV charging stations, 2x1½"	175	LF	40.00	7,000
Total For Electrical Distribution					98,000
G4020	<u>Site Lighting</u>				
	Site lighting fixtures including conduit and wire	1	LS	80,000.00	80,000



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Total For Site Lighting					80,000
G4030 <u>Site Communications and Security</u>					
G4031 Site communication system					
Conduit for incoming telecom services, 2x4"		200	LF	110.00	22,000
Manholes/vaults		8	EA	5,000.00	40,000
Incoming telecom cabling					By Service Providers
Total For Site Communications and Security					62,000
G4090 <u>Other Site Electrical Utilities</u>					
No work anticipated					N/A
Total For Other Site Electrical Utilities					



BUILDING DATA

Building Area:

Level 1	48,000 SF
Level 2	

Total Gross Floor Area	48,000 SF
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Mezzanine Level

Total Unoccupied Space (Excluded from GFA)
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	Quantity	Unit	Ratio to Gross Area
Number of stories (x1,000)	1	EA	0.021
Gross Area	48,000	SF	1.000
Enclosed Area	48,000	SF	1.000
Footprint Area	48,000	SF	1.000
Suspended Slab	48,000	SF	1.000
Gross Wall Area	37,200	SF	0.775
Retaining Wall Area (Excludes Stem Walls)		SF	
Opaque Finished Wall Area	25,110	SF	0.523
Windows or Glazing Area 32.50%	12,090	SF	0.252
Roof Area	48,000	SF	1.000
Roof Glazing Area	-	SF	
Interior Partition Length	3,840	LF	0.080
Interior Doors Per Leaf "Excludes Specialty"	144	EA	0.003
Interior Glazing	-	SF	
Finished Area	48,000	SF	1.000

NORTH KING COUNTY
NEW PUBLIC AQUATIC CENTER
KING COUNTY, WA
FEASIBILITY ESTIMATE
SHORELINE - 48K OPTION



GROSS FLOOR AREA: 48,000 SF
DATE: October 5, 2023

No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL	COST PER SF
A10	FOUNDATIONS		\$ 1,440,000	\$ 30.00
A1010	Standard Foundation	\$ 936,000	\$ 19.50	
A1020	Special Foundation	\$ -	\$ -	
A1030	Slab on grade	\$ 504,000	\$ 10.50	
A20	BASEMENT WALL CONSTRUCTION		\$ 1,800,666	\$ 37.51
A2010	Basement Excavation	\$ -	\$ -	
A2020	Basement Wall Construction	\$ 1,800,666	\$ 37.51	
B10	SUPERSTRUCTURE		\$ 2,606,400	\$ 54.30
B1010	Floor & Roof Construction	\$ 2,606,400	\$ 54.30	
B20	EXTERIOR ENCLOSURE		\$ 3,770,968	\$ 78.56
B2010	Exterior Walls	\$ 2,581,988	\$ 53.79	
B2020	Exterior Windows	\$ 1,088,100	\$ 22.67	
B2030	Exterior Doors	\$ 100,880	\$ 2.10	
B30	ROOFING		\$ 1,285,800	\$ 26.79
B3010	Roofing	\$ 1,285,800	\$ 26.79	
C10	INTERIOR CONSTRUCTION		\$ 2,282,900	\$ 47.56
C1010	Partitions	\$ 1,555,500	\$ 32.41	
C1020	Interior Doors	\$ 415,400	\$ 8.65	
C1030	Fittings and Specialties	\$ 312,000	\$ 6.50	
C20	STAIRS		\$ 9,500	\$ 0.20
C2010	Stair Construction	\$ 9,500	\$ 0.20	
C30	INTERIOR FINISHES		\$ 1,346,975	\$ 28.06
C3010	Wall Finishes	\$ 318,000	\$ 6.63	
C3020	Floor Finishes	\$ 774,072	\$ 16.13	
C3030	Ceiling Finishes	\$ 254,903	\$ 5.31	
D10	CONVEYING		\$ -	\$ -
D1010	Elevators & Lifts	\$ -	\$ -	
D20	PLUMBING		\$ 1,824,000	\$ 38.00
D2010	Plumbing	\$ 1,824,000	\$ 38.00	
D30	HVAC		\$ 5,280,000	\$ 110.00
D3010	HVAC	\$ 5,280,000	\$ 110.00	
D40	FIRE PROTECTION		\$ 324,000	\$ 6.75
D4010	Sprinkler System	\$ 324,000	\$ 6.75	
D50	ELECTRICAL		\$ 2,280,000	\$ 47.50
D5000	Electrical	\$ 2,280,000	\$ 47.50	
E10	EQUIPMENT		\$ 240,000	\$ 5.00
E1010	Equipment	\$ 240,000	\$ 5.00	
E20	FIXED FURNISHINGS		\$ 120,000	\$ 2.50
E2010	Fixed Furnishings	\$ 120,000	\$ 2.50	
F10	SPECIAL CONSTRUCTION		\$ 7,965,000	\$ 165.94
F1010	Special Structure	\$ -		
F1020	Special Construction	\$ 7,965,000		
F20	SELECTIVE BUILDING DEMOLITION		\$ -	\$ -
F2010	Building Elements Demolition	\$ -		
Sub-Total Direct Cost			\$ 32,576,208	\$ 678.67
General Conditions/General Requirements 13.50%			\$ 4,397,788	\$ 91.62
Sub-Total			\$ 36,973,996	\$ 770.29
Estimating / Design Contingency 10.00%			\$ 3,697,400	\$ 77.03
Sub-Total			\$ 40,671,396	\$ 847.32
Insurance & Bonds 1.58%			\$ 642,608	\$ 13.39
General Contractor's Overhead and Profit 3.95%			\$ 1,606,520	\$ 33.47
Sub-Total			\$ 42,920,524	\$ 894.18
Escalation: January 2026 11.89%			\$ 5,103,546	\$ 106.32
TOTAL CONSTRUCTION COST			\$ 48,024,070	\$ 1,000.50



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
A10 FOUNDATIONS					
A1010 Standard Foundation					
A1011 Foundations					
Foundations, assumes mix of spread & continous		48,000	SF	19.50	936,000
Total For Standard Foundations					936,000
A1020 Special Foundation					
No work anticipated					N/A
Total For Special Foundations					
A1030 Slab on Grade					
A1031 Standard slab on grade					
Reinforced concrete slab on grade, 4"		48,000	SF	9.75	468,000
A1034 Trenches, pits and bases					
Reinforced concrete housekeeping pads / slab thickening		48,000	SF	0.75	36,000
Total For Slab on Grade					504,000
A20 BASEMENT CONSTRUCTION					
A2010 Basement Excavation					
No work anticipated					N/A
Total For Basement Excavation					
A2010 Basement Walls					
A2021 Basement wall construction					
Concrete foundation walls, basement		18,600	SF	77.31	1,437,966
A2022 Moisture protection					
Moisture protection & insulation		18,600	SF	19.50	362,700
Total For Basement Walls					1,800,666
B1010 Floor & Roof Construction					
B1012 Upper floors construction					
Structural steel beams & columns (16.5lbs/sf)		-	LB	3.40	
Metal deck, 3", 20 ga.		-	SF	11.30	
Reinforced concrete topping slab, 2 1/2" thick		-	SF	8.70	
B1020 Roof construction					
Structural steel girders, joists, beams & columns (13lbs/sf)		624,000	LB	3.40	2,121,600
Metal decking, 1-1/2"		48,000	SF	10.10	484,800



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Miscellaneous					
Fireproofing steel, assumed not required					N/A
Total For Floor & Roof Construction					2,606,400
B20	EXTERIOR CLOSURE				
B2010	Exterior Walls				
B2011 Exterior wall construction					
Exterior wall construction, incl framing, waterproofing & insulation		25,110	SF	87.50	2,197,125
Exterior wall steel, 1.5lbs/sf		37,665	LB	3.50	131,828
B2013 Exterior louvers, screens and fencing					
Louvers		300	SF	74.45	22,335
B2014 Exterior sun control devices					
Sunshades, Aluminum		1	LS	75,000.00	75,000
B2016 Exterior soffits					
Exterior soffits, fiber cement panel on framed support, ptd		2,500	SF	45.00	112,500
Insulation to underside of building at parking		-	SF	4.75	
Caulking, sealants and firestopping					
Caulking, sealants and firestopping		48,000	GFA	0.90	43,200
Total For Exterior Walls					2,581,988
B2020	Exterior Windows				
B2021 Windows					
Fixed aluminum windows		6,045	SF	85.00	513,825
B2023 Storefronts					
Storefront		6,045	SF	95.00	574,275
Total For Exterior Windows					1,088,100
B2030	Exterior Doors				
B 2030 Exterior Doors					
Aluminum doors					
Double					
Glazed					
6'-0" x 7'-0"		6	EA	7,900.00	47,400
Hollow metal doors					
Single					
Flush panel					
3'-0" x 7'-0"		8	EA	2,860.00	22,880
Double					
Flush panel					
6'-0" x 7'-0"		3	EA	5,200.00	15,600
Specialty hardware		1	LS	15,000.00	15,000
Total For Exterior Doors					100,880



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
B30	ROOFING				
B3010	Roof Covering				
	B3011 Roof finishes PVC membrane roofing system, underlayment, coverboard, batt insulation, R1	48,000	SF	24.50	1,176,000
	B3012 Traffic toppings and paving membranes Walkway pads	1	LS	3,000.00	3,000
	B3014 Flashings and trim Sheet metal flashings and trim	1	LS	28,800.00	28,800
	B3016 Gutters and downspouts Metal guttering & down spouts	48,000	SF	0.75	36,000
	Miscellaneous Rough carpentry	1	LS	36,000.00	36,000
	Fall restraint anchors	1	LS	6,000.00	6,000
Total For Roofing					1,285,800
C10	INTERIOR CONSTRUCTION				
C1010	Partitions				
	C1011 Fixed partitions Partitions	57,600	SF	24.50	1,411,200
	C1017 Interior windows and storefronts Interior storefront	1,500	SF	85.00	127,500
	Miscellaneous Blocking and backing	1	LS	7,200.00	7,200
	Window sills and trim	1	LS	9,600.00	9,600
Total For Interior Partitions					1,555,500
C1020	Interior Doors				
	C1021 Interior doors Interior Doors, per leaf	144	LEAF	2,850.00	410,400
	Specialty hardware	1	LS	5,000.00	5,000
Total For Interior Doors					415,400
C1030	Specialties				
	Specialties	48,000	SF	6.50	312,000
Total For Fittings and Specialty Items					312,000

Gross Floor Area: 48,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C20	STAIRS				
C2010	Stair Construction				
	C 2010 Stair Construction including railings and finish Mechanical access stairs	1	EA	9,500.00	9,500
Total For Stair Construction					9,500
C30	INTERIOR FINISHES				
C3010	Wall Finishes				
	C3012 Wall finishes to interior walls				
	Interior painting	48,000	GFA	3.50	168,000
	Custom Graphics	1	LS	5,000.00	5,000
	Acoustic wall panels	1	LS	25,000.00	25,000
	Misc wall finishes	48,000	GFA	2.50	120,000
Total For Wall Finishes					318,000
C3020	Floor Finishes				
	C3024 Flooring				
	Entry Lobby	600	SF	17.30	10,380
	Vestibule	150	SF	17.30	2,595
	Reception/tickets	175	SF	17.30	3,028
	Office(s)/ workstations	360	SF	7.50	2,700
	Concessions/ Retail	350	SF	7.50	2,625
	Restrooms	500	SF	15.95	7,975
	Party Room(s)	800	SF	17.30	13,840
	Lifeguard Room	300	SF	15.95	4,785
	Locker Rooms	2,800	SF	15.95	44,660
	Universal Changing Rooms	450	SF	15.95	7,178
	Additional Locker space	200	SF	15.95	3,190
	Storage	600	SF	2.00	1,200
	Custodial	100	SF	2.00	200
	Telecomm Closet	150	SF	2.00	300
	Lap Pool Natatorium	11,000	SF	15.95	175,450
	"Stretch" Pool	4,100	SF	15.95	65,395
	Additional Spectator Space	750	SF	15.95	11,963
	Recreation Pool Natatorium	11,500	SF	15.95	183,425
	Additional Aquatic Amentity Space Space	3,000	SF	15.95	47,850
	Pool Storage	200	SF	2.00	400
	Pool Equip/Mech/Elec Room	2,000	SF	2.00	4,000
	Chemical Rooms	150	SF	2.00	300
	Circulation/Walls/Chases	8,047	SF	7.50	60,353
	Floor prep	48,282	SF	1.00	48,282
	C3026 Bases, curbs and trim				
	Bases, curbs & trim	48,000	GFA	1.50	72,000
Total For Floor Finishes					774,072



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
C3030	Ceiling Finishes				
C3031 Ceiling finishes					
	Entry Lobby	600	SF	7.50	4,500
	Vestibule	150	SF	7.50	1,125
	Reception/tickets	175	SF	7.50	1,313
	Office(s)/ workstations	360	SF	7.50	2,700
	Concessions/ Retail	350	SF	7.50	2,625
	Restrooms	500	SF	12.75	6,375
	Party Room(s)	800	SF	7.50	6,000
	Lifeguard Room	300	SF	12.75	3,825
	Locker Rooms	2,800	SF	12.75	35,700
	Universal Changing Rooms	450	SF	12.75	5,738
	Additional Locker space	200	SF	12.75	2,550
	Storage	600	SF	2.00	1,200
	Custodial	100	SF	2.00	200
	Telecomm Closet	150	SF	2.00	300
	Lap Pool Natatorium	11,000	SF	2.00	22,000
	"Stretch" Pool	4,100	SF	2.00	8,200
	Additional Spectator Space	750	SF	2.00	1,500
	Recreation Pool Natatorium	11,500	SF	2.00	23,000
	Additional Aquatic Amentity Space Space	3,000	SF	2.00	6,000
	Pool Storage	200	SF	2.00	400
	Pool Equip/Mech/Elec Room	2,000	SF	2.00	4,000
	Chemical Rooms	150	SF	2.00	300
	Circulation/Walls/Chases	8,047	SF	7.50	60,353
	Gypsum board bulkheads	1	ALLOW	20,000.00	20,000
	Misc Acoustical Treatments	1	LS	35,000.00	35,000
Total For Ceiling Finishes					254,903
D10	VERTICAL TRANSPORTATION				
D1010	Elevator & Lift				
	No work anticipated				N/A
Total For Elevator & Lifts					
D20	PLUMBING				
D2010	Plumbing				
	D 2010 Plumbing Systems				
	Plumbing System	48,000	GFA	38.00	1,824,000
Total For Plumbing					1,824,000
D30	HVAC				
D3010	HVAC				
	D3010 HVAC System				
	HVAC System	48,000	GFA	110.00	5,280,000
Total For HVAC					5,280,000



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
D40	FIRE PROTECTION				
D4010	Fire Protection				
	D4010 Fire Protection Fire Sprinkler System	48,000	GFA	6.75	324,000
Total For Fire Sprinkler System					324,000
D50	ELECTRICAL				
D5000	Electrical				
	D5000 Electrical Systems Electrical Systems	48,000	GFA	47.50	2,280,000
Total For Electrical					2,280,000
E10	EQUIPMENT				
E1010	Equipment				
	E1010 Equipment	48,000	GFA	5.00	240,000
Total For Equipment					240,000
E20	FIXED FURNISHINGS				
E2010	Fixed Furnishing				
	E2012 Fixed casework	48,000	GFA	2.50	120,000
Total For Fixed Furnishings					120,000
F10	SPECIAL STRUCTURES				
F1010	Special Structure				
	No work anticipated				N/A
Total For Special Structure					
F1020	Special Construction				
	F1041 Aquatic Facilities				
	Pool Vessel				
	Lap Pool	4,500	SF	425.00	1,912,500
	"Stretch" Pool	2,600	SF	425.00	1,105,000
	Recreation Pool	3,500	SF	425.00	1,487,500
	Wellness Pool	1,200	SF	425.00	510,000
	Pool Mechanical				
	Lap Pool	4,500	SF	250.00	1,125,000
	"Stretch" Pool	2,600	SF	250.00	650,000
	Recreation Pool	3,500	SF	250.00	875,000
	Wellness Pool	1,200	SF	250.00	300,000
Total For Special Construction					7,965,000

Gross Floor Area: 48,000 SF
Date: October 5, 2023



ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
F20	SELECTIVE BUILDING DEMOLITION				
F2010	<u>Building Elements Demolition</u>				
	No work anticipated				N/A
	Total For Selective Building Demolition				



ELEMENTAL ESTIMATE SUMMARY

DATE: October 5, 2023

No.	ELEMENT DESCRIPTION	ELEMENT TOTAL	GROUP TOTAL
G10	SITE PREPARATION		\$ 890,860
G1010	Site Clearing	\$ 162,900	
G1020	Site Demolition and Relocations	\$ 338,000	
G1030	Site Earthwork	\$ 389,960	
G1040	Hazardous Waste Remediation	\$ -	
G20	SITE IMPROVMEENTS		\$ 1,328,689
G2010	Roadways	\$ -	
G2020	Parking Lots	\$ -	
G2030	Pedestrian Paving	\$ 839,199	
G2040	Site Development	\$ 180,000	
G2050	Landscaping	\$ 309,490	
G30	SITE MECHANICAL UTILITIES		\$ 505,000
G3010	Water Supply	\$ 100,000	
G3020	Sanitary Sewer	\$ 100,000	
G3030	Storm Sewer	\$ 305,000	
G3040	Heating Distribution	\$ -	
G3050	Cooling Distribution	\$ -	
G3060	Fuel Distribution	\$ -	
G3090	Other Site Mechanical Utilities	\$ -	
G40	SITE ELECTRICAL UTILITIES		\$ 240,000
G4010	Electrical Distribution	\$ 98,000	
G4020	Site Lighting	\$ 80,000	
G4030	Site Communications and Security	\$ 62,000	
G4090	Other Site Electrical Utilities	\$ -	
Sub-Total Direct Cost			\$ 2,964,549
General Conditions/General Requirements 13.50%			\$ 400,214
Sub-Total			\$ 3,364,763
Estimating / Design Contingency 10.00%			\$ 336,476
Sub-Total			\$ 3,701,239
Insurance & Bonds 1.58%			\$ 58,480
General Contractor's Overhead and Profit 3.95%			\$ 146,199
Sub-Total			\$ 3,905,918
Escalation: January 2026 11.89%			\$ 464,441
TOTAL CONSTRUCTION COST			\$ 4,370,358



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G10 SITE PREPARATION					
G1010 <u>Site Clearing</u>					
G1011 Clearing and grubbing					
Erosion Control	4.2	ACRE	15,000.00	63,000	
Clearing & grubbing, incl tree removal	4.2	ACRE	9,500.00	39,900	
Site Preperation					
Mobilization	1	LS	50,000.00	50,000	
Construction staking/layout	1	LS	10,000.00	10,000	
Total For Site Clearing					162,900
G1020 <u>Site Demolition and Relocations</u>					
G1022 Demolition of site components					
Demo existing Community Center	1.0	LS	275,000.00	275,000	
Misc site demolitions	4.2	ALLOW	15,000.00	63,000	
Total For Site Demolition and Relocations					338,000
G1030 <u>Site Earthwork</u>					
G1031 Site grading excavation					
Earthwork					
General Earthwork	4.2	ACRE	30,000.00	126,000	
Fine grading and compaction of site	14,995	SY	8.00	119,960	
Building Pad Preparation	48,000	SF	3.00	144,000	
Total For Site Earthwork					389,960
G1040 <u>Hazardous Waste Remediation</u>					
No work anticipated					N/A
Total For Hazardous Waste Remediation					
G20 SITE IMPROVEMENTS					
G2010 <u>Roadways</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Roadways					
G2020 <u>Parking Lots</u>					
Included in G2030 Pedestrian Paving					N/A
Total For Parking Lots					
G2030 <u>Pedestrian Paving</u>					
G2031 Paving and surfacing					
Pedestrian Concrete Paving	21,930	SF	12.50	274,121	
Light Duty Asphalt Pavement (2" HMA over 4" CSTC)	7,310	SY	55.00	402,050	



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Light Duty Asphalt Pavement (below building)		-	SY	55.00	
Cast-in-Place Concrete Curbs		3,290	LF	45.00	148,028
Pavement Markings		1	LS	10,000.00	10,000
Signage & Accessories		1	EA	5,000.00	5,000
Total For Pedestrian Paving					839,199
G2040 <u>Site Development</u>					
G2041 Fences and gates					
Fences & Gates		1	LS	60,000.00	60,000
G2042 Retaining walls					
Retaing Walls		1	LS	90,000.00	90,000
G2045 Site furnishings					
Misc site furnishings		1	LS	30,000.00	30,000
Total For Site Development					180,000
G2050 <u>Landscaping</u>					
G2055 Planting					
Finish Grading		47,233	SF	0.20	9,447
Import / Place Lawn Topsoil (8" x1.2)		839	CY	58.00	48,662
Import / Place Shrub Topsoil (8" x1.2)		559	CY	58.00	32,422
Import / Place Mulch (3" depth, x1.2)		210	CY	48.00	10,080
Seeded Lawn		28,340	SF	0.25	7,085
Shrubs / Groundcover		18,893	SF	4.50	85,020
Deciduous Shade Trees - 2" Cal.		15	EA	500.00	7,500
Evergreen Trees (6'-8' ht)		10	EA	300.00	3,000
G2057 Irrigation system					
Irrigation system		47,233	SF	2.25	106,275
Total For Landscaping					309,490
G30 <u>SITE MECHANICAL UTILITIES</u>					
G3010 <u>Water Supply</u>					
G3011 Potable water distribution and storage					
On Site Water Distribution		1	LS	100,000.00	100,000
Total For Water Supply					100,000



Date: **October 5, 2023**

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
G3020	<u>Sanitary Sewer</u>				
	G3021 Piping	1	LS	100,000.00	100,000
Total For Sanitary Sewer					100,000
G3030	<u>Storm Sewer</u>				
	G3031 Piping				
	Storm Sewer System	1	LS	80,000.00	80,000
	Detention Vault	15,000	CF	15.00	225,000
Total For Storm Sewer					305,000
G3040	<u>Heating Distribution</u>				
	No work anticipated				N/A
Total For Heating Distribution					
G3050	<u>Cooling Distribution</u>				
	No work anticipated				N/A
Total For Cooling Distribution					
G3060	<u>Fuel Distribution</u>				
	Gas Trenching				N/A
Total For Fuel Distribution					
G3090	<u>Other Site Mechanical Utilities</u>				
	No work anticipated				N/A
Total For Other Site Mechanical Utilities					
G40	SITE ELECTRICAL UTILITIES				
G4010	<u>Electrical Distribution</u>				
	Conduit for primary feeders, 2x4"	200	LF	110.00	22,000
	Primary feeders - by utility				Existing
	Utility transformer - by utility				Existing
	Transformer vault/pad	1	LS	15,000.00	15,000
	EV charging stations, dual, complete with transformer, panelboard, feeders and branch circuits	3	EA	18,000.00	54,000
	Conduit only for future EV charging stations, 2x1½"	175	LF	40.00	7,000
Total For Electrical Distribution					98,000
G4020	<u>Site Lighting</u>				
	Site lighting fixtures including conduit and wire	1	LS	80,000.00	80,000



Date: October 5, 2023

ITEM DESCRIPTION		QUANTITY	UNIT	UNIT COST	TOTALS
Total For Site Lighting					80,000
G4030 <u>Site Communications and Security</u>					
G4031 Site communication system					
Conduit for incoming telecom services, 2x4"		200	LF	110.00	22,000
Manholes/vaults		8	EA	5,000.00	40,000
Incoming telecom cabling					By Service Providers
Total For Site Communications and Security					62,000
G4090 <u>Other Site Electrical Utilities</u>					
No work anticipated					N/A
Total For Other Site Electrical Utilities					



APPENDIX F

OPERATIONS ANALYSIS

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo...

Operational Plan

North King County Regional Aquatic Centers – Feasibility Study

An integral part of a feasibility study is understanding the operational realities of a facility once it is built. The following pages outline an operational plan for these four options:

- Shoreline Location
 - 35,000 square foot facility
 - 48,000 square foot facility
- Kirkland Location
 - 35,000 square foot facility
 - 58,000 square foot facility

When B*K develops operational plans for aquatic facilities best practices are used to develop the staffing and program models. Price points for memberships and programs are vetted with clients. In developing revenue projections B*K takes a conservative approach. Which is to say that the revenues associated with these operational plans do not reflect every program being at the point of capacity. It is also important to note that the plans are based on the market and what it could support at the time of the study.

The following are a list of assumptions that B*K has used to develop the four operational plans.

- It is assumed that at least one of the municipalities highlighted will operate the facility(s).
- The operations plan is based on a program for each option but without the benefit of a final concept plan or a designated site. The final concept plan could impact part-time staffing levels and site could influence revenue.
- It is assumed that the presence of other public or private aquatics providers in the market will remain the same.
- The operational plan will reflect the pools being guarded during all hours of operation.
- FTE salaries are based on projects B*K has worked on in the area, as is the percentage applied to account for benefits.
- Part-time rates are based on current market rates in the Puget Sound area and include a 7.65% benefit factor.
- 18% of personnel, commodities, and contractual obligations will be added to account for increased demand for HR, IT, etc.

Week Assumptions

- Summer Hours – 14 Weeks
- School Year Hours – 36 Weeks
- Total Operational Year 50 Weeks (2-week maintenance closure)

Operating Day All Options:

- Monday-Friday: 5:30A-9:00P 77.5 hours
- Saturday: 7:00A-7:00P 12 hours
- Sunday: 10:00A-7:00P 9 hours
- Weekly Operational Hours: 98.5 hours

Full Time Staffing

Positions	Salary/Benefit
Facility Manager (1)	85,000
Front Desk Supervisor (1)	70,000
Aquatics Supervisor (1)	70,000
Aquatics Coordinator (1)	65,000
Lifeguards (3)	60,000
Maintenance Tech (1)	65,000
Custodial (1)	55,000
Benefit Factor	35%

NOTE:

- Full time wages include benefits, with information provided by the City.
- It is the belief of B*K that the number of allocated full-time Custodial/Building Maintenance positions is the minimum that the City should consider.

Part Time Staffing Shoreline 35,000 & Kirkland 35,000

Positions	Hourly Rate	Hours	Weeks	Total
Lead Front Desk	\$21.00	94	14	27,489
		76	36	57,456
Front Desk	\$18.00	98	14	28,602
		69	36	49,896
Lifeguard	\$19.00	307	14	110,922
		219	36	213,408
Lead Lifeguard	\$22.00	70	14	21,406
		54	36	32,000
Custodial Support	\$16.00	40	50	32,000
Sub-Total				583,551
Aquatic Programs				128,564
Rental Staff				7,600
Sub-Total				719,715
FICA				55,058
Total				\$774,773

Part Time Staffing Shoreline, 48,000

Positions	Hourly Rate	Hours	Weeks	Total
Lead Front Desk	\$21.00	94	14	27,489
		76	36	57,456
Front Desk	\$18.00	98	14	28,728
		69	36	49,896
Lifeguard	\$19.00	307	14	126,749
		219	36	229,140
Lead Lifeguard	\$22.00	70	14	21,406
		54	36	42,372
Custodial Support	\$16.00	40	50	32,000
Sub-Total				615,236
Aquatic Programs				128,564
Rental Staff				7,600
Sub-Total				751,400
FICA				57,482
Total				\$808,882

Part Time Staffing Kirkland, 58,000

Positions	Hourly Rate	Hours	Weeks	Total
Lead Front Desk	\$21.00	94	14	27,489
		76	36	57,456
Front Desk	\$18.00	98	14	29,484
		69	36	49,896
Lifeguard	\$19.00	307	14	126,749
		219	36	229,140
Lead Lifeguard	\$22.00	70	14	21,406
		54	36	42,372
Custodial Support	\$16.00	40	50	32,000
Sub-Total				615,236
Aquatic Programs				128,564
Rental Staff				7,600
Existing CC Staff				61,500
Sub-Total				814,339
FICA				62,297
Total				\$876,636

The following expense model has been developed for the four options.

Staffing	35,000 Shoreline	48,000 Shoreline	35,000 Kirkland	58,000 Kirkland
Full-Time Staff	1,042,300	1,042,300	1,042,300	1,129,100
Part-Time Staff	774,773	808,882	774,773	876,636
Sub-Total	1,817,073	1,851,812	1,871,0073	2,005,736

Commodities	35,000 Shoreline	48,000 Shoreline	35,000 Kirkland	58,000 Kirkland
Office Supplies	5,500	5,500	5,500	5,500
Chemicals	40,000	50,000	40,000	50,000
Maintenance	25,000	30,000	25,000	35,000
Janitor Supplies	10,000	10,000	10,000	15,000
Rec. Supplies	10,000	10,000	10,000	10,000
Uniforms	5,000	5,000	5,000	5,000
Printing/Postage	3,000	3,000	3,000	3,000
Other Misc.	2,000	2,000	2,000	2,000
Fuel/Mileage	1,500	1,500	1,500	1,500
Sub-Total	102,000	117,000	102,000	127,000

Contractual Obligations	35,000 Shoreline	48,000 Shoreline	35,000 Kirkland	58,000 Kirkland
Utilities	192,500	264,000	192,500	319,000
Water/Sewer	35,000	45,000	35,000	50,000
Insurance	8,750	12,000	8,750	14,500
Communications	5,000	5,000	5,000	6,000
Contract Serv.	20,000	20,000	20,000	20,000
Rental Equip.	10,000	10,000	10,000	10,000
Advertising	15,000	15,000	15,000	18,000
Training	8,000	8,000	8,000	8,000
Conference	5,000	5,000	5,000	5,000
Dues/Sub	2,500	2,500	2,500	2,500
Bank Charge 3%	59,168	63,362	65,543	69,857
Software 1%	19,723	21,121	21,848	23,286
Other	1,500	1,500	1,500	1,500
Sub-Total	382,141	472,483	390,651	547,643

Other	35,000 Shoreline	48,000 Shoreline	35,000 Kirkland	58,000 Kirkland
City Support 15% of Expense	345,182	366,100	346,457	402,057
Improvement Fund	100,000	125,000	100,000	150,000
Sub-Total	445,182	491,100	446,457	552,057

	35,000 Shoreline	48,000 Shoreline	35,000 Kirkland	58,000 Kirkland
Total Expense	\$2,746,397	\$2,931,765	\$2,756,171	\$3,232,436

The following revenue opportunities developed by B*K, are based on feedback provided by the City, familiarity with the market, and experience as facility operators.

The projections are what B*K feels the City could anticipate achieving once the facility is fully operational. It is important to note that these numbers are reflective of new revenue and do not reflect existing program revenue. B*K believes this is a realistic estimation of potential revenue, in fact some of the revenue associated with competition rentals and practice rentals could be characterized as moderate to aggressive in nature.

Category	35,000 Shoreline	48,000 Shoreline	35,000 Kirkland	58,000 Kirkland
Fees				
Daily Admission	175,000	185,000	180,000	205,000
Membership	1,252,500	1,353,500	1,290,000	1,550,000
Sub-Total	1,427,500	1,538,500	1,470,000	1,755,000
Programs				
Aquatic	325,980	358,578	325,980	369,335
Sub-Total	325,980	358,578	325,980	369,335
Other				
Birthday Parties	78,400	78,400	78,400	78,400
Practice Rentals	128,400	153,600	128,400	153,600
Other Aquatic	12,000	15,600	12,000	15,600
Existing Prog.	-	-	-	205,000
Sub-Total	218,800	247,500	218,800	452,600
Total	\$1,972,280	\$2,144,678	\$2,014,780	\$2,576,9335

Note: Programs are not factored at maximum participant capacity.

35,000 Square Feet Shoreline

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$2,746,397	\$2,773,861	\$2,857,076	\$2,942,789	\$3,031,072
Revenue	\$1,972,280	\$2,110,340	\$2,215,857	\$2,282,332	\$2,350,802
	(\$774,117)	(\$663,521)	(\$641,220)	(\$660,456)	(\$680,270)
Cost Recovery	71.8%	76.1%	77.6%	77.6%	77.6%
Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$500,000

Capital Improvement line item is cumulative, with \$100,000 allocated annually.

48,000 Square Feet Shoreline

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$2,933,265	\$2,962,597	\$3,051,475	\$3,143,019	\$3,237,310
Revenue	\$2,144,678	\$2,359,146	\$2,477,103	\$2,551,416	\$2,627,959
	(\$788,587)	(\$603,451)	(\$574,372)	(\$591,603)	(\$609,351)
Cost Recovery	73.1%	79.6%	81.2%	81.2%	81.2%
Capital	\$125,000	\$250,000	\$375,000	\$500,000	\$625,000

Capital Improvement line item is cumulative, with \$125,000 allocated annually.

35,000 Square Feet Kirkland

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$2,748,351	\$2,775,835	\$2,859,110	\$2,944,883	\$3,033,230
Revenue	\$2,014,780	\$2,155,815	\$2,263,605	\$2,331,513	\$2,401,459
	(\$733,571)	(\$620,020)	(\$595,505)	(\$613,370)	(\$631,771)
Cost Recovery	73.3%	77.7%	79.2%	79.2%	79.2%
Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$500,000

Capital Improvement line item is cumulative, with \$100,000 allocated annually.

58,000 Square Feet Kirkland

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$3,243,860	\$3,276,299	\$3,374,588	\$3,475,826	\$3,580,100
Revenue	\$2,576,935	\$2,705,782	\$2,841,071	\$2,926,303	\$3,014,092
	(\$666,925)	(\$570,517)	(\$533,517)	(\$549,522)	(\$566,008)
Cost Recovery	79.4%	82.6%	84.2%	84.2%	84.2%
Capital	\$150,000	\$300,000	\$450,000	\$600,000	\$750,000

Capital Improvement line item is cumulative, with \$100,000 allocated annually.

Rental rate and program fees have been vetted with the client or are reflective of current/planned rate structure.

Rental Rates

- 25Y Lap Lane \$25.00/hr
- Therapy Rental \$75.00/hr
- Leisure Pool \$600/hr
- Community Rooms \$25.00/hr

Aquatic Group Exercise¹

- \$65 per month for drop-in access

Swim Lessons

- \$95 per session, 8, 35-minute classes per session

Private Swim Lessons

- \$150 per session, 4, 30-minute classes per session

Semi-Private Swim Lessons

- \$195 per session, 4, 30-minute classes per session

Birthday Parties

- \$350 per party, 2 hour guided party

Dive-In Movie

- \$5.00 per attendee

Little Swimmers

- \$5.00 per attendee

¹ Aquatic group exercise classes would not be included in membership.

NORTH KING COUNTY REGIONAL AQUATIC CENTERS FEASIBILITY STUDY

Kenmore City Council Meeting

01.09.2024

NAC

INTRODUCTIONS



Keith Comes - NAC
Principal-in-Charge
AIA, LEED AP



Brooke Hanley - NAC
Project Manager
AIA, LEED AP



TEAM



Business Planning //
Ballard* King Associates
Darin Barr

Aquatic Consultant //
Water Technology Inc.
Ryan Nachreiner

Cost Consulting //
RC Cost Group
Andy Cluness

Civil Engineer //
Red Barn Group
Rebekah Weston

Landscape Architect //
Berger Partnership
Guy Michaelson

FEASIBILITY STUDY GRANTS

- As 1970s Forward Thrust pools age or close, public access to indoor aquatics has been reduced as demand continues to increase
- King County offered grant funds for cities to study the feasibility of expanding public access to aquatic facilities
- Kenmore partnered with Kirkland, Lake Forest Park, & Shoreline to obtain grant for this study



FEASIBILITY STUDY GOALS

GOALS:

- › Identify potential aquatic center locations
- › Evaluate market demand
- › Develop design concepts
- › Determine capital and operation cost budgets



FEASIBILITY STUDY PROCESS

KEY COMPONENTS:

- › Site Identification & Assessment
- › Partnership Assessment
- › Market Analysis
- › Aquatic Center Program
- › Concept Design Options
- › Feasibility Cost Estimates
- › Operations Analysis
- › Conclusions & Recommendations



FEASIBILITY STUDY PROCESS

KEY COMPONENTS:

- › Site Identification & Assessment
- › Partnership Assessment
- › Market Analysis
- › Aquatic Center Program
- › Concept Design Options
- › Feasibility Cost Estimates
- › Operations Analysis
- › Conclusions & Recommendations



FEASIBILITY SUMMARY

Opportunities:

- › Viable sites were identified
- › Market analysis suggests 2-3 new community aquatic centers can be supported in north King County
- › Feasible design concepts & budgets were created



FEASIBILITY SUMMARY

Challenges:

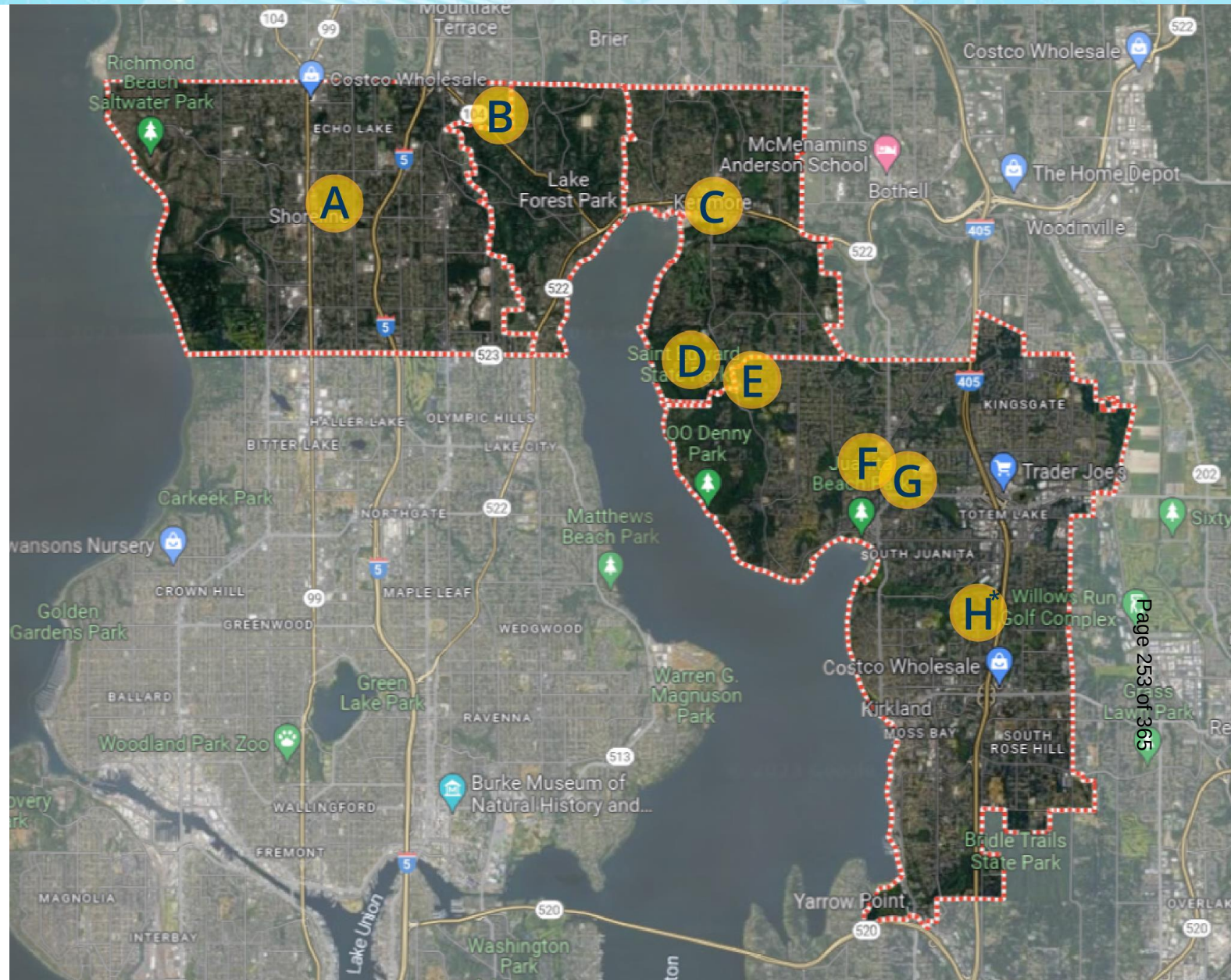
- › City of Kenmore does not currently own a site that could accommodate a center
- › Funding partnerships between cities would need additional definition and agreements
- › Aquatic centers are generally expensive to build and operate; most require public funding of some kind



SITE IDENTIFICATION & ASSESSMENT

Evaluation Criteria for Viable Sites:

- › Available for use as Aquatic Center
- › City-Owned or Acquirable
- › Appropriate Size
- › Buildable
- › Travel Time & Traffic



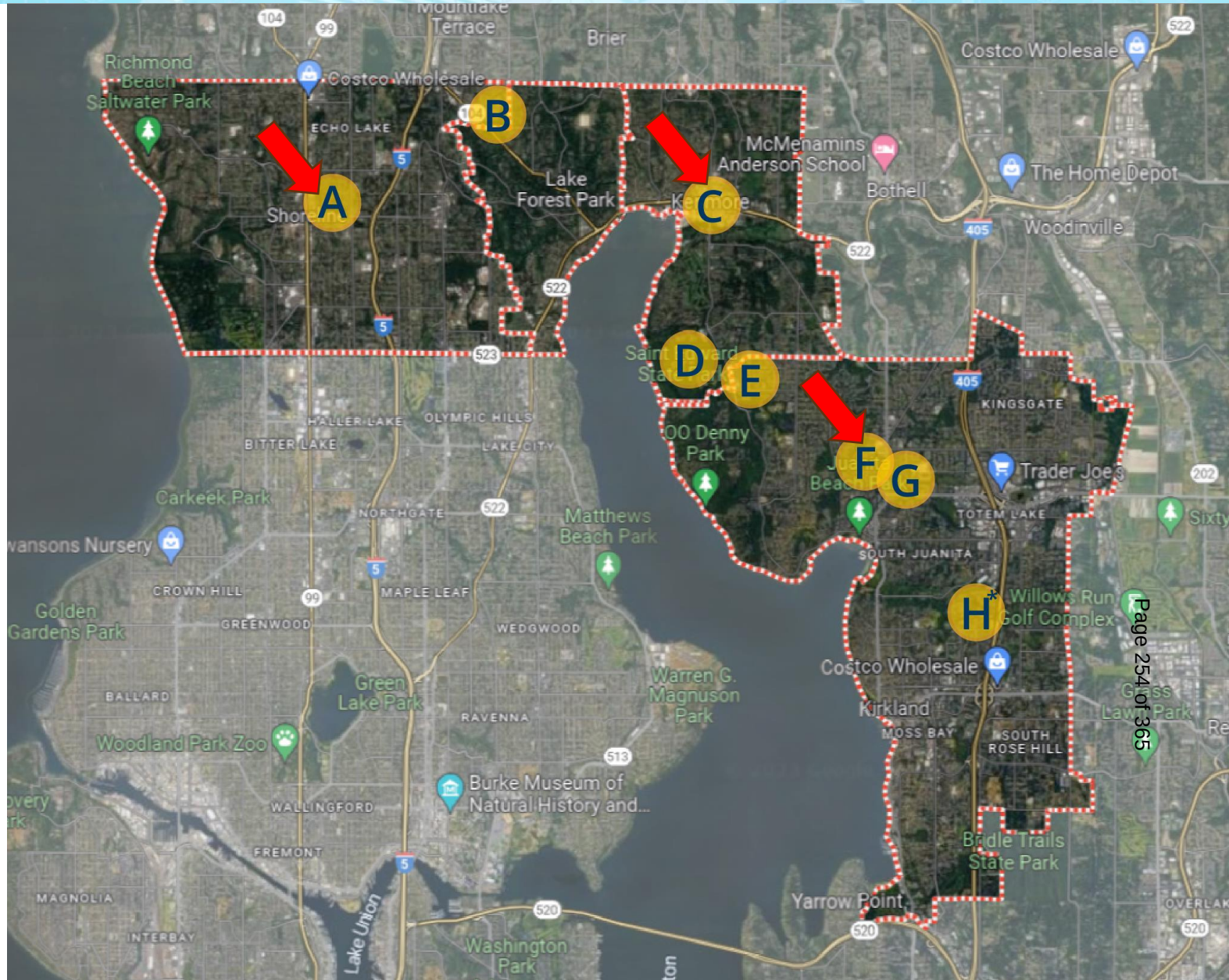
SITE IDENTIFICATION & ASSESSMENT

Selected sites for further study:

A - Shoreline Secure Storage

F - North Kirkland Community Center

C - Downtown Kenmore



SITE IDENTIFICATION & ASSESSMENT

Shoreline & Kirkland Sites:

City Owned

Appropriate Size

Buildable

Reasonable travel distance
from Kenmore

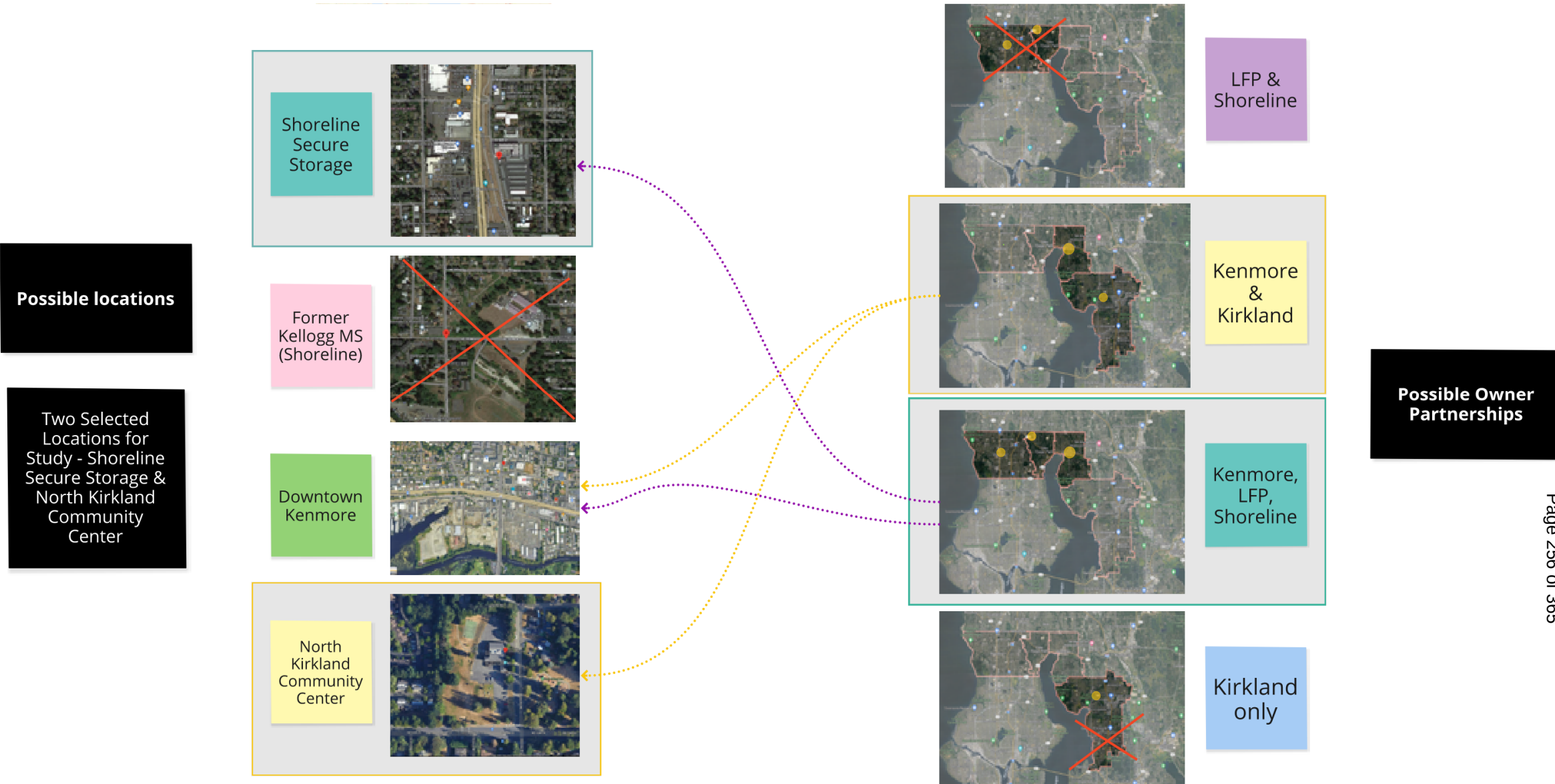


Kenmore Site:

- › Land purchase required
- › Appropriate Size
- › Buildable
- › Central location

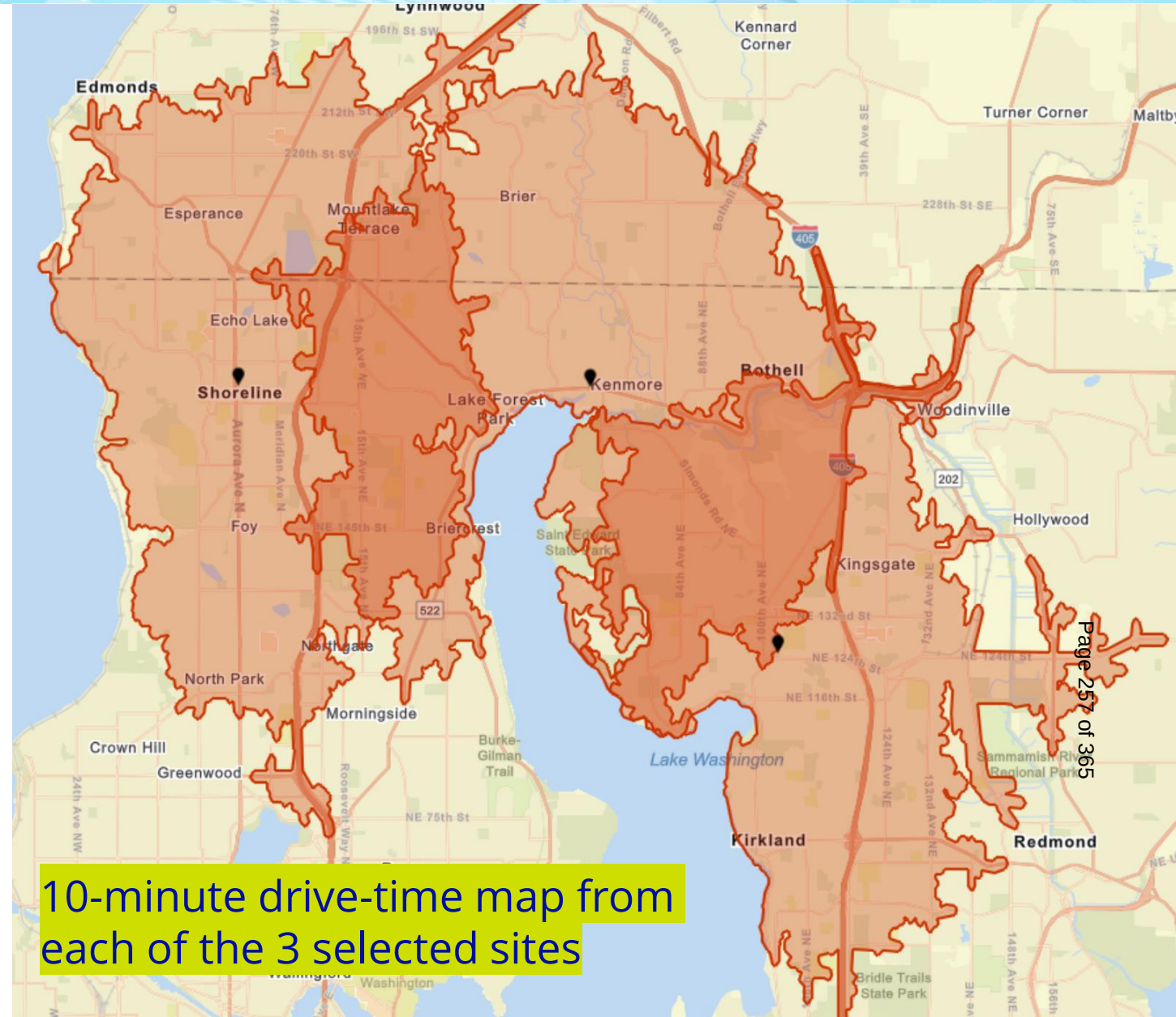


CITY PARTNERSHIP ASSESSMENT



MARKET ANALYSIS

- › Service Areas identified within reasonable travel distances to selected sites
- › Market Potential Index for swimming is 3-6% higher than national average – swimming is a desirable activity in the region
- › Population & Income Levels of cities would support multiple new aquatic centers in current market conditions
- › Region is significantly deficient in indoor aquatic centers (public or private providers)



CONCEPT PROGRAMS

Aquatic Center Program Options:

- › Variety of building sizes explored to provide scalable options for community depending on needs
- › 35,000 SF & 48,000 SF for aquatics-only facilities
- › 58,000 SF & 90,000 SF facilities that also include community, fitness, or recreation spaces



CONCEPT DESIGN & COSTS

35,000 SF Program at Shoreline Site

Total Projected Cost: \$54.7 Million

XIII. A. Aquatic Center Feasibility Study, presented by Community Development...



Projected Operation Subsidy:
\$650K to \$750K per year

Cost Recovery Rate:
71-77%

CONCEPT DESIGN & COSTS

48,000 SF Program at
Shoreline Site

Total Projected Cost
\$69.4 Million

XIII. A. Aquatic Center Feasibility Study, presented by Community Development...



Projected Operation Subsidy:
\$600K to \$780K per year

Cost Recovery Rate:
73-81%

CONCEPT DESIGN & COSTS

35,000 SF Program at
Kirkland Site

Total Projected Cost
\$56.8 Million

XIII. A. Aquatic Center Feasibility Study, presented by Community Development



Projected Operation Subsidy:
\$600K to \$730K per year

Cost Recovery Rate:
73-79%

CONCEPT DESIGN & COSTS

58,000 SF Program at
Kirkland Site

Total Projected Cost
\$78.5 Million



Projected Operation Subsidy:
\$530K to \$660K per year

Cost Recovery Rate:
79-84%

XIII. A. Aquatic Center Feasibility Study, presented by Community Develo... CONCLUSIONS

Specific to Kenmore:

- › Kenmore could develop defined partnerships to financially support the development of aquatic center(s) in neighboring cities
- › Community engagement process could be initiated to determine public interest in pursuing a partnership with neighboring cities



QUESTIONS?



City Council Agenda Bill City of Kenmore, WA

Subject/Topic:

Discussion of the Love Where You Live Project Community Engagement Phase I and Approval of Phase II and Next Steps

Proposed Council Action/Motion:

Approve the Love Where You Live Project Community Engagement Phase II and direct the City Manager to Further Explore the Top Themes Including Economic Development, including Lakepointe and Downtown Development; and Community Spaces. This Includes Engaging with the Lakepointe Property Owner, Possible Developers, and downtown property owners; as well as Hosting Downtown Development Discussions and Exploring Downtown Development Partnerships, and Bringing Forth Options for Future Council Consideration as Part of this Phase II Engagement Plan.

For Council Meeting Agenda of: 01/09/2024

Department: City Manager's Office

Prepared by: Lauren Chomiak, Communications Specialist and Stephanie Lucash, Deputy City Manager

Initial & Date

Approved by Department Head:	<u>SLL, 12/1/23</u>
Approved by City Attorney:	<u>DR, 12/1/23</u>
Approved by Finance Director:	<u>MM, 12/1/23</u>
Approved by City Manager:	<u>RK, 12/1/23</u>

Exhibits/Attachments:

- Love Where You Live Project Presentation

Summary:

The City of Kenmore Love Where You Live (LWYL) Project began in the summer of 2023 with the goal of gathering broad feedback from the community on their values and goals for the future of Kenmore through creative, hands-on activities. Tonight's meeting is to share the top themes that have emerged from the LWYL engagement that has taken place so far in Phase I of the project and to seek Council approval to move forward with additional community engagement and other outreach and discussion in LWYL Phase II. This work is proposed to include engaging with stakeholders and partners including the Lakepointe property owner and possible Lakepointe developers, hosting downtown development discussions including a possible partnership with the Urban Land Institute, and using other engagement strategies. At the conclusion of LWYL Phase II, City staff will bring forth the results of this additional community input and discussions, and will propose options for future Council consideration.

Information/Background:

The City of Kenmore Love Where You Live (LWYL) Project began in the summer of 2023 with the goal of seeking broad input from the Kenmore community. The engagement used, among other outreach

methods, followed a “Dream, Play, Build” model, where community members who live, work, and play in Kenmore could use their hands and imagination to share their ideas for the future of Kenmore.

Phase I outreach was conducted from June 21, 2023 through September 22, 2023 and included:

- **22 in-person Love Where You Live outreach booths at community events**
Booth locations included Farmers Markets, Concerts, Parks and the Hangar, and Safeway
759 in-person responses were collected
- **Online Community Survey**
145 responses collected

The gathered responses were compiled and given to a group of University of Washington Bothell Logistics Management students who were tasked with organizing and analyzing the data. The students compiled a report that categorizes all the responses and highlights the main themes that emerged from the Phase I outreach. The main themes that emerged were:

1. **Economic Development (including Lakepointe and Downtown Development)**
2. **Community Spaces (including Parks and Recreation Facilities, Lakepointe, Conservation, Ecosystem Protection and Habitat Restoration, and Open Space)**

We are now taking the information we have learned and are moving into Phase II of the Love Where You Live Project community engagement. The plan for Phase II includes:

- **2 Statistically Valid Surveys**
The first survey is currently being conducted by EMC Research and is focused on more broad questions about goals and priorities for Kenmore that similarly match the Phase 1 outreach. The second survey will be conducted in February of 2024 and will ask more specific questions based on the themes that have emerged from previous outreach.
- **Community Workshops**
To reach a broader audience and engage with more community members, there will be a series of workshops held at the beginning of 2024 (at schools and community gathering spaces) that will focus on collecting more feedback on the top themes that have emerged thus far. Lakepointe emerged as a common and prominent theme in many of the major categories, including economic development and community spaces. As a result, staff will seek further community input specifically on Lakepointe.
- **Foster Community Partnerships**
Staff will engage with stakeholders and partners including the Lakepointe property owner, possible Lakepointe developers, and downtown property owners; as well as host downtown development discussions including a possible partnership with the Urban Land Institute.

Fiscal Consideration:

There is no fiscal consideration for Phase II of the Love Where You Live Community Engagement Plan. Costs for the workshops and surveys are included in the City’s 2023-24 biennial budget.

City Council Priority or Budget Objective Being Addressed:

9. Foster community engagement and participation
10. Foster and create fun
8. Seek opportunities to promote economic development
7. Continue to seek opportunities to complete a successful Lakepointe project
1. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation

CITY OF KENMORE



Community Engagement

Phase I Overview and Proposed Phase II Plan

January 9, 2024



The Love Where You Live Project

Background and Purpose

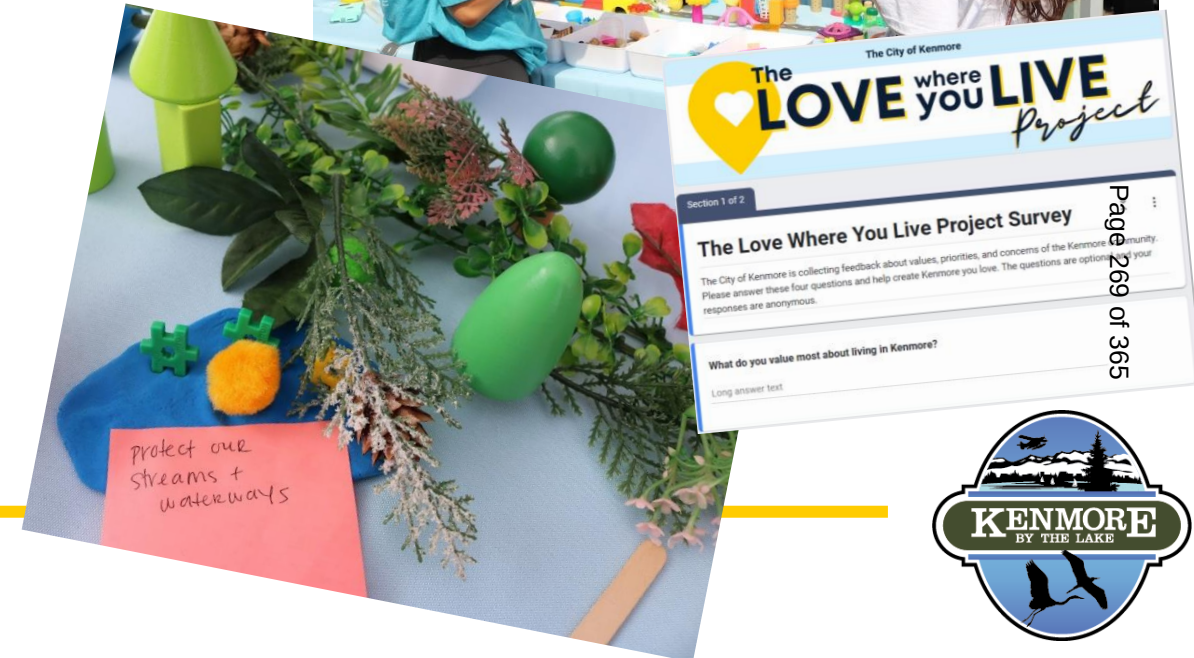
- Year-long community engagement effort began in the summer of 2023
- Goal to gather broad feedback from the community on their values and priorities for the future of Kenmore
- Use the “Dream, Play, Build” method to encourage creative thinking
- Engage with as many community members as possible



The Love Where You Live Project

Phase I Engagement Overview

- **June – September 2023**
 - 22 in-person Love Where You Live (LWYL) outreach booths
 - Farmers markets, special events, parks, Safeway, Hangar
 - 759 in-person respondents
 - Online Survey – open to all
 - 145 online respondents
 - 904 total respondents and 1171 total responses
 - Anyone who lives, works or plays in Kenmore
- **December 2023**
 - Statistically valid community survey



The Love Where You Live Project

Summer Outreach

- *We loved hearing from you!*
- Thanks to everyone who stopped by the booth and shared their feedback.



The Love Where You Live Project

UW Bothell Student Project

- A team of Business Project Management students were assigned to organize, analyze, and synthesize the collected responses
- Team Tenets:
 - Prioritize and emphasize the needs of the community of Kenmore
 - Commit to accuracy, only highlighting what is important
 - Adhere to transparency
- Objectively categorized over 1,100 responses
- Created a presentation of response results

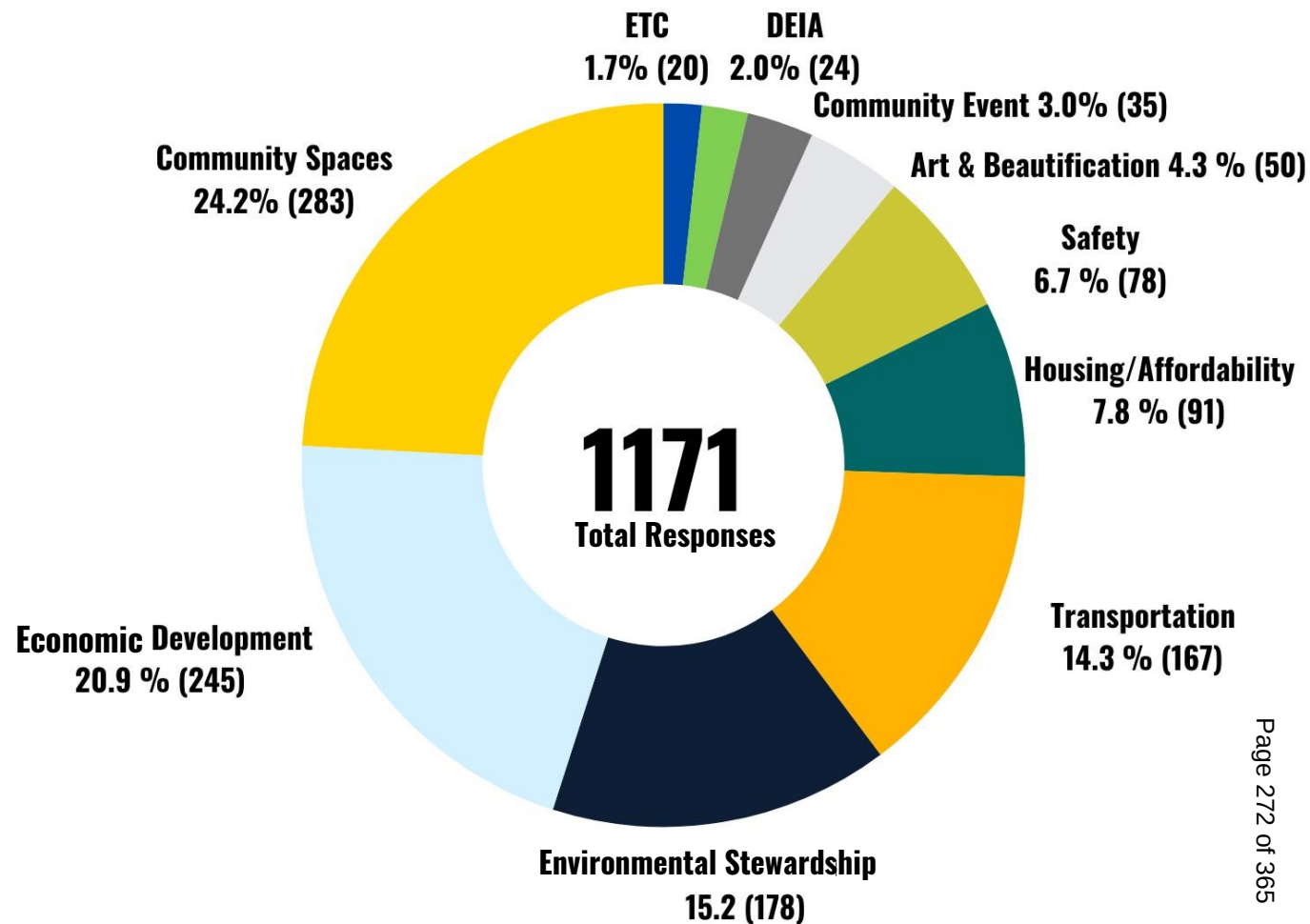


UW Bothell Business Project Management Students:

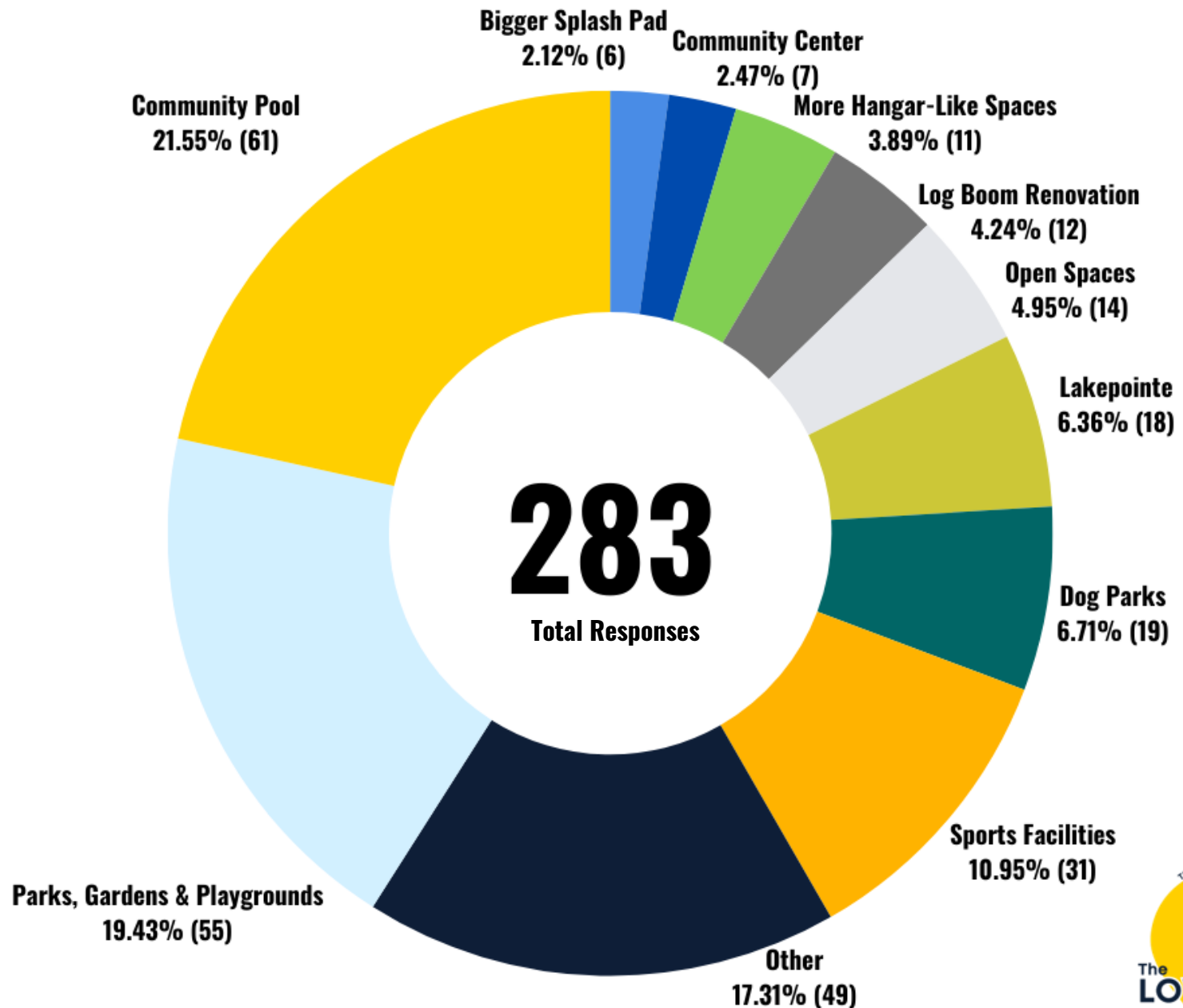
Aurelia Jacquelinne, Sahej Oberoi, Vanny Nguyen, Adan Rodriguez, Muhammad Abubakar, Abdul Zia, Kayla Park, Hao (Gary) Fu, Myriam Mai, and Jedy Alexander
Professor Nick Cuhacian

Response Analysis: Top Themes

1. Community Spaces (24%)
2. Economic Development (21%)
3. Environmental Stewardship (15%)
4. Transportation (14%)
5. Housing/Affordability (8%)
6. Safety (7%)
7. Art & Beautification (4%)
8. Community Events (3%)
9. DEIA (2%)
10. ETC. (2%)



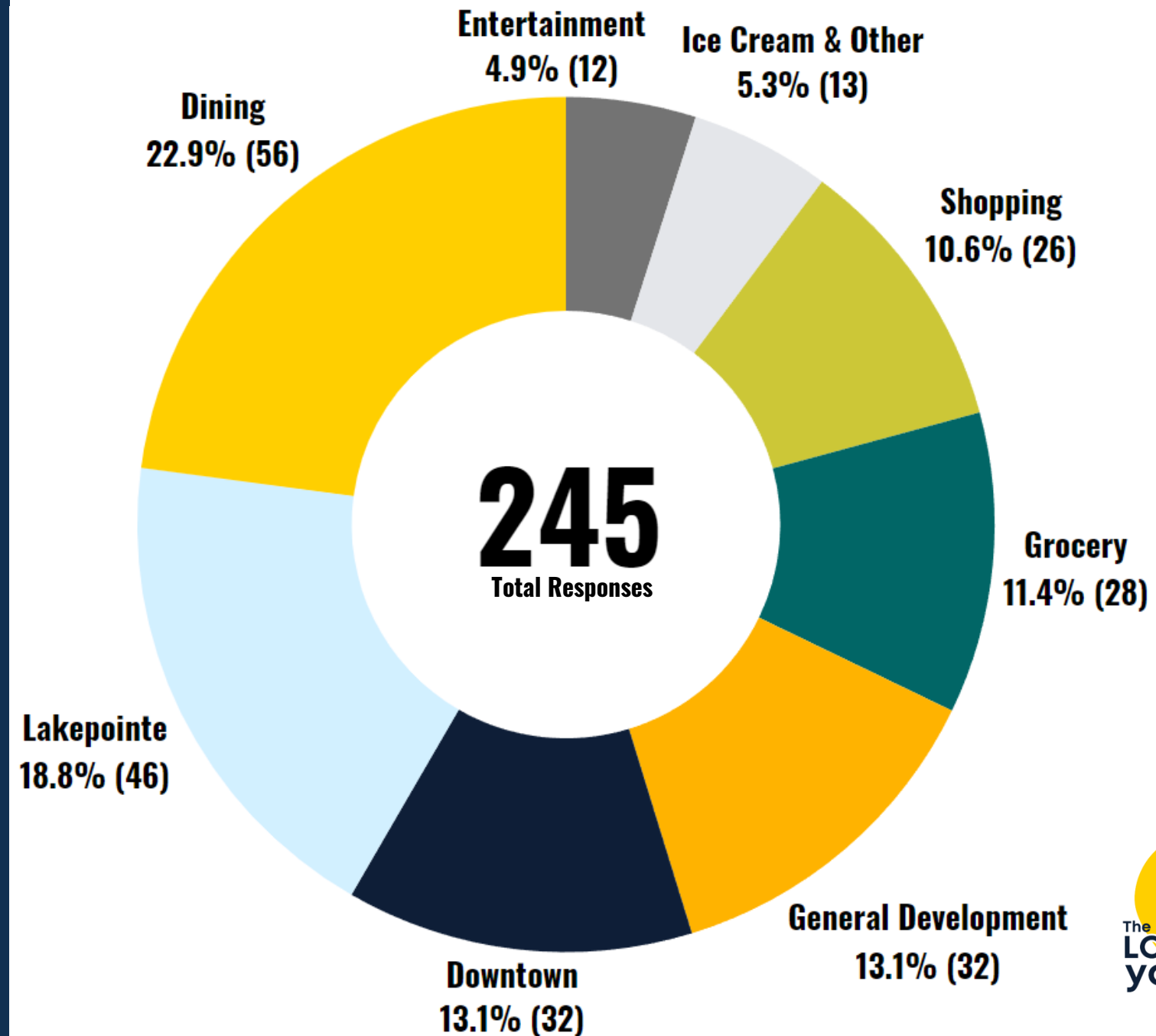
- XIII. B. Love Where You Live Project Community Engagement Phase I and Ap...
- # Community Spaces
- 24% of total responses
- Community Pool
 - Parks, Gardens & Playgrounds
 - Other
 - Sports Facilities
 - Dog Parks
 - Lakepointe
 - Open Spaces
 - Park Renovations, like Log Boom
 - More Hangar-Like Spaces
 - Community Center
 - Bigger Splash Pad



Economic Development

21% of total responses

1. Dining
2. Lakepointe
3. Downtown
4. General Development
5. Grocery
6. Shopping
7. Ice Cream & Other
8. Entertainment



The Love Where You Live Project

Phase I Next Steps and Wrap Up

- **Review findings from UW Bothell data analysis and finalize Phase I outreach report**
 - Share with City Council, staff, and community
- **Review Results of Statistically Valid Community Survey #1**
 - EMC Research
 - December 5 – 18
 - 300+ responses – representative of the community
 - General feedback on goals and priorities



The Love Where You Live Project

Proposed Phase II Plan

- **Conduct Statistically Valid Community Survey #2 in March 2024**
 - EMC Research
 - More focused questions based on emerging themes and data from survey #1
- **Three Community Workshops**
 - Workshops in late January – February out in the community
 - *Kenmore Elementary, Arrowhead Elementary, Kenmore Community Club*
 - Focus on finding out more about the emerging top themes
- **Foster Community Partnerships Around Community Spaces and Economic Development**
 - Engage with stakeholders and partners, including Lakepointe property owner and potential developers
 - Host downtown development discussions to include a possible partnership with the Urban Land Institute
- **Come back to Council in April 2024 with Next Steps Based on What We Learn**

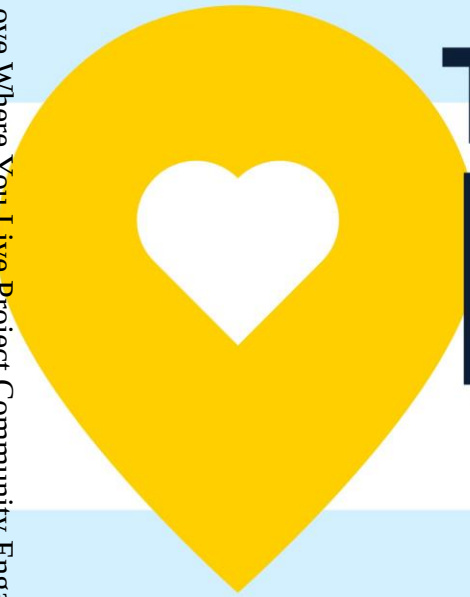


The Love Where You Live Project

Proposed Council Motion

Approve the Love Where You Live Project Community Engagement Phase II and direct the City Manager to Further Explore the Top Themes Including Economic Development, including Lakepointe and Downtown Development; and Community Spaces. This Includes Engaging with the Lakepointe Property Owner, Possible Developers, and Downtown Property Owners; as well as Hosting Downtown Development Discussions and Exploring Downtown Development Partnerships, and Bringing Forth Options for Future Council Consideration as Part of this Phase II Engagement Plan.





The LOVE where you LIVE *Project*

Questions?

Website: www.kenmorewa.gov/lovewhereyoulive

Email: communications@kenmorewa.gov





City Council Agenda Bill City of Kenmore, WA

Subject/Topic: 2024 Annual Docket for the Planning Commission	For Council Meeting Agenda of: 1/9/24 Department: Community Development Prepared by: Debbie Bent, Community Development Director, and Todd Hall, Principal Planner								
Proposed Council Action/Motion: Approve the Planning Commission's 2024 docket.	<table><tr><td>Approved by Department Head:</td><td><u>DB</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>N/A</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>N/A</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RGK</u></td></tr></table> Exhibits/Attachments: 1 – Staff Analysis and Recommendations for the 2024 docket 2 – Draft Docket/Work Program Prioritization List 3 – Comprehensive Plan/Code Amendments Workplan	Approved by Department Head:	<u>DB</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>N/A</u>	Approved by City Manager:	<u>RGK</u>
Approved by Department Head:	<u>DB</u>								
Approved by City Attorney:	<u>N/A</u>								
Approved by Finance Director:	<u>N/A</u>								
Approved by City Manager:	<u>RGK</u>								
At the January 9, 2024, City Council meeting, staff will review the proposed 2024 annual Planning Commission docket for Council action. Staff recommends the following City-initiated projects and one Northshore School District-initiated item to the Planning Commission. The City items are all part of the State-mandated 2024 Comprehensive Plan update: • 2024 Comprehensive Plan Update: Economic Development Element (continued) • 2024 Comprehensive Plan Update: Downtown Sub-Element, Community Design Element, Natural Environment Element • Amendments to Housing Element and Land Use Element, previously updated in 2022/23. This is due to recently-adopted State legislation regarding middle housing and accessory dwelling units (ADUs) • Surface Water Element and Capital Facilities Element (updated by Environmental Services) • Privately-initiated Comprehensive Plan Map/Zoning Map Amendment – Northshore School District* *The NSD item is tied to the upcoming modernization of Inglemoor High School. See Attachment 1 for an analysis of the recommended projects against the docket criteria.									

INFORMATION/BACKGROUND:

The annual docket review process, outlined in Chapter 19.20 of the KMC, determines which amendments to the City's Comprehensive Plan and related development regulations will be forwarded to the Planning Commission for their review and recommendation during the year. Private applicants have the opportunity to submit requests for amendments during an open docket application period, which, for 2024, occurred in November of 2023. The City received one privately-initiated request for a Comprehensive Plan/Zoning amendment during this period, which is for a Northshore School District owned parcel.

A number of projects have been identified by staff, the City Manager, the Planning Commission, the City Council, and others as work program or potential docket items. Attachment 2 to this memo outlines all of these pending proposals and assigns potential years of consideration.

Threshold criteria for inclusion on the annual Planning Commission docket are established in KMC19.20.080. The criteria are:

1. The City has the resources, including staff and budget, necessary to review the proposal; and
2. It has been more than two years since the proposed amendment has been considered unless a compelling reason for changed circumstances can be made; and
3. The proposal would correct an inconsistency within or make a clarification to a provision of the comprehensive plan; or
4. All of the following:
 - a. The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan; and
 - b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

Once the City Council sets the 2023 annual docket work program, the Planning Commission will spend the year reviewing and discussing the proposed docket amendments before making their recommendations to the City Council.

Fiscal Consideration:

The Community Development Department received \$125,000 in grant funds for the Comprehensive Plan update (half utilized in 2022/23 and the remainder in 2024). The remaining grant funding will be used to finished the Comprehensive Plan periodic update, which is due by December 31, 2024.

City Council Priority or Budget Objective Being Addressed:

Priority 1: "Increase and preserve the options for affordable housing."
 Priority 8. "Promote sustainable economic development."

Staff Analysis and Recommendations for 2024 Docket

	2023 Docket Item	Source	Recommendation	Analysis
1.	2024 Comprehensive Plan Update, including: • Economic Development Sub-Element (Comm. Dev)	State-mandated update of full Comprehensive Plan is due by December 2024	Add to 2024 docket	Meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Community Development staff has prepared the Draft Economic Development Element. The Planning Commission will be presenting their recommendations to City Council on February 26, with additional discussion with City Council, if needed, on March 11. • <i>It has been more than two years since the proposed amendment was considered.</i> The last full Comprehensive Plan update concluded in 2015. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> The project supports Comprehensive Plan Goal 1: “Enhance Kenmore’s quality of life as a place for people of all ages to live, raise children, recreate, work, shop, and socialize.” The Comprehensive Plan update ensures consistency between the goals and policies of Kenmore’s Comprehensive Plan, State growth management requirements, VISION 2050 (the multicounty planning policies) and the King County Countywide Planning Policies. • <i>The public interest would best be served by considering the proposal in the current year.</i> To complete the State-mandated Comprehensive Plan update by December 2024 (and allow time for review and certification by the Puget Sound Regional Council), work on the Elements must continue through 2024.

	2024 Docket Items			
	<u>Comm Dev. Dept.</u> • Downtown Sub-Element • Community Design Sub-Element • Natural Environment Element • Housing Element • Land Use Element <u>Environmental Services Dept.</u> • Surface Water Element • Capital Facilities Element	State-mandated update of full Comprehensive Plan is due by December 2024	Add to 2024 docket	Meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Community Development will update the Downtown Sub-Element, Community Design Sub-Element, and Natural Environment Element. Each of these elements have not been updated since the last periodic update. Community Development will also address the Housing and Land Use Elements, recently updated in 2022. These may need adjustments due to newly adopted State legislation regarding middle housing and accessory dwelling units (ADUs). Environmental Services will update the Surface Water Element and related CIP in the Capital Facilities Element. • <i>It has been more than two years since the proposed amendment was considered.</i> The last full Comprehensive Plan update concluded in 2015. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> The project supports Comprehensive Plan Goal 1: “Enhance Kenmore’s quality of life as a place for people of all ages to live, raise children, recreate, work, shop, and socialize.” The Comprehensive Plan update ensures consistency between the goals and policies of Kenmore’s Comprehensive Plan, State growth management requirements, VISION 2050 (the multicounty planning policies) and the King County Countywide Planning Policies. • <i>The public interest would best be served by considering the proposal in the current year.</i> To complete the State-mandated Comprehensive Plan update by December 2024 (and allow time for review and certification by the Puget Sound Regional Council), work on the Elements must continue through 2024.

	<u>Northshore School District (NSD) property – adjacent to Inglemoor High School</u>	NSD	Add to 2024 Docket	Meets docket criteria: • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Community Development staff will be able to address this minor site-specific rezone and CPA comprehensive plan amendment request. • <i>It has been more than two years since the proposed amendment was considered.</i> There has not been a similar request for this parcel within the last two years. The property was recently purchased by the District and before that, it was a single-family residence. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> Purchase of the parcel by the District was done to allow additional development area for Inglemoor High School. This parcel could serve as additional parking, temporary surge space during modernization, or possibly as an alternate site access. Design is still under development, so the exact use is not known at this time. • <i>The public interest would best be served by considering the proposal in the current year.</i> Permits for Inglemoor High School are anticipated to be submitted in early 2024; therefore, in order for the District to use this additional parcel, it needs to be under the same land use and zoning classifications.
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2024 DOCKET/WORK PROGRAM PRIORITIZATION DRAFT 12/22/23

The “docket” is the Planning Commission’s annual work program. Zoning Code Section 19.20.080 provides threshold review criteria for selecting projects to be placed on the docket. Criteria include how long it has been since the issue was last considered (more than two years unless there’s a compelling reason for taking something up again), correction of inconsistencies or clarifications, and serving the public interest.

Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal.

The attached prioritization chart identifies possible work program items recommended by the staff, the Planning Commission, the City Council, or other entities. Amendments are grouped by general topic. The proposed year of consideration and lead department are shown. A more complete description of each project follows the chart.

Along with assigning the docket to the Planning Commission, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2024 are identified on the following pages.

Once Council has approved the docket, staff develops a schedule for Planning Commission and Council.

2024 Planning Commission Docket

The recommended 2024 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart). Staff anticipates that the majority of work will be focused on the Housing Element and implementing regulations:

3. December 2024 Comprehensive Plan Update:
 - A. Economic Development Sub-Element (Community Development)
 - B. Downtown Sub-Element including the following regulations: (Community Development)
 - C. Community Design Sub-Element (Community Development)
 - D. Natural Environment Sub-Element (Community Development)

E. Housing Element and Land Use Element including the following development regulations (Community Development)

14. Missing Middle Zoning Regulations

19. Cottage Housing

New State requirements related to housing growth targets at different income bands may require adjustment of the 2022 adopted Housing Element, this will be consistent with Countywide Planning Policies.

F. Land Use Element (Community Development)

Amend polices to be consistent with State Legislation on Middle Housing and ADU's. Any needed adjustments to the Land Use Map and Zoning map will also be reviewed.

G. Surface Water Element (Environmental Services)

H. Capital Facilities Element (Environmental Services)

In addition, staff also recommends Council accept the comprehensive plan amendment and rezone request from the Northshore School District for a residential parcel purchased by NSD adjacent to Inglemoor High School.

2024 Amendments to go directly to City Council

Community Development:

- 1. Consider Downtown uses
- 5. TOD “carve out regulations” (following completion of Swamp Creek corridor assessment and restoration opportunities see #21). Note: interim regulations for the “carve out” area will remain in effect until new regulations are adopted. Interim regulations require a public hearing every six months to extend (expires 3/11/24).
- 6. Apply minimum FAR Downtown and near 61st Avenue NE
- 15. Consider small houses on small lots
- 18. ADU regulations
- 37. Unit Lot Subdivision regulations

Development Services:

- 8. Parking ordinance for parking near transit corridors
- 23. Tree protection/preservation
- 28. Development code cleanup amendments, including
 - 17. Definition of household
 - 29. Replace marijuana with cannabis
 - 31. Non-conformance rule adjustments
- 32. Building code adoption
- 36. Burn ban ordinance

Engineering:

- 11. Title 10 vehicles and traffic code revision
- 26. Title 13 utilities and public works code cleanup amendments

Environmental Services:

- 21. Assess Swamp Creek restoration opportunities

Public Works:

- 20. Park rules update

City Manager:

- 35. Political Sign regulation review

Prioritization Chart

TBD = still to be determined
EN = Engineering
ESD = Environmental Services

CD = Community Development
DS = Development Services
CM = City Manager’s Office

PW = Public Works

Item	Source	Need PC Review?	Recommend PC Review ?	Amendment scope	Could it be grouped?	Lead Department	Year?
LAND USE							
1. Downtown uses	EDS*	No	No	Medium	Yes	CD	2024
2. Heavy manufacturing amortization	Staff	No	No	Medium	No	CM/DS	2025
3. Comprehensive Plan Update (due 12/31/2024): A. Economic Development Element B. Downtown Sub-Element C. Community Design Sub-Element D. Natural Environment Sub-Element E. Housing Element F. Land Use Element G. Surface Water Element	State	Yes	Yes	Large	No	CD CD CD CD CD CD CD ESD ESD	2024 2024 2024 2024 2024 2024 2024 2024 2024

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
H. Capital Facilities Element I. Climate Action Element J. Transportation Element K. Public Facilities Element L. Public Utilities Element						ESD EN CD CD	2023 complete 2023 complete 2023 complete 2023 complete
4. Lakepointe: a. a. Subarea Plan. b. Review/eliminate P-Suffix conditions New	Staff	Yes	Yes	Large	Yes	CD	2025
5. Review of the TOD "carve-out" regulations	Council	No	No	Medium	No	CD	2024
6. Apply minimum FAR Downtown and near 61 st Avenue NE	Comp Plan & Staff	No	No	Medium	Yes	CD	2024
7. Bastyr Master Plan (extend/amend/new). Need for related comp plan amendment or rezoning unknown. New	Bastyr & staff	Yes if comp plan amended	Yes if comp plan amended	Large	Yes	CD	2025
TRANSPORTATION/TRANSIT							
8. Transit corridor parking standards	State	Maybe	Yes	Large	No	DS	2024
9. CTR ordinance	State	No	Yes	Medium	Yes	CD	2025+
10. Airport Plan	State	Yes	Yes	Large	No	CD	2025+

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
10. Transportation impact fee study	State	No	No	Medium	Yes	EN/CD	2023 completed
11. Title 12, Streets and Bridges, code revisions	Staff	No	No	Medium	No	EN	2023 completed
11. Title 10, Vehicles and Traffic, code revisions	Staff	No	No	Medium	No	EN	2024
AFFORDABLE HOUSING							
12. Housing Strategy Plan update	Comp Plan	No	Yes	Medium	Yes	CD	2025
13. Finish mobile home park regulations	Council	Yes	Yes	Large	No	CD	2025
14. Middle housing regulations (regulations need to be adopted by June 2025) New	State	Yes	No	Large	Yes with comp plan	CD	2024
15. Small houses on small lots	Comp Plan	No	No	Medium	Yes	CD	2024
16. Increase SEPA review housing thresholds	Staff	No	No	Medium	No	DS	2025
17. Adjust "household" definition	State	No	No	Small	Yes	DS	2024
18. ADU regulations (to comply with 2023 state legislation by Jun) New	State	No	No	Medium	Yes	CD	2024
19. Cottage Housing regulations New	Comp plan/	No	Yes	Medium	Yes with	CD	2024

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
	Staff				comp plan		
PARKS							
20. Update Park rules	Staff	No	No	Medium	No	PW	2024
CRITICAL AREAS							
21. Assess Swamp Creek restoration opportunities	Council	No	No	Large	No	ESD	2024
22. Review reasonable use exception criteria New	staff	No	No	Small	Yes	DS	2025
TREES							
23. Tree protection/preservation	Council	No	Yes	Large	Yes	DS	2023/2024
ECONOMIC DEVELOPMENT							
24. Economic Development Strategy: A. Incentives for office development B. Address additional priorities C. Incentives for ground-floor nonresidential uses	EDS	No	Yes	Medium	Yes	CD/CM	2025
MISCELLANEOUS							
25. Review general change-of-use standards	Staff	No	No	Small	Yes	DS	2025

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
26. Expand Multifamily Tax Exemption (MFTE) in downtown area(s)	Staff	No	No	Medium	No	DS	2025
27. Title 13 code cleanup amendments	Staff	No	No	Small	Yes	EN/ESD	2024
28. Development code cleanup amendments	Staff	No	No	Small	Yes	DS	2024
29. Replace "marijuana" with "cannabis"	Staff	No	No	Small	Yes	DS	2024
30. Address vesting	City Attorney	No	No	Small	No	DS	2025
30. Code enforcement tools	Staff	No	No	Medium	No	DS	2023 completed
31. Nonconformance rule adjustments	Staff	No	No	Small	Yes	DS	2024
32. Reassess temporary display rules	Staff	No	No	Small	Yes	DS	2023 completed
32. Building Code adoption	State	No	No	Medium	No	DS	2024
33. Transfer of Development Rights New	Staff	No	No	Large	No	DS	2025
34. Small-Scale neighborhood commercial uses New	Comp Plan	No	No	Medium	No	CD	2025

Item	Source	Need PC Review?	Recommend PC Review ?	Amendment scope	Could it be grouped?	Lead Department	Year?
35. Political Signs New	Staff	No	No	Small	No	CM	2024
36. Burn Ban Regulations New	council	No	No	Small	No	DS	2024
37. Unit Lot Subdivision Regulations New	Staff	No	No	Medium	No	CD	2024

*Economic Development Strategy

Explanation of Prioritization Chart Items

Following are more complete descriptions of each item in the docket prioritization chart:

LAND USE

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing, prohibiting drive-throughs and gun sales, and addressing educational services. This project would also consider incentives for ground floor non-residential uses.

2. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses, potentially through property-owner agreements.

3. Comprehensive Plan Update. The State-required update of the City's Comprehensive Plan is due in December 2024

New State requirements related to housing growth targets at different income bands may require adjustment of the 2022 adopted Housing Element following ratification of Countywide Planning Policies in 2023. 2023 State Legislation on Missing Middle Housing will require amendments to the 2022 adopted Housing Element and Land Use Element. Remaining Elements will be on the 2024 docket as noted above.

4. Lakepointe Subarea Plan and P-Suffix Conditions. The planned future of the Lakepointe site could be considered if talks with a private developer are stalled and/or based on other development options. Review and elimination of P-suffix conditions could be considered as part of a future Lakepointe development plan.

5. Review of the Transit-Oriented Development (TOD) "carve-out" regulations. A "carve-out" of the City's updated TOD regulations was made in 2022 pending a Swamp Creek corridor assessment (#21). In the "carve-out" the pre-existing interim zoning rules were retained. Once the corridor assessment is complete, the "carve-out" regulations should be revisited.

6. Minimum FAR Downtown and in the area near 61st Avenue NE. Currently, single-story buildings can be constructed in the Downtown and surrounding areas. A Comprehensive Plan policy supports a minimum floor area ratio (FAR) to mandate a minimum building height of two stories.

7. Bastyr Master Plan was approved in 2009 and extended through 2025 through a Development Agreement minor amendment process. The Master Plan will need to be extended beyond 2025. Depending on what Bastyr's plans are for future growth/uses a comprehensive plan amendment and/or rezone and/or amended or new master plan may be required.

TRANSPORTATION/TRANSIT

8. Transit corridor parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced, consistent with State law. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.) This project began in 2021 but was deferred to allow for a DEI analysis.

9. CTR ordinance. State law requires that cities have a commute trip reduction (CTR) ordinance applicable to businesses which have more than 100 full-time employees. State CTR funds are not available to jurisdictions without an ordinance. Kenmore's largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.

10. Airport Plan. State law requires that cities with airports have an Airport Plan in place to protect continued operation of the airport. Kenmore has incorporated information and a number of policies into its Comprehensive Plan related to Kenmore Air that would be addressed through SEPA review for new development proposals, however, a formal airport plan has not been developed.

~~10. Transportation impact fee study. Transportation impact fees would be reviewed in conjunction with the Transportation Element update. Completed 2023~~

~~11. Title 12, Streets and Bridges, amendments. A list of possible amendments to the City's street standards is maintained by EN. This project also would include review of potential new regulations related to transit stops and stations, and other amendments to update Title 12. A former item--"to address franchise process and requirements"--would be incorporated. Completed 2023~~

11. Title 10, Vehicles and Traffic, amendments. The City's traffic safety and traffic management policies are maintained by EN. This project would include review of potential amendments related to on-street parking and new regulations related to alternative modes of travel (e-bikes, scooters, bike share, etc.), along with other potential amendments to update Title 10.

HOUSING

12. Housing Strategy Plan update. This project includes review and re-prioritizing of the projects within the Housing Strategy Plan adopted in 2017.

13. Phase 2 of the manufactured housing communities project (future upzoning of properties on the north side of SR-522) was put on hold pending appeal of the Phase 1 ordinance. That appeal is ongoing and likely will not be resolved until 2024+.

14. Middle housing code amendments. Comprehensive Plan amendments to support middle housing within ¼-mile of the City's two main transit corridors were adopted in 2022. Implementing zoning regulations have not been adopted. State Legislation passed in 2023 will require amendments to the adopted 2022 Housing Element and Land Use Element. Implementing zoning regulations must be in place by June 2025.

15. Smaller houses on smaller lots. An implementing measure of the Comprehensive Plan is to look at minimum lot sizes in conjunction with regulations for maximum house size.

16. Increase SEPA review thresholds for housing. State law allows the SEPA exemption level to be raised from 20 multifamily units to 60 multifamily units and 20 single-family units to 30 single-family units. To increase these thresholds, the City must demonstrate that existing regulations adequately provide for environmental analysis, protection and mitigation of impacts to the environment.

17. Revise definition of "Household." State law now prohibits zoning rules from specifying a maximum number of unrelated individuals that may live together in a single dwelling unit. Standards from the Building Code still would apply.

18. Accessory Development Unit (ADU) Regulations: State Legislation adopted 2023 requires amendments to City regulations by June 2025.

19. Cottage Housing Regulations: Cottage housing is a type of middle housing. City Council expressed interest in cottage housing during middle housing discussions in 2021-2022. Implementing regulations could be combined with amendments to the land use and housing elements.

PARKS

20. Park rules update. Titles 8 and 9 address a number of park-related issues, including how to handle park use and reservations.

CRITICAL AREAS

21. Critical area and shoreline rules were updated in 2019/2020. As part of the recent TOD amendments, Council authorized a “carve-out” of the area near Swamp Creek to consider whether restoration in the area is a priority and whether property easements should be purchased to facilitate restoration. The Swamp Creek corridor assessment will study the entire length of Swamp Creek in Kenmore and determine restoration needs and priorities. Results will determine the actions to be taken in the TOD “carve-out” area near the Creek (5.).

22. Review Reasonable Use Exception (RUE) Criteria. RUE is a land use process that applies when a lot is entirely impacted by critical areas. Typically a reasonable use is to allow a single-family residence with minimal impacts to critical areas.

TREES

23. Tree protection/preservation. This project began in 2023.

- A. Increase the tree density requirement for new development;
- B. Decrease yearly allowances for single-family tree removal;
- C. Always require tree replacement;

- D. Create a tree fund for instances where replacement is infeasible (“fee in lieu”); could include tree rebate program for planting on single-family lots.
- E. Retain trees in the perimeter landscape
- ~~F. Establish an exceptional tree program completed 2023~~

ECONOMIC DEVELOPMENT

24. Economic Development Strategy follow-up. This project includes review of priority items from the Economic Development Strategy that was adopted in 2018. In 2023 a new “three prong” approach was adopted for economic development, aligned with the adopted Economic Development Strategy: 1. Be a well run city; 2. Seize strategic opportunities; 3. Focus on key partnerships.

MISCELLANEOUS

25. Review general change-of-use standards. When a business changes from one type of use to another, the Zoning Code process for review is unclear. The Building Code has change of use standards. Standards in the Zoning Code need adjustment to clarify the required permit process.

26. Expand the Multifamily Tax Exemption (MFTE). The MFTE can be used in some parts of the downtown and in the TOD District but is not available in other areas of the City. The City may wish to expand the MFTE to remaining parts of the City’s downtown, including Lakepointe. MFTE is an important incentive to affordable housing development.

27. Title 13 code cleanup amendments. Staff have identified several minor code provisions in Division 1 of Title 13, Utilities and Public Works, needing revision, along with other potential minor revisions to Division 3. If Division 2 also needs minor revisions those would be coordinated with Environmental Services staff

28. Development code cleanup amendments. Staff has identified several minor code provisions in the Subdivision and Zoning Codes needing revision.

29. Replace “marijuana” with “cannabis.” The new terminology reflects changes at the State level.

30. Vesting rules. Case law holds that vesting applies only to building permits, plats, and development agreements unless a city's code provides more liberal allowances. Kenmore has extended vesting to certain types of zoning permits. In the future, as major code amendments are made (particularly related to critical areas), reconsideration of these rules may be warranted.

~~30. Code enforcement tools. Revisions to the code enforcement standards (for example, use of the International Property Maintenance Code and revised standards for vegetation maintenance and residential outdoor storage) could strengthen the City's code enforcement program. Completed 2023~~

31. Nonconformance rule adjustments. Current nonconformance rules allow, in some cases, continuation of a nonconforming use beyond the typical one-year period if certain types of paperwork are submitted. A code revision would require that the nonconformance be physically operating to continue nonconformance protections. This item could be combined with item 27, Development Code cleanup amendments.

~~32. Temporary display amendments. Amendments adopted last year need additional revision. This item could be combined with item 27, Development Code cleanup amendments. Completed 2023.~~

32. Building Code adoption. Per RCW 19.27, the City is required to enforce the State Building Code which effectively requires the City to adopt the Building, Plumbing, and Mechanical codes as adopted and amended by the State. This is typically done on a three-year cycle. It is also an opportunity to review the City's construction and maintenance codes for any needed local updates.

33. Transfer of Density Credits/Transfer of Development Rights. The zoning code allows transfer of density credits from one site to another in certain circumstances. Transfer of density credits is handled between private parties with documentation provided to the City until such time as the City enters into a formalized transfer of development rights (TDR) process through King County or another agency. Exploring options for a TDR program and process.

34. Small-Scale Neighborhood Commercial Uses: Adopted Land Use Policy, consider small-scale neighborhood commercial uses within walking or bicycling distances of homes to increase residents' opportunities to meet their daily needs without having to drive. Preliminary analysis was completed by consultant LDC as part of the missing middle housing analysis in 2023.

35. Political Signs: Review political sign regulations to ensure compliance with state law.

36 Burn Ban Ordinance: At the 2023 City Council retreat, Council asked staff to look into a burn ban ordinance for Council consideration.

37. Unit Lot Subdivision Regulations: Provides for fee-simple ownership of lots on which townhome dwellings are placed. SB5258 passed by the legislature in 2023.

COMPREHENSIVE PLAN AMENDMENTS									CODE AMENDMENTS				
	Meetings and Key Dates	Economic Development Element	Community Design Element	Downtown Element	Surface Water Element	Capital Facilities Element	Natural Environment Element	Housing & Land Use Element (Middle Hsg)	Cottage Housing	ADU regulations	Small houses/Small lots	Middle Housing	
2024	January 2 - PC	Cancelled											
	January 16 - PC	Public Hearing											
	February 6 - PC	Finalize Recomm.						Introduction					
	February 20 - PC							Continued					
	February 26 - CC	PC/CC Joint Mtg											
	March 5 - PC		ULI TAP Event March 6-7					Continued					
	March 11 - CC	Discussion, if needed											
	March 19 - PC							Continued					
	April 2 - PC		Introduction	Introduction				Finalizing Recomm.					
	April 8 - CC												
	April 16 - PC		Continued	Continued									
	April 22 - CC							PC/CC Joint					
	May 6 - CC							Discussion, if needed					
	May 7 - PC		Hearing	Hearing					Introduction	Introduction	Introduction	Introduction	
	May 21 - PC		Finalize Recomm.	Finalize Recomm.									
	June 4 - PC								Continued	Continued	Continued	Continued	
	June 10 - CC		PC/CC Joint	PC/CC Joint									
	June 18 - PC				Introduction	Introduction	Introduction		Continued	Continued	Continued	Continued	
	June 24 - CC		Discussion, if needed	Discussion, if needed									
	July 2 - PC				Continued	Continued	Continued		Continued	Continued	Continued	Continued	
	July 15 - CC												
	July 16 - PC				Continued	Continued	Continued		Continued	Continued	Continued		
	August 6 - PC				Continued	Continued	Continued						
	August 20 - PC				Hearing	Hearing	Hearing		Continued	Continued	Continued	Continued	
	September 3 - PC				Finalize Recomm.	Finalize Recomm.	Finalize Recomm.		Hearing	Hearing	Hearing	Hearing	
	September 9 - CC				PC/CC Joint	PC/CC Joint	PC/CC Joint						
	September 16 - CC				Discussion, if needed	Discussion, if needed	Discussion, if needed						
	September 17 - PC								Finalize Recomm.	Finalize Recomm.	Finalize Recomm.	Finalize Recomm.	
	October 7 - CC								PC/CC Joint Mtg	PC/CC Joint Mtg	PC/CC Joint Mtg	PC/CC Joint Mtg	
	October 8 - PC												
	October 14 - CC								Discussion, if needed	Discussion, if needed	Discussion, if needed	Discussion, if needed	
	October 22 - PC												
	November 5 - PC												
	November 18 - CC	Council adoption	Council adoption	Council adoption	Council adoption	Council adoption	Council adoption	Council adoption	Council adoption	Council adoption	Council adoption	Council adoption	
	November 19 - PC												
	December 3 - PC												
	December 17 - PC												
2025	January 7 - PC												
	January 21 - PC												
	February 18 OR March 4 - PC												
	March 18 - PC												
	April 7 - CC												
	April 21 - CC												
	May 5 OR May 19 - CC												



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Proposed Resolution No. 24-411 Council Rules and Procedure Proposed Council Action/Motion: Motion to adopt Resolution No. 24-411, amending resolution 22-388 to establish a time for the end of meetings, and adopting procedures for public comments, public hearings, and meeting decorum.	For Council Meeting Agenda of: January 9, 2024 Department: City Manager Department Prepared by: Rob Karlinsey, City Manager <u>Initial & Date</u> Approved by Department Head: <u>RK, 1/3/24</u> Approved by City Attorney: <u>DR, 1/3/24</u> Approved by Finance Director: <u>N/A</u> Approved by City Manager: <u>RK, 1/3/24</u> Exhibits/Attachments: 1. Resolution No. 24-411 2. Attachment 1 to Resolution No. 24-411
Summary: The City Council is dedicated to continually improving the Council Rules and Procedures, ensuring our meetings are both productive and efficient. As we reflect on the past year, especially considering the extended durations of council meetings, and disruptions during those meetings, City Staff propose enhancements aimed at achieving the following objectives: 1. Foster a welcoming and respectful atmosphere throughout the meetings, ensuring kindness and consideration for everyone involved. 2. Establish a fixed conclusion time for meetings, making it easier and more appealing for our community members to participate and stay informed. 3. Introduce a specified duration for public contributions and testimonies, allowing the Council to effectively focus on and address matters of importance.	
City Council Priority or Budget Objective Being Addressed: Resolution 24-411 supports Council objective No. 9: Foster community engagement, participation, and fun.	

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 24-411**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, AMENDING RESOLUTION 22-388 TO
ESTABLISH A TIME FOR THE END OF MEETINGS, AND
ADOPTING PROCEDURES FOR PUBLIC
COMMENTS, PUBLIC HEARINGS, AND MEETING
DECORUM.**

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

WHEREAS, the City Council adopted Resolution No. 22-388, adopting the City of Kenmore Council Rules and Procedures (Rules of Procedures), which has been amended as needed; and

WHEREAS, the Council wishes to amend the Rules of Procedures to set a meeting end time and clarify rules relating to public comment, public hearings and meeting decorum.

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

Section 1. Amendment. The City Council amends Resolution 22-388, as amended by Resolution 23-408, as set forth in Attachment 1 to this resolution attached hereto and incorporated by reference as if set forth in full.

Section 2. Conflict. In the event of a conflict between any provisions of these Rules of Procedures and any other prior Council policy or procedure, the provisions of these Rules shall control.

Section 3. Severability. If any sentence, clause or provision of these rules conflict with an applicable provision of state or federal law or is otherwise invalidated by a court of competent jurisdiction, the invalid sentence, clause or provision of these rules shall be severable from the remainder.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A SPECIAL MEETING THEREOF THIS ____ DAY OF _____ 2024.

CITY OF KENMORE

_____, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

ATTACHMENT 1 TO RESOLUTION

CC-1 Council Rules and Procedures

Category: City Council	Policy No.: CC-1
Subject: Council Rules and Procedures	Date Issued: 7/11/2023 (Res. 22-388)
Staff Contact:	Last Updated: 12/4/2023 (Res. 23-408)

Sections:

- 1 General
- 2 Order of Business Meetings
- 3 Structure and Roles of Government
- 4 Vacancy and Leave of Absence
- 5 Council Conduct
- 6 Remote Attendance and Voting
- 7 Executive Sessions
- 8 Public Testimony
- 9 Waiver / Effect of Waiver of Rules

1 General

1.1 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 addressing federal and state mandates.

1.2 Structure of Meetings

1.2.1 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 42.30.140. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

1.2.2 Meetings will be orderly and will involve Councilmembers, City staff, consultants, and members of the public, which will allow all viewpoints to be heard and considered.

1.2.3 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.

1.2.4 Meeting types:

1.2.4.1 There will be three 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.

1.2.4.2 Additional meetings, which may be referred to as meetings or work or study sessions, will be scheduled as needed.

1.2.4.3 Executive sessions will be scheduled as needed.

1.2.4.4 Town Hall meetings will occur periodically as determined by the City Council.

1.2.4.5 Coffee-With-Council is an open forum for the public to discuss issues with Councilmembers. It will occur twice a month, generally on one Monday and one Saturday at times to be announced. If no Councilmembers are able to attend, notification of the cancellation will be made. No more than three Councilmembers may attend. If specific operational issues are brought up by the public, they should be asked to fill out a Service Request on the City's website to properly track, record, and manage the issue. If a Service Request has been filled out and the person has not received a response, then it will be referred to the City Manager for follow-up. Coffee with Council is not intended to result in tasking the city manager or staff with new initiatives or operational tasks.

1.2.4.6 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.

1.2.4.7 The Council has the prerogative to form ad hoc committees or workgroups of not more than three members to work on issues that will be brought forward to the full Council for consideration.

1.2.5 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.

1.2.6 Actions may be taken, motions may be passed, proclamations may be made, and resolutions and ordinances may be adopted at regular meetings, or special meetings with proper notification.

1.2.7 Meeting agendas with relevant information on each topic will be available 10 days in advance whenever possible.

1.2.8 Regular and special meetings will be recorded by the City Clerk or designee and posted within 72 hours.

1.2.9 Remote attendance and voting will be allowed as noted in Section 6.

1.2.10 Copies of all documents distributed in the Council chambers pertaining to Council business, as well as copies of all documents submitted by speakers during Public Comments, shall be provided to the City Clerk and distributed as necessary.

1.3 Rules for Meetings

1.3.1 These rules constitute the official rules and procedures and code of conduct for the City Council.

1.3.2 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.

1.3.3 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.

1.3.4 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.

1.3.5 Robert's Rules of Order for "Small Boards" will be used to:

1.3.5.1 Allow the Presiding Officer to participate in debate. In general, the Presiding Officer will speak after others have spoken on the topic.

1.3.5.2 Allow informal discussion before a motion is made.

1.3.5.3 Not require speakers "for" and "against" the motion to alternate.

2 Order of Business Meetings

2.1 Call to Order

2.1.1 The Presiding Officer will call a meeting to order.

2.1.2 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.

2.2 Agenda Approval

2.2.1 The City Council shall approve the agenda.

2.2.2 Amendments to the agenda may be suggested, discussed, and approved.

2.3 Public Comments

2.3.1 Members of the public may only speak during the designated Public Comment period, or during a scheduled public hearing, or a quasi-judicial hearing (as discussed in Section 8 below).

2.3.2 No person shall address the City Council at a meeting without being recognized by the Presiding Officer.

2.3.3 The Presiding Officer or City Clerk will state the rules for the Public Comment period. This may include items such as:

2.3.3.1 Members of the public must sign the log prior to the Public Comment period to be allowed to speak. They are not required to sign anywhere to attend the meeting.

2.3.3.2 They must state their name and city of residence.

2.3.3.3 Public comments will be limited to a total of one hour for on-site and virtual attendees and will be tabulated by clock time (not aggregate speaking time). Each person will be given three minutes. However, if more than twenty people are signed up to speak (counting both on-site and virtual speakers), then the public comment time limit will be automatically reduced to two minutes per person. The Mayor will be informed of the number of persons signed up prior to public comment so that the correct time limit will be applied, and said time limit will continue to apply even if a person opts out or leaves the meeting prior to giving public comments. Regardless of how many people are signed up to speak, public comment will end after one hour. The Presiding Officer may alternate comments between in-person and online commenters. If time remains after those signed up to comment have spoken, the Mayor may ask the in-person audience if there is anyone else who wishes to comment, and the same per-speaker time limit will apply. There is a three-minute time limit.

2.3.3.4 It is a time for members of the public to speak on any topic(s) of their choice.

2.3.3.5 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.

2.3.3.6 Comments should be addressed to the Presiding Officer and the City Council, not the audience.

2.3.3.7 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.

2.3.3.8 Section 8.3 Rules of Decorum and Section 8.4 Interruptions – Procedure shall apply to public comments. Members of the public should refrain from booing, hissing, clapping, or making personal attacks during public comments, and throughout the meeting.

2.3.3.9 2.3.4 ~~Each member of the public will be given three minutes.~~ Suspension of public comment ~~this rule~~s will require a majority vote of the Councilmembers present.

2.3.45 No person may use the designated Public Comment period to support or oppose any candidate for public office or ballot measure in a manner that violates RCW 42.17A.555.

2.3.56 The Presiding Officer will allow members of the public to return to their seats in the audience before responding to their presentations.

2.3.67 There will be no two-way conversations between Councilmembers and members of the public.

2.3.78 The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council. However, if public comment is about operational issues then the Presiding Officer should refer the resident to the main page on the City's website where they can report a concern. Operational requests raised during Public Comment should not get special priority or attention.

2.4 Virtual Public Comment

2.4.1 The Council aims to provide a virtual meeting option whenever possible and technologically feasible. Members wishing to comment virtually during a public comment period, or a scheduled public hearing, will be required to submit a request in advance using a form approved by the City Clerk's Office and provided through the city website.

2.4.2 The Council may, at its discretion, eliminate the remote public comment option if necessary due to security, safety concerns, or as otherwise determined necessary by the Council.

2.4.3 The City Clerk's Office is authorized to evaluate all requests to comment virtually submitted on the approved form, with the goal of allowing the maximum number of requests subject to confirmation procedures established by the City Clerk's Office.

2.4.4 The City Clerk's Office is authorized to make changes to the registration form or process to enhance security or efficiency as necessary.

2.4.5 If approved to comment, virtual public comments must adhere to the same rules outlined in section 2.3 (Public Comment) or 8.2 (Public Hearings).

2.4.6 Guests providing virtual comments will "display" their first and last name before being called on.

2.5 Council Business Meeting

2.5.1 Each item on the agenda will be addressed in turn with staff, consultant, or special speaker reports as appropriate.

2.5.2 Council will discuss the issues and take action on them as appropriate.

2.6 Consent Agenda

2.6.1 The consent agenda streamlines Council proceedings by addressing routine matters without extensive deliberation. Inclusion in the consent agenda is suitable for items in the following categories:

- Minutes: Approval of meeting minutes from previous sessions.
- Voucher Approval Reports; Payables
- Routine Contracts: Standard service contracts or procurements within established budgetary limits.
- Reports and Updates: Receipt of non-debatable reports or updates.
- Procedural Matters: Non-contentious appointments, reappointments, or procedural changes.
- Implementing Prior Direction: Actions implementing Council direction from budget, policy documents, or previous meetings.
- Final Actions Directed by Council: Finalizing actions previously directed by the Council, possibly in the form of resolutions or ordinances.

2.6.2 Items included in the consent agenda must adhere to guidelines and not require extensive discussion. Excluded items will be scheduled for individual consideration during the business agenda of Council sessions.

2.6.3 The consent agenda aims to streamline Council proceedings, optimizing time while ensuring transparency and adherence to prior directives. Any item on the Consent Agenda may, at the request of any Councilmember, be removed and considered and voted on separately. Requests to remove a consent item for consideration may be done during the Agenda Approval or Consent Agenda segments of the meeting.

2.7 Councilmember Reports, Comments, and Initiatives

2.7.1 Councilmembers may give reports, make comments, and/or raise new topics or issues during "Councilmember Reports, Comments and Initiatives." No final action or direction to staff can be taken on comments or topics raised. However, during Councilmember Reports, the Mayor (or Presiding Officer) may request Council concurrence to sign on to a document showing City support for a particular issue or position.

2.7.2 Each Councilmember will have 5 minutes for reports, comments and new topics/issues. Extra comments can be submitted in writing.

2.7.3 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.

A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.

The Presiding Officer will direct discussion of the new topic or issue to determine whether there is majority support to move it to a future agenda.

After discussing the new topic or issue, the City Council will vote or come to a consensus on whether to move the topic or issue forward as a future agenda item.

2.7.4 By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

2.8 End of Meeting. City Council meetings shall not extend beyond 10:00 p.m. unless extended by motion and approved by a simple majority of the City Council. The motion shall include the length of time of the extension.

3 Structure and Roles of Government

3.1 City Council Role

3.1.1 The City Council acts as a collective body to set policy direction. Council direction comes from the Council dais. Policy direction and requests for new initiatives should not happen outside of the Council meeting. Council decides the policy direction, while the City Manager determines the operational enactment of policies.

3.1.2 Council direction on workload and priorities is normally established two times per year: At budget adoption and at the retreat. While emergent and high priority issues may unexpectedly come up during the year, the Council should try to respect the process of providing priority and workload direction through the budget and the retreat.

3.1.3 The work set forth through budget and the retreat, plus daily City operations, is always ambitious and more than fills the time of staff. To support organizational health and morale, and to maximize efficiency and effectiveness, if a new initiative is to be considered, a corresponding workload item will need to be deleted or a new resource will need to be added.

3.1.4 In fulfilling their role as members of a collective policy-making body, Councilmembers will:

3.1.4.1 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.

3.1.4.2 Not focus on administrative or operational issues and matters. If a Councilmember has an operational request (e.g., pothole, right-of-way vegetation, etc.), the Councilmember will be directed to use the Service Request process and system, and such requests will be treated like any other request from a resident. Councilmembers do not vicariously request operational city services or report operational concerns on behalf of residents unless the issue or concern is an immediate safety or environmental hazard. Requesters should be directed to go through the Service Request system. If a requester says they tried the service request process and did not get a response or received an unsatisfactory response, the Councilmember can bring it to the City Manager's attention, and the City Manager will work through the appropriate department head(s) to resolve the matter.

3.1.4.3 Comply with the laws, regulations and policies affecting operation of City government.

3.1.4.4 Use public office for public good, not personal gain.

3.1.4.5 Be independent, impartial and fair in judgments and actions.

3.1.4.6 Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.

3.1.4.7 Monitor and understand operations of the City to be knowledgeable in order to provide policy direction.

3.1.4.8 Represent the City at local, state, and national forums.

3.1.4.9 Represent the City to its residents and members of the public.

3.1.4.10 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.

3.1.4.11 Contact the City Manager only for questions and thinking through policy issues that are in upcoming published agenda items. Note that direction to perform any work cannot arise from these discussions, but rather needs to come from the collective body of the City Council. Questions and issues not pertinent to the immediately upcoming agenda should be raised at regularly scheduled one-on-one meetings with the City Manager as indicated in Section 3.2.6.

3.1.4.12 Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time, with the following exceptions:

3.1.4.12.1 Councilmembers may contact the Executive Assistant directly for clerical and incidental administrative tasks such as processing reimbursements, making copies, calendaring, travel arrangements, and conference registrations.

3.1.4.12.2 Councilmembers may contact the City Clerk directly (cc: City Manager if by email) for incidental things relating to Council meetings, such as getting the right meeting link, getting a copy of a packet item, making sure they have the right chair, getting the battery changed out in their microphone, etc.

3.1.4.12.3 Councilmembers may ask routine questions of city departments that can be answered in a few minutes. Examples may include questions about items on upcoming Council meeting agendas, the city's existing development regulations and other city codes, the city's adopted budget, and administrative issues and procedures. In these cases, Councilmembers can direct their questions through the department heads, provided they include the City Manager in the communications. If the department head determines that the Councilmember's question will take more than a few minutes to answer, they will seek guidance from the City Manager. Councilmembers are not to contact department heads or other staff directly to direct work, request research, policy analysis, changes in operations or priorities, or similar issues.

3.1.4.12.4 Councilmembers may contact the City Attorney directly if needed for legal questions, provided that the City Attorney may contact the City Manager for direction on workload priorities.

3.1.4.12.5 Mayor (or Presiding Councilmember) may work directly with the City Clerk for obtaining signatures on Council-approved documents and other incidental matters pertaining to Council meetings.

3.1.4.13 Be attentive to and interact with the public as indicated during Coffee with Council (Section 1.2.4.5), Public Comments (Section 2.3), Public Testimony (Section 8) and at other times in the community. Residents often raise policy or program ideas that may be addressed in the following ways:

3.1.4.13.1 If a policy issue raised is worth exploring, Councilmembers should bring ideas forward to the collective City Council with two-councilmember sponsorship (see 2.B.), rather than to the city manager, while also respecting existing priorities and work plans.

3.1.4.13.2 If a resident has an idea for a specific event or "love note," the Councilmember should ask the resident if they are willing to plan and produce it, and then give them the

contact information of the City's recreation coordinator who may support it in the following two ways:

3.1.4.13.2.1 Promotion of the event/love note through City's normal communication channels (City will not design or produce flyers or other materials) and

3.1.4.13.2.1 Provision of City-owned physical location.

3.1.4.14 Access City computers and electronics at the appropriate access level. A City computer, such as a laptop, will be provided for City business, and it may not be used for personal business.

3.1.4.14.1 Cell Phone. If a Councilmember wishes to have a City- provided cell phone for City use, one will be provided.

3.1.4.14.2 Key Card. Each Councilmember will be given a key card to access City Hall main entrance, Council Chambers, and the executive conference room.

3.1.4.14.3 City Property. All City devices (e.g., computer, laptop, cell phone, key card, and other accessories) are the property of the City of Kenmore and will be returned to the City at the end of the term of office.

3.2 City Manager Role

3.2.1 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. All other City employees work for and report to the City Manager.

3.2.2 Direct the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.

3.2.3 Spend City funds per the City's adopted purchasing policies, which align with State and City laws.

3.2.4 Prepare agendas for meetings and retreats with input from the Mayor.

3.2.5 Provide timely, useful information evenly and equally to all Councilmembers.

3.2.6 Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember. The main purposes for these meetings with three or fewer Councilmembers are for the City Manager to give updates and for Councilmembers to bring up questions. It is not a time for tasking the City Manager, nor is it a time to direct the City Manager to implement new programs or policy initiatives or otherwise add any new work to the City Manager. That direction comes from the majority decision of the Council.

3.2.7 Prepare adequately for City Council meetings.

3.2.8 Meet with members of the public as needed to solve problems and answer questions.

3.2.9 Interact with other public agencies to accomplish City Council goals and policies.

3.2.10 Respond to Councilmember questions and concerns equitably.

3.3 Election of Mayor and Deputy Mayor.

For efficiency and transparency, the Council adopts the following procedures to fill the positions of Mayor and Deputy Mayor:

3.3.1 Mayor

3.3.1.1 The City Clerk will open and call for nominations for the position of Mayor, giving every Councilmember an opportunity to nominate one person, including him or herself.

3.3.1.2 Once all nominations are made, the City Clerk will close the nominations and ask for discussion. The City Clerk will ask each Councilmember if they wish to speak once to make their case for a particular nominee.

3.3.1.3 After each Councilmember has had a chance to speak, the City Clerk will close discussion and begin the voting process.

3.3.1.4 If there is a singular nomination, the vote will be taken by unanimous consent.

3.3.1.5 If there are multiple nominations, the vote will be taken by a show of hands.

3.3.1.6 Each member of the Council will vote for the preferred nominee, and keep the hand raised until the clerk has registered the vote.

3.3.1.7 Votes will be taken in order of nomination received.

3.3.1.8 The voting rounds will continue until a majority of 4 votes has tallied in favor of a nominee. A nominee may withdraw a nomination before a new round of voting begins.

3.3.1.9 The newly-elected Mayor will immediately assume the role of chair/presiding officer.

3.3.2 Deputy Mayor

3.3.2.1 The newly elected Mayor will call for nominations for the position of Deputy Mayor.

3.3.2.2 Each Councilmember may nominate one person, including him or herself at this time.

3.3.2.3 Once all nominations are made, the Mayor will close the nominations and allow time for discussion. Each Councilmember will be allowed to speak once to make their case for a particular nominee.

3.3.2.4 After each Councilmember has had a chance to speak, the Mayor will close the discussion and begin the voting process.

3.3.2.5 If there is a singular nomination, the vote will be taken by unanimous consent.

3.3.2.6 If there are multiple nominations, the vote will be taken by a show of hands.

3.3.2.7 Each member of the Council will vote for the preferred nominee, and keep the hand raised until the Clerk has registered the vote.

3.3.2.8 Votes will be taken in order of nomination received.

3.3.2.9 The voting rounds will continue until a majority of 4 votes has tallied in favor of a nominee. A nominee may withdraw a nomination before a new round of voting begins.

3.3.2.10 The Councilmember who receives the most votes will immediately assume the role of Deputy Mayor.

3.4 Mayor Role

- 3.4.1 Primary roles: facilitate meetings; represent the City at local, state and national forums; and represent the City in a ceremonial capacity.
- 3.4.2 Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.
- 3.4.3 Announce in advance public presentations, ceremonies, and events that the Mayor is invited to attend.
- 3.4.4 Bring new issues to the City Council during Council Initiatives.
- 3.4.5 Request other Councilmembers to attend meetings in place of the Mayor when they cannot attend, or to join the Mayor at such meetings to increase the City's representation.
- 3.4.6 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.

4 Vacancy and Leave of Absence

4.1 Purpose

This section provides guidance to the City Council on filling vacancies and appointing a Pro Tempore when a Councilmember requests an extended leave of absence.

4.2 References

- 4.2.1 Chapter 42.12 RCW – Vacancies
- 4.2.2 RCW 35A.13.020 (and RCW sections cited therein) – Vacancies – Filling Councilmember Vacancies
- 4.2.3 RCW 35A.13.035 – Pro Tempore appointments
- 4.2.4 RCW 42.30.110(1)(h) – Executive Session Allowed to Evaluate Qualifications of a Candidate for Appointment to Elective Office
- 4.2.5 RCW 42.30.060 – Prohibition on Secret Ballots

4.3 Definitions

- 4.3.1 A "vacancy" occurs on the happening of any event identified in RCW 42.12.010, as amended, which includes resignation, removal, forfeiture, permanent incapacity, or death of a Councilmember.
- 4.3.2 "Leave of absence" means a temporary interval when a Councilmember is unable to serve due to extended excused absence or incapacity but expects to return to full service prior to the end of his or her term of office.
- 4.3.3 "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.

4.4 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.

4.5 Filling of Vacancy or Appointment of Councilmember Pro Tempore

4.5.1 Upon receiving notice of an upcoming vacancy or the occurrence of a vacancy, the remaining Councilmembers, by a simple majority vote, shall fill the vacant position using one of the following procedural options:

4.5.1.1 Appoint a candidate to fill the vacant position without the process described in Section 4.6 below;

4.5.1.2 Appoint a candidate to fill the vacant position according to the process described in Section 4.6 below; or

4.5.1.3 Appoint a candidate to fill the vacant position using another process based on the circumstances at the time of the vacancy and the needs of the City Council.

4.5.2 After a leave of absence is approved, the remaining Councilmembers, by a simple majority vote, shall select one of the following options:

4.5.2.1 Leave the position unfilled during the leave of absence;

4.5.2.2 Appoint a Councilmember Pro Tempore by a simple majority vote, without the process described in Section 4.6 below;

4.5.2.3 Appoint a Councilmember Pro Tempore according to the process described in Section 4.6 below; or

4.5.2.4 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.

4.5.3 The Councilmember who is vacating his or her position, or seeking temporary leave of absence, shall not participate in the appointment process.

4.6 Application Process

4.6.1 If one of the following events occur: a) the City Council receives notice of an upcoming vacancy, b) a vacancy occurs, or c) City Council determines 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.

4.6.2 The City Clerk's Office shall prepare and submit an advertisement to the newspaper of record, with courtesy copies to the closest local newspaper, 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. The announcement will also be sent via the City's other regular communication channels (email and social media).

4.6.3 The applicant must be a registered voter of the City of Kenmore, have a one-year continuous period of residency in the City of Kenmore, and hold no other public office or employment under the City of Kenmore government.

4.6.4 The City Clerk's Office shall prepare an application form that 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 agree to complete and file a Washington State PDC Form F-1 upon appointment. The application form will also include the applicant's consent for the City to conduct a criminal background check on the applicant prior to being interviewed by the Council. 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.

4.6.5 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.

4.7 Interview Process

4.7.1 The City Council will determine which applicants will be interviewed according to qualifications submitted.

4.7.2 The City Clerk's Office shall notify the selected applicants of the location, date, and time of City Council interviews.

4.7.3 Prior to the date and time of the interview, the Mayor shall accept one interview question from each Councilmember.

4.7.4 Prior to the interview, the City Clerk shall obtain and provide to the Councilmembers a Criminal Background Check for the applicant.

4.7.5 The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk.

4.7.6 Each interview of an applicant shall be no more than 30 minutes in length. At the interview:

4.7.6.1 The applicant shall present his or her credentials to the City Council.

4.7.6.2 The City Council shall ask a predetermined set of questions.

4.7.6.3 If agreed to by the City Council, Councilmembers may ask and receive answers to miscellaneous questions.

4.8 Voting Process

4.8.1 Upon completion of the interviews, Councilmembers may convene into Executive Session to evaluate the qualifications of the applicants; however, all interviews, nominations and votes taken by the Councilmembers shall be in open public session.

4.8.2 In voting on the applicants, the City Council shall follow Robert's Rules of Order Newly Revised.

4.8.3 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.

4.8.4 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.

4.8.5 The Mayor shall declare the applicant receiving a majority of four votes as the new Councilmember or Councilmember Pro Tempore, and they shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

4.9 Deadline for Filling Permanent Vacancies

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

4.10 Term of Office

4.10.1 The new Councilmember shall serve the portion of the unexpired term until his or her successor takes office, pursuant to State law.

4.10.2 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.

5 Council Conduct

5.1 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, members of the public, and others with whom they come into contact while representing the City.

5.2 Code of Ethics and Conflicts of Interest

5.2.1 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.

5.2.2 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.

5.2.3 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)

5.2.4 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).

5.2.5 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.

5.2.6 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 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.

5.2.7 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):

5.2.7.1 The furnishing of utility services by the City at the same rates and on the same terms as are available to the public generally;

5.2.7.2 The designation of public depositaries for City funds;

5.2.7.3 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

5.2.7.4 Any other exception provided for by law.

5.2.8 A Councilmember may not vote in the authorization, approval, or ratification of a contract in which they are 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.

5.2.9 A Councilmember is not interested in a contract, within the meaning of Sections 5.2.7 and 5.2.8 above, if the Councilmember has only a remote interest in the contract. A "remote interest" means:

5.2.9.1 That of a non-salaried officer of a nonprofit corporation.

5.2.9.2 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;

5.2.9.3 That of a landlord or tenant of a contracting party; or

5.2.9.4 That of the holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

5.2.10 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:

5.2.10.1 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.

5.2.10.2 The City Council authorizes, approves, or ratifies the contract after that disclosure and notation.

5.2.10.3 The City Council's authorization, approval, or ratification is in good faith.

5.2.10.4 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.

5.2.10.5 The Councilmember having the remote interest does not influence or attempt to influence any other Councilmember to enter into the contract.

5.2.11 Any contract made in violation of the restrictions and requirements of Sections 5.2.7 through 5.2.10 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.

5.2.12 Any Councilmember violating the provisions of Sections 5.2.7 through 5.2.10 above, Section 5.2.13 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 Sections 5.2.7 through 5.2.10 above or RCW 42.23.070 may be grounds for forfeiture of his or her office. See RCW 42.23.050.

5.2.13 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.

5.2.14 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.

5.2.14.1 Unsolicited flowers, plants and floral arrangements;

5.2.14.2 Unsolicited advertising or promotional items of nominal value, such as pens and note pads;

5.2.14.3 Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

5.2.14.4 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;

5.2.14.5 Informational materials and publications related to the Councilmember's performance of official duties;

5.2.14.6 Food and beverages consumed at hosted receptions where attendance is related to the Councilmember's duties for the City;

5.2.14.7 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;

5.2.14.8 Unsolicited gifts from dignitaries from another city, state, or foreign country, as long as the Councilmember give the gift to the City;

5.2.14.9 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;

5.2.14.10 Any gift which would have been offered or given to the Councilmember if they were not a Councilmember; and

5.2.14.11 Payments by a governmental or non-governmental entity of reasonable expenses incurred by the Councilmember in connection with a speech, presentation, appearance, or trade mission made in an official capacity.

5.3 General Courtesy Expectations

- 5.3.1 Be courteous, respectful, kind, and professional at all times with everyone.
- 5.3.2 Be honest and truthful.
- 5.3.3 Act with integrity and in good faith.
- 5.3.4 Foster an environment of mutual respect. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.
- 5.3.5 At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
- 5.3.6 Stay on the topic being discussed for the efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.
- 5.3.7 Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order.
- 5.3.8 Comments will be limited to three minutes at a time.
- 5.3.9 Refrain from asking staff to advertise individual achievements (e.g., classes, awards, being the first of a class of people) through City events or communications (newsletters, press releases).
- 5.3.10 Refrain from using social media to discuss Council deliberations or other Council business, as this 'dialogue' creates an un-trackable set of public records. Social media may be used to provide unidirectional information about upcoming agenda items and to encourage public engagement.
- 5.3.11 Refrain from emailing the Council as a body (e.g., ci_council@...) with anything that might prompt a group response or requests new action as this may create a dialogue subject to the Open Public Meetings Act. Councilmembers may email the Council as a body if the email simply provides information.
- 5.3.12 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."
- 5.3.13 Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff, and City consultants.
- 5.3.14 If any Councilmember has a complaint against a fellow Councilmember, the City Manager, or a staff member, they will follow city procedures to resolve the issue. They will not broadcast the issue on social media or to the public news media before an evaluation has been done and a conclusion has been reached.
- 5.3.15 Treat City staff in a polite and professional manner.
- 5.3.16 Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

5.4 Respect in Regard to Voting

- 5.4.1 Disagreement and differences of opinion are honored and respected features of government in the City.
- 5.4.2 When there is disagreement, discuss and clarify the issues before voting.

5.4.3 Councilmembers must not seek out members of the media to express thoughts about 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.

5.4.4 Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.

5.4.5 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.

5.4.6 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.

5.5 Prohibited Conduct

5.5.1 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.

5.5.2 The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.

5.5.3 Prohibited conduct includes, but is not limited to, the following:

5.5.3.1 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.

5.5.3.2 Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.

5.5.3.3 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.

5.5.3.4 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:

5.5.3.4.1 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

5.5.3.4.2 Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, where the correction or explanation substantially interrupts the efficient operations of the City.

5.5.3.5 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.

5.5.3.6 Representing to members of the public, 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.

5.5.3.7 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.

5.5.3.8 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.

5.5.3.9 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.

5.5.3.10 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 5.2, Code of Ethics and Conflicts of Interest)

5.5.3.11 Engaging in acts of intimidation, discrimination, bullying, bias, or hate acts toward other Councilmembers.

5.6 Sanctions

5.6.1 The Council has the power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.

5.6.2 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.

5.6.3 The Presiding Officer may give a verbal admonition.

5.6.4 Other punishments not mentioned in Section 5.6.2 require the affirmative vote of five members of the City Council.

5.6.5 A censure is a statement by five members of the City Council that a prohibited action has occurred.

5.6.6 A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

6 Remote Attendance and Voting

6.1 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 procedures and guidelines for permitting a Councilmember to attend a meeting via remote access are contained in this Section 6. In the event of a declared emergency at the local, state or federal level, or if the city determines it cannot hold a meeting in person with reasonable safety where Councilmembers or public are in attendance, several or all of the Councilmembers may attend the meeting remotely without the limits set forth in Section 6.2 (Frequency).

6.2 Frequency

Except for a declared emergency at the local, state or federal level, or if the city determines it cannot hold a meeting in person with reasonable safety where members or public are in attendance (OPMA)

Councilmember attendance via remote access is limited to 10 times in a calendar year, but the City Council, by majority vote, may allow additional attendance via remote access.

6.3 Procedure

6.3.1 At least 24 hours before the starting time of a meeting, the Councilmember should advise the City Clerk of the desire to attend via remote access to allow time to prepare for such remote access attendance.

6.3.2 Per state law, any Councilmember and/or public attending a meeting via remote access 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 and/or public attending via remote access.

7 Executive Sessions

7.1 Topics for Executive Session Discussion

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

7.1.1 Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.

7.1.2 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.

7.1.3 Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.

7.1.4 Receipt and evaluation of complaints or charges against a public officer or employee.

7.1.5 Evaluation of qualifications of an applicant for public employment.

7.1.6 Review of the performance of a public employee.

7.1.7 Discussion with legal counsel of litigation, potential litigation or pending litigation (legal counsel may attend via speakerphone or video).

7.1.8 Discussion of collective bargaining sessions with employee organizations.

7.1.9 Consideration of matters affecting national security.

7.2 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.

7.3 Procedure

7.3.1 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)."

7.3.2 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.

7.3.3 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, then return to the executive session.

7.3.4 The Presiding Officer shall announce the conclusion of the executive session in open session by stating: "The executive session is now concluded."

7.3.5 At the close of the executive session or the meeting at which the executive session occurs, the Presiding Officer shall complete a document recording the topic or reason and time of the executive session, including extensions.

7.4 Written Material

7.4.1 During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.

7.4.2 Papers and documents that are distributed during executive sessions are to be returned to the City Manager or the Presiding Officer (if the City 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.

7.4.3 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.

7.4.4 Councilmembers will not generate computer notes, take photos, or make recordings during an executive session.

8 Public Testimony

8.1 Public Comment Rules.

Except in an emergency situation, an opportunity for public comment shall be provided at every regular meeting at which final action is taken. Public comment rules are delineated in Section 2.3 above.

8.2 Public Hearings

8.2.1 The Presiding Officer shall open the public hearing and ask for a City staff presentation.

8.2.2 Members of the public on-site must sign up to comment/testify at a public hearing. Members of the public who wish to comment/testify virtually at a public hearing must submit a request in advance consistent with the procedures set forth in Section 2.4 Virtual Public Comment. When signing up to comment/testify at a public hearing, the speakers should identify if they are "For," "Against," or "Other" for the proposed action (which options will be placed on the on-site and virtual sign-up forms).

8.2.3 Members of the public will be invited to provide comments **only** about the specific topic of the hearing, in contrast to general Public Comment (Section 2.3) which may be about any topic pertaining to City business.

~~8.2.43 Each person will be allowed to speak for five minutes, which is longer than the three minutes allowed for Public Comments. The total time designated for verbal comments/testify at a public hearing shall be ninety minutes and will be tabulated by clock time (not aggregate speaking time). Each person will be given three minutes. However, if more than thirty people are signed up for a public hearing, then the time limit for each person will be automatically reduced to two minutes.~~

The Mayor will be informed of the number of persons signed up prior to the public hearing so that the correct time limit will be applied, and said time limit will continue to apply even if a person opts out or leaves prior to the public hearing. Regardless of how many people are signed up to speak, verbal comments/testimony will end at ninety minutes. The Presiding Officer may alternate comments between in-person and online commenters. If time remains after those signed up to comment/testify have spoken, the Mayor may ask the in-person audience if there is anyone else who wishes to comment/testify at the public hearing, and the same per-speaker time limit will apply.

8.2.5 Written comments/testimony is encouraged at all public hearings, and must be submitted to the City Clerk's Office at City Hall or emailed to Clerks@kenmorewa.gov by 12 p.m. on the day of the public hearing.

8.2.64 A person who testifies shall state his or her name, city of residence, and organization (if applicable).

8.2.75 Motions will not be made during the public hearing.

8.2.86 After public comments/testimony is received ~~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.

8.2.9 Section 8.3 Rules of Decorum and Section 8.4 Interruptions – Procedure shall apply to public hearings.

8.3 Rules of Decorum. All persons are welcome to participate in City Council meetings regardless of which side of an issue they may be on. Accordingly, to create an environment that is welcoming, free of intimidation and coercion, and also to ensure that the City's business meetings are conducted in an efficient, orderly, and effective manner, the following rules of decorum are adopted:

8.3.1. Persons participating at Council meetings must not engage in conduct that interrupts, disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting. Disruptive conduct includes but is not limited to:

- a. Addressing the City Council while the Council is in session, when not recognized by the Presiding Officer;
- b. Failure of a speaker to comply with allotted time established for that speaker's public comments;
- c. Whistling, handclapping, stomping of feet, hissing, booing, cheering, shouting or other outbursts from members of the public who have not been recognized by the Presiding Officer for public comment or testimony;
- d. Interrupting other speakers who have been recognized by the Presiding Officer;
- e. Speech or other expression by an individual who has not been recognized by the Presiding Officer for public comment, who is expressing themselves in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other in the Council meeting room, or whose speech or other expressions are audible by others; or
- f. Waiving signs or standing in a location that obstructs the view of meeting attendees, unless speaking as recognized by the Presiding Officer;

8.4 Interruptions – Procedure.

8.4.1 In the event any meeting is interrupted by a person or groups of persons so as to render the orderly conduct of the meeting unfeasible, order may be restored by the removal of the individual(s)

who are interrupting the meeting. The Presiding Officer may issue a verbal warning to the person(s) disturbing the meeting prior to said removal. If interruptions continue to disrupt the meeting, the Presiding Officer may i) call for a temporary recess; ii) end the public comment portion of the meeting and proceed directly to the next item on the meeting agenda; iii) ask the Council for a motion to continue the public hearing to another date and time; or iv) terminate the verbal testimony portion of a public hearing and extend the public hearing to a date/time certain for submission of written comments.

8.4.2 In the event order cannot be restored by the removal of the individuals who are interrupting the meeting, the City Council may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by a majority vote of the Council. In such a session, final disposition may be taken only on matters appearing on the agenda.

8.4.3 Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.

8.4.4 The Council may readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

8.53 Quasi-Judicial Matters

8.53.1 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.

8.53.2 Quasi-judicial actions involve policy application rather than policymaking. 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 area-wide zoning amendments.

8.53.3 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 the 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.

8.53.4 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.

8.53.5 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.

9 Waiver / Effect of Waiver of Rules

9.1 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.

Proposed Resolution 24-411

Sponsor: Herbig

Amendment 1**Section 2.3.3.3 is amended to read:**

2.3.3.3 ~~Public comments will be limited to a total of one hour for on-site and virtual attendees and will be tabulated by clock time (not aggregate speaking time).~~ Each person will be given three minutes. However, if more than twenty people are signed up to speak (counting both on-site and virtual speakers), then the public comment time limit will be automatically reduced to two minutes per person. The Mayor will be informed of the number of persons signed up prior to public comment so that the correct time limit will be applied, and said time limit will continue to apply even if a person opts out or leaves the meeting prior to giving public comments. ~~Regardless of how many people are signed up to speak, public comment will end after one hour.~~ The Presiding Officer may alternate comments between in-person and online commenters. ~~If time remains after those signed up to comment have spoken, the Mayor may ask the in-person audience if there is anyone else who wishes to comment, and the same per speaker time limit will apply.~~

Section 8.2.4 is amended to read:

8.2.4 ~~The total time designated for verbal comments/testimony at a public hearing shall be ninety minutes and will be tabulated by clock time (not aggregate speaking time).~~ Each person will be given three minutes. ~~However, if~~ more than thirty people are signed up for a public hearing, then the time limit for each person will be automatically reduced to two minutes. The Mayor will be informed of the number of persons signed up prior to the public hearing so that the correct time limit will be applied, and said time limit will continue to apply even if a person opts out or leaves prior to the public hearing. ~~Regardless of how many people are signed up to speak, verbal comments/testimony will end at ninety minutes.~~ The Presiding Officer may alternate comments between in-person and online commenters. ~~If time remains a~~After those signed up to comment/testify have spoken, the Mayor may ask the in-person audience if there is anyone else who wishes to comment/testify at the public hearing, and the same per-speaker time limit will apply.

Effect Statement: This amendment would remove the 60 minute cap for public comment, and the 90 minute cap for public hearings.

Proposed Resolution 24-411

Sponsor: Herbig

Amendment 2

Section 8.2.2 is amended to read:

8.2.2 Members of the public on-site must sign up to comment/testify at a public hearing. Members of the public who wish to comment/testify virtually at a public hearing must submit a request in advance consistent with the procedures set forth in Section 2.4 Virtual Public Comment. When signing up to comment/testify at a public hearing, the speakers ~~should~~may identify if they are “For,” “Against,” or “Other” for the proposed action (which options will be placed on the on-site and virtual sign-up forms).

Effect Statement: Removes a requirement to give position on the subject of the public hearing, while still allowing commenters to indicate their position if they want to.

Proposed Amendments to Council Rules and Procedures

Proposed Amendments to Council Rules and Procedures

Proposed Resolution No. 24-411, amending Council Rules and Procedures

- Meeting time
- Public comments
- Public hearings
- Rules of decorum
- Meeting interruptions – procedures

Proposed Amendments: Meeting time conclusion

New: Section 2.8 End of Meeting.

- City Council meetings will not extend beyond 10:00 p.m.
- Extended by motion and approved by majority of the City Council.
- Motion must include the length of time of the extension.

Proposed Amendments: Public Comments

NEW Section 2.3.3.3:

- Public comments limited to one hour for on-site and virtual attendees and will be tabulated by clock time (not aggregate speaking time).
- Each person will receive three minutes.
- If more than 20 people are signed up to speak time will be reduced to two minutes per person.

Proposed Amendments: Public Comments (continued)

NEW Section 2.3.3.3 (continued):

- The Mayor will be informed of the number of persons signed up so correct time limit applied. Time limit applies if a person opts out or leaves the meeting prior to giving public comments.
- Mayor may alternate comments between in-person and online commenters.
- If time remains after those signed up to comment have spoken, the Mayor may ask the in-person audience if there is anyone else who wishes to comment, and the same per-speaker time limit will apply.

Proposed Amendments: Public Comments (continued)

- Revised Sections 2.3.3.8 and 2.3.3.9
 - 2.3.3.8: Section 8.3 Rules of Decorum and Section 8.4 Interruptions – Procedure shall apply to public comments
 - 2.3.3.9: Suspension of public comment this rules will require a majority vote of the Councilmembers present.

Proposed Amendments: Public Hearings

- New Section 8.2.2:
 - Members of the public on-site must sign up to comment/testify at a public hearing.
 - Members of the public who wish to comment virtually at a public hearing must submit a request in advance consistent with the procedures in Section 2.4 Virtual Public Comment.
 - When signing up to comment/testify at a public hearing, the speakers should identify if they are “For,” “Against,” or “Other” for the proposed action. These options will be provided on the on-site and virtual sign-up forms.

Proposed Amendments: Public Hearings

- Revised Section 8.2.3 – Public hearing comments must be on the specific topic at hand.
- Revised Section 8.2.4.
 - Total time for verbal comments/testimony 90n minutes.
 - Each person will be given three minutes.
 - If more than thirty people are signed up for a public hearing, then the time limit reduced to two minutes.
 - Mayor will be informed of correct time limit to be applied which will still apply if a person opts out or leaves prior to the public hearing.

Proposed Amendments: Public Hearings (continued)

- Revised Section 8.2.4. (continued)
 - The Presiding Officer may alternate comments between in-person and online commenters.
 - If time remains after those signed up to comment/testify have spoken, the Mayor may ask the in-person audience if there is anyone else who wishes to comment/testify at the public hearing, and the same per-speaker time limit will apply.
- Revised Section 8.2.5
 - Written comments/testimony is encouraged at all public hearings.
 - Written testimony must be submitted to the City Clerk's Office at City Hall or emailed to Clerks@kenmorewa.gov by 12 p.m. on the day of the public hearing.
- New Section 8.2.9
 - Section 8.3 Rules of Decorum & Section 8.4 Interruptions – Procedures apply to public hearings

Proposed Amendments: Rules of Decorum

- New Section 8.3: All persons are welcome to participate in City Council meetings regardless of which side of an issue they may be on. Rules to create an environment that is welcoming, free of intimidation and coercion ensure that the City's business meetings are conducted in an efficient, orderly, and effective manner

Proposed Amendments: Rules of Decorum (continued)

Rules: Persons participating at Council meetings must not engage in conduct that interrupts, disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting. Such as:

- Addressing the City Council while the Council is in session, when not recognized by the Presiding Officer;
- Failure of a speaker to comply with allotted time established for that speaker's public comments;
- Whistling, handclapping, stomping of feet, hissing, booing, cheering, shouting or other outbursts from members of the public who have not been recognized by the Presiding Officer for public comment or testimony
- Interrupting other speakers who have been recognized to speak by the Presiding Officer;
- Loud speech or other expression when not been recognized by the Presiding Officer for public comment, in volume above conversational level appropriate for communication between persons seated next to each other in the Council meeting room, or whose speech or other expressions are audible by others;
- Waiving signs or standing in a location that obstructs the view of meeting attendees, unless speaking as recognized by the Presiding Officer

Proposed Amendments: Interruptions - Procedures

New Section 8.4 Procedures.

- If a meeting is interrupted by a person or groups of persons so as to render the orderly conduct of the meeting unfeasible, order may be restored by the removal of the individual.
- The Presiding Officer may issue a verbal warning to the person(s) disturbing the meeting prior removal.

Proposed Amendments: Interruptions – Procedures (continued)

- The Mayor may
 - remove person(s) if interruptions continue to disrupt the meeting;
 - call for a temporary recess;
 - end the public comment portion of the meeting and proceed directly to the next item on the meeting agenda;
 - ask the Council for a motion to continue the public hearing to another date and time; or
 - terminate the verbal testimony portion of a public hearing and extend the public hearing to a date/time certain for submission of written comments.

Proposed Amendments:

Interruptions – Procedures (continued)

In the event order cannot be restored by the removal of the individuals who are interrupting the meeting, the City Council may:

- Order the meeting room cleared and continue in session;
- Establish procedure to readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting;
- Adjourn the meeting and reconvene at another location selected by a majority vote of the Council.
- Final disposition may be taken only on matters appearing on the agenda.
- Representatives of the press or other news media, except those participating in the disturbance, must be allowed to attend any such session.

QUESTIONS??



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Ordinance No. 23-0601 Amending Ordinance No. 21-0527 and Ordinance 23-0572 relating to the City of Kenmore's expenditure and reporting of ARPA funds consistent with the Final Rule and Federal Reporting under the 6.1 Revenue Replacement Category Allowable under the [Coronavirus] State and Local Fiscal Recovery Fund (SLFRF) known in Kenmore as ARPA. Proposed Council Action/Motion: Adopt Ordinance No. 23-0601	For Council Meeting Agenda of: January 9, 2024 Department: City Manager's Office Prepared by: Janet Quinn, Management Analyst Melinda Merrell, Finance Director <table border="0"> <thead> <tr> <th></th><th><u>Initial & Date</u></th></tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td><td>SL 12/1/23</td></tr> <tr> <td>Approved by City Attorney:</td><td>DR 12/1/23</td></tr> <tr> <td>Approved by Finance Director:</td><td>MM 11/30/23</td></tr> <tr> <td>Approved by City Manager:</td><td>RK 12/1/23</td></tr> </tbody> </table> Exhibits/Attachments: Attachment 1 - Ordinance No. 23-0601 Attachment 2 - Ordinance No. 23-0572 Attachment 3 - Ordinance No. 21-0527		<u>Initial & Date</u>	Approved by Department Head:	SL 12/1/23	Approved by City Attorney:	DR 12/1/23	Approved by Finance Director:	MM 11/30/23	Approved by City Manager:	RK 12/1/23
	<u>Initial & Date</u>										
Approved by Department Head:	SL 12/1/23										
Approved by City Attorney:	DR 12/1/23										
Approved by Finance Director:	MM 11/30/23										
Approved by City Manager:	RK 12/1/23										

Summary:

This Council action will ensure consistency with the City's American Rescue Plan Act (ARPA) standard allowance selection on the City's first financial report to the U.S. Treasury Department in April 2022 and its subsequent financial report to the U.S. Treasury Department in April 2023. Upon the recommendation of the U.S. Treasury Department, the City selected Treasury's standard allowance for ARPA and indicated the funds would be used for "general government services" on the City's federal financial report. This action will allow City finance staff to take the necessary accounting steps to transfer the funds from the ARPA Fund to the General Fund while ensuring all past and future direction from the City Council regarding the use of these funds is followed and properly accounted for.

Information/Background:

The City of Kenmore has carried out several pandemic recovery programs as directed by the Kenmore City Council and made possible by the receipt of \$6.4 million in American Rescue Plan Act (ARPA) funds from the federal government. Those funds were received by the City in two tranches – the first in the summer of 2021 and the second in the summer of 2022.

With the publication of the ARPA "Final Rule" in January 2022 and subsequent U.S. Treasury Department Compliance and Reporting Guidance, a new reporting option was offered by the U.S. Treasury Department for the first round of ARPA financial reporting in April 2022. This option was a one-time, irrevocable option for jurisdictions to claim a "standard allowance" of up to \$10 million, or the

award amount, whichever is less, under 6.1 Revenue Replacement: Provision of Government Services. The City of Kenmore followed the U.S. Treasury Department's guidance for local municipalities to take advantage of this standard allowance in order to simplify both federal reporting requirements and local recordkeeping and accounting. The City of Kenmore stated that the ARPA funds would be used for "general government services" on the federal financial report.

This Council action will ensure consistency with the City's American Rescue Plan Act (ARPA) standard allowance selection on the City's first financial report to the U.S. Treasury Department in April 2022 and its subsequent financial report to the U.S. Treasury Department in April 2023. The City selected Treasury's standard allowance for ARPA and indicated the funds would be used for "general government services" on the City's federal financial report. This action will allow City finance staff to take the necessary accounting steps to transfer the funds from the ARPA Fund to the General Fund while ensuring all past and future direction of the City Council for use of these funds is followed and properly accounted for.

City staff will maintain a web page of the programs made possible by ARPA in order to ensure the City Council's direction for use of these funds is followed and is clear and transparent to the public and other stakeholders.

Fiscal Consideration:

This Council action has no financial impact.

City Council Priority or Budget Objective Being Addressed:

10. Support the post-pandemic recovery process.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 23-0601**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO THE CITY'S EXPENDITURE AND REPORTING OF AMERICAN RESCUE PLAN ACT (ARPA) FISCAL RECOVERY FUNDS BY AMENDING SECTION 3.90.020 OF THE KENMORE MUNICIPAL CODE RELATING TO THE AFFORDABLE HOUSING FUND; AMENDING ORDINANCE 23-0572 TO AUTHORIZE EXPENDITURE AND REPORTING UNDER THE 6.1 REVENUE REPLACEMENT CATEGORY ALLOWABLE UNDER THE STATE AND LOCAL FISCAL RECOVERY FUND (SLFRF) FINAL RULE AND REPEALING THE ARPA FISCAL RECOVERY FUND IN THE BUDGET; ENSURING ALL CITY COUNCIL DIRECTION REGARDING USE OF THESE FUNDS IS FOLLOWED AND PROPERLY ACCOUNTED FOR; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the American Rescue Plan Act of 2021 ("ARPA") was signed into law on March 11, 2021 to provide [Coronavirus] State and Local Recovery Funds ("SLFRF") to local jurisdictions including Kenmore; and

WHEREAS, the Kenmore City Council adopted Ordinance No. 21-0527 on June 28, 2021 accepting the City of Kenmore's eligible allocation from the SLFRF, establishing a new fund to be known as the ARPA Fiscal Recovery Fund, and amending the budget accordingly; and

WHEREAS, the SLFRF Final Rule published in January 2022 and subsequent Compliance and Reporting Guidance provided a one-time, irrevocable option for jurisdictions to claim a "standard allowance" of up to \$10 million, or the award amount, whichever is less, under 6.1 Revenue Replacement: Provision of Government Services; and

WHEREAS, the City of Kenmore received \$6,453,779, all of which is eligible for reporting as a "standard allowance" under 6.1 Revenue Replacement: Provision of Government Services; and

WHEREAS, reporting under 6.1 Revenue Replacement: Provision of Government Services provides broad latitude for jurisdictions to expend ARPA funds on "general government services," thereby freeing up general fund dollars that would otherwise be spent on those services and greatly simplifying reporting requirements; and

WHEREAS, the Kenmore City Council adopted Ordinance 23-0572 to establish a new "Affordable Housing Fund" and allocating approximately half of its ARPA resources

(\$3.2 million) to the housing development at 6532 Bothell Way NE, also known as the “Plymouth Housing Project” to the new Fund; and

WHEREAS, with the allocation of all the City’s allotment of ARPA dollars to 6.1 Revenue Replacement: Provision of Government Services, funds for the affordable housing development at 6532 Bothell Way NE will not come directly from ARPA dollars; and

WHEREAS, the funds in the “ARPA Fiscal Recovery Fund” will be expended on general government services and therefore this separate Fund will no longer be maintained; and

WHEREAS, the City Council desires to correct and clarify the language from Ordinance 21-0527, which established the ARPA Fiscal Recovery Fund and Ordinance 23-0572, which adopted a new Chapter 3.90 of the Kenmore Municipal Code, “Affordable Housing Fund”, to reflect the changes mentioned above;

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

Section 1. Recitals. The recitals set forth above are incorporated herein by reference.

Section 2. Amendment. The City Council amends Section 3.90.020 of the Kenmore Municipal Code to read as follows:

3.90.020 Purpose & Use.

The purpose of the Affordable Housing Fund is to hold fees received from developers under KMC 18.77.045(D), outside grants, and other revenues. The City will use these funds to support its future affordable housing developments and may also make transfers out of it to other government and quasi-government agencies in order to support affordable housing efforts on a regional level. For purposes of this section “outside grants” or “other revenue” do not include American Rescue Plan Act funds as those funds will be expended and reported consistent with Ordinance 23-0601.

Section 3. Amendment. The City Council amends Section 2 of Ordinance 21-0527 to read as follows:

Section 2. ~~Repealing Adopting~~—ARPA Fiscal Recovery Fund; ~~Authorizing Expenditure and Reporting Consistent with Final Rule.~~ establishing Tthe ARPA Fiscal Recovery fund (also known as the American Rescue Plan Act Fiscal Recovery Fund) shall be deemed to be repealed and no longer in effect as of December 31, 2023. ~~for the purpose of segregating revenues received through and expenditures eligible under the American Rescue Plan~~

~~Act of 2021 ARPA Fiscal Recovery Fund The City Manager or designee is authorized to expend and report ARPA funds as provided under 6.1 - Revenue Replacement: Provision of Government Services consistent with the Final Rule published in January of 2022 and subsequent Compliance and Reporting Guidance.~~

~~A. There is created the ARPA Fiscal Recovery Fund-~~

~~B. The ARPA Fiscal Recovery Fund shall consist of monies allocated to the City under the American Rescue Plan Act of 2021 and distributed to the City in 2021 and 2022. The city shall appropriate and use the ARPA Fiscal Recovery fund only for the eligible purposes as permitted by the ARPAS and the U.S. Department of the Treasury.~~

Section 4. Direction. The City Council authorizes the City Manager or designee to take such actions necessary to implement Council's direction regarding use of these funds.

Section 5. 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 the publication.

PASSED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE ____ DAY OF _____, 20__.

CITY OF KENMORE

_____, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

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

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 23-0572**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, AMENDING TITLE 3 OF THE KENMORE
MUNICIPAL CODE, “REVENUE AND FINANCE” TO
ADOPT A NEW CHAPTER 3.90 TO THE KENMORE
MUNICIPAL CODE ESTABLISHING AN AFFORDABLE
HOUSING FUND TO RECEIVE AND HOLD AFFORDABLE
HOUSING-RELATED FEES IN LIEU AND GRANTS AND
TO SUPPORT THE CITY’S AFFORDABLE HOUSING
DEVELOPMENTS; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Kenmore City Council’s #2 priority for 2023-24 is to increase and preserve the options for affordable housing stock; and

WHEREAS, Section 18.77.045(D) of the Kenmore Municipal Code (KMC) allows the City of Kenmore to accept fees from developers in lieu of compliance with the general requirements of Chapter 18.77 KMC to provide for affordable housing units in new developments; and

WHEREAS, the City of Kenmore allocated half of its American Rescue Plan Act resources and donated the underlying land for the affordable housing development at 6532 Bothell Way NE; and

WHEREAS, the City of Kenmore purchased the property at 7010 NE 181st St. NE, known as the Holt property, with the intention of constructing another affordable housing development on the site; and

WHEREAS, the City of Kenmore will continue to pursue grants and other funding opportunities to support the City’s future affordable housing endeavors; and

WHEREAS, the City of Kenmore collaborates with A Regional Coalition for Housing (ARCH) and other governmental agencies to support regional affordable housing efforts; and

WHEREAS, the City desires to amend Title 3 KMC and adopt a new Chapter 3.90 KMC establishing a new fund entitled “Affordable Housing Fund” for the purpose of receiving and to hold affordable housing related fees in lieu, grants, and other revenues from which payments will be made for the City’s future affordable housing developments;

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

Section 1. Amendment. Title 3 of the Kenmore Municipal Code (KMC), “Revenue and Finance” is amended to add a new Chapter 3.90 KMC, entitled “Affordable Housing Fund” to read as follows:

Chapter 3.90

AFFORDABLE HOUSING FUND

Sections:

3.90.010 Established.

3.90.020 Purpose & Use.

3.90.030 Custodian.

3.90.010 Established.

The Affordable Housing Fund is hereby established.

3.90.020 Purpose & Use.

The purpose of the Affordable Housing Fund is to hold fees received from developers under KMC 18.77.045(D), outside grants, and other revenues. The City will use these funds to support its future affordable housing developments and may also make transfers out of it to other government and quasi-government agencies in order to support affordable housing efforts on a regional level.

3.90.030 Custodian.

The City Manager or such employee of the City designated by the City Manager in writing shall be the custodian of the Affordable Housing Fund. The custodian shall have full responsibility for the Fund and its proper use. The custodian shall be covered by a surety bond in the full amount of the Fund and any advances made to the Fund at any time, and such bond shall be conditioned upon the proper accounting for and legal expenditure of all such funds, in addition to other conditions required by law.

Section 2. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 3. Corrections. Upon the approval of the city attorney, the city clerk and/or code publisher is authorized to make any necessary technical corrections to this Ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, Ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Effective Date. This ordinance shall take effect and be in full force and effect five (5) days after passage and publication of an approved summary consisting of the title.

PASSED by the City Council this 11th day of April, 2023.

APPROVED:


Nigel C. Herbig (Apr 11, 2023 16:56 PDT)
MAYOR NIGEL HERBIG

ATTEST/AUTHENTICATED:


Michelle Kang (Apr 11, 2023 16:48 PDT)
MICHELLE KANG, ACTING CITY CLERK

APPROVED AS TO FORM:


Dawn Reitan (Apr 13, 2023 08:06 PDT)
DAWN REITAN, CITY ATTORNEY

FILED WITH THE CITY CLERK: 03/14/2023

PASSED BY THE CITY CLERK: Passed by the City Council: 04/10/2023

PUBLICATION DATE: 04/14/2023

EFFECTIVE DATE: 04/19/2023

ORDINANCE NO. **23-0572**

Ordinance 23-0572 - Creating Affordable Housing Fund Revised 3.13.23

Final Audit Report

2023-04-13

Created:	2023-04-11
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArOFnRevT_RYjVTiaeFhyNNXp0KYvUzTo

"Ordinance 23-0572 - Creating Affordable Housing Fund Revised 3.13.23" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)
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**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 21-0527**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, ACCEPTING CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS FROM THE AMERICAN RESCUE PLAN ACT (“ARPA”), AUTHORIZING THE CITY MANAGER OR DESIGNEE TO ACCEPT THE FUNDS, AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE ALL RELATED CONTRACTS AND DOCUMENTS, AMENDING THE 2021-2022 BUDGET, TO ESTABLISH A NEW FUND KNOWN AS THE ARPA FISCAL RECOVERY FUND. PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the American Rescue Plan Act of 2021 (“ARPA”) was signed into law on March 11 2021; and

WHEREAS, the Washington State Office of Financial Management is responsible for the distribution of ARPA funds to smaller cities and towns (called non entitlement units (“NEUs”); and

WHEREAS, the City of Kenmore is currently eligible to receive \$6,447,480 from the Coronavirus State and Local Fiscal Recovery Funds (“CSLFRF”) program to be utilized to aid in the recovery from the budgetary, economic, and financial impacts of the COVID-19 pandemic and

WHEREAS, in order to receive the ARPA funds, the city must enter into a U.S. Treasury CSLFRF Terms and Conditions agreement; and

WHEREAS, management and administration of the ARPA funds, including both direct allocation funds and ARPA and other federal, state and county funds to be applied for will require additional limited-term staffing as well as support by existing city staff positions, and

WHEREAS, the City desires to establish a new special revenue fund entitled “ARPA Fiscal Recovery Fund” for the purpose of segregating revenues received through and the expenditures eligible under the American Rescue Plan Act of 2021; and

WHEREAS the City Council has determined that receipt of CSLFRF funds and the creation of the ARPA Fiscal Recovery Fund is in the best interest of the City of Kenmore;

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

Section 1. Acceptance of ARPA Funds. The City Council does hereby designate the City Manager or designee to represent and act on behalf of the City for the purpose of the Coronavirus Local

Fiscal Recovery Funds (CLFRF) program to accept current and future funds awarded by the U.S. Department of Treasury under the American Rescue Plan Act (ARPA). The City Manager or designee shall hire limited-term employee(s) as deemed necessary by the city manager to administer the funds.

Section 2. Adopting ARPA Fiscal Recovery Fund. establishing the ARPA Fiscal Recovery fund (also known as the American Rescue Plan Act Fiscal Recovery Fund) for the purpose of segregating revenues received through and expenditures eligible under the American Rescue Plan Act of 2021

ARPA Fiscal Recovery Fund

- A. There is created the ARPA Fiscal Recovery Fund
- B. The ARPA Fiscal Recovery Fund shall consist of monies allocated to the City under the American Rescue Plan Act of 2021 and distributed to the City in 2021 and 2022. The city shall appropriate and use the ARPA Fiscal Recovery fund only for the eligible purposes as permitted by the ARPAS and the U.S. Department of the Treasury.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28th DAY OF JUNE, 2021.

CITY OF KENMORE



Mayor David Baker

ATTEST/AUTHENTICATED:



Anastasiya Warhol (Jul 1, 2021 15:31 PDT)

Anastasiya Warhol, City Clerk

Approved as to form:



Dawn Reitan (Jul 1, 2021 14:58 PDT)

Dawn Reitan

FILED WITH THE CITY CLERK: June 28, 2021
PASSED BY THE CITY COUNCIL: June 28, 2021
PUBLISHED: July 1, 2021
EFFECTIVE DATE: July 7, 2021
ORDINANCE NO. 21-0527

CITY OF KENMORE
Housing and Human Services

Human Services Needs Assessment Status Report

January 9, 2024



What are Human Services?

Human services are the **delivery of social services and behavioral health services** aimed at addressing safety, well-being and self-sufficiency of residents across the lifespan, often with specific focus on the needs of vulnerable populations. These programs improve overall quality of life through prevention, intervention, treatment and recovery services. The City of Kenmore serves as a **planner, facilitator, and funder** for these support systems that help connect people with resources and solutions during times of need.

This includes collaboration with agencies providing support and services for: children and families, income supports, transportation, aging and disability, housing, food security, homelessness, physical and behavioral health, and positive youth development. The City of Kenmore stands committed to the shared responsibility of meeting basic human needs to help residents **grow, thrive and contribute to strong, healthy community.**



2024 Human Services Contracts

Agency	Program
Center for Human Services	Family Support Programs
	Center for Human Services - Behavioral Health Programs
Child Care Resources	Information and Referral, Technical Assistance, and Training
Crisis Connections (formerly Crisis Clinic)	King County 2-1-1
	Teen Link
	Crisis Line
HealthPoint	Medical Care
	Dental Care
Hopelink	Financial Assistance Resiliency Program
	Housing
	Food Programs
Kenmore Elementary PTA	Social Services
Kenmore Middle School	Kitchen Table
KidVantage (formerly EBC)	Meeting Basic Needs For Children
King County Bar Foundation	Neighborhood Legal Clinics
King County Sexual Assault Resource Center	Sexual Assault Advocacy Services
NAMI Eastside	Youth Mental Health
	Mental Health Education & Support Programs
Northshore Schools Foundation	Removing Barriers
Northshore Senior Center	Adult Day Health Program
	Senior Center
	Transportation Program
Sound Generations	Meals on Wheels
	Volunteer Transportation Services (VTS)
Wonderland Child and Family Services	The Next Level Early Support Program
Lake City Partners Ending Homelessness	24/7 Enhanced Homeless Shelter (Oaks)
Mary's Place Seattle	Assistance for Families Experiencing Homelessness
Center for Human Services	Student and Family Mental Health Counseling Services
Lake City Partners Ending Homelessness	Homelessness Response - Outreach Specialist



Human Services Needs Assessment

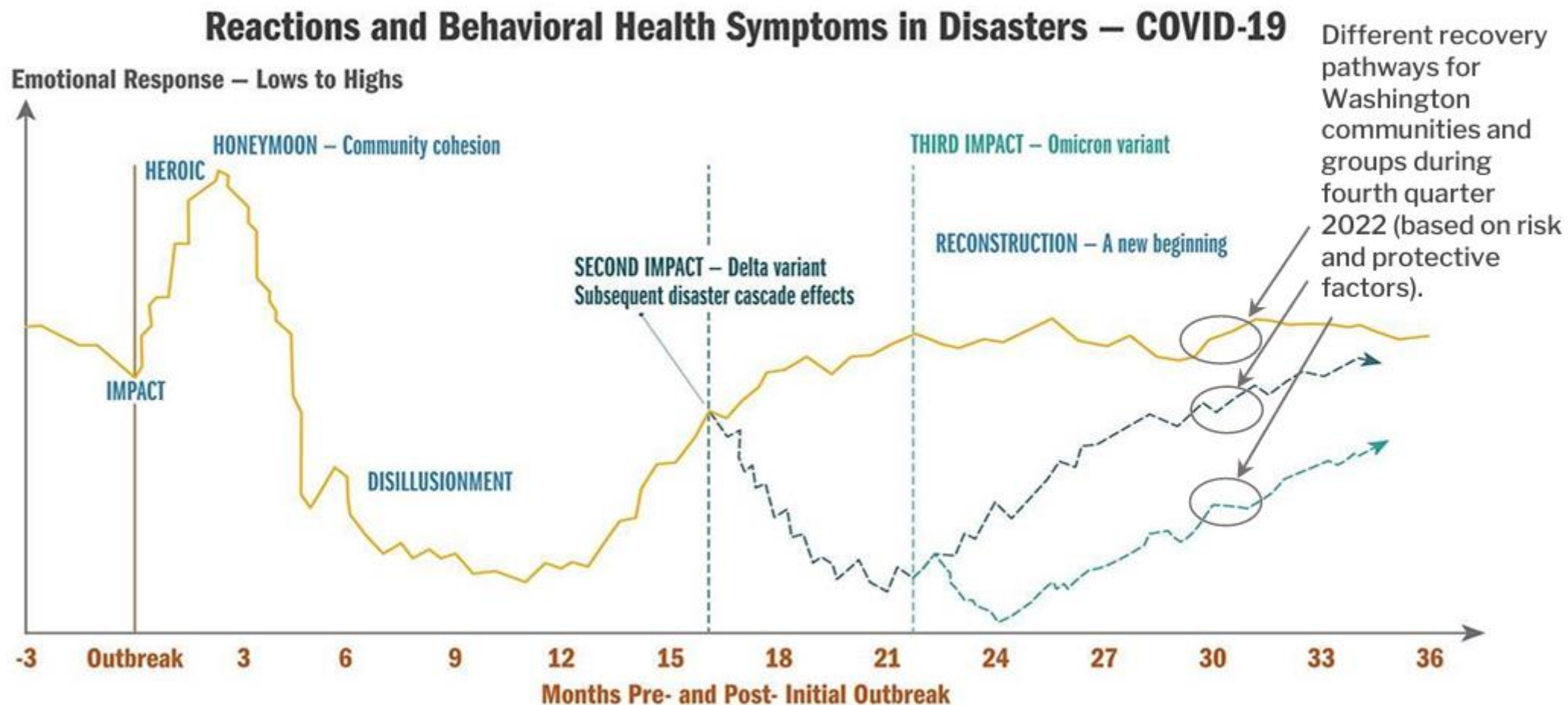
- Community Profile
- Human Services Landscape
- Guiding Principles and Funding Priorities

Our Service Vision

Propelling Kenmore Upward:
**We create a thriving
community where all people
love where
they live.**



Human Services Behavioral Health



Draft DEIA Statement

The Kenmore Human Services Needs Assessment and future planning and implementation efforts are rooted in the City of Kenmore's commitment to Diversity, Equity, Inclusion and Accessibility. *The City of Kenmore strives to be an open, inclusive, and welcoming place for all. The City Council and staff are committed to prioritizing diversity, equity, inclusion and accessibility and enacting change at the local level.* Housing and Human Services has a dedicated set of deliverables within the Kenmore DEIA Strategic Plan, which are centered in the priority to advance human services by centering marginalized communities in responding to community needs.



Human Services Community Engagement

Pre-Engagement Activities

- 1:1 and group meetings
- Site visits
- Community Events

We want to hear from you!

The City of Kenmore needs your input on what community supports Kenmore residents need most.

Learn more:

了解更多
Aprende más
더 알아보기
Узнать больше
もっと詳しく知る
Tìm hiểu thêm



Take the Human Services Survey: kenmorewa.gov/humanservices

We have developed a short 10-minute survey that will help identify gaps and solutions in the human services system in Kenmore. The City will use the information gathered to make decisions about funding and programs that will provide critical services to our residents in need. *Thank you for sharing your input!*



kenmorewa.gov/humanservices

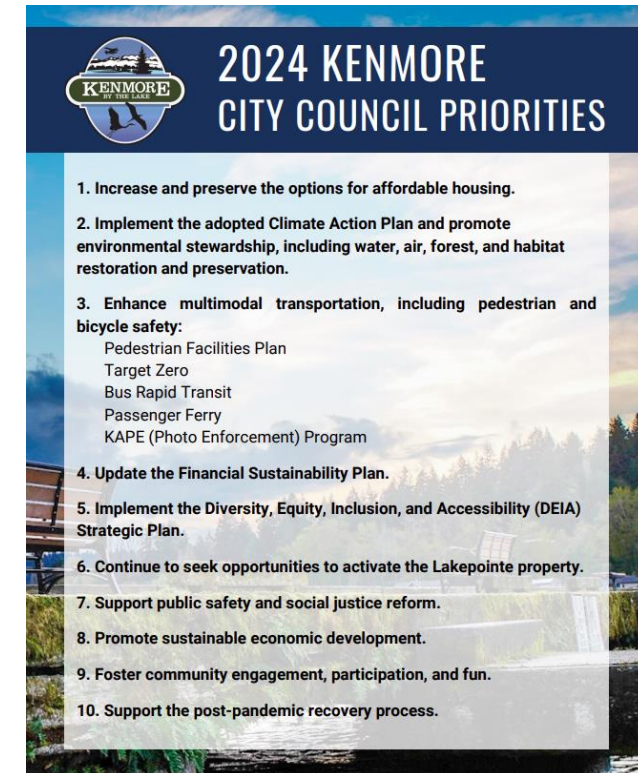


Key Perspective Interviews	Focus Groups	Community Survey	Secondary Data	Community Forum
Q4 2023 & Q1 2024	Q1 2024	January 5 – 19, 2024	Ongoing	Q2 2024: 2025-2026 Strategic Planning

Final Needs Assessment Report

Role of Affordable Housing Goals

- Housing is Fundamental to Human Services Needs
- Affordable Housing is the City Council's #1 Priority
- 12/11/23: Ordinance No. 23-0600
 - Plymouth Development Agreement
 - Council direction: Ordinance not adopted
- Staff request: Further direction re: Kenmore Affordable Housing goals, including potential next steps and additional public engagement re: a modified Plymouth proposal.



For comments and questions:

Tambi Cork
Housing and Human Services Manager
tcork@kenmorewa.gov
425.984.6188

