

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, September 30, 2024**

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 Joe Marshall
Councilmember Debra Srebnik – Virtual
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

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
Housing and Human Services Manager Tambi Cork
Finance and Administration Director Melinda Merrell
Engineering Director John Vicente
Environmental Services Director Richard Sawyer
Public Works Operations Director Jennifer Gordon

Speaking Guests: Janiera Bencosme-Gil, Proclamation Recipient
Yichuan Zhao, Executive Director – Imagine Housing
Rebecca Wold, Director of Real Estate Development – Habitat for
Humanity – Seattle-King & Kittitas Counties
Troy A. Drawz, Director of Real Estate Development – Imagine
Housing
Mike Rooney, Development Consultant – Rooney Partners
Kate Smith, Development Consultant – SMR Architects – Virtual
Molly Mahan, Development Consultant – W.G. Clark Construction –
Virtual

Public Comments Speaking Guests:

Edouard Lassalle, Kenmore Resident
Richard Lewis, Kenmore Resident
Patrick O'Brien, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Juliana Pooley, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 7:00 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

PROCLAMATION

Mayor Herbig, on behalf of the City Council, proclaimed October 2024 as Domestic Violence Awareness Month in the City of Kenmore. The proclamation was accepted by Janeira Bencosme-Gil, LifeWire Co-Executive Director for Organizational Operations.

[Domestic Violence Awareness Month - October 2024](#)

WHERE'S THE FUN?

City Manager Rob Karlinsey highlighted the expansion of the King County Metro Flex to Kenmore.

PUBLIC COMMENTS

The City Council received comments from the public.

Timestamped link here:

https://www.youtube.com/live/meoOldNxf0w?si=2Ds8BxiqVUOA_6k9&t=649

CONSENT AGENDA

A. Approve the City Council Regular Meeting Minutes from September 16, 2024.

[City Council Regular Meeting of Monday, September 16, 2024 \(added 9/24\)](#)

B. Approve Total Check #s 54973 through 55038 totaling \$562,296.61 Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 9/6/2024 in the amount totaling \$298,837.74, and EFT Payment #s 1693 through 1694 totaling \$19,079.33.

[Voucher Certification 8/31/2024 through 9/13/2024](#)

MOTION: Approve the consent agenda outlined above.

Moved by Sasson; seconded by Culver.

VOTE: Approved by UNANIMOUS CONSENT.

BUSINESS AGENDA

- A. Letter of Intent with Imagine Housing, presented by Community Development Director Debbie Bent, Housing and Human Services Manager Tambi Cork, and Imagine Housing and Project Team, *for approval*

[Agenda Bill - Letter of Intent with Imagine Housing \(added 9/23\)](#)

[Attachment 1 - Letter of Intent with Imagine Housing \(added 9/23\)](#)

[Presentation - Letter of Intent with Imagine Housing \(added 9/27\)](#)

City Staff were joined by a team of representatives from Imagine Housing during the presentation. Community Development Director Debbie Bent outlined the Letter of Intent between the City of Kenmore and Imagine Housing for the development of "The Approach at Kenmore," a mixed-use affordable housing project in partnership with Habitat for Humanity. The project will offer a combination of affordable rental units, targeted at households earning 50-60% of the Area Median Income (AMI), and affordable ownership units for households earning up to 80% of AMI. Located in downtown Kenmore, the development will also include community or commercial ground-floor space and offer a mix of studios, one-bedroom, two-bedroom, and three-bedroom units. The city purchased the Holt property in 2022 for \$3.2 million, with a sale price set at \$1.5 million for this development. The project aims to address Kenmore's top priority for 2024: tackling the affordable housing crisis. Key milestones include community engagement beginning in 2025, securing necessary permits by 2027, and project completion by 2031. Importantly, Human Services Manager Tambi Cork noted that this process will include community engagement and education.

MOTION: Authorize the City Manager to execute the Letter of Intent with Imagine Housing
Moved O'Cain; seconded by Culver.

VOTE: 7 Yes – Srebnik, Marshall, Sasson, Loutsis, Culver, O'Cain, Herbig; 0 No; 0 Abstain.

MOTION PASSES UNANIMOUSLY.

- B. Proposed Ordinance No. 24-0614, Capital Improvement Program for Parks, Transportation, Surface Water Management, and City Facilities, presented by Finance & Administration Director Melinda Merrell, Community Development Director Debbie Bent, Engineering Director John Vicente, Environmental Services Director Richard Sawyer, and Public Works Operations Director Jennifer Gordon, *for discussion*

[Agenda Bill - Capital Improvement Program \(updated 9/27\)](#)

[Attachment 1 - Proposed Ordinance No. 24-0614](#)

[Attachment 2 - Park Capital Improvement Program](#)

[Attachment 3 - Parks Narratives](#)
[Attachment 4 - Transportation Capital Improvement Program](#)
[Attachment 5 - Transportation Narratives \(updated 9/27\)](#)
[Attachment 6 - Surface Water Capital Improvement Program](#)
[Attachment 7 - SWM Narratives](#)
[Attachment 8 - City Facilities Capital Improvement Program](#)
[Attachment 9 - City Facilities Narrative](#)
[Attachment 10 - REET Fund Projections](#)
[Attachment 11 - Park Impact Fee Fund Projections](#)
[Attachment 12 - Transportation Impact Fee Fund Projections](#)
[Attachment 13 - King County Trail and Park Levy Projections](#)
[Presentation - 2025-2030 Capital Improvement Program \(CIP\)](#)

Staff presented the proposed Capital Improvement Program. Staff fielded a question related to a possible dog park. The City continues to work with King County to see if Big Finn Hill Park is a feasible location. There is no money allocated toward a general feasibility study currently.

- C. Budget Presentation: Estimates of Current 2023-2024 Revenues and Expenditures and Estimates of Proposed 2025-2026 Revenues and Expenditures, presented by Finance & Administration Director Melinda Merrell, *for information only*
[Agenda Bill - Estimates of Revenues and Expenditures](#)
[Attachment 1 - 2025-2026 Biennial Budget Preparation Calendar](#)
[Attachment 2 - Estimates of Current 2023-2024 Revenues and Expenditures and Estimates of Proposed 2025-2026 Revenues and Expenditures \(updated 9/27\)](#)

Finance & Administration Director Melinda Merrell reported on the estimates of revenues and expenditures for the 2023-2024 biennium and the proposed budget for 2025-2026. The presentation of these estimates, prepared by the Finance and Administration Department, is part of the statutory requirements for budget development under RCW 35A.34. Key assumptions in the proposed 2025-2026 budget include a 1% property tax levy increase, additional projected revenue from photo enforcement cameras (KAPE program), a 3.6% salary increase based on the CPI for 2025, and a 5% increase in medical insurance premiums. The budget also reflects changes in staffing to align resources with workload demands and incorporates the use of \$2 million in one-time funding from ARPA for climate action, human services, and economic development initiatives. Public hearings and further budget discussions are scheduled through October and November 2024, with the final budget expected to be adopted in late November.

Council members inquired about cash basis vs. accrual accounting system, the inclusion of the Lakepointe Fund, additional Arts of Kenmore funding. Staff noted that the detailed preliminary budget will be brought forward on October 7th and budget discussions will continue through November.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 8:26 PM.


Nigel G. Herbig (Oct 24, 2024 07:35 PDT)

Nigel Herbig, Mayor


Anastasiya Warhol (Oct 22, 2024 11:49 PDT)

Anastasiya Warhol, City Clerk

City Council Special Meeting Minutes from September 30, 2024

Final Audit Report

2024-10-24

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