



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

City Council Special and Regular Meeting

ON-SITE

MONDAY, FEBRUARY 24, 2025 - 5:30 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/87429053327>

ZOOM PASSWORD: 022425

Or One tap Mobile: US: +12532158782,,87429053327#

Or Telephone Dial US: +1 253 205 0468

Webinar ID: 874 2905 3327

ZOOM PASSWORD: 022425

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

If you have technical difficulties accessing the meeting virtually, please contact the Deputy City Clerk at mkang@kenmorewa.gov.

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 - 5:30 PM

II. EXECUTIVE SESSION

- A. Confidential Session of the Council - Pursuant to RCW 42.30.110(1)(g), the City Council will now enter an executive session to evaluate the qualifications of an applicant for public employment. This executive session is slated to last approximately 90 minutes until 7:00 PM.

III. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

IV. ADJOURN SPECIAL MEETING

V. CALL REGULAR MEETING TO ORDER - 7:00 PM

VI. ROLL CALL

VII. LAND ACKNOWLEDGEMENT

VIII. FLAG SALUTE

IX. AGENDA APPROVAL

X. PROCLAMATION

- A. Women's History Month - March 2025
[Women's History Month - March 2025](#)

XI. WHERE'S THE WILDLIFE?

- A. presented by Kenmore resident Russ Johnson

XII. WHERE'S THE FUN?

XIII. PUBLIC COMMENTS

Welcome to the Council's meeting. Please address your comments to the Mayor and Council. You'll have three minutes to speak. If there are more than 20 speakers, time will be reduced to two minutes per speaker. The Clerk will call your name when it's your turn. The Presiding Officer may choose to alternate between in-person and online comments. Please state your name and city of residence and keep within the allotted time. To make every person feel welcome and safe here, please refrain from booing, clapping, heckling, yelling, or other interruptions. The meeting is recorded for transparency. Thank you for being here, and for sharing your input respectfully.

VIRTUAL PUBLIC COMMENT 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.

XIV. CONSENT AGENDA

- A. Cancel the Regular City Council Meeting of Monday, March 10, 2025.
(added 2/18)
- B. Approve the City Council Special and Regular Meeting Minutes from February 10, 2025.
[City Council Special and Regular Meeting Minutes from Monday, February 10, 2025 \(added 2/18\)](#)
- C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 01/24/2025 in the amount totaling \$290,085.78, and Total EFT Payments #s 1769 through 1782 totaling \$27,216.70.

[Voucher Certification 1/18/2025 - 1/31/2025](#)

- D. Approve the ARCH (A Regional Coalition for Housing) 2025-2026 Budget and Work Program; and

Approve the recommended Fall 2024 ARCH Housing Trust Fund (HTF) projects and the City of Kenmore's HTF contribution of \$72,900 (\$15,200 for the Aventine Project in Bellevue and \$57,700 for the Larus Project in Kenmore).

[Agenda Bill - ARCH Budget, Work Program, and Housing Trust Fund](#)

[Attachment 1 - ARCH 2025-2026 Budget and Work Program Memo](#)

[Attachment 2 - ARCH Fall 2024 Housing Trust Fund Projects Memo](#)

[Attachment 3 - Presentation to the ARCH Executive Board](#)

- E. Approve Contract No. 10-C873 Amendment No. 8 with Progressive Animal Welfare Society (PAWS) to implement PAWS 2025 fees, and authorize the City Manager to execute substantially and materially in the form attached to the February 24, 2025 agenda bill.

[Agenda Bill - Amendment No. 8 to Contract No. 10-C873](#)

[Attachment 1 - Contract 10-C873](#)

[Attachment 2 - Amendment No. 6](#)

[Attachment 3 - Amendment No. 8](#)

- F. Authorize the City Manager to execute Contract No. 24-C3092 with Beckwith Consulting Group for assistance with the Kenmore Parks, Recreation, and Open Space (PROS) Plan, PROS Element Update, Capital Facilities Element Update, and Park Impact Fee Rate Study, in an amount not to exceed \$120,000.

[Agenda Bill - Contract No. 24-C3092](#)

- G. Authorize the City Manager to execute Contract No. 25-C3100 with Elyon Maintenance Inc. for SR 522 right-of-way landscape maintenance services in an amount not to exceed \$225,000 for a three-year contract. *(added 2/19)*

[Agenda Bill - Contract No. 25-C3100 \(added 2/19\)](#)

[Attachment 1 - Contract No. 25-C3100 \(added 2/19\)](#)

[Attachment 2 - Elyon Maintenance Inc. RFP No. 25-C3100 Proposal \(2/19\)](#)

- H. Authorize the City Manager to enter into an agreement with the Eastside Transportation Partnership. *(added 2/18)*

[Agenda Bill - Eastside Transportation Forum Agreement Renewal \(added 2/18\)](#)

[Attachment 1 - Draft Operating Procedures \(added 2/18\)](#)

- I. Authorize the City Manager to execute Interlocal Agreement with the Washington State Department of Commerce to accept Local Emissions Reduction Project award of \$463,500. *(added 2/19)*

[Agenda Bill - Commerce Grant \(added 2/19\)](#)

XV. PRESENTATIONS

- A. King County's John D. Spellman Awards for Achievement in Historic Preservation Recognition, introduced by King County Historic Preservation Officer Jennifer Meisner
 - Recognizing Nancy Ousley (former Kenmore staff)
 - Recognizing Kenmore Air (Kenmore business)
- B. West Sammamish Bridge Final Report, presented by Engineering Director John Vicente

XVI. BUSINESS AGENDA

- A. STEP Housing Advisory Committee Charter, presented by Assistant City Manager/Community Development Director Debbie Bent, *for discussion and direction*
[Agenda Bill - STEP Housing Advisory Committee Charter](#)
[Attachment 1 - Draft STEP Housing Advisory Committee Charter](#)
- B. 2025 Federal Legislative Agenda, presented by Deputy City Manager Stephanie Lucash, *for approval*
[Agenda Bill - 2025 Federal Legislative Agenda \(added 2/20\)](#)
[Attachment 1 - Draft 2025 Federal Legislative Agenda \(added 2/20\)](#)
- C. Executive Search Firm Options, presented by City Manager Rob Karlinsey, *for discussion and direction*
[Agenda Bill - Executive Search Firms \(added 2/19\)](#)
[Attachment 1 - GMP Consultants \(added 2/19\)](#)
[Attachment 2 - Baker Tilly \(added 2/19\)](#)
[Attachment 3 - Prothman \(added 2/19\)](#)

XVII. STAFF REPORTS

- A. Planning Commission Compensation Survey, presented by Assistant City Manager/Community Development Director Debbie Bent
[Memo - Planning Commission Compensation Survey](#)
[Attachment A - Planning Commission Compensation Survey](#)
- B. K4C - Seeking Elected Officials' Participation, presented by Environmental Services Director Richard Sawyer
- C. Other - City Manager Rob Karlinsey

XVIII. COUNCILMEMBER REPORTS & COMMENTS

XIX. ADJOURNMENT

UPCOMING MEETINGS

- A. Monday, March 3, 2025 7:00 PM - City Council Special Joint Meeting with the Northshore School District Board
- Monday, March 10, 2025 7:00 PM - City Council Regular Meeting - **TENTATIVELY CANCELED**
- Monday, March 17, 2025 7:00 PM - City Council Regular Meeting
- Monday, March 24, 2025 7:00 PM - City Council Regular Meeting

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 of Kenmore, Washington Proclamation

WHEREAS, throughout history, women of all races and backgrounds have played a vital and significant role in shaping the course of our country and our world, despite facing barriers and discrimination based on their gender, sexual orientation, race, and ethnicity; and

WHEREAS, women have made innumerable contributions to every aspect of society, from the arts and sciences to politics and activism, and have worked tirelessly to improve the lives of others; and

WHEREAS, despite these countless contributions, the role of women in history has too often been overlooked and undervalued; and

WHEREAS, women have been leaders in every major social and political movement in our country, including the suffrage movement, the civil rights movement, the labor movement, the LGBTQIA+ rights movement, and the environmental movement, among others; and

WHEREAS, Women's History Month serves as an opportunity to educate and inspire future generations about the vital role of women in history and to encourage the continued pursuit of gender equality and empowerment.

WHEREAS, The City makes this proclamation to honor the achievements and contributions of women from all walks of life, and to recognize the ongoing struggle for gender and racial equality. We celebrate the legacy of women who have paved the way for progress, and we stand with women today as we work to create a more just and equitable society for all.

NOW THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **March** to be **Women's History Month** throughout the City of Kenmore.

IN WITNESS WHEREOF, signed this 24th day of February 2025.

Signed: _____ Attested: _____
Nigel Herbig, Mayor Anastasiya Warhol, City Clerk

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, February 10, 2025**

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
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
Principal Planner Todd Hall
Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim

Speaking Guests: Suzanne Greathouse, Former Kenmore Heritage Society President
Marella Alejandrino, Kenmore Heritage Society President
Rod Dembowski, King County Councilmember

Public Comment Speakers:
Edouard Lassalle, Kenmore Resident
Nathan MacDonald, Kenmore Resident
Steve Holmes, Bothell Resident
Jennifer Anderson LaRue, Kenmore Resident
Geoff Chism, Kenmore Resident
David Gudgel, Kenmore Resident
Sandra Lee, Bothell Resident
Jason Parker, Kenmore Resident
Carl Michelman, Brier Resident

Laurie Sperry, Kenmore Resident
Juliana Pooley, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 5:30 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(g) and (i), the City Council entered an executive session to: (1) evaluate the qualifications of an applicant for public employment and (2) discuss pending litigation. The Council entered at 5:30 PM. This executive session was slated to last approximately 90 minutes until 7:00 PM. The Council exited the executive session at 7:00 PM.

POSSIBLE ACTION RELATED TO EXECUTIVE SESSION

MOTION: The City accept Thomco's settlement offer to settle King County Case No. 24-2-29792-8 for \$50,000 in exchange for dismissal with prejudice and authorize the City Manager to effectuate all documents necessary to accomplish the settlement, including signing a settlement agreement on terms acceptable to the City Manager.

Moved by Culver; seconded by Marshall.

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

MOTION PASSES.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 7:02 PM.

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:02 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

The agenda was approved as presented.

WHERE'S THE FUN?

City Manager Rob Karlinsey shared photos from last week's snowy days that the City's public works crew took while clearing the city streets to make the city safe for the community.

PUBLIC COMMENTS

The City Council received comments from the public.

Timestamped link here:

<https://www.youtube.com/live/wk44FUXEvZE?si=JIFz7RZRNBgXMaew&t=5808>

CONSENT AGENDA

- A. Cancel the City Council Regular Meeting of Monday, February 17, 2025 in honor of Presidents' Day and the City Council Regular Meeting of Tuesday, February 18, 2025.
- B. Approve the City Council Regular Meeting Minutes from Monday, January 27, 2025.
[City Council Regular Meeting Minutes from Monday, January 27, 2025 \(added 2/7\)](#)
- C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.05, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 01/10/2025 in the amount totaling \$295,006.30, and Total EFT Payments #s 1767 through 1768 totaling \$4,475.63, and Total Wire Transfers totaling \$1,541,857.13. *(updated 2/4)*
[Voucher Certification and Approval 12/31/2024 - 1/17/2025 \(updated 2/4\)](#)
- D. Adopt Proposed Resolution No. 25-425, adopting the 2025 Fee Schedule version 2, repealing the 2025 fee schedule adopted under Resolution No. 24-420.
[Agenda Bill - 2025 Fee Schedule Version 2](#)
[Attachment 1 - Proposed Resolution No. 25-425, adopting 2025 fee schedule version 2](#)
[Attachment 2 - Summary of Changes](#)
- E. Adopt Proposed Resolution No. 25-426, reaffirming the City of Kenmore as a safe, inclusive, and welcoming city for all people.
[Agenda Bill - Safe and Welcoming City Resolution](#)
[Attachment 1 - Proposed Resolution No. 25-426](#)
- F. Authorize the City Manager to execute interlocal agreement 25-C3013 with King County to accept a grant award of \$450,000 for the City's NE 192nd Street culver replacement project.
[Agenda Bill - Interlocal Agreement 25-C3013](#)
[Attachment 1 - Interlocal Agreement 25-C3013](#)

The Council removed Consent Item E “Adopt Proposed Resolution No. 25-426, reaffirming the City of Kenmore as a safe, inclusive, and welcoming city for all people “ from the Consent Agenda.

MOTION: Approve the consent agenda minus Item E outlined above.

Moved by Srebnik; seconded by O’Cain.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

Consent Item E

Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim spoke about the work behind the resolution. Councilmember Sasson read the proposed resolution.

MOTION: Adopt proposed Resolution No. 25-426, reaffirming the City of Kenmore as a
Moved by Culver; seconded by Sasson.

VOTE: Item E was approved by UNANIMOUS CONSENT

PRESENTATIONS

On behalf of the City, Deputy City Manager Stephanie Lucash recognized Suzanne Greathouse for her years of dedication as Kenmore Heritage Society's President. Ms. Greathouse introduced Marella Alejandrino, Kenmore Heritage Society's new president.

Principal Planner Todd Hall recognized Community Development Director Debbie Bent and her receipt of the Meyer Wolfe Award for Excellence in Planning. Ms. Bent expressed gratitude and her continued commitment to serving the city.

King County Councilmember Rod Dembowski provided a brief county update. In addition, he offered positive remarks about outgoing City Manager Rob Karlinsey, and presented Mr. Karlinsey with a certificate of appreciation.

BUSINESS AGENDA

City Manager Recruitment Process Options

City Manager Rob Karlinsey explained that there are a few options:

- 1) Direct appointment of an internal candidate
- 2) Outside recruitment process using executive search firm
 - a. Appointment of Interim City Manager during the recruitment process

MOTION: Recruit with a competitive process through an executive search firm.

Moved by Srebnik; seconded by Marshall.

VOTE: 6 Yes – Srebnik, Sasson, Marshall, Loutsis, O’Cain, Herbig; 1 No - Culver; 0 Abstain.

MOTION PASSES.

The Council directed the City Manager to provide executive search firm options at the February 24, 2025, Council meeting. Interviews for Interim City Manager position will also be scheduled.

STAFF REPORTS

A. American Rescue Plan Act (ARPA) Final Report
[Presentation \(added 2/6\)](#)

Garrett Oppenheim offered the final presentation of how the City of Kenmore used \$6.4 million in American Rescue Plan Act (ARPA) funds to help the community recover from the COVID-19 pandemic. The City initiated successful major programs like cash assistance for low-income families, support for homeless individuals, funding for human services, grants for businesses, and education programs in partnership with local schools. Mr. Oppenheim highlighted how these one-time projects made a lasting difference and thanked the federal government for its support financial support during a challenging time.

B. Implications of [House Bill 1195](#) and [Senate Bill 5497](#): Washington Department of Commerce Oversight of "STEP" Housing Permitting (including Permanent Supportive Housing), presented by Community Development Director Debbie Bent (*added 2/4*)
[Memo - Implications of House Bill 1195 and Senate Bill 5497 for STEP Housing \(added 2/6\)](#)

Community Development Director Debbie Bent explained how House Bill 1195 and Senate Bill 5497 will affect STEP Housing in the city. These bills require cities and counties to approve permits for shelters, emergency housing, transitional housing, and permanent supportive housing through an administrative process, meaning local zoning laws cannot block these developments. The bills also set up a system to help applicants who face regulatory challenges and give the Department of Commerce the power to enforce rules, including withholding funds from cities that do not comply. In Kenmore, most STEP housing permits are already processed administratively, unless a development agreement is needed. A special advisory committee is working on updating zoning rules to match state laws, including HB 1220, which requires cities to allow STEP housing in areas where hotels and residential buildings are permitted.

COUNCILMEMBER REPORTS & COMMENTS

Councilmembers agreed to discuss a resolution relating to universal healthcare at the February 24 meeting.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:25 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk

DRAFT



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Voucher Certification & Approval

City of Kenmore

DATE RANGE: 1/18/2025 through 1/31/2025

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 that the claim is a just, due and unpaid obligation against the City of Kenmore and that I am authorized to authenticate and certify to said claim. The following checks and electronic payments are approved for payment:

Total EFT Payments: #1769 through 1782	27,216.70
Total Checks: #55717 through 55780	405,239.72
Total Payroll EFT & Bank Drafts: Payroll/Taxes/Health Insurance/ FSA/HSA/Retirement/Life Ins.; Dated 1/24/2025	290,085.78

Rob Karlinsey
Rob Karlinsey (Feb 3, 2025 16:55 PST)

Feb 3, 2025

City Manager / Date

Carla Schnee
Carla Schnee (Feb 3, 2025 16:50 PST)

Feb 3, 2025

Finance Director / Date (Carla Schnee signing for Melinda Merrell)

Vendor Name	Payment Number	Payment Date	Description	Amount
KBA INC.	1769	01/31/2025	8/24-12/31/2024 Consulting Services	2,102.20
U.S. BANK PURCHASE CARDS	1770	01/31/2025	Spec Events/Maint. Supp/Materials/Tools/Training	12,452.20
U.S. BANK PURCHASE CARDS	1771	01/31/2025	Zoom, Notary Fees AW, MK Training, Meals	1,674.96
U.S. BANK PURCHASE CARDS	1772	01/31/2025	Travel Airfare	198.48
U.S. BANK PURCHASE CARDS	1773	01/31/2025	Volgistics,Event Supplies,Asana, Storage	1,101.78
U.S. BANK PURCHASE CARDS	1774	01/31/2025	APA Job Posting, office supplies	142.62
U.S. BANK PURCHASE CARDS	1775	01/31/2025	USPS & Buzzsprout Podcast	17.40
U.S. BANK PURCHASE CARDS	1776	01/31/2025	Canva, Wix, WCMA, Event Supp, Advertising	313.32
U.S. BANK PURCHASE CARDS	1777	01/31/2025	Winterfest Ad/Facebook	48.58
U.S. BANK PURCHASE CARDS	1778	01/31/2025	MRSC Training, SC & FL Travel	867.18
U.S. BANK PURCHASE CARDS	1779	01/31/2025	PW/SWM Supplies/Tools/Equip, MBP Permit Fees	2,963.97
U.S. BANK PURCHASE CARDS	1780	01/31/2025	Training, Seattle Times	67.72
U.S. BANK PURCHASE CARDS	1781	01/31/2025	CH/Hangar Art,Travel, Mtg Meal, Plaques	4,334.46
U.S. BANK PURCHASE CARDS	1782	01/31/2025	Office Depot Misc. Office Supplies	931.83
AFLAC	55717	01/24/2025	Employee Medical/Disability Plans	32.89
AWC EMPLOYEE BENEFIT TRUST/VIMLY	55718-55720	01/24/2025	Employee Health Insurance	104,667.34
DEPARTMENT OF LABOR AND INDUSTRIES	55721-55723	01/24/2025	City of Kenmore	4,681.38

XIV. C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72,...

Vendor Name	Payment Number	Payment Date	Description	Page 14 of 248	Amount
ESD - LTC	55724	01/24/2025	Long Term Care Fund		2,133.99
ESD - PFML	55725-55726	01/24/2025	Paid Family & Medical Leave		4,670.65
NATIONAL LIFE INSURANCE CO.	55727	01/24/2025	Life Insurance		37.50
CUSTOMINK LLC	55728	01/31/2025	Winter Safety Jackets & PW Ops Uniform Tops		2,880.32
BCN TELECOM, INC.	55729	01/31/2025	1/15-2/14/2025 City Hall Phones		998.80
CANON FINANCIAL SERVICES, INC.	55730	01/31/2025	Jan 2025 2nd FI Copier Rental		266.32
CITY OF KENT	55731	01/31/2025	Share1App		575.00
CONFLUENCE ENVIRONMENTAL COMPANY	55732	01/31/2025	Dec 2024 Consulting Services		471.50
DAVIDSON MACRI SWEEPING, INC.	55733	01/31/2025	Dec 23, 24, 26 2024 Supplemental Street Sweeping		3,570.48
ELYON MAINTENANCE, INC.	55734	01/31/2025	Mitigation Mgmt/Landscape Maint.		17,654.55
ESD - UI TAX ADMINISTRATION	55735	01/31/2025	Q4 2024 Unemployment Fees		40.26
FLEMINGS HOLIDAY LIGHTING LLC	55736	01/31/2025	Final Pmt 2024 Holiday Tree Lighting Services		1,139.60
FLYNN BEC LP	55737	01/31/2025	Boathouse Gutter Cleaning		2,375.91
FUELCARE	55738	01/31/2025	City Hall Generator Services		3,300.32
GRAINGER	55739	01/31/2025	ESD Tools		2.81
H.D. FOWLER COMPANY	55740	01/31/2025	Grates SW WO#14765 65th/192nd		1,674.41
HEIDELBERG MATERIALS	55741	01/31/2025	Materials-NS Summit Berm Ext SR24767 & Pavement Repair 6174 NE 195th Ct		323.49
HIMA NURSERY, INC.	55742	01/31/2025	W. Samm Bridge Replacement Plants		113.30
HOLMBERG COMPANY	55743	01/31/2025	Boathouse Plumbing Repairs		1,309.88
INTERNATIONAL INST OF MUNI CLERKS	55744	01/31/2025	IIMC Annual Dues- A Warhol		235.00
KING COUNTY FINANCE	55745	01/31/2025	Dec 2024 KC Signs & Signals		19,835.44
KING COUNTY FINANCE	55746	01/31/2025	Dec 2024 KC Signs & KAPE Services		8,803.89
KING COUNTY REGIONAL HOMELESSNESS AUTH	55747	01/31/2025	2025 HHS Contribution		40,666.00
KING COUNTY SHERIFF	55748	01/31/2025	2024 Body Worn & Vehicle Cameras		29,107.00
MARY MILLER STEPHENS	55749	01/31/2025	Jan 2025 Public Defense Screening Svcs @ SCORE		1,250.00
MINAL GUHE	55750	01/31/2025	Hangar Event Deposit Refund		150.00
NARWHAL MET, LLC	55751	01/31/2025	Feb 2025 Weather Monitoring Services		425.00
NATIONAL SCLERODERMA FOUNDATION	55752	01/31/2025	Hangar Event Deposit Refund		150.00
NIKHIL PATNE	55753	01/31/2025	Facility Rental Deposit Refund		250.00
NORTHSHORE UTILITY DIST	55754	01/31/2025	Dec 2024 Fleet Fuel & Maintenance		14,914.26
NORTHSHORE UTILITY DIST	55755	01/31/2025	11/15/24-1/15/25 Water/Sewer/Irrigation		2,698.88
NORTHWEST TROPHY	55756	01/31/2025	Planning Comm. New Chair/Vice Chair Dais Plates		44.08
OFFICE DEPOT	55757	01/31/2025	Office Supplies		13.03
OLBRECHTS & ASSOCIATES, PLLC	55758	01/31/2025	Dec 2024 Hearing Examiner Svcs Kenmore Inn NOV		234.00

XIV. C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72,...

Vendor Name	Payment Number	Payment Date	Description	Page 15 of 248	Amount
OSBORN CONSULTING INC.	55759	01/31/2025	Dec 2024 Swamp Creek Restoration		935.46
PAWS	55760	01/31/2025	Dec 2024 Animal Sheltering Services		2,519.00
PUGET SOUND CLEAN AIR AGENCY	55761	01/31/2025	Q1 2025 Clean Air Assessment		5,845.75
PUGET SOUND ENERGY	55762	01/31/2025	12/13/24-1/14/25 Gas, Electric, Streetlights		28,467.35
PUGET SOUND FINANCE OFFICERS ASSOC	55763	01/31/2025	2025 PSFOA Annual Membership Dues		80.00
PUGET SOUND PLANTS	55764	01/31/2025	Sammamish Bridge Mitigation Plants		1,690.20
PULTEGROUP	55765	01/31/2025	Cash Deposit Refund-ROW Agreement PRJ20-0039		7,500.00
SHI INTERNATIONAL CORP.	55766	01/31/2025	2/1/2025-1/31/2026 MS365 & Win RDS		37,641.32
SITESCAPES, INC.	55767	01/31/2025	Skate Park Garbage Can Lids		2,790.00
SNOHOMISH COUNTY	55768	01/31/2025	Dec 2024 Drainage Maintenance Disposal		652.00
STAPLES	55769	01/31/2025	City Hall & Hangar Maintenance Supplies		104.03
STAPLES	55770	01/31/2025	Parks Maintenance Supplies		153.13
STAPLES	55771	01/31/2025	Hangar Maintenance Supplies		85.91
STAPLES	55772	01/31/2025	City Hall & Hangar Maintenance Supplies		344.46
TOTAL LANDSCAPE CORP	55773	01/31/2025	Jan 2025 City Hall & Parks Landscape Services & ROW Landscaping-68th/Samm Br/Juanita		18,670.22
ULINE	55774	01/31/2025	Parks Maintenance Supplies		160.69
WESTERN ENTRANCE TECHNOLOGY, LLC	55775	01/31/2025	Garage Door Repair @ City Hall		606.10
WM CORPORATE SERVICES INC.	55776	01/31/2025	1/3/2025 Sweeper Dump Fees		1,579.25
ZIPLY FIBER	55777	01/31/2025	12/19/24-1/18/25 Public Works Office Internet & 12/28/24-1/27/25 City Hall Phones		987.97
AMERICAN PUBLIC WORKS ASSOCIATION	55778	01/31/2025	2025 Memberships Nat'l & WA		2,015.00
SOUND CITIES ASSOC	55779	01/31/2025	2025 SCA Member City Dues		18,997.84
T MOBILE USA, INC.	55780	01/31/2025	12/21/24-1/20/25 Staff Cell Phones and Data Plans		1,716.76
MISSION SQUARE / 109964	DFT0002515-2517	01/24/2025	City of Kenmore 401a & 401a Loans		28,958.99
DRS 457	DFT0002518-2519	01/24/2025	DRS 457 Deferred Comp		781.50
MISSION SQUARE 457 / 304745	DFT0002520-2523	01/24/2025	Mission Square 457 Deferred Comp		8,690.77
NAVIA HSA	DFT0002524	01/24/2025	Employee Health Savings Contribution		200.76
LINCOLN NATIONAL LIFE INSURANCE	DFT0002525-2526	01/24/2025	Life Ins/ADD & LTD		2,391.20
PERS DEPT OF RETIREMENT SYSTEMS	DFT0002527-2532	01/24/2025	Public Employees Retirement		38,134.33
NAVIA FSA	DFT0002533	01/24/2025	Employee Flexible Spending Account		1,087.67
BANNER BANK 941 DEPOSIT	DFT0002534	01/24/2025	Federal Taxes		31,120.47
PAYROLL	Electronic Deposit	01/24/2025	Direct Deposit		178,720.09
				TOTAL	722,542.20

XIV. C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72,...



City of Kenmore, WA

Vendor Purchasing Report

For Date Range 01/01/2025 - 01/31/2025

Name	Total Amount
AFLAC	32.89
AGORA REFRESHMENTS	132.13
ALL CLIMATE HEATING AND AIR	335.27
AM TEST, INC	240.00
AMERICALL	158.66
AMERICAN GENERAL LIFE GPO/400S	220.33
AMERICAN PUBLIC WORKS ASSOCIATION	2,015.00
ANCHOR QEA, LLC	1,294.72
ARMSTRONG SERVICES	9,919.17
ASSOCIATION OF WA CITIES	23,715.88
AWC EMPLOYEE BENEFIT TRUST/VIMLY	104,667.34
BANNER BANK 941 DEPOSIT	61,827.17
BASTYR UNIVERSITY	125.00
BCN TELECOM, INC.	998.80
BRIGHT SPARK EARLY LEARNING SERVICES	300.00
CALPORTLAND COMPANY	173.35
CANON FINANCIAL SERVICES, INC.	266.32
CENTER FOR HUMAN SERVICES	4,440.00
CENTRICITY GIS, LLC	500.00
CHICAGO TITLE	4.10
CITY OF KENT	575.00
CITY OF LAKE FOREST PARK	83,861.00
CLEARVIEW NURSERY, INC.	517.92
COMCAST	2,125.16
COMCAST BUSINESS	233.05
COMMANDLINK	2,764.69
CONFLUENCE ENVIRONMENTAL COMPANY	471.50
CREATION ORGANICS, LLC	2,301.19
CUSTOMINK LLC	2,613.72
DEPARTMENT OF LABOR AND INDUSTRIES	4,714.27
DRS 457	1,563.00
ELECTRONIC BUSINESS MACHINES	35.63
ELYON MAINTENANCE, INC.	17,654.55
ESD - LTC	2,133.99
ESD - PFML	4,685.20
ESD - UI TAX ADMINISTRATION	40.26
FACET NW, INC.	8,284.00
FIRE PROTECTION, INC	1,471.17
FLEMINGS HOLIDAY LIGHTING LLC	1,139.60
FLYNN BEC LP	2,375.91
FUELCARE	3,300.32
H.D. FOWLER COMPANY	1,826.63
HDR ENGINEERING, INC	349.83
HEALTH MANAGEMENT ASSOCIATES INC	4,620.00
HEIDELBERG MATERIALS	323.49
HERRERA ENVIRONMENTAL CONSULTANTS	8,999.76
HHX, LLC	1,811.51
HIMA NURSERY, INC.	113.30
HOLMBERG COMPANY	1,309.88

XIV. C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72,...

Name	Total Amount
HONEY BUCKET	167.75
HRA VEBA TRUST	23,605.31
HUNTINGTON TECHNOLOGY FINANCE	23,690.22
INSLEE, BEST, DOEZIE & RYDER, P.S.	34,338.08
INTERNATIONAL INST OF MUNI CLERKS	235.00
iWORQ SYSTEMS	2,800.00
JACOBS ENGINEERING GROUP	55,481.56
JASON RICHARD SPERLING	250.00
KBA INC.	2,102.20
KELLEY PORTER	248.00
KENMORE ELEMENTARY PTA	1,250.00
KENMORE MIDDLE SCHOOL	2,500.00
KENMORE SENIOR CENTER	7,812.50
KING COUNTY BAR ASSOCIATION	200.00
KING COUNTY FINANCE	1,280.00
KING COUNTY MUNICIPAL CLERKS ASSOC	60.00
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	47,666.00
KING COUNTY SHERIFF	29,107.00
LAKE CITY PARTNERS ENDING HOMELESSNESS	50,000.00
LIGHTHOUSE CONSULTING INC	17,672.87
LINCOLN NATIONAL LIFE INSURANCE	2,391.20
MARY MILLER STEPHENS	1,250.00
MINAL GUHE	150.00
MINUTEMAN PRESS	384.95
MISSION SQUARE / 109964	57,748.65
MISSION SQUARE 457 / 304745	17,297.91
NAMI EASTSIDE	937.50
NARWHAL MET, LLC	425.00
NATIONAL LIFE INSURANCE CO.	37.50
NATIONAL SCLERODERMA FOUNDATION	150.00
NAVIA FSA	2,175.34
NAVIA HSA	9,151.52
NELSON ELECTRIC, INC.	924.54
NIKHIL PATNE	250.00
NORTHSHORE PARK & REC SERVICE AREA	2,720.00
NORTHSHORE SCHOOL DISTRICT	16,957.00
NORTHSHORE SCHOOLS FOUNDATION	750.00
NORTHSHORE SENIOR CENTER	1,562.50
NORTHSHORE UTILITY DIST	2,698.88
NORTHSHORE YOUTH SOCCER ASSOC.	55.00
NORTHWEST TROPHY	44.08
OLBRECHTS & ASSOCIATES, PLLC	234.00
OLSON BROTHERS PRO VAC LLC	3,487.50
O'REILLY/FIRST CALL	12.11
OSBORN CONSULTING INC.	935.46
OUTCOMES BY LEVY, LLC	500.00
PACE ENGINEERS, INC.	12,338.25
PACIFIC AIR CONTROL, INC.	2,546.72
PARAMETRIX INC	26,531.86
PAWS	2,519.00
PERS DEPT OF RETIREMENT SYSTEMS	76,104.98
PUGET SOUND CLEAN AIR AGENCY	5,845.75
PUGET SOUND EMERGENCY RADIO NETWORK OPERA	1,123.20
PUGET SOUND ENERGY	32,024.70
PUGET SOUND FINANCE OFFICERS ASSOC	80.00
PUGET SOUND PLANTS	1,690.20

XIV. C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72,...

Name	Total Amount
PULTEGROUP	7,500.00
RAMEZ DEBBAS	11,412.55
REGIONAL ANIMAL SERVICES OF KC	240.00
SARAH ROBERTS	13,072.47
SCORE	12,741.93
SELLEN CONSTRUCTION COMPANY, INC.	4,830.07
SHI INTERNATIONAL CORP.	37,641.32
SITESCAPES, INC.	2,790.00
SNOHOMISH COUNTY	652.00
STAPLES	1,596.60
STATE AUDITOR'S OFFICE	4,729.40
STATE OF WA DEPT. OF LICENSING	1.60
STEWART MACNICHOLS HARMELL, INC.	5,000.00
T MOBILE USA, INC.	1,716.76
TOTAL LANDSCAPE CORP	18,670.22
U.S. BANK PURCHASE CARDS	25,114.50
ULINE	160.69
WA CITIES INSURANCE AUTHORITY	907,695.00
WAGNER ARCHITECTS	49,171.23
WASHINGTON CITY/COUNTY MGMT ASSOC	375.00
WASHINGTON STATE OFFICE CASH MGMT	195.50
WEST COAST PLUMBING AND HEATING, INC.	823.20
WESTERN DISPLAY FIREWORKS, LTD.	8,000.00
WESTERN ENTRANCE TECHNOLOGY, LLC	606.10
WM CORPORATE SERVICES INC.	14,868.84
WONDERLAND CHILD & FAMILY SERVICES	500.00
XEROX CORPORATION	512.15
ZIPLY FIBER	987.97

1/31/2025 Voucher Certification

Final Audit Report

2025-02-04

Created:	2025-02-04
By:	Brenda Chamness (bchamness@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArmnpUM003BrhEst9WJD5t6Nmn34x6NON

"1/31/2025 Voucher Certification" History

-  Document created by Brenda Chamness (bchamness@kenmorewa.gov)
2025-02-04 - 0:44:18 AM GMT
-  Document emailed to Carla Schnee (cschnee@kenmorewa.gov) for signature
2025-02-04 - 0:46:11 AM GMT
-  Email viewed by Carla Schnee (cschnee@kenmorewa.gov)
2025-02-04 - 0:50:32 AM GMT
-  Document e-signed by Carla Schnee (cschnee@kenmorewa.gov)
Signature Date: 2025-02-04 - 0:50:47 AM GMT - Time Source: server
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2025-02-04 - 0:50:48 AM GMT
-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
2025-02-04 - 0:55:25 AM GMT
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2025-02-04 - 0:55:37 AM GMT - Time Source: server
-  Agreement completed.
2025-02-04 - 0:55:37 AM GMT

**Adobe Acrobat Sign**

XIV. C. Approve Total Check #s 55717 through 55780 totaling \$405,239.72,...

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
A Regional Coalition for Housing (ARCH): 2025-2026 Budget and Work Program; Fall 2024 Housing Trust Fund (HTF) Projects Department: Community Development Prepared by: Debbie Bent, Assistant City Manager/Community Development Director Attachments: 1. ARCH 2025-2026 Budget and Work Program: Memo dated 6/26/24 from Lindsay Masters, ARCH Executive Director 2. ARCH Fall 2024 Housing Trust Fund Projects: Memo dated December 2024 from Carol Helland, Chair ARCH Executive Board. 3. Powerpoint presented to the ARCH Executive Board: ARCH Housing Trust Fund Recommendations Fall 2024 Funding Round	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Other: Motion to Approve the ARCH 2025-2026 Budget and Work Program; and Motion to Approve the recommended Fall 2024 ARCH Housing Trust Fund (HTF) projects and the City of Kenmore's HTF contribution of \$72,900 (\$15,200 for the Aventine Project in Bellevue and \$57,700 for the Larus Project in Kenmore)

Approvals:

Department Head DB 2/11/24 Finance Director MM 2/14/25 City Attorney N/A City Manager RK 2/11/25

Summary/Background:

Summary: Under the terms of the ARCH Interlocal Agreement, each member jurisdiction must annually approve the ARCH Administrative Budget and Work Program. Each member jurisdiction must also approve the funding for projects receiving funds allocated from the ARCH Housing Trust Fund.

ARCH 2025-2026 Administrative Budget and Work Program: Attachment #1 includes the 2025-2026 ARCH Administrative Budget and a description of the work program. Each member jurisdiction contributes annually to ARCH to provide administrative and technical support for the organization's housing activities. The ARCH Executive Board approved the 2025-2026 Administrative Budget proposal (see Attachment #1) and has forwarded it to members for adoption. The 2025-2026 administrative budget is \$2,720,754 (2025) and \$2,827,690 (2026). The City of Kenmore's membership contribution

is \$88,579 for 2025 (24.7% increase from 2024) and \$91,517 for 2026 (3.3% increase from 2025). \$180,096 is included in the City's 2025-2026 Biennial Budget for ARCH dues.

Fall 2024 Housing Trust Fund (HTF) Projects: See Attachment #2, which describes the proposed fall 2024 HTF allocation. Attachment #3 is a powerpoint presentation given to the ARCH Executive Board which provides background information regarding the HTF and information about the fall 2024 HTF funds available and the projects selected. Based on the recommendations of the ARCH Citizen Advisory Board, the Executive Board approved funding recommendations for \$4.9 million, which provides full funding for three projects. The Larus Project is located in Kenmore at 7520 NE Bothell Way (that also received \$250,000 partial funding in the 2023 HFT funding round). The Larus project is recommended to receive \$3.4 million of HTF funds with Kenmore's share of the funding at \$57,700. Kenmore also has a \$15,200 share of the \$900,000 HTF award for the Aventine Project located in Bellevue. Emily House in Issaquah is the third project with a recommended award of \$482,687 of CDBG funds.

Background: A Coalition for Housing (ARCH) is comprised of fifteen East King County cities and King County. Through the technical assistance to its members on housing policy and plan development, combined with ARCH Housing Trust Fund investments, ARCH helps local jurisdictions meet the obligations of the Growth Management Act to provide for housing opportunities that are affordable to a wide range of incomes.

Previous Council Action(s):

None.

Fiscal Consideration:

The 2025-2026 City of Kenmore biennial budget includes an allocation of \$180,096 for ARCH administrative costs and \$148,644 for a Housing Trust Fund allocation.

City Council Priorities or Budget Objective Being Addressed:

2025-2026 Council Priorities: Priority #2 Preserve and increase availability of all types of housing at all income levels, including the needs of people experiencing homelessness.



MEMORANDUM

Date: June 26, 2024

From: Lindsay Masters, ARCH Executive Director

To: ARCH Member Councils

Subject: ARCH 2025-26 Budget and Work Program

Please find attached the 2025-26 ARCH Budget and Work Program, which was adopted by the ARCH Executive Board in June of 2024. Earlier this year, the ARCH Executive Board adopted a [Strategic Plan](#) designed to “Build More Affordable Housing Faster”. This 2025-26 Budget and Work Program was crafted with the intent to move the Strategic Plan into action, elevating new strategies, building organizational capacity to implement those strategies, and carrying forward existing core work program commitments. Both the Strategic Plan and this 2025-26 Budget and Work Program are the result of collaboration and discussion among our members, and ARCH will continue to value your input and guidance as we advance these efforts.

Thank you for your support of ARCH’s mission and your continued commitment to working as a coalition. Together, we are making meaningful progress and look forward to taking shared action to **build more affordable housing faster**.

Attachments:

1. ARCH Strategic Plan Summary
2. 2025-26 ARCH Administrative Budget
3. 2025-26 ARCH Work Program

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦
ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦
SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

XIV. D. Approve the ARCH Member Regional Coalition for Housing 2025-2026 Bu...

ARCH 2024

STRATEGIC PLAN SUMMARY

BUILDING MORE AFFORDABLE HOUSING FASTER

A Regional Coalition for Housing (**ARCH**) was founded in 1992 as a joint undertaking of local jurisdictions to address the growing need for affordable housing in East King County. Since then, the dramatic growth in need for affordable housing has created greater pressure on ARCH's efforts and a widening gap in resources to effectively meet that need.



In 2023, the ARCH Executive Board initiated a strategic planning process to support its **VISION**:

“ — That East King County is a thriving, inclusive community where the housing needs of people of all income levels are met. — ”

The resulting Strategic Plan creates a framework that will help align and guide ARCH over the coming years.

MEMBER JURISDICTIONS

Beaux Arts Village
Bellevue
Bothell
Clyde Hill
Hunts Point
Issaquah
Kenmore
King County
Kirkland
Medina
Mercer Island
Newcastle
Redmond
Sammamish
Woodinville
Yarrow Point



2024 STRATEGIC PLAN

TO BEGIN, WE'LL FOCUS ON:

- **Pursuing organizational and governance changes** that streamline decision-making, empower the coalition to tackle major policy challenges, and increase education and engagement by members' elected officials in affordable housing.
- **Focusing on targeted state and regional policy efforts that increase funding** and reduce barriers that contribute to the cost of affordable housing development.
- **Supporting high impact special projects and local strategies** that result in creating more affordable housing faster.
- **Providing an efficient vehicle for members to implement local funding and developer incentive programs** and steward the affordable housing assets created through those programs.
- **Focusing on partnerships** to streamline our work and support the broader range of needs of low-income renters and homeowners.

FOR MORE INFORMATION CONTACT
ARCH INFO@ARCHHOUSING.ORG



MISSION:

To preserve and increase housing for low- and moderate-income households in East King County.



BUILDING
MORE AFFORDABLE
HOUSING FASTER!

Final 2025-26 ARCH Administrative Budget

Adopted by ARCH Executive Board

June 13, 2024

	2024 Adopted Budget	2025-26 Budget Recommendation			
		2025	2026	% change from '24	% change from '25
I. TOTAL EXPENSES	\$ 2,251,199	\$ 2,720,754	\$ 2,827,690	20.9%	3.9%
A. Personnel	\$ 1,981,178	\$ 2,427,721	\$ 2,532,678	22.5%	4.3%
Salaries	\$ 1,492,415	\$ 1,848,491	\$ 1,911,173		
Benefits	\$ 488,763	\$ 579,230	\$ 621,505		
B. Operating	\$ 105,192	\$ 120,787	\$ 120,117	14.8%	-0.6%
Rent & Utilities	\$ 44,133	\$ 42,000	\$ 44,133		
Telephone	\$ 7,819	\$ 7,840	\$ 8,075		
Internet	\$ 3,042	\$ 3,042	\$ 3,164		
Travel/Training	\$ 2,600	\$ 6,000	\$ 6,180		
Auto Mileage	\$ 1,500	\$ 1,150	\$ 1,185		
Postage/Printing	\$ 2,678	\$ 2,500	\$ 2,678		
Office Supplies	\$ 2,500	\$ 2,700	\$ 2,678		
Software licensing (website, database, etc.)	\$ 21,420	\$ 25,000	\$ 25,750		
IT Equipment Replacement	\$ 4,500	\$ 8,600	\$ 5,000		
Periodical/Membership	\$ 15,000	\$ 15,450	\$ 15,914		
Misc. (furniture, events, job posting fees, etc.)	\$ 3,000	\$ 6,505	\$ 5,361		
C. In-Kind Admin/Services	\$ 44,830	\$ 46,495	\$ 48,223	3.7%	3.7%
Insurance	\$ 32,000	\$ 33,280	\$ 34,611		
IT Services	\$ 12,830	\$ 13,215	\$ 13,611		
D. Professional Services / Consulting	\$ 120,000	\$ 125,750	\$ 126,673	4.8%	0.7%
Consultant Contracts	\$ 25,000	\$ 25,750	\$ 26,523		
Outside Legal Counsel Contract	\$ 95,000	\$ 95,000	\$ 95,000		
Translation and Interpretation		\$ 5,000	\$ 5,150		
II. TOTAL INCOME	\$ 2,251,199	\$ 2,720,754	\$ 2,827,690	20.9%	3.9%
A. Member Contributions (General Fund \$)	\$ 1,910,802	\$ 2,377,357	\$ 2,460,218	24.4%	3.5%
Beaux Arts Village	\$ 3,019	\$ 3,187	\$ 3,294	5.6%	3.3%
Bellevue	\$ 485,060	\$ 600,541	\$ 622,327	23.8%	3.6%
Bothell	\$ 135,990	\$ 172,748	\$ 178,110	27.0%	3.1%
Clyde Hill	\$ 8,954	\$ 11,205	\$ 11,553	25.1%	3.1%
Hunts Point	\$ 3,019	\$ 3,187	\$ 3,294	5.6%	3.3%
Issaquah	\$ 126,837	\$ 157,108	\$ 162,807	23.9%	3.6%
Kenmore	\$ 71,011	\$ 88,579	\$ 91,517	24.7%	3.3%
Kirkland	\$ 297,651	\$ 366,910	\$ 380,220	23.3%	3.6%
Medina	\$ 8,408	\$ 10,538	\$ 10,865	25.3%	3.1%
Mercer Island	\$ 76,611	\$ 95,259	\$ 98,405	24.3%	3.3%
Newcastle	\$ 40,281	\$ 50,076	\$ 51,819	24.3%	3.5%
Redmond	\$ 234,358	\$ 293,990	\$ 304,655	25.4%	3.6%
Sammamish	\$ 194,426	\$ 243,510	\$ 251,257	25.2%	3.2%
Woodinville	\$ 38,041	\$ 47,952	\$ 49,440	26.1%	3.1%
Yarrow Point	\$ 3,920	\$ 4,615	\$ 4,758	17.7%	3.1%
King County	\$ 183,216	\$ 227,952	\$ 235,897	24.4%	3.5%
B. Bellevue Detail (General Fund + 1590)	\$ 661,142	\$ 776,623	\$ 814,799	17.5%	4.9%
Cash Contributions	\$ 212,510	\$ 315,522	\$ 338,836		
In-Kind Contributions	\$ 448,631	\$ 461,101	\$ 475,963		
Personnel (Gen Fund and 1590)	\$ 403,801	\$ 414,606	\$ 427,740		
Insurance	\$ 32,000	\$ 33,280	\$ 34,611		
IT Services	\$ 12,830	\$ 13,215	\$ 13,611		
C. Other Income	\$ 167,315	\$ 167,315	\$ 175,000	0.0%	4.6%
Administrative Fees	\$ 165,000	\$ 165,000	\$ 135,000		
Interest Earnings	\$ 2,315	\$ 2,315	\$ 40,000		

ARCH WORK PROGRAM: 2025-26

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ARCH WORK PROGRAM: 2025-26

2025-26 Priorities

In 2025-26, ARCH will elevate the following priorities in its Work Program:

- Implement annual engagement efforts with ARCH member stakeholders (including staff, planning commissioners and elected officials) to increase knowledge and understanding of affordable housing in the region
- Convene ARCH coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County
- Complete a study of ARCH's legal and governance structure to facilitate changes that streamline processes and better advance ARCH's mission
- Assist members to implement policies to reduce cost burden in affordable housing
- Pursue partnerships and advance the development of high impact special projects, including transit-oriented development projects and other projects on public lands

I. AFFORDABLE HOUSING INVESTMENT

A. Local Investment Coordination and Administration

ARCH works on behalf of members to make recommendations on the use of public funding for the development and preservation of affordable housing and implement investment of local resources. This involves managing multiple types of funding through coordinated processes to maximize the impact of local resources. Specific programs are described below, with coordinated program activities including:

- **Annual Funding Round.** Advertise the collective set of available funds and manage competitive processes on behalf of member cities. Coordinate funding recommendations between programs.
- **Public Funding Coordination.** Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.
- **Private Funding Coordination.** Work with private investors and lenders to maximize leverage of ARCH members' investments into affordable housing and negotiate public benefits from investment of housing funds. Engage with Enterprise Community Partners and other investors on administration and potential extension of the Regional Equitable Development Initiative (REDI) Fund. Complete implementation of a Bridge Financing Pilot in partnership with Microsoft. Coordinate with Amazon to ensure projects in ARCH pipeline are considered for Amazon Housing Equity Fund program.
- **Project Pipeline Management.** Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet potential projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

B. ARCH Housing Trust Fund

Annual Funding Round and Community Advisory Board. Develop funding priorities and evaluation criteria for the annual Housing Trust Fund round. Review funding applications and develop recommendations through the Community Advisory Board (CAB), with input from member staff. Develop final recommendations by the ARCH Executive Board and facilitate funding allocations through member councils. Provide ongoing support to CAB throughout the year, including conducting educational sessions to build CAB members' knowledge and capacity.

Contract Development and Administration. Prepare contract documents in consultation with legal counsel and facilitate execution of contracts with the Administering Agency (Bellevue). Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain and update ARCH's standard form of agreements.

Centralized Trust Fund Reporting. Work with Administering Agency to maintain records and produce regular financial reports for the ARCH Trust Fund accounts. Update internal policies and procedures regarding records maintenance efforts coordinated with the Administering Agency.

HB 1406 Sales Tax. Develop systems and procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

Parity Goals. Maintain annual goals for individual member investments through the ARCH HTF, while pursuing broader strategies to increase overall investment levels in affordable housing in East King County.

C. Bellevue Housing Stability Program

Annual Request for Proposals. On an annual basis, verify and advertise available funds for capital, operating and maintenance and services funds. Solicit application interest and provide in-depth review of funding applications. Develop recommendations through a Bellevue interdepartmental staff team, ensuring coordination with the Trust Fund and other regional and state funding processes. Coordinate with City staff and present recommendations to the Bellevue City Council for approval.

Contract Development and Administration, Reporting. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with regular reporting to the Bellevue City Council.

Support for Other HSP Initiatives. Provide advice and support for other City initiatives funded through the Housing Stability Program, such as acquisition and preservation partnerships. Support may include assisting with overall outreach and engagement, evaluation of project feasibility, development of funding terms and conditions and preparation of project agreements.

D. Special Projects and Other Local Housing Investments

ARCH provides expertise to advance special projects and initiatives that require unique financing, land use or partnership strategies that leverage significant development opportunities, including projects on underutilized public, nonprofit or faith community property. Activities include:

Local Housing Investments. Provide strategic policy support and administrative capacity to cities making targeted investments in housing, including RFP development and administration. Example funding types include fee in lieu funds, dedicated sales tax funds, pass through of state grant funds or other sources directed by individual cities. Ensure coordination with regional funding processes to maximize affordable housing outcomes.

Transit-Oriented Development Sites. Assist cities with advancing and coordinating affordable housing projects near transit. Partner with Sound Transit, King County Metro and other public agencies to maximize opportunities on public property. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Marymoor, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist with evaluation of public surplus or underutilized private property (e.g., faith community properties) for suitability of affordable housing. Provide technical assistance to property owners interested in supporting affordable housing. Develop an inventory of promising public and nonprofit property and begin to engage owners to gauge interest in disposition for housing. Complete financial feasibility studies to inform potential property offerings.

Preservation of At-Risk Affordable Housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities. As needed, assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

Strategic Predevelopment Investment. With approval of the Executive Board, invest in predevelopment studies to investigate feasibility of special projects.

Private Sector Engagement. Support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*. These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
 - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
 - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
 - Coordinate local and ARCH affordable housing goals with King County Affordable Housing Committee and Countywide Planning Policies.
 - Assist with policy writing, outreach, presentations, etc. as needed.
- **Housing Strategy and Action Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with completed or ongoing strategy and action plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.

- **Incentive Program Design.** Provide economic analysis and policy and program development support to design local housing incentive programs, including land use, property tax, impact fee waivers, parking reductions and other incentives. Develop standard tools or models that can be used by member cities/staff to evaluate and design their individual affordable housing incentive/inclusionary programs.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, review of tenant protection regulations, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Inter-Local / Eastside Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members and the broader Eastside region.

Data Collection, Analysis and Reporting. Maintain and provide reporting on local housing and demographic data, including on members' progress toward meeting GMA and CPP housing requirements. Document members' investment in affordable housing in other jurisdictions and reflect these contributions in ongoing reporting. Conduct data analysis and make information available to members for planning efforts, including reporting on any locally adopted goals or initiatives or for ARCH educational efforts.

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, commercial linkage fee, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and help inform potential shared state legislative priorities to authorize local options for funding.

Incentive/Inclusionary Housing Program Policies. As program implementation issues arise, assist member jurisdictions to develop coordinated policy solutions that incorporate input from the diverse range of stakeholders. Work with member city staff to develop code amendments that adapt programs to new knowledge and best practices (for example, implementing fee strategies to create sustainable revenue for monitoring, or rent limit policies for ARCH monitored housing that create more predictable outcomes for tenants and property owners).

Middle Housing/HB 1110 Implementation. Support members to implement new affordability incentives required by HB 1110, including evaluating new incentive programs and stewarding affordable units that may be created through the new regulations. In addition, support members to utilize input from a range of community-based organizations representing diverse constituents when considering middle housing regulations.

Tenant Protection Policies. Share information and help identify common policy priorities relating to tenant protections. Facilitate consideration of local regulations by ARCH members and help to encourage consistent protections for renters across the region that reduce evictions and economic displacement.

Explore Collaboration with Cities in North and East King County. As requested, engage cities interested in supporting affordable housing in north and east King County that are not currently members of ARCH. Explore collaboration that provides benefits for additional cities and current ARCH member cities. Enter into agreements to provide services to other cities, as directed by the ARCH Executive Board.

C. State and Regional Policy and Funding Engagement

ARCH will facilitate targeted state and regional policy efforts that increase funding and reduce barriers that contribute to the cost of affordable housing development. Activities may include:

- Convene coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development
- Discuss and explore shared legislative priorities at the Executive Board, and identify one or two strategic legislative priorities to advance to member councils for consideration in the upcoming legislative session
- Explore opportunities to partner with relevant organizations (e.g., AWC, SCA, WLIHA, HDC)
- Collaborate with ARCH members' government relations and other key personnel to support implementation of identified legislative priorities, including coordination of advocacy efforts, informing strategy and coordinating with relevant partners
- Support legislative engagement by ARCH members, providing data, policy expertise and talking points as needed

ARCH will participate in broader regional planning efforts to advance Eastside priorities and ensure that the perspectives of communities in East King County are voiced in regional housing and homelessness planning. Such efforts include:

- **King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT).** Help staff the HIJT, which provides support to the Growth Management Planning Council's Affordable Housing Committee (AHC).
- **King County Regional Homelessness Authority (KCRHA) / Eastside Homeless Advisory Committee (EHAC).** Support Eastside collaboration in regional homelessness efforts, as appropriate and as resources allow. Collaborate with KCRHA, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Promote best practices in development of housing solutions that move people out of homelessness. Coordinate allocation of resources, and work on specific initiatives.

III. HOUSING PROGRAM IMPLEMENTATION

A. Administration of Housing Incentive and Inclusionary Programs

ARCH partners with member cities to administer local housing incentive and inclusionary programs, including mandatory inclusionary, voluntary density bonus, multifamily tax exemption (MFTE) and other programs. Specific programs administered by ARCH include:

Jurisdiction	Incentive/Inclusionary Programs
Bellevue	Voluntary density bonuses, MFTE, impact fee waivers.
Bothell	Inclusionary housing, MFTE.
Issaquah	Development agreements, voluntary and

	inclusionary programs, impact and permit fee waivers.
Kenmore	Development agreements, voluntary and inclusionary programs, MFTE, impact fee waivers.
Kirkland	Inclusionary program, MFTE.
Mercer Island	Voluntary density bonus.
Newcastle	Inclusionary program, impact fee waivers.
Redmond	Inclusionary program, MFTE.
Sammamish	Inclusionary and voluntary density bonuses, impact fee waivers.
Woodinville	MFTE.
King County	Development agreements.

ARCH roles and responsibilities will typically include:

- Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of administrative policies, practices and templates for legal agreements
- Communicate with developers/applicants and city staff to establish applicability of codes and policies to proposed developments
- Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
- Review and recommend approval of MFTE applications.
- Review and recommend approval of alternative compliance proposals
 - For fee in lieu projects, provide invoices and receipts for developer payments
- Develop contracts and covenants containing affordable housing requirements
- Ensure implementation of affordable housing requirements during sale/lease-up
- Register MFTE certificates with County Assessor and file annual MFTE reports with state Commerce.
- On-going compliance monitoring (see Stewardship, below).

B. Stewardship of Affordable Housing Assets

ARCH provides long-term oversight of affordable housing created through city policies and investment to ensure stewardship of these critical public assets for residents, owners and the broader community.

ARCH Rental Program (Incentive and Inclusionary Projects). Monitor and enforce compliance in rental housing projects with incentive and inclusionary housing agreements. Administer a robust compliance monitoring program, including:

- Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits
- Provide training and technical assistance for property managers
- Maintain written standards for eligibility, leasing and other program requirements
- Implement standard remedies for non-compliance
- Respond to tenant issues and questions

ARCH Trust Fund Projects. Oversee contracts and regulatory agreements with owners of projects supported through the direct assistance from members, including:

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners

- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Pursue formal MOUs with other funders to govern shared monitoring responsibilities that streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

ARCH Homeownership Program. Provide effective administration to ensure strong stewardship of resale restricted homes in the ARCH Homeownership Program, including:

- Oversee resales and new construction sales to ensure ongoing compliance with affordability, buyer eligibility and other program requirements
- Implement adopted policies and procedures for monitoring and work with cities to address non-compliance
- Distribute an annual communication with relevant homeowner resources and respond to homeowners in financial distress
- Collect program fees to ensure sustainable operations

As time and resources allow, continue to make improvements that support the objective of creating and preserving long-term affordability, including:

- Work with member planning and legal staff to make improvements to boilerplate legal documents, in consultation with key stakeholders and outside counsel, as needed
- Develop strategies to preserve homes at risk of foreclosure
- Preserve expiring units and pursue strategies to re-capture lost affordability
- Build relationships with lenders to improve ARCH homebuyers' access to financing options.
- Explore offering brokerage services or developing partnerships with realtors to provide cost-savings to homebuyers and sellers, diversify program revenue, and expand ARCH's marketing reach
- Plan for additional staff capacity as the number of ARCH homes continues to grow.
- Engage the Washington State Housing Finance Commission to evaluate and improve the ARCH Eastside Down Payment Assistance Program and make updates to provide effective financial assistance to income-eligible first-time homebuyers in East King County.

Database/Systems Development. Continue to utilize the new ARCH Homeownership Program database to collect critical program data and evaluation, compliance monitoring, communication with program participants, and other key functions. Continue to improve and streamline data systems for ARCH Rental Program and Trust Fund Program. Develop a new Trust Fund project and loan database to assist with timely loan monitoring and reporting. Update information systems to ensure accurate, efficient recording of transactions within ARCH Trust Fund accounts.

IV. MEMBER EDUCATION, ENGAGEMENT AND COMMUNITY OUTREACH

A. Education Efforts and Elected Official Engagement

Member Education and Engagement. Develop educational tools and conduct or support events to inform councils, planning commissions and member staff of current housing conditions, and of successful housing

programs. Engage elected officials through tours, educational workshops and briefings to build understanding and support for affordable housing, key policy and funding tools, and the role of ARCH and local jurisdictions in meeting the needs of low-income households.

Housing 101. Plan and conduct a Housing 101 event.

B. Community Outreach and Assistance for the Public

Community Engagement. Host ARCH events to share information about ARCH programs with diverse communities. Participate in city and community events to promote ARCH programs across East King County (EKC). Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues.

Office Hours. Provide published office hours, consistent with public health guidelines, for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Website. Continually update and build on information in the ARCH website. Maintain information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.

Assist Community Members Seeking Affordable Housing. Maintain up-to-date information on affordable housing in East King County (rental and ownership) and distribute to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities. Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

C. Equitable Access to Affordable Housing in East King County

Develop outreach and marketing efforts to maximize awareness of affordable housing opportunities in East King County. Build relationships and partnerships with community-based organizations, faith communities, service providers and others interested in affordable housing access. Collect and analyze data on existing programs to determine potential gaps in access by different populations, such as communities of color, immigrant and refugee communities, homeless individuals and families, and workers in EKC commuting from other communities. Evaluate strategies and outreach goals to increase access to affordable housing in EKC by underserved communities.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.

- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- Manage the ARCH Community Advisory Board, including recruiting and maintaining membership that includes broad geographic representation and a wide range of housing and community perspectives.
- Staff the Executive Board.
- Work with Administering Agency to streamline financial systems.
- Review and update bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH's organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH's organizational structure, staffing resources, capital resources and other aspects of the organization to determine any gaps and assess options for right-sizing organizational capacity. The assessment will inform recommendations for the following year's work program and budget.

In 2025-26, this work will include implementing actions and recommendations from ARCH's strategic planning process, including completing a study of ARCH's legal and governance structure, and pursuing organizational changes. These changes will focus on streamlining decision-making, empowering the coalition to tackle major policy challenges, and increasing education and engagement of elected officials. The Board will monitor progress on ARCH's Strategic Plan and make adjustments to respond to new conditions and opportunities.

Attachment A: Local Planning Efforts by City

ARCH staff will assist members' staff, planning commissions, and elected councils with local policy, planning and special projects and initiatives, as described below. Member city staff may make adjustments to the proposed actions identified below as individual city work plans are updated.

Bellevue

Support ongoing monitoring and reporting required by the King County Countywide Planning Policies.

Support actions to implement Bellevue's Affordable Housing Strategy, including:

Assist staff with engagement and pre-development support for affordable housing on suitable land owned by public agencies, faith-based groups, and non-profit housing entities (C-1).

Participate in developer selection processes and work with staff to develop a funding strategy for affordable housing on suitable public lands in proximity to transit hubs, including Barrier Porsche, 130th TOD parcels, Metro (Civic Center site), and Lincoln Center parcel.

Provide consultation on a comprehensive acquisition strategy, such as preservation of existing naturally occurring affordable housing, setting up a community land trust, and an expanded homeownership program.

Support the update of Bellevue's Affordable Housing Strategy to achieve the City's new affordable housing target.

Provide ongoing support to implement investment of funds authorized by HB 1590, or other city funds as directed.

Provide research and input on potential code amendments concerning:

Affordability in middle housing under HB 1110

Affordability with the residential FAR increases in mixed-use land use districts (Phase 2 FAR Increase project)

Bothell

Support updating the city's (2018) Housing Strategy Plan to implement the City's updated Comprehensive Plan to be completed in 2024.

Assist in the refinement of local code updates, such as inclusionary zoning, middle housing, and MFTE standards, to increase housing supply and meet regional growth targets.

Support affordable housing opportunities, especially in the Downtown/Canyon Park areas, including production strategies for city-owned property.

Help to identify potential Bothell Trust Fund projects.

Evaluate affordable housing incentives and requirements such as parking reductions or other development incentives, code amendments that add capacity and rezones, and implement those adopted.

Support further updates to policies and codes for affordable housing options, including ADUs, micro-housing, small efficiency dwelling units, and "missing middle" housing.

Help pursue funding and implement further outreach, equity, and implementation measures to encourage more middle housing and address potential displacement.

Issaquah

Assist with implementation of affordable units within the Issaquah Highlands Hight Street Collection Residential Target Area.

Provide data for the annual Housing Report Card and Dashboard.

Provide technical support and assist with the housing analysis for development of potential code amendments concerning:

- Inclusionary zoning (in conjunction with changes to density, parking, and other regulations) and multifamily tax exemptions.
- Middle housing and ADUs in wake of new state legislation.

Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements (e.g., Lakeside, Rowley) and prepare contractual agreements as needed.

Support implementation and funding of the city's TOD project with the King County Housing Authority.

Kenmore

Assist with implementing a high priority item identified in the Housing Strategy Plan, as requested.

Assist with updating the Housing Strategy Plan.

Continue support of the Preservation of Affordable Housing/Mobile Home Park project started in 2018.

Assist with any amendments needed to the Comprehensive Plan Housing Element update, including help with new affordable housing targets.

Assist with ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Provide technical support, data, and best practices to assist with potential code changes, such as for "missing middle" housing amendments or amendments to the Multifamily Tax Exemption (MFTE) regulations.

Advance opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit, and faith-based community property. Help evaluate and identify potential properties, partners, and financing strategies.

Provide technical support in proposal review, and assistance on financing strategies to advance siting the Imagine Housing affordable housing project on the City owned Holt property.

Provide technical support to assist with developing policies and regulations required to implement new state legislation (e.g. ADU regulations, missing middle regulations, TOD regulations).

Provide technical support with developing shelter, transitional housing, emergency housing, and permanent supportive housing (STEP) policies and regulations.

Kirkland

Evaluate housing-related issues in 2044 Comprehensive Plan Update.

Support the development of code amendments implementing housing policies in the 2044 Comprehensive Plan, such as:

- Evaluating inclusionary requirements across multiple scales of development and in zoning districts that do not currently have requirements (such as the downtown and lower intensity residential areas).

- Incentivizing larger (3+ bedroom) affordable housing units.
- Examining additional incentives for the creation of affordable housing.

Provide research and input on potential code amendments concerning affordability in middle housing under HB 1110.

Help review the effectiveness and value of the current MFTE program.

Assist with updating the City's Housing Dashboard and ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Assist the City with its reevaluation of parking standards as they relate to affordable housing.

Mercer Island

Assist the City with implementation of goals and policies in the 2024 Comprehensive Plan Housing Element, including updates to regulations and programs to work toward achieving the City's affordable housing targets.

Provide technical assistance in developing policies and regulations required to implement new state legislation related to middle housing, ADUs and STEP housing.

Provide technical assistance in evaluating the City's existing affordable housing incentives and considering additional or expanded incentives and requirements.

Newcastle

Provide technical assistance in developing policies and regulations required to implement new state legislation (e.g. ADU regulations, missing middle regulations, STEP housing).

Provide technical assistance in evaluating the City's existing affordable housing incentives and considering additional or expanded incentives and requirements.

Redmond

Provide advice and technical support to evaluate and refine existing inclusionary and incentive programs, focusing on Downtown and Marymoor centers.

Provide technical support for outreach and education efforts.

Support partnerships with transit agencies to advance affordable housing within transit-oriented developments, including at Overlake and Southeast Redmond.

Help city staff write and propose comprehensive plan and code amendments for meeting existing and future housing needs, including residential zone consolidation and regulations. Support neighborhood plan update process.

Assist with potential strategies for increasing housing capacity from commercial development, such as housing over big box stores and commercial spaces in mixed-use buildings.

Continued support for implementing adopted Housing Action Plan. Continued support for evaluating opportunities identified in the HUD Thriving Communities Technical Assistance consultant work.

Sammamish

Partner with city staff to refine the Housing Action Plan/Housing Diversification Toolkit implementation plan by creating detailed work plans and identifying related budget needs.

Support city staff in responding to public inquiries related to affordable housing development.

Collaborate with city staff to evaluate the best use of HB 1590 Health Through Housing Initiative local share funding.

Collaborate with city staff to advocate for new and flexible funding options for local jurisdictions that address the need for affordable housing at low—and moderate-income levels, such as a local option, Real Estate Excise Tax (REET).

Collaborate with city staff to advocate for requirements and supporting resources to ensure affordable housing is included in future planning for growth near fixed-route transit, with affordability goals for transit-oriented development.

Assist the city with private development proposals that maximize affordable housing elements by leveraging the City's affordable housing requirements and incentives.

Support the city in negotiating and drafting affordable housing components of potential development agreements to strengthen developer housing affordability obligations

Support city staff in identifying and cultivating relationships with landowners, nonprofit developers, public agencies, faith-based organizations, and affordable housing providers to identify land appropriate for affordable housing development projects and facilitate housing development

Support city staff in developing and updating sub-area and neighborhood center plans to ensure the inclusion of affordable housing that maintains feasibility and supports the overall vision for those areas, starting with the completion of amending the City's Town Center Plan. This will include technical assistance related to the viability of different affordable housing scenarios and technical support in completing environmental impact statements

Woodinville

Assist in evaluating options and developing proposals for programs and code amendments following the city's new Housing Action Plan.

King County

Provide monitoring and stewardship services for affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

Partner with King County to preserve affordable homes with expiring covenants in unincorporated areas.

Help advance the goals and policies of the Countywide Planning Policy Housing Chapter and where feasible, support the Affordable Housing Committee in executing the CPP Housing Chapter accountability framework, including annual monitoring and reporting.

MEMORANDUM

TO: City of Bellevue Council Members City of Medina Council Members
City of Bothell Council Members City of Mercer Island Council Members
City of Newcastle Council Members
Town of Hunts Point Council Members City of Redmond Council Members
City of Issaquah Council Members City of Sammamish Council Members
City of Kenmore Council Members City of Woodinville Council Members
City of Kirkland Council Members Town of Yarrow Point Council Members

FROM: Carol Helland, Chair, ARCH Executive Board

DATE: December 26, 2024

RE: Fall 2024 Housing Trust Fund (HTF) Recommendation

This year ARCH received \$11.7 million in funding requests from ten projects proposing an impressive 749 units of affordable housing. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Community Advisory Board (CAB), which provide full funding for three projects. Consistent with recent years, the demand for funding far exceeded available resources, with \$4.3 million in Trust Fund dollars included in the recommendations, plus an additional \$599,000 in CDBG funds, resulting in \$4.9 million available for awards.

Over the last three decades, the ARCH Trust Fund has supported over 6,000 units of affordable housing, creating housing access for thousands of families and individuals with limited incomes.

This year's recommendations will support 246 units of housing in three projects that meet numerous priorities and needs throughout the region, including:

- Preservation of existing affordable housing
- Speedy delivery of projects to meet the urgent need for affordable housing
- Aligning and leveraging public dollars to maximize the impact of limited resources
- Local partnerships to serve diverse populations, including low-income seniors, families and individuals exiting homelessness, persons with intellectual and developmental disabilities, and veterans

In addition to Trust Fund resources, ARCH is also partnering to coordinate additional resources from member cities, including funding from the 0.1% sales tax collected by the cities of Bellevue and Issaquah. These resources are an important supplement to grow the overall production of our coalition. The Trust Fund also continues to bring a high return on local investment, with this year's recommended projects expected to attract over \$90 million in other public and private funding.

A summary of the recommendations is shown in the table below:

Applicant and Project	Units	City	2024 Request Amount	2024 Recommendation
TWG/Imagine Housing- Larus	175	Kenmore	\$ 3,400,000	\$ 3,400,000 (previous ARCH award, \$250,000)
LIHI- Aventine Apartments	66	Bellevue	\$ 900,000	\$ 900,000 (previous ARCH award, \$600,000)
Life Enrichment Options- Emily House	5	Issaquah	\$ 482,687	\$ 482,687
Habitat for Humanity- Orchard Gardens	25	Bellevue	\$ 300,000	\$ - (previous ARCH award, \$600,000)
Shelter Resources- Catalina	96	Bellevue	\$ 1,000,000	\$ -
BRIDGE Housing- Bothell Urban	201	Bothell	\$ 1,500,000	\$ -
Inclusion Homes- Children's OHS Home 4	3	Scattered	\$ 150,000	\$ -
SRM- Altaire 118	46	Bellevue	\$ 1,000,000	\$ -
Acres of Diamonds- Family Renewal Home	24	Duvall	\$ 2,000,000	\$ -
LIHI- Crossroads Apartments	108	Bellevue	\$ 1,000,000	Withdrawn
Total	749		\$ 11,732,687	\$ 4,782,687

This memo provides a summary of the applications, the Executive Board recommendations and rationales, and proposed contract conditions for the **three** proposals recommended for funding at this time. Also enclosed is an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries
3. ARCH Trust Fund Standard Conditions

Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.

1. TWG Larus Senior Housing, Kenmore

2023 Funding Request:	\$3,900,000 (Contingent Loan)
2024 Funding Request:	\$3,400,000 (Contingent Loan)
	175 Affordable Rental Units for Seniors
2023 ARCH Award:	\$ 250,000 (Contingent loan)
2024 Executive Board Recommendation:	\$3,400,000 (Contingent loan)
Total Award:	\$3,650,000 (Contingent loan)

Project Summary:

The proposed Larus Senior Apartments is a transit-oriented senior housing development to be developed by TWG Housing in partnership with Imagine Housing. The development team elected to proceed with the same model for Larus as their previous partnership, Ardea at Totem Lake, by serving seniors with Imagine Housing to be the non-profit development partner and service provider. ARCH awarded funding to the Ardea project in 2022, and the developer successfully assembled its financing and began construction in 2023.

The project will consist of 175 units of affordable housing with a mix of studios and 1-bedroom units with affordability levels at 40% AMI, 50% AMI, and 60% AMI. Located within ¼ mile from the Kenmore Park & Ride and future Sound Transit BRT station, the project will aim to take advantage of future transportation options for its residents. In addition to its close proximity to the Kenmore transit hub, Larus Senior Apartments benefits from local groceries, shopping, and services within ¼ mile walking distance. ARCH made a partial award to this project last year, due to limited funding availability.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project that has already secured other important sources of leverage.
- The project is strategically located near a future transit facility and close to amenities and services.
- The project advances the City's affordable housing priorities by providing much needed low-income housing for seniors in the area.
- The project leverages significant investments from public and private funding sources and is expected to be competitive for bonds/tax credit financing in 2025.
- The project produces a significant amount of affordable housing in a cost-effective manner.

Proposed Conditions:

Standard Conditions: See Attachment 3 ARCH Award Standard Conditions

Special Conditions (will supersede conditions from previous award):

Prior to Contracting

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. **Agency must demonstrate loan commitment letters from Amazon Housing Equity Fund, or a replacement lender, and securing WSHFC Bond tiering placement by 5/1/25.** ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion.

Through Construction Period

3. **Agency must submit a supportive services plan which includes coordination of services with outside providers to ARCH Staff for review three month prior to finance closing and an update six months before the opening of the property.**
4. Funds shall be used by the Agency towards **construction and soft costs**. Funds may not be used for any other purpose unless ARCH staff has been given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

Ongoing Requirement through Period of Affordability

5. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin generally on or before year 15 and after repayment of earlier maturing senior loans and deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.

6. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, and **serving residents 55 years old and older**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1BR	Total
40%	10		10
50%	46	67	113
60%	24	28	52
Total	80	95	175

2. LIHI – Aventine Apartments

2023 Funding Request: \$1,500,000 (Contingent Loan)
2024 Funding Request: \$ 900,000 (Contingent Loan)
66 Affordable Rental Units

2023 ARCH Award: \$ 600,000 (Contingent loan)
2024 Executive Board Recommendation: \$ 900,000 (Contingent loan)
Total Award: \$1,500,000 (Contingent loan)

Project Summary:

The Aventine Apartments is an acquisition-rehab of an existing 68-unit apartment building located in Bellevue, WA. Roughly half of the prior residents were low-income, and this acquisition and minor renovation will result in preserving 66 units of affordable housing. Planned rehabilitation includes the conversion of two studio units on the second floor into office space for two case managers and a behavioral therapist to provide on-site supportive services to residents as well as repainting the building exterior and modernizing the elevator. The project will serve low-wage workers, families exiting homelessness, veterans experiencing homelessness, and people with disabilities. In 2023, the ARCH Executive Board recommended and member councils approved a \$600,000 award to this project. Full funding was not possible at the time due to limited funding availability.

LIHI acquired the property in May 2024 using proceeds from the City of Bellevue, including a \$3.5 million bridge loan, a tax exempt bond issuance, a loan from the Amazon Housing Equity Fund, and a short term bridge loan from a Private Foundation. The project also secured 32 project-based vouchers from the King County Housing Authority, which enhance additional funding from the Bellevue Housing Stability Program Operation, Maintenance, and Services (OMS) contract that pays for the supportive services personnel. The funding request to ARCH is proposed to repay the bridge loans used to acquire the property.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project preserves and deepens affordability in existing unsubsidized housing, advancing key

objectives in the City of Bellevue's Affordable Housing Strategy including providing units for households exiting homelessness, veterans experiencing homelessness, and people with disabilities.

- The property provides 22 units for households exiting homelessness, including both two-bedroom units for families. Further, the proposed project will have 10 units set-aside for veterans and an additional 10 for people with physical disabilities.
- The project is able to proceed in a timely fashion and deliver immediate affordable housing outcomes in a high-cost market.
- The project is well located near a transit facility and close to jobs, amenities and services.

Proposed Conditions:

Standard Conditions: See Attachment 3 ARCH Award Standard Conditions

Special Conditions:

Prior to Contracting

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

Through Construction Period

2. **Agency must submit for ARCH staff approval a management, affirmative marketing, and services plans.**

Ongoing Requirement through Period of Affordability

3. Funds shall be used by the Agency towards **refinancing the acquisition bridge financing sources**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending on furnishings, fixtures, and equipment, rehab, remediation and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

4. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including **approximately 22 units for households exiting homelessness**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1BR	2BR	Total
30%	5	5	2	12
50%	10	10	-	20
60%	15	4	-	19
80%	9	6	-	15
Total	39	25	2	66

3. Life Enrichment Options – Emily House

2024 Funding Request: \$482,687 (Contingent Loan)
4 Affordable Rental Units and 1 Common Area Unit

2024 Executive Board Recommendation: \$482,687 (Contingent loan) CDBG

Project Summary:

Life Enrichment Options (LEO) is proposing to acquire a single-family home known as Emily House in Issaquah to provide long term affordable housing for individuals with Intellectual and Developmental Disabilities (IDD). The property initially began operations as an independently owned and operated group home serving IDD residents in 2000. LEO's acquisition of the Emily House will preserve four low-income housing units for adults with IDD, allowing current residents to maintain connection to their community and supports in the City of Issaquah, and creating a long-term community asset for future residents with IDD.

The property is already an established shared living household with five tenants, including four individuals with intellectual and developmental disabilities. Three IDD tenants have housing choice vouchers from the King County Housing Authority at 30% AMI. The 4th resident makes slightly more than the maximum amount to be eligible for their voucher, however, they are charged the same amount as other residents. One of the vouchers includes reasonable accommodation to add a live-in caregiver to the voucher, and it is fully subsidized by KCHA.

The property is in an excellent location, where residents benefit from several nearby public facilities, including the Issaquah Community Center, the City swimming pool, the senior center (used for IDD dance parties), walking and hiking trails, outdoor athletic facilities, the public green for summer movies and concerts, and a public library. There is bus service about four blocks from the house, serving both Issaquah and the Issaquah transit center, from which residents can transfer for bus access to Bellevue and Seattle. Many businesses provide employment opportunities within walking distance and a short bus/car ride. King County Access buses have good access to the front and rear of the house.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project preserves much needed IDD housing for people with very low incomes.
- This project leverages investments from public sources including State capital funds.
- The project is undertaken by a local organization with a strong reputation and commitment to expanding IDD housing opportunities in the community.

Proposed Conditions:

Standard Conditions: See Attachment 3 ARCH Award Standard Conditions.

Special Conditions:

Prior to Contracting

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection;

wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.

3. **Agency must work with a development consultant or demonstrate staff experience and capacity to contract with public funders' capital awards.**

Through Construction Period

(Intentionally Omitted)

Ongoing Requirement through Period of Affordability

4. Funds shall be used by the Agency towards **acquisition, soft costs, reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.
5. Funds will be in the form of a **deferred, contingent loan**. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. So long as Borrower is in good standing payment of interest and principal under loan shall be deferred through the period of affordability. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff.
6. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, and serving residents with intellectual or developmental disabilities. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Beds	Total
30%	3	3
40%	1	1
Common Area	1	1
Total	5	5

4. Shelter Resources, Inc. – Catalina Apartments

2024 Funding Request: \$1,000,000 (Contingent Loan)
96 Affordable Rental Units

2024 Executive Board Recommendation: \$0

Project Summary:

The Catalina project intends to convert an existing, non-restricted, naturally occurring affordable housing building in Bellevue into a fully affordable building serving households earning between 30% and 80% of the area median income or below. The building, built in 1992 as a nursing home, was converted to 96 apartments in the 2000s. The applicant, Shelter Resources, has a purchase and sale agreement and anticipates closing in spring 2025 if funding applications are successful. The building is currently occupied, and the applicant believes most of the existing residents will qualify to stay on the property, with those that don't qualify receiving relocation assistance. The planned acquisition and rehabilitation includes addressing capital needs identified in third party reports including updating mechanical equipment and replacing the roofing.

Proposed funding sources for the project include a private first mortgage (Amazon), deferred developer fee, ARCH Housing Trust Fund, and the City of Bellevue. The applicant has engaged Amazon and submitted an application simultaneously to ARCH and the City of Bellevue.

Funding Rationale:

Given limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Project is unlikely to secure other sources of funds necessary to complete the acquisition.
- The project requested nearly 50% of the total project cost from ARCH and Bellevue.

5. Habitat for Humanity – Orchard Gardens

2022 Funding Request:	\$600,000 (Secured Grant)
2024 Funding Request:	\$1,300,000 (Secured Grant) 25 Affordable Homeownership Units
2022 ARCH Award	\$600,000 (Secured Grant)
2024 Executive Board Recommendation:	\$0

Project Summary:

Orchard Gardens is a proposed 25-unit development of new single-family homes in the Factoria neighborhood of Bellevue. Habitat for Humanity of Seattle-King & Kittitas County (Habitat SKKC) intends to construct and sell the units to income-qualified Habitat homebuyers who have a critical housing need, and earn less than 80% of the Seattle-Metro area median income (AMI). These homes will be permanently affordable to individuals and families at or below 80% AMI – with Habitat SKKC stewarding the resale/income qualification of future home buyers.

The Orchard Gardens project began in partnership with Holy Cross Lutheran Church in Bellevue. The plan originally included the demolition of existing buildings and rebuilding the church as a gathering space. Holy Cross Lutheran Church subsequently disbanded, so the decision was made (and approved by the

church) to no longer include rebuilding the religious space. The project now proposes to preserve the P-Patch alongside an apple orchard maintained by the community for long term community benefit. The site design intends to maintain these distinctive land features, and Habitat homeowners will have the opportunity to maintain a connection to the land, including gardening, tending to the orchard, and enjoying the green space in a largely urban area.

Habitat SKKC anticipates finalizing the acquisition of the property in Q4 2024 and has already executed a purchase and sale agreement to that effect. ARCH made an award for the 25-unit development in 2022 application round in the amount of \$600,000, which has not yet been contracted with Habitat SKKC. An initial State funding award followed in the 2023 application round, however the estimated cost of the project has increased, leading to a continued funding gap.

Funding Rationale:

Given limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Project is unlikely to secure other sources of funds necessary to construct the project on the proposed timeline and will need to re-apply for those funds in 2025.
- Project is unlikely to obtain building permits in the next year. ARCH encourages the applicant to continue to make progress on permitting.
- The application did not include a third-party construction cost estimate, and the project may have opportunity for revisions to add more units and/or create a more cost-effective design.
- ARCH encourages the applicant to reapply when the project schedule is more finalized and when a cost estimate detailing the funding gap is available.

6. BRIDGE Housing – Bothell Urban

2024 Funding Request:	\$1,500,000 (Contingent Loan) 200 Affordable Rental Units and 1 Common Area Unit
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2024 Executive Board Recommendation:	\$0
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Project Summary:

Bothell Urban is a new construction, 201-unit development proposal located in Bothell, WA. Just over 50% of the apartments will be family-sized units (2BR and 3BR) while 50% of the units will be targeted to very low-income households earning 30%-50% AMI. The project will be the realization of a community vision led by Bothell United Methodist Church (BUMC) to provide housing and other community benefits in the heart of downtown Bothell. Residents will benefit from a proposed 6,000 SF community center as

It should be noted that Inclusion was funded by ARCH along with the Department of Commerce for the acquisition of two homes in the 2022-2023 cycle, a children's home and a supported living home. Since then, Inclusion has purchased one home (the above-mentioned Children's Intensive Habilitation Services home in Woodinville) located in the ARCH catchment area. The supported living home in unincorporated Bothell is located outside of ARCH's jurisdiction. Inclusion still plans to use the ARCH's previously awarded funding and the Commerce funding from the last round (2023-2024), to purchase and renovate a property to fulfill the previous award made by ARCH.

Funding Rationale:

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Applicant appears likely to be able to obtain funding necessary for the project from other sources.
- Applicant has taken steps to utilize previous 2022 ARCH award but has not yet expended all of the dollars. ARCH would like to see completion of the previously awarded projects prior to making another award.
- ARCH didn't want the small ARCH award to constrict their site selection to member cities only in the case that Inclusion can meet their resident needs in other locales.

8. SRM – Altair 118

2024 Funding Request: \$1,000,000 (Contingent Loan)
46 Affordable Rental Units

2024 Executive Board Recommendation: \$0

Project Summary:

The proposed project, Altaire 118, involves the construction of a mixed-use, 6-story building featuring the KidsQuest Children's Museum on the bottom three floors. The top three floors include 46 family sized units consisting of 2 to 3-bedroom apartment affordable at 40-80% of the area median income, with half designated for those earning 50% AMI and below. The project is designed to support families, especially those transitioning out of homelessness, providing much-needed affordable housing in the area. Additionally, SRM intends to partner with Hopelink to help connect residents with services such as food assistance, housing stability support, and financial assistance to foster long-term stability for these families.

SRM purchased the site in December 2021 with plans to finish construction of a partially built Holiday

Inn into permanent housing. Delays in the project entitlement and financing led to the original plan becoming infeasible. SRM has since subdivided the site to pursue two complementary projects. On the west side of the site, SRM is developing the Nuovo Apartments, which will offer 135 workforce housing units affordable to households earning from 80-100% AMI. Supported by Microsoft's Affordable Housing Initiative and the City of Bellevue's multifamily tax exemption program, Nuovo is expected to finish construction by Q1 2025. On the east side of the site, Altaire 118 is a proposed new 6-story building, with the KidsQuest Children's Museum occupying the bottom three floors.

Funding Rationale:

Given limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Proposed project does not yet have appropriate zoning for the site.
- The estimated total cost of the residential units significantly exceeds the cost limits set by other important funding sources, which could affect the project's competitiveness.
- The proposed land cost allocated to the residential portion of the Altaire project was not supported by an appraisal.
- Project is unlikely to receive the other sources of leverage necessary to complete project financing.

9. Acres of Diamonds – Family Renewal Home

2024 Funding Request: \$2,000,000 (Secured Grant)
24 Transitional, Single Room Occupancy Units

2024 Executive Board Recommendation: \$0

Project Summary:

Acres of Diamonds (AOD) plans to build a new transitional housing project to serve young mothers and their children coming out of poverty and domestic violence. The proposed Family Renewal Home will be located on the AOD campus alongside an existing community home. This new facility will allow AOD to house additional families and increase the efficacy of services through adding dedicated program space for women and an onsite trauma-informed daycare. The structure will consist of single rooms for each household with shared toilets, bathing, and dining areas.

This project envisions constructing a new 3-story, 21,153 SF multi-family home. Family Renewal Home will include a daycare program alongside 24 rooms for families. There are currently two structures on the proposed development site. The existing apartment structure will be demolished to make way for this new larger building and the existing multi-family home, Pearl Tadema House, will remain onsite.

AOD's community living model places a premium on resident safety for all the mothers and children living in the community, and ensuring residents are drug and alcohol-free. Additionally, the agency follows a "do with" model where staff help equip and empower resident mothers transform their lives through obtaining knowledge and skills that foster lifelong self-sufficiency. This approach facilitates the process of healing from past trauma; learning important life skills on parenting, finance, and job/renter readiness; attending school (optional yet encouraged); and working as a means of participating in the one's own recovery.

Funding Rationale:

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project does not recommend funding the project for the following reasons:

- Project is unlikely to secure other sources of funds, nearly 50% of the total development costs, necessary to construct the project on the proposed timeline.
- Application did not clarify how costs are allocated between the residential portion of the building and the non-residential childcare portion of the project.
- The "transitional housing" program model may have challenges securing operating funds for a large increase in transitional units.

Attachment 1: Proposed Funding Sources

PROJECTS RECOMMENDED FOR 2024 FUNDING				
	Aventine	Emily House	Larus	Funds Recommended
Bellevue	378,900	-	1,432,000	1,810,900
Bothell	26,100	-	98,600	124,700
Hunts Point	1,500	-	5,700	7,200
Issaquah	62,900	-	237,400	300,300
Kenmore	15,200	-	57,700	72,900
Kirkland	97,400	-	367,800	465,200
Medina	7,500	-	28,200	35,700
Mercer Island	11,000	-	41,400	52,400
Newcastle	6,200	-	23,200	29,400
Redmond	221,200	-	835,600	1,056,800
Sammamish	39,200	-	148,000	187,200
Woodinville	30,500	-	115,400	145,900
Yarrow Point	2,400	-	9,000	11,400
ARCH HTF	900,000	-	3,400,000	4,300,000
CDBG	-	482,687	-	482,687
IHIP	-	482,687	-	482,687
2023 HTF Award	600,000	-	250,000	850,000
Grand Total	1,500,000	965,374	3,650,000	6,115,374

Attachment 2: Project Economic Summaries

Applicant: TWG and Imagine Housing
Project Name: Larus Senior Housing
Location: 7520 NE Bothell Way, Kenmore, WA
Project Description: 175 units of affordable housing for seniors at 40%, 50% and 60% AMI

Project Sources	Amount	Status
Perm Loan	\$ 18,400,000	Proposed
Amazon Hard	\$8,750,000	Proposed
Amazon Soft	\$8,750,000	Proposed
King County TOD Hard	\$2,480,373	Committed
King County TOD Soft	\$2,500,000	Committed
ARCH	\$3,650,000	Proposed
Deferred Developer Fee	\$3,995,492	Committed
Federal Energy Equity	\$ 153,000	Proposed
LIHTC Equity	\$ 24,124,397	Proposed
Total Capital Sources	\$ 72,803,262	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$4,509,855	\$25,771	\$ 30
Construction	\$50,478,407	\$288,448	\$ 335
Soft Costs	\$9,384,019	\$53,623	\$ 62
Pre-Development/Bridge Financing	\$ 628,605	\$ 3,592	\$ 4
Construction Financing	\$4,637,247	\$26,499	\$ 31
Permanent Financing	\$ 492,107	\$ 2,812	\$ 3
Capitalized Reserves	\$ 909,866	\$ 5,199	\$ 6
Other Development Costs	\$1,102,266	\$ 6,299	\$ 7
Bond Related Costs	\$ 660,890	\$ 3,777	\$ 4
Total Development Costs	\$ 72,803,262	\$ 416,019	\$ 483

Applicant: Low Income Housing Institute (LIHI)
Project Name: The Aventine
Location: 211 112th Ave NE, Bellevue WA
Project Description: Renovation and acquisition of an existing 5-story, 68-unit apartment community for the preservation of housing for households at 30%, 50% and 80% AMI

Project Sources	Amount	Status
State HTF	\$3,703,027	Proposed
King County	\$1,500,000	Proposed
City of Bellevue	\$10,000,000	Committed
ARCH 2023	\$ 600,000	Committed
WSHFC 501(C)3	\$9,500,000	Committed
Amazon Housing Equity Fund	\$6,800,000	Committed
ARCH 2024	\$ 900,000	Proposed
Total Capital Sources	\$ 33,003,027	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$ 29,379,488	\$ 445,144	\$ 421
Construction	\$1,105,915	\$16,756	\$ 16
Soft Costs	\$ 832,711	\$12,617	\$ 12
Pre-Development/Bridge Financing	\$ 298,000	\$ 4,515	\$4
Construction Financing	\$ 406,500	\$ 6,159	\$6
Permanent Financing	\$ -	\$ -	\$ -
Capitalized Reserves	\$ 527,200	\$ 7,988	\$8
Other Development Costs	\$ 57,000	\$ 864	\$1
Bond Related Costs	\$ 396,213	\$ 6,003	\$6
Total Development Costs	\$33,003,027	\$ 500,046	\$ 473

Applicant: Life Enrichment Options
Project Name: Emily House
Location: 240 1st AVE NE, Issaquah
Project Description: Acquisition of a single-family home for use as a group home for people with intellectual and developmental disabilities

Residential Source Name	Amount	Status
State	\$ 965,374	Proposed
ARCH	\$ 482,687	Proposed
City of Issaquah- IHIP	\$ 482,687	Proposed
Total Capital Sources	\$1,930,748	

Project Uses	Amount	Per Unit/Bed	Per SF
Acquisition Costs	\$1,705,000	\$ 341,000	\$ 478
Construction	\$ -	\$ -	\$ -
Soft Costs	\$ 190,123	\$38,025	\$ 53
Pre-Development/Bridge Financing	\$ -	\$ -	\$ -
Construction Financing	\$ -	\$ -	\$ -
Permanent Financing	\$ -	\$ -	\$ -
Capitalized Reserves	\$ 3,625	\$ 725	\$1
Other Development Costs	\$ 32,000	\$ 6,400	\$9
Community/Nonresidential Space	\$ -	\$ -	\$ -
Bond Related Costs	\$ -	\$ -	\$ -
Total Development Costs	\$1,930,748	\$ 386,150	\$ 541

Attachment 3- ARCH Award Standard Conditions

The ARCH Award Standard Conditions will apply to all project awards.

Prior to Contracting

1. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
2. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.
3. Agency must submit for ARCH staff approval a draft management, affirmative marketing, and services plan, if applicable.

Through Construction Period

(Intentionally Omitted)

Ongoing Requirement through Period of Affordability

4. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
5. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
6. ARCH shall retain five percent (5%) of the award amount until the project completion and satisfaction of the close out terms.
7. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.

8. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability.
9. ARCH, through its Administering Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.
10. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
11. Agency must submit for ARCH staff approval a final management, affirmative marketing, and services plan at least 60 days prior to occupancy.



2024 Housing Trust Fund ARCH Recommendations

Fall 2024 Funding Round

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A Regional Coalition for Housing

Mission: to preserve and increase housing for low- and moderate-income households in East King County by:

Members: 15 East King County Cities and King County

Services:

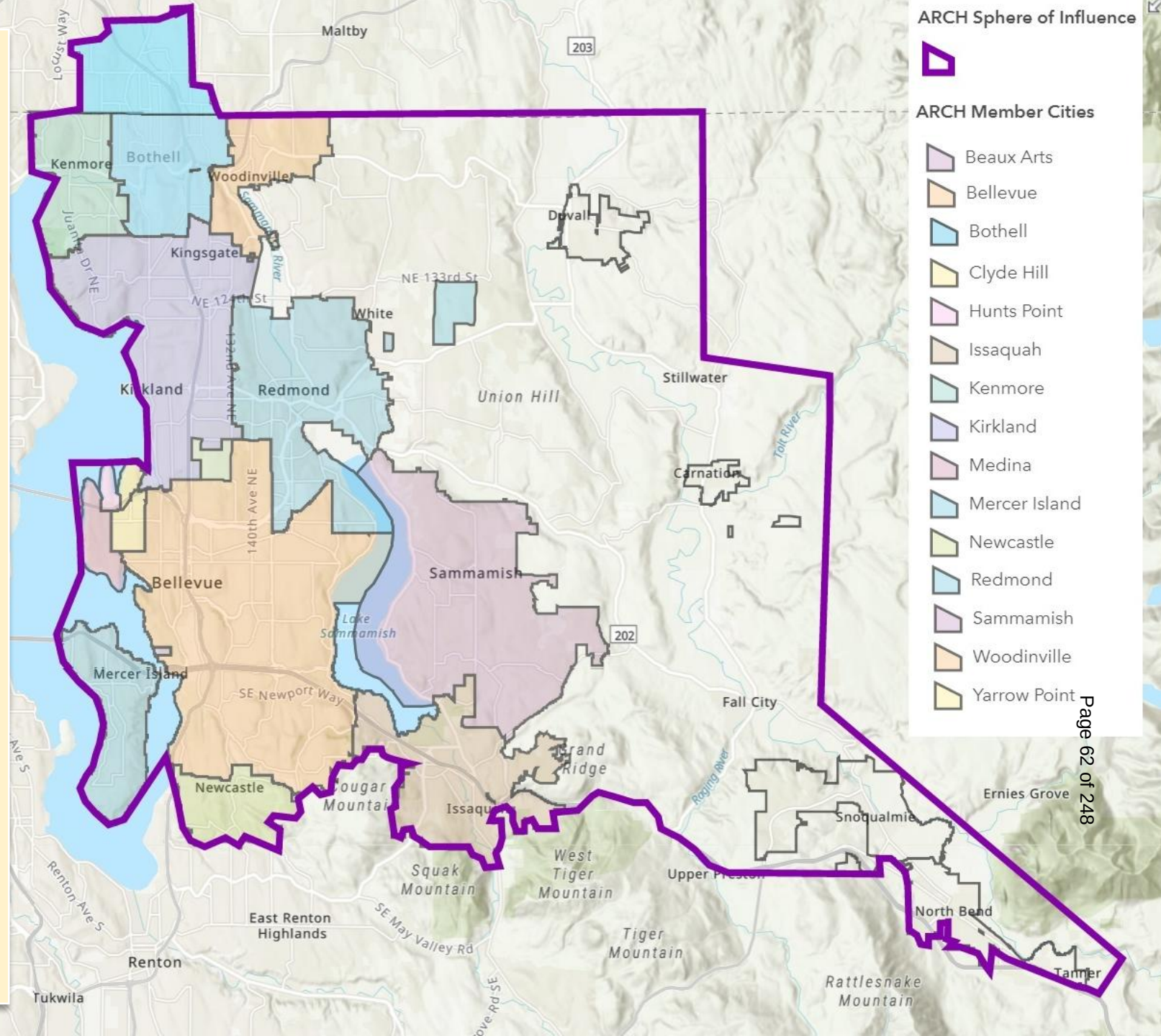
Invest public resources and attract private investment into affordable housing

Share technical resources and staff between jurisdictions to create a sound base of housing policies and programs

Steward affordable housing created through local programs and investment

Provide one clear point of contact for affordable housing development

- Engage the community with information and expertise
- Advance policies that help create more affordable housing faster



Investment Programs

- **ARCH Housing Trust Fund**
- Bellevue Housing Stability Program
- Inclusive Housing Investment Pool (IHIP)
- Other City Funds



2024 Investment Activity

- 2 projects with 139 units completed construction
- 3 projects with 332 units closed on financing
- 16 pre-application meetings with prospective sponsors
- 6 projects with 881 units under construction at year end

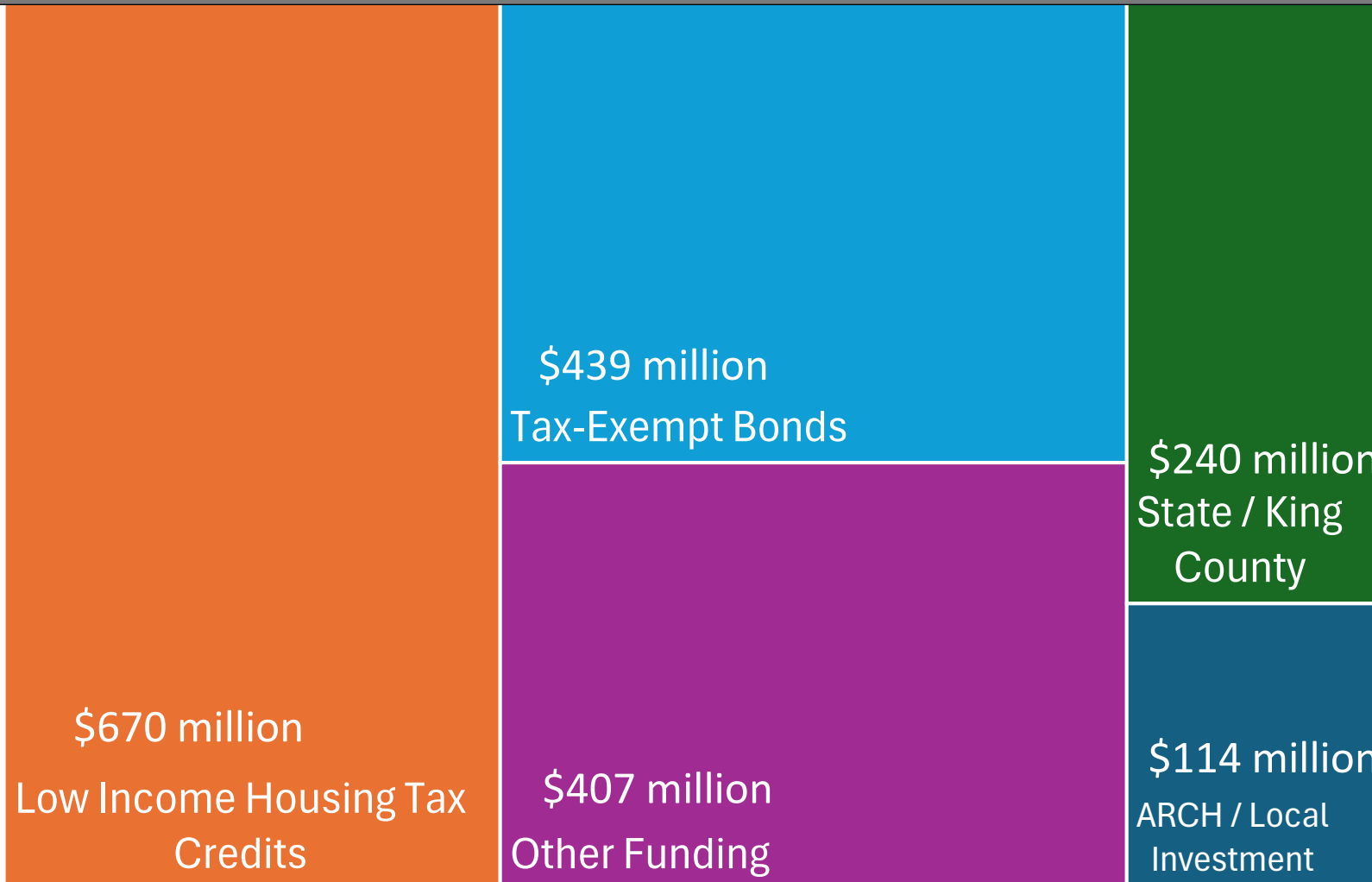
Investment Project Activity

Figure 1.4. Status of Awarded Projects in Development

Project	City	Total Units	Status
Samma Senior (Imagine)	Bothell	54	Under construction
Horizon and Polaris at Totem Lake (Inland/Horizon)	Kirkland	299	Under construction
Ardea (TWG/Imagine)	Kirkland	170	Under construction
Kirkland Heights (KCHA)	Kirkland	276	Under construction
Maurice Elbert House (Catholic Housing Services)	Bellevue	50	Under construction
Emma McRedmond (Catholic Housing Services)	Redmond	32	Under construction
Spring District TOD (BRIDGE)	Bellevue	234	Financing closed
Trailhead TOD (KCHA)	Issaquah	155	Design and permitting
LEO at Trailhead	Issaquah	5	Design and permitting
Orchard Gardens (Habitat Bellevue Homes)	Bellevue	25	Permitting and funding applications
Scattered Homes (Inclusion Homes / Alpha)	Scattered	6	1 of 2 homes acquired
Redmond Supportive Housing (Plymouth)	Redmond	100	Design and permitting
Totem Six-Plex (Attain)	Kirkland	6	Project on hold during organizational transition
Prisma (Bellwether Housing)	Redmond	332	Design and permitting
Aventine (LIHI)	Bellevue	66	Acquisition complete; add'l funding recommended
Larus (TWG)	Kenmore	175	Design and permitting; add'l funding recommended
Total		1,985	

ARCH Housing Trust Fund

ARCH Projects Funding Sources
1993-2023



- Over \$100M in local investments
- Total funding of \$1.9 Billion
- \$15 dollars in other public and private funds for every \$1 in local investment

2024 Funding Round – \$16.9M Total Funds

\$4.9 million in total funding available for award through ARCH Trust Fund RFP

\$4.3 million in general fund, HB 1406 funds, loan repayments, and returned funds

\$599,000 CDBG from Redmond, Kirkland, N/E Consortium

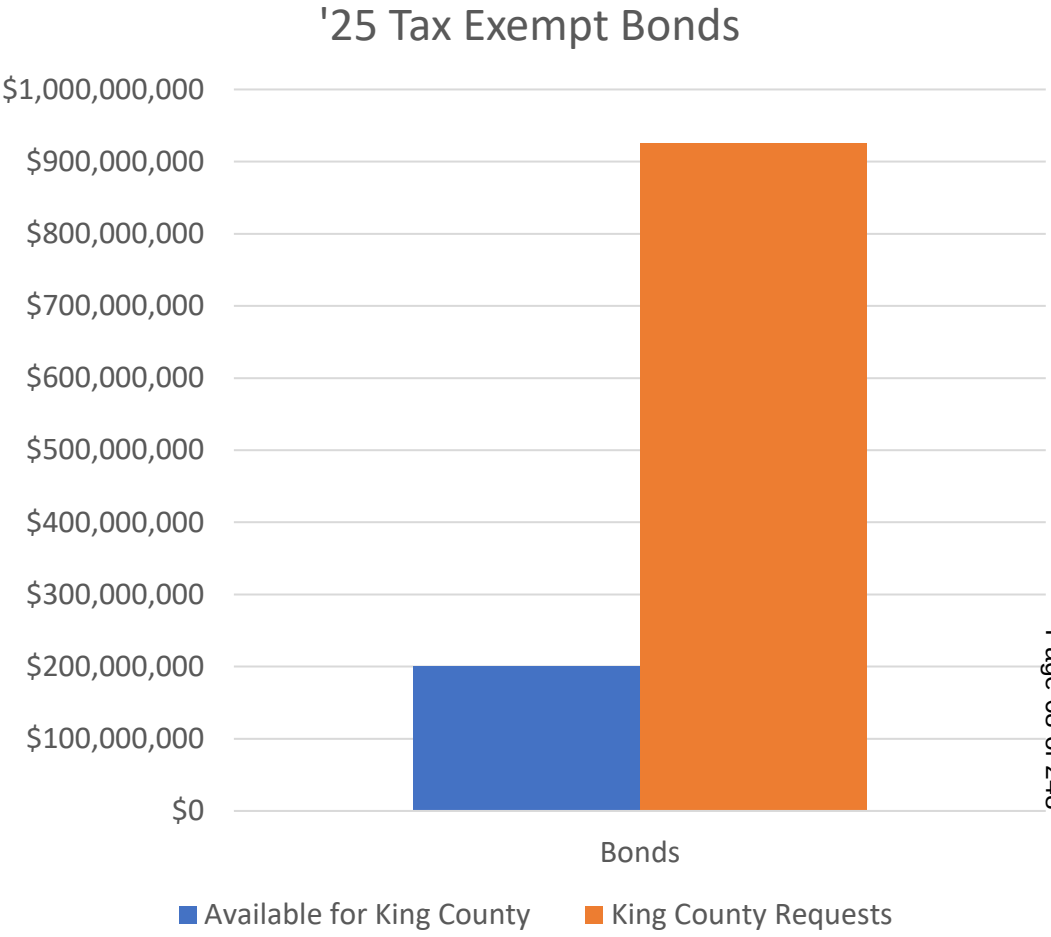
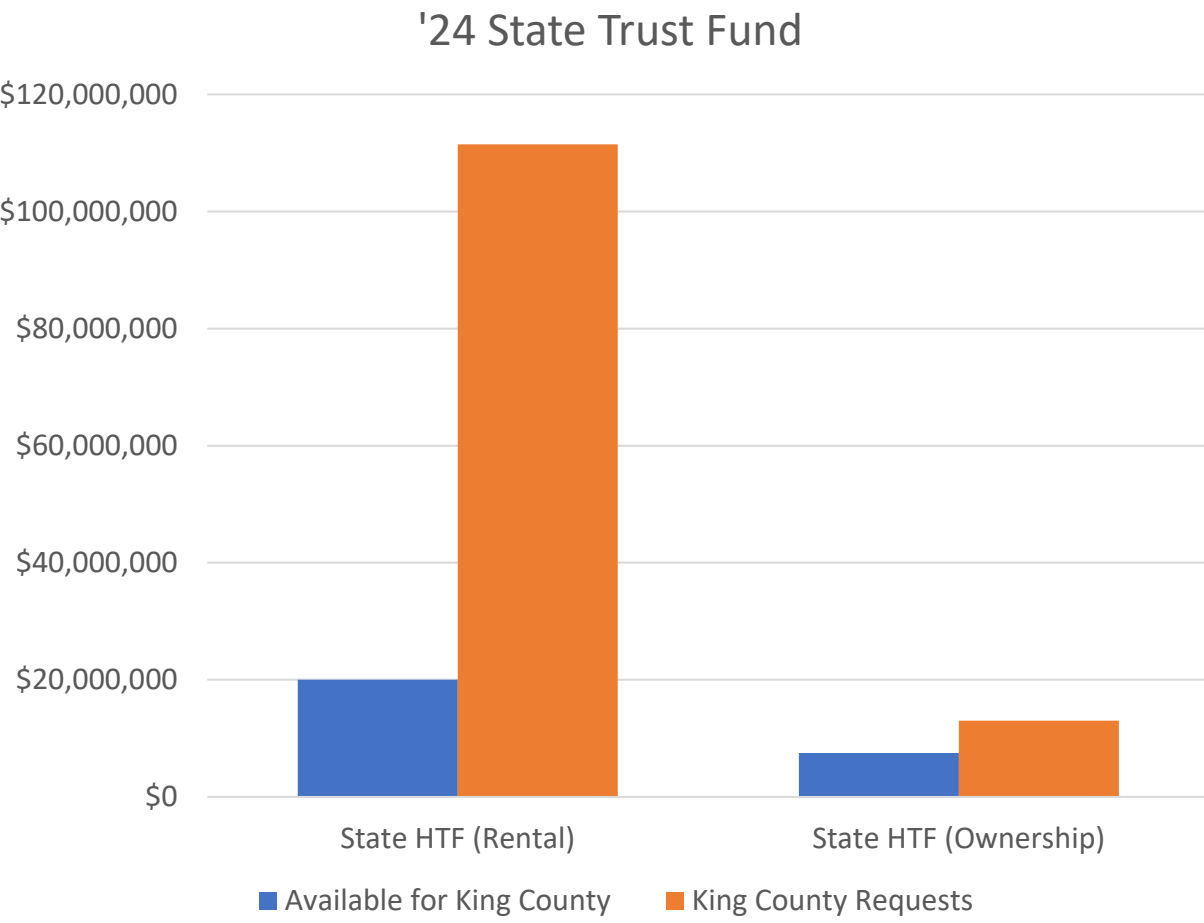
\$10 million Bellevue Housing Stability Program RFP

\$2 million Issaquah Inclusive Housing Investment Pool RFP

ARCH 2024 Trust Fund Priorities

- 1. Timely Delivery of Housing**
 - a. Ability to advance through entitlement and permitting process quickly
 - b. Ability to secure other sources in a timely manner
- 2. Maximizing Unit Creation with ARCH Investment**
 - a. Leveraging private investment
 - b. Maximizing competitiveness of other sources
 - c. Cost Effective Development
- 3. Other Objectives**
 - a. Include target populations, geographic equity, preservation, transit- oriented development, racial equity, shelter & supportive housing, and sustainable & environmentally friendly solutions

State Funding Landscape for King County



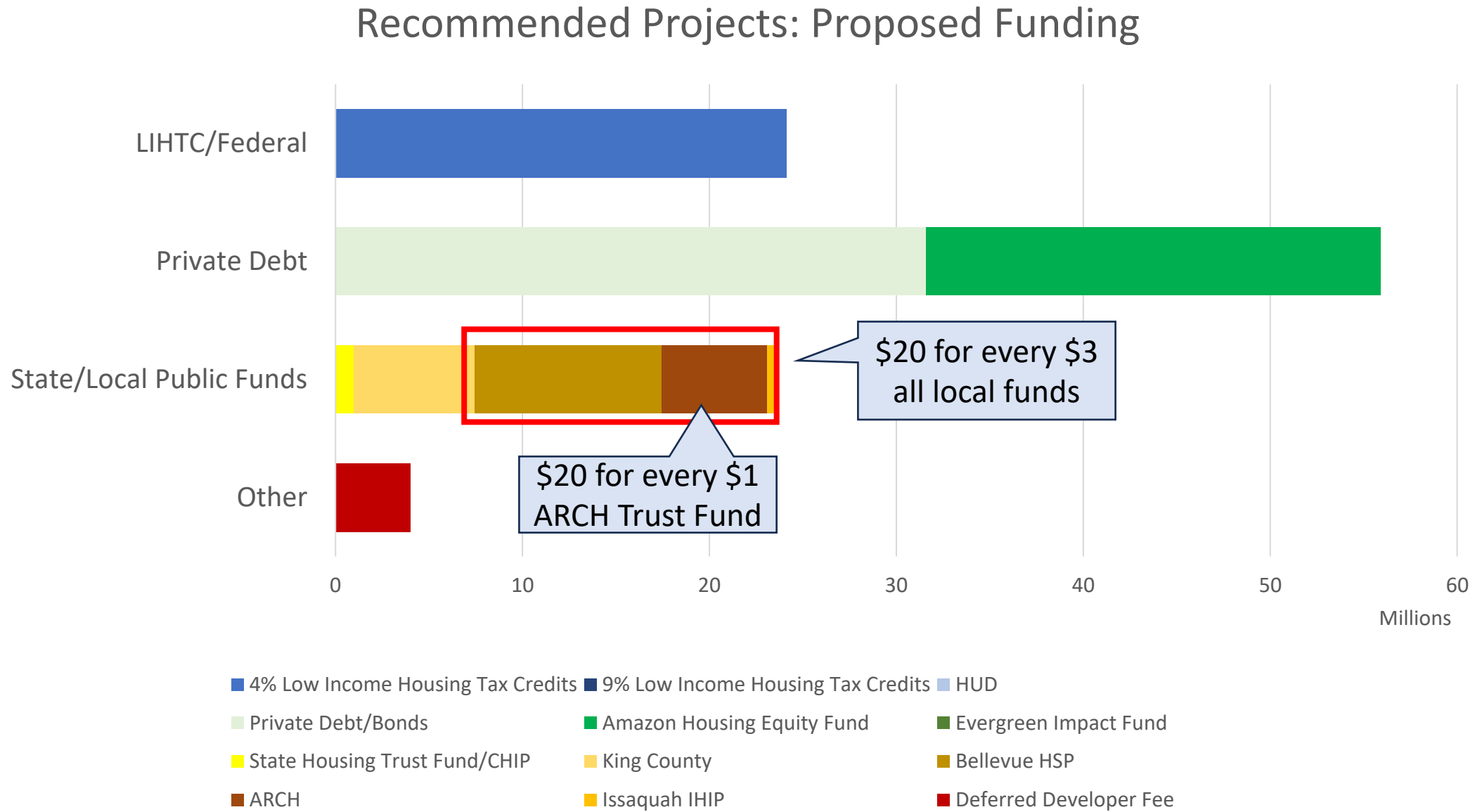
Local Funding Landscape: King County

Geographic Distribution of Eligible Applications

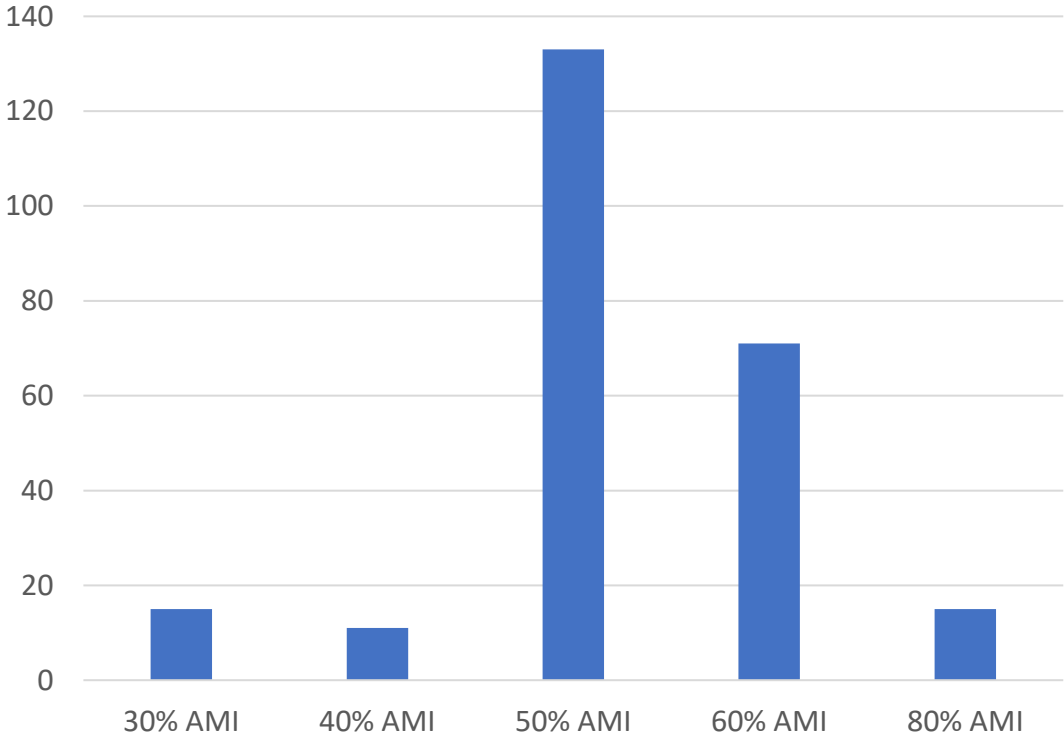
Region	#	Requests by Region	Units by Region
Seattle	15	\$ 47,437,691	1554
North	0	0	0
East	4	\$ 12,000,000	469
South	3	\$ 17,622,872	408
Skyway	2	\$ 7,869,791	84
	24	\$84,930,354	2515

Recommended Total Funding Awards by Region

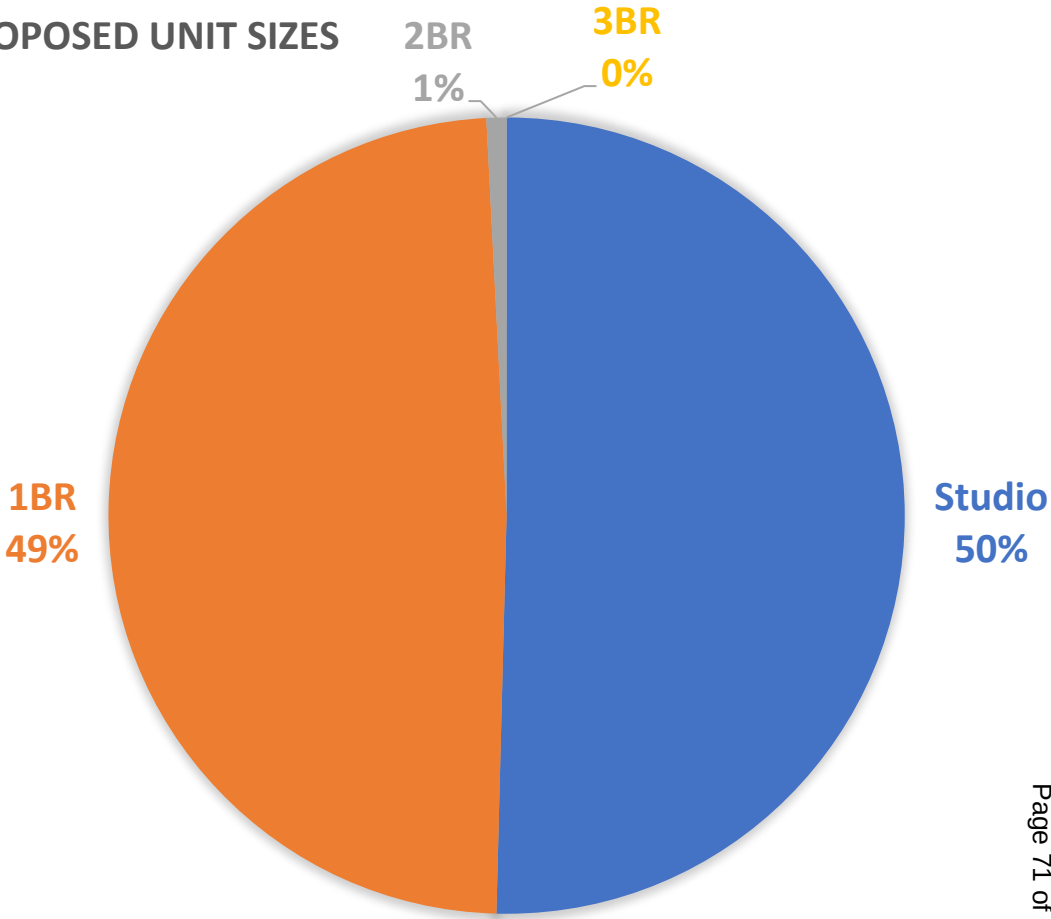
Region	#	Recommendations by Region	Units by Region
Seattle	4	\$ 15,000,000	333
North	0	0	0
East	3	\$ 6,000,000	423
South	1	\$ 950,055	129
Skyway	1	\$ 5,000,000	84
	9	\$ 26,950,055	969



Proposed Affordability - Recommended Projects

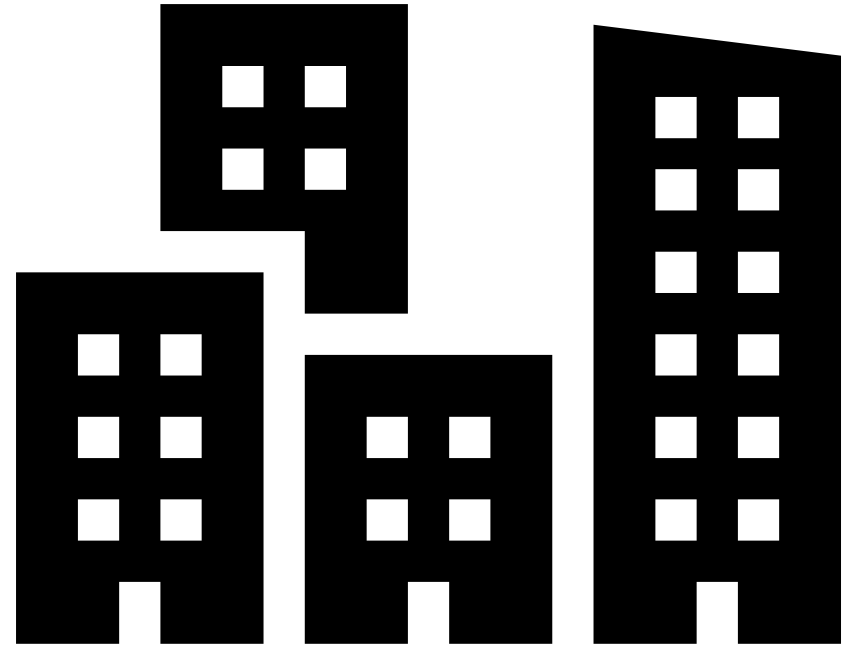


PROPOSED UNIT SIZES



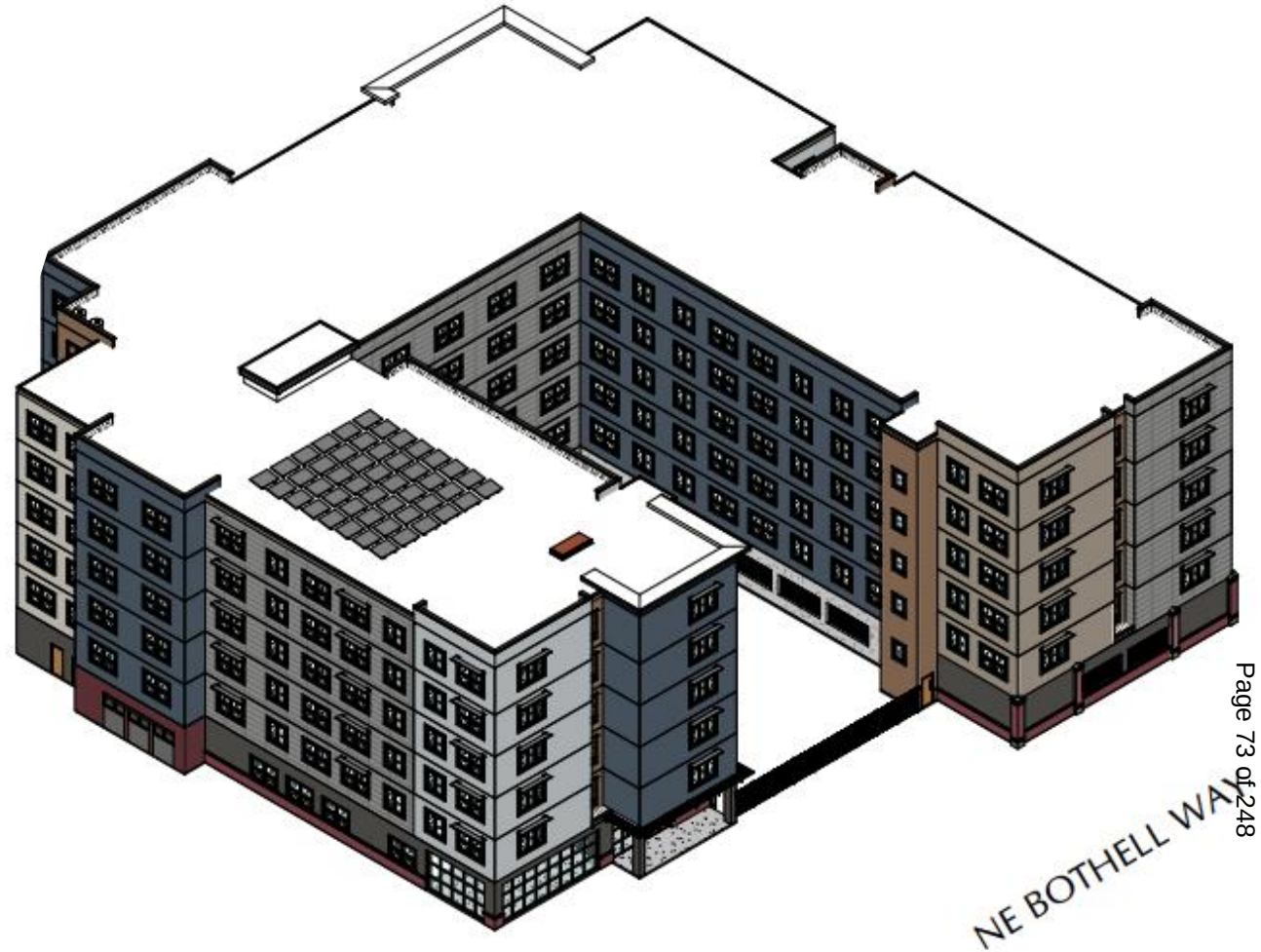
2024 Funding Applications

- Up to \$4.9M in Trust Fund dollars available to award
- Application requests to ARCH totaled more than \$11.7M plus an additional \$40.8M in requests to ARCH members
- 11 individual projects for ARCH, HSP, and IHIP, in six cities; including three previously awarded projects
- Proposed project types included multifamily rental, homeownership, group homes for people with disabilities, new construction and acquisition



Larus

- Location: 7520 NE Bothell Way, Kenmore
- Applicant: TWG and Imagine Housing
- Funds Requested: \$3,400,000 (in addition to \$250,000 award in '23)
- **Recommended Award: \$3,400,000**
- Unit Mix: 175 units (studio and 1br)
- Affordability: 40%, 50%, 60% AMI
- New construction serving low-income seniors



LIHI Aventine

- Location: 211 112th Ave NE, Bellevue WA
- Applicant: Low Income Housing Institute
- Funds Requested: \$900,000 (*\$600,000 award in 2023*)
- **Recommended Award: \$900,000**
- Unit Mix: 66 units (studio, 1BR, and 2BR)
- Affordability: 30% AMI, 50%AMI and 80% AMI
- Families and individuals exiting homelessness, veterans, people with disabilities, workforce



Emily House

- Location: 240 1st AVE NE, Issaquah
- Applicant: Life Enrichment Options (LEO)
- Funds Requested: \$482,687 ARCH, & \$482,687 Issaquah
- **Recommended Award: \$482,687 CDBG**
- Unit Mix: 5 bedroom group home
- Affordability: Rooms at 30% and 40% AMI
- Acquisition of an existing single family home used as a group home for individuals with intellectual and developmental disabilities



Catalina Apartments

- Location: 2210 132nd Ave SE, Bellevue
- Applicant: Shelter Resources Inc.
- Total Funds Requested (ARCH and Bellevue): \$16,330,358
- **Recommended Award: \$0**
- Unit Mix: 96 units (studio & 1 bedrooms)
- Affordability: 30-80% AMI
- Acquisition of existing, former nursing home



Orchard Gardens

- Location: 4315 129th Pl SE, Bellevue
- Applicant: Habitat for Humanity
- Funds Requested: \$1,300,000 (ARCH and Bellevue) (\$600,000 awarded in 2022)
- **Recommended Award: \$0**
- Unit Mix: 25 units (3 bedrooms)
- Affordability: Homeownership for families up to 80% AMI



BRIDGE “Bothell Urban”

- Location: Thorsk St and Pop Keeney Way
- Applicant: BRIDGE Housing Corp.
- Funds Requested: \$1,500,000
- **Recommended Award: \$0**
- Unit Mix: 201 units (1br, 2br, and 3br)
- Affordability: 30%, 50%, and 60% AMI
- Over 50% of homes are family-sized units with two and three bedrooms



Altaire 118

- Location: 991 118th AVE SE, Bellevue
- Applicant: SRM Development
- Funds Requested: \$3,000,000
- **Recommended Award: \$0**
- Unit Mix: 46 units (2 and 3 bedrooms)
- Affordability: 40%-80% AMI
- Other Project Notes: Serving some households exiting homeless with services provided by Hopelink; Children's Museum on floors 1-3



Family Renewal Home

- Location: 26330 NE Kennedy Drive, Duvall
- Applicant: Acres of Diamonds
- Funds Requested: \$2,000,000
- **Recommended Award: \$0**
- Unit Mix: 24 Single Room Occupancy
- Affordability: 30% and 80% AMI
- Transitional housing for mothers exiting homelessness, DV, and chemical dependency with an integrated, trauma informed childcare on ground floor



Inclusion Group Homes

- Location: To be determined after successfully securing financing
- Applicant: Inclusion Housing
- Funds Requested: \$150,000
- **Recommended Award: \$0**
- Unit Mix: One home with at least 3 beds
- Affordability: 30% AMI
- Acquisition of single-family home to convert into group homes to children with intellectual and developmental disabilities. Proposed to be located in Woodinville, Bothell, or Kenmore area.

Crossroads Apartments- Withdrawn

- Location: 15750 NE 15th Street, Bellevue
- Applicant: Low Income Housing Institute
- Funds Requested (ARCH and Bellevue): \$9,231,101
- **Recommended Award: \$0**
- Unit Mix: 108 units (Studio and 1br units)
- Affordability: 30%-80% AMI
- Acquisition of existing building to serve households exiting homelessness, refugee/asylum seekers, and low wage workers



Summary of Recommendations

Applicant	Project	Units	City	Previous Awards	ARCH HTF Request Amount	2024 Exec. Board Recommendation
TWG	Larus	175	Kenmore	\$ 250,000	\$ 3,400,000	\$ 3,400,000
LIHI	Aventine	66	Bellevue	\$ 600,000	\$ 900,000	\$ 900,000
LEO	Emily House	5	Issaquah		\$ 482,687	(CDBG) \$ 482,687
Habitat for Humanity	Orchard Gardens	25	Bellevue	\$ 600,000	\$ 300,000	\$ -
Shelter Resources	Catalina	96	Bellevue		\$ 1,000,000	\$ -
BRIDGE Housing	Bothell Urban	201	Bothell		\$ 1,500,000	\$ -
Inclusion Homes	Children's OHS 4	3	Scattered		\$ 150,000	\$ -
SRM	Altaire 118	46	Bellevue		\$ 1,000,000	\$ -
Acres of Diamonds	Family Renewal Home	24	Duvall		\$ 2,000,000	\$ -
LIHI	Crossroads	108	Bellevue		\$ 1,000,000	Withdrawn
		749	-	\$ 1,450,000	\$ 11,732,687	\$ 4,782,687

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
Amendment of Contract No. 10-C873 with Progressive Animal Welfare Society (PAWS) to implement PAWS 2025 fees. Department: Development Services Prepared by: Samantha Loyuk Development Services Director Attachments: 1. Original contract dated June 29, 2010, (informational) 2. Most Recent Rate Increase – Contract No. 21-C2667, Amendment No. 6 (informational) 3. Contract No. 21-C2667, Amendment No. 8 (for approval)	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☒ Authorize ☐ Other: Approve Contract No. 10-C873, Amendment No. 8, and authorize the City Manager to execute substantially and materially in the form attached to the February 24, 2025 agenda bill.

Approvals:

Department Head SL 2/7/25 City Attorney DR 2/11/25 Finance Director MM 2/12/25 City Manager RK 2/11/25 Optional N/A

Summary/Background:

The most recent PAWS contract rate increase occurred in 2023 (Attachment 2). Under the proposed contract amendment (Attachment 3), rates for 2025 would increase from \$220 to \$238 per animal intake from the City's jurisdiction and from \$20 to \$25 per day for boarding beyond three days.

Previous Council Action(s):

On October 14, 2024, the City Council approved Contract Amendment No. 7, extending the agreement through December 31, 2025, without a rate increase.

Fiscal Consideration:

Funding for animal sheltering services is included in the Development Services department budget.

City Council Priorities or Budget Objective Being Addressed:

2025-2026 Preamble: The City's top priority will always be fulfilling its core mission, which includes City governance, ensuring public safety, maintaining the City's infrastructure, complying with state and federal mandates, and safeguarding the City's finances. In addition, achieving the City's 20-year vision as described in the Comprehensive Plan is of high importance.

CONTRACT FOR CONSULTANT SERVICES
Contract No. 10-C873

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Progressive Animal Welfare Society (PAWS), whose principal office is located at 15305 44th Avenue West, Lynnwood, WA ("Consultant").

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

x According to the rates set forth in Exhibit "B".

 x A sum not to exceed \$15,000

 Other (describe): _____

The Consultant shall complete and return to the City Exhibit "D," Tax Identification Number," prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement.

A. This Agreement shall be in full force and effect for a period commencing on June 1, 2010 and ending at midnight on December 31, 2010, unless sooner terminated under the provisions of this Agreement.

B. If the maximum compensation amount of this contract is reached prior to the end of the contract term and the contract is not amended to provide for a greater maximum compensation amount, PAWS shall have no obligation for the remainder of the contract term. PAWS agrees to notify the City when it is within \$7,000 of the maximum compensation amount of this contract so that the City has the time to amend the contract if so desired.

C. By November 1, 2010, PAWS agrees to provide its best efforts to submit to the City an estimate of the 2011 rates/charges for the provision of services described herein. The parties acknowledge that such an estimate would enable the City sufficient time to review and confer with PAWS regarding said rates/charges prior to the end term of this Agreement.

D. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Response to Public Records Requests

PAWS agrees to timely provide the City with all City-related documents and data responsive to public records requests received by the City.

5. Independent Contractor.

A. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

B. PAWS, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, PAWS shall have no obligation to work any particular hours or particular schedule and shall retain the right to designate the means of performing services covered by this Agreement, and PAWS shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by PAWS is to be paid by it alone, and that by employing such workers, it is acting individually and not as an agent for the City.

C. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to PAWS or any employee of PAWS.

6. Indemnification.

A. The Consultant shall protect, defend, indemnify and hold harmless the City, its officers, employees and agents from any and all costs, claims, suits, losses or liabilities of any nature, including attorneys' fees, arising out of or in connection with the negligent acts or omissions of the Consultant, its officers, employees and agents in performing this Agreement.

B. The City shall protect, defend, indemnify and save harmless the Consultant, its officers, employees and agents from any and all costs, claims, suits, losses or liabilities of any nature, including attorneys' fees, arising out of or in connection with the negligent acts or omissions of the City, its officers, employees and agents in performing this Agreement.

C. Consultant specifically and expressly waives Consultant's immunity under the Washington Industrial Insurance Act, Title 51 RCW, as respects the City only to the extent necessary to provide each party with a full and complete indemnity of claims made by the other party's employees. The parties acknowledge that this waiver has been mutually negotiated by the parties.

D. The provision of this section shall survive the expiration or termination of this Agreement.

7. Insurance.

The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives or employees.

A. Minimum Scope of Insurance.

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance.

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions.

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance or insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Verification of Coverage.

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, which sufficiently and properly reflect all costs expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed

necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. Pursuant to the retention laws required of the City, the foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement, unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement.

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon sixty (60) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. If, upon written notice from Consultant that Consultant is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

D. The Consultant reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status, sexual orientation or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification, or any other status protected under federal or state law. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt of or in benefit of any services or activities made possible by or resulting from this Agreement, on the basis of

race, color, religion, creed, sex, sexual orientation, age [except minimum age] and retirement provisions, national origin, marital status, or presence of any sensory, mental or physical disability, or any other status protected under federal or state law.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City. This provision shall not affect the ability of the Consultant to use third-party service providers, such as foster care or alternative shelter or medical care, as it deems fit.

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Consultant shall not disclose to third parties information that it obtains from the City that is not otherwise subject to public disclosure unless:

- The information is in the public domain at the time of disclosure by PAWS;
- The information is also received by PAWS from a third party who does not have an obligation to keep the same confidential; or
- The information is subject to court order or lawfully issued subpoena.

Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

City Clerk
City of Kenmore
P.O. Box 82607
Kenmore, Washington 98028-0607

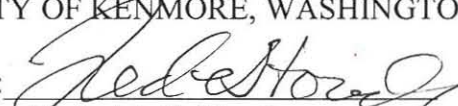
Notices to the Consultant shall be sent to the following address:

Annett Laico, Executive Director
PAWS
PO Box 1037
Lynnwood, WA 98046

18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any dispute arising out of any alleged breach of this Agreement shall first be submitted to non-binding mediation for resolution. If the dispute is not resolved in mediation, the dispute shall be subject to mandatory and binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. In the event any suit is instituted to appeal arbitration, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

19. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF KENMORE, WASHINGTON

By: 
Frederick C. Stouder
Title: City Manager

Date: 6/29/10

CONSULTANT

By: 
Title: Executive Director

Date: 7/2/10

ATTEST AS TO FORM:

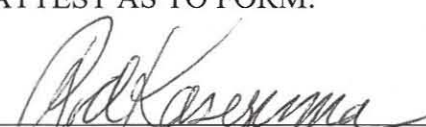

Rod Kaseguma, City Attorney

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall independently provide the following services to the City:

1. Services Provided by Consultant ("PAWS")

- A. PAWS shall furnish animal shelter services to the City. Animal shelter services shall include sheltering and holding of dogs and cats at facilities operated by PAWS, releasing animals to owners, and disposing of animals that are not claimed by owners after the period prescribed by City ordinance, in a responsible and lawful manner (including adoption or destruction).
- B. PAWS shall provide veterinary care at the discretion of PAWS' Director of Companion Animal Services or, in his or her absence, his or her designated representative (collectively, "Manager" or "Shelter Manager"). If agreed upon by the Shelter Manager and a licensed veterinarian, ill or injured stray animals, whether licensed or not, whose owners cannot be notified, because the animal has no identification that is traceable or the owner can not be reached by a single phone call, may be euthanized if the animal is in pain that cannot be relieved by such care as the shelter staff can reasonably provide. PAWS shall have a policy and procedure to follow to euthanize the animal and to reach the owner. When reasonably possible, PAWS shall recover costs from the owner of the animal for such veterinary treatment prior to release of the animal or euthanasia procedure.
- C. PAWS agrees to abide by and strictly follow any and all procedures of Title 6 of the Kenmore Municipal Code, as now or hereafter amended, regulating animals, particularly the provisions of Title 6 related to the duration of impoundment, before disposing of any animals. PAWS and the City agree that Title 6, as now or hereafter amended, is incorporated by reference and shall be part of this Agreement as if set forth in full herein. The City shall provide PAWS with current copies of all applicable policies, procedures, City ordinances, and promptly provide subsequent amendments affecting PAWS' performance under this Agreement.
- D. If any animal is brought to PAWS by a City official and then claimed by its owner during the applicable holding period, the owner will be solely responsible for paying any and all reasonable fees and costs charged by PAWS for its care and sheltering of the animal. PAWS may choose not to release any sheltered animal to any person until PAWS is reasonably satisfied that the person has paid all applicable, shelter and other fees related to housing and caring for any animal and has evidence of the ownership of said animal.
- E. PAWS will hold unlicensed stray dogs and cats for a period of seventy two (72) hours from time of delivery, except as provided herein. Stray dogs and cats bearing a current license issued within the State of Washington or positively

identified by Animal Control Officers or by a traceable microchip shall be held for a period of ten (10) days. PAWS shall be responsible for delivering notification to owners that their licensed dog or cat has been impounded, unless notification has already been done by a City official or an Animal Control Officer, and PAWS has been provided evidence of such notification. Such notice may be based on information provided by the City in accordance with the City's Animal Control policies and procedures. PAWS shall release animals to owners within the applicable holding period prescribed herein in accordance with the procedures outlined in Section 1.D.

- F. PAWS shall dispose of animals not claimed by an owner once the applicable holding period prescribed herein has expired, either by release for adoption, euthanasia, or transfer to another agency in accordance with applicable laws and terms of this Agreement. PAWS shall not sell any animals to research institutes or licensed dealers for research purposes. Animals held under RCW 16.52.085 will be held for fifteen (15) business days before any disposition of the animal by PAWS.

Any animal not redeemed by its owner during the prescribed holding period or which, in the opinion of a licensed veterinarian or the Shelter Manager, is suffering from serious injury or disease, may be humanely destroyed, or in the discretion of the Shelter Manager may be held for a longer period and redeemed by any person upon payment of reasonable medical and holding costs. Animals deemed dangerous by the City shall not be released to their owners without a court order.

- G. If not claimed by an owner during the applicable holding period, an animal immediately becomes the property of PAWS. Disposition of the animal is then at PAWS' discretion, provided however, that PAWS shall not dispose of an animal while any legal proceedings of which it has notice and relating to the disposition of that animal are pending or in contravention of any court order of which it has notice.
- H. PAWS reserves the right to refuse all animals other than dogs or cats, where, in PAWS' opinion, it does not have the facilities appropriate or available to accommodate the needs of such animal. PAWS further reserves the right to refuse any animal if the animal shelter is at its maximum capacity. The Manager shall have the authority to make such determinations.

2. Work and Facility Inspection

The City reserves the right, upon reasonable notice, to inspect, review and approve the work and facilities of PAWS to assure that it has been completed as specified, prior to payment.

3. Representations

PAWS represents and warrants that it has the requisite training, skill and experience necessary to provide the services and is appropriately accredited and licensed by all applicable agencies and governmental entities.

4. Property and Confidential Information

PAWS shall not, without the prior written consent of the City, disclose to third parties information it obtains from the City that is not otherwise subject to public disclosure, and shall only disclose in a manner consistent with Section 14 of the Contract for Consultant Services.

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

1. In consideration of PAWS performing the services contemplated by this Agreement, the City agrees to pay an intake fee of \$145.00 for each animal brought to PAWS from the City's jurisdiction, not to exceed a total of \$15,000___ for 2010, provided that no fee will be charged to the City for animals that are brought to PAWS by City officials and released to their owners prior to applicable holding period expiring pursuant to Section 1.E of Exhibit A - Scope of Services. This includes licensed or unlicensed stray animals found within the City limits of Kenmore and brought to PAWS by an Animal Control Officer.
2. PAWS may also charge the City a per day fee of Twelve Dollars (\$12.00) per animal for animals held, at the City's written request, beyond the time periods specified in Section 1.E. of the Exhibit A - Scope of Services. In the event of legal proceedings or court order, the City will provide PAWS with prompt written notice of the same and direct that the animal shall be held until further notice.
3. The above mentioned payment shall be the sole compensation for work performed and/or services rendered by PAWS, and for supervision, labor, supplies, materials, equipment or use thereof, and for all other expenses and incidentals necessary to complete all the services required by this Agreement.
4. Each month, PAWS shall submit a properly executed invoice to the City to request payment pursuant to Section 1 of Exhibit A - Scope of Services. Said invoices shall indicate the total number of animals handled during the month for the City. Expenditures under this Agreement that are determined by audit to be ineligible for reimbursement and for which payment has been made to PAWS shall be refunded to the City within 30 days of notification. PAWS shall maintain adequate records to support billings. Said records shall be maintained for a period consistent with Section 8 of the Contract for Consultant Services.
5. In accord with Section 3.C of the Agreement, by November 1, 2010, PAWS agrees to provide its best efforts to submit to the City an estimate of the 2011 rates/charges for the provision of services described herein. The parties acknowledge that such an estimate would enable the City sufficient time to review and confer with PAWS regarding said rates/charges prior to the end term of this Agreement.

EXHIBIT C
City of Kenmore
Billing Invoice

To: City of Kenmore
PO Box 82607
Kenmore, Washington 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: () _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Attach itemized description of services provided.

Specific Program: _____

Authorized signature

For Department Use Only

BUDGET SUMMARY

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Balance remaining	\$ _____

Approved for Payment by: _____ Date: _____

EXHIBIT D
 CITY OF KENMORE
 P.O. Box 82607
 Kenmore, WA 98028
 Phone: (425) 398-8900
 Fax: (425) 481-3236

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Kenmore, the must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Kenmore prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

☐ Corporation
 ☐ Partnership
 ☐ Government Consultant
☐ Individual/Proprietor
 ☐ Other (explain)

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

 Date

 Authorized Signature (Required)

CITY OF KENMORE CONTRACT NO. 10-C873
AMENDMENT NO. 6
PAWS Contract

This Amendment No. 6 is entered into between the City of Kenmore, a Washington municipal corporation (“City” or “Kenmore”) and Progressive Animal Welfare Society (PAWS) (“Contractor”). City and Contractor are each a “Party” and together “Parties” to this Amendment.

The Parties hereby agree as follows:

RECITALS:

- A. The City and Contractor entered into an agreement on June 29, 2010, for the purpose of providing animal shelter services for the City of Kenmore (“Agreement”).
- B. The Agreement needs to be amended to extend (renew) the contract.
- C. In order to make this change, the Agreement needs updating.

FIRST AMENDMENT TO AGREEMENT:

- 1. **Amendment.** Section 2 of the Agreement is hereby amended to read as follows:

The City shall pay the Contractor according to the rates set forth in Exhibit B.

- 2. **Amendment.** Section 3 of the Agreement is hereby amended to read as follows:

This Agreement shall be in full force and effect for a period commencing January 1, 2023 and ending, December 31, 2024, with an option to renew annually at the City’s discretion, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

- 3. **Amendment.** Section 17 of the Agreement is hereby amended to read as follows:

Notices to the City of Kenmore shall be sent to the following address:

Samantha Loyuk, Development Services Director
City of Kenmore
18120 68th Avenue NE
Kenmore, WA 98028-0607

4. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.
5. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.
6. **Effective date.** This Amendment shall be effective as of January 1, 2023.

DATED this 22 day of Nov, 2022

CONTRACTOR: PAWS

CITY OF KENMORE:

BY: Jennifer G

BY: Rob Karlinsey
Rob Karlinsey (Dec 2, 2022 15:12 PST)

Name: Jennifer Convy

Rob Karlinsey
City Manager

Title: Sr. Director PAWS

Address: 15305 44th Ave W.
Lynnwood WA
98087

APPROVED AS TO FORM:

Dawn Reitan
Dawn Reitan (Dec 5, 2022 09:44 PST)
Kenmore City Attorney's Office

Phone No.: 425-412-4031

Amendment No. 6 to Agreement between City of Kenmore and PAWS

Contract No. 10-C873

Page 2

Updated 1/2022 IBDR

EXHIBIT B

Rates for Services to be Provided by Contractor. The Contractor shall furnish the services in accordance with the following rates:

1. In consideration of PAWS performing the services contemplated by this Agreement, the City agrees to pay an intake fee of \$220.00 for each animal brought to PAWS from the City's jurisdiction for the year 2023. For 2024, the \$220.00 intake fee rate will be adjusted based on the June to June CPI-U for the Seattle-Bellevue-Tacoma area, capped at 4% and rounded to the nearest dollar. If the June CPI-U for the Seattle-Bellevue-Tacoma area is negative, the intake fee will remain the same as 2023.

For animals that are brought to PAWS by City officials or King County Animal Control Officers and released to their owners prior to the applicable holding period expiring pursuant to Section 1.E of this Scope of Work, PAWS will attempt to recover the intake fee from the animal's owner. However, if PAWS is not successful in recovering either the entire intake fee or a portion of the fee, the balance of this intake fee amount will be billed to the City. This includes licensed or unlicensed stray animals found within the City limits of Kenmore and brought to PAWS by a City Official or a King County Animal Control Officer.

2. PAWS may also charge the City a per day fee of Twenty Dollars (\$20.00) per animal for animals held, at the City's written request, beyond the time periods specified in Section 1.E. of the Exhibit A - Scope of Services. In the event of legal proceedings or court order, the City will provide PAWS with prompt written notice of the same and direct that the animal shall be held until further notice.

3. The City will propose allocating in the City's budget \$750 per year, to be allocated toward reducing or fully covering the pet owner's cost of the intake fee as established in the agreement for animals brought to PAWS by City officials or King County Animal Control Officers. PAWS will continue to attempt to recover the intake fee from the animal's owner, however, if PAWS is not successful in recovering either the entire intake fee or a portion of the fee, the balance of this intake fee may be covered by funds in the Apprehension Fee Mitigation Fund. PAWS may, at its discretion and in good faith, allocate a maximum of the full cost of the intake fee considering the following requirements:

a) Funds from the Apprehensive Fee Mitigation Fund will only be allocated to offset costs of the intake fee for animals brought to PAWS by City officials or King County Animal Control Officers. PAWS may allocate a maximum of \$750 toward this cause for 2023 and 2024 each year, not to exceed a total of \$1,500. The City will remit payments for a maximum of \$750 for each year.

b) Once a pet-owner has been allocated any amount of funds to offset the costs of the intake fee for animals brought to PAWS by City officials or King County Animal Control Officers, they may not receive any additional funds for this purpose for the remainder of the calendar year.

c) PAWS will submit, with each monthly bill, an invoice for any funds allocated toward offsetting intake fee for animals brought to PAWS by City officials or King County Animal Control Officers, the animal ID number, animal name, primary breed, intake type, time and date of intake, and the owner's name and address.

4. The above mentioned payments shall be the sole compensation for work performed and/or services rendered by PAWS, and for supervision, labor, supplies, materials, equipment or use thereof, and for all other expenses and incidentals necessary to complete all the services required by this Agreement.

5. Each month, PAWS shall submit a properly executed invoice to the City to request payment pursuant to Section 1of Exhibit A - Scope of Services. Said invoices shall indicate the total number of animals

handled during the month for the City. Expenditures under this Agreement that are determined by audit to be ineligible for reimbursement and for which payment has been made to PAWS shall be refunded to the City within 30 days of notification. PAWS shall maintain adequate records to support billings. Said records shall be maintained for a period consistent with Section 8 of the Contract.

6. In accord with Section 3.C of the Agreement, PAWS agrees to provide its best efforts to submit to the City an estimate of the rates/charges for the provision of services described herein by October 1st of the year the contract is set to expire. The parties acknowledge that such an estimate would enable the City sufficient time to review and confer with PAWS regarding said rates/charges prior to the end term of this Agreement.

FYA Please Sign: Contract no. 10-C873 – PAWS

Final Audit Report

2022-12-05

Created:	2022-12-02
By:	Maura Query (mquery@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJqHYZPFSnurFz2-J0bbBmE_fUmBoU1jA

"FYA Please Sign: Contract no. 10-C873 – PAWS" History

-  Document created by Maura Query (mquery@kenmorewa.gov)
 2022-12-02 - 10:13:05 PM GMT- IP address: 50.235.209.34
-  Document emailed to rkarlinsey@kenmorewa.gov for signature
 2022-12-02 - 10:13:49 PM GMT
-  Email viewed by rkarlinsey@kenmorewa.gov
 2022-12-02 - 11:12:32 PM GMT- IP address: 50.235.209.34
-  Signer rkarlinsey@kenmorewa.gov entered name at signing as Rob Karlinsey
 2022-12-02 - 11:12:53 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
 Signature Date: 2022-12-02 - 11:12:55 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Document emailed to Dawn Reitan (dreitan@insleebest.com) for signature
 2022-12-02 - 11:12:56 PM GMT
-  Email viewed by Dawn Reitan (dreitan@insleebest.com)
 2022-12-05 - 5:44:28 PM GMT- IP address: 161.123.185.42
-  Document e-signed by Dawn Reitan (dreitan@insleebest.com)
 Signature Date: 2022-12-05 - 5:44:52 PM GMT - Time Source: server- IP address: 209.63.25.21
-  Agreement completed.
 2022-12-05 - 5:44:52 PM GMT



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**CITY OF KENMORE CONTRACT NO. 10-C873
AMENDMENT NO. 8
PAWS Contract**

This Amendment No. **8** is entered into between the City of Kenmore, a Washington municipal corporation ("City" or "Kenmore") and **Progressive Animal Welfare Society (PAWS)**, a Washington not-for-profit corporation ("Contractor"). The City and Contractor are each a "Party" and together "Parties" to this Amendment.

The Parties hereby agree as follows:

RECITALS:

- A. The City and Contractor entered into an agreement on June 29, 2010, for the purpose of providing animal shelter services for the City of Kenmore ("Agreement").
- B. The Agreement needs to be amended to reflect 2025 rates charged for services.
- C. In order to make this change, the Agreement needs updating.

FIRST AMENDMENT TO AGREEMENT:

- 1. **Amendment.** Exhibit B of the Agreement is hereby amended as attached.
- 2. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.
- 3. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.
- 4. **Effective date.** This Amendment shall be effective as of March 1, 2025.

DATED this 24th day of February, 2025.

Contractor

Signature: _____
Name: Jennifer Convy
Title Senior Director
Address: 15305 44th Ave W
Lynnwood, WA 98087
(425) 412-4031
JConvy@PAWS.org
Date: _____

City of Kenmore

Signature: _____
Name: Rob Karlinsey
Title: City Manager
Address: 18120 68th Ave NE
Kenmore, WA 98028
(425) 398-8900
Date: _____

APPROVED AS TO FORM

Kenmore City Attorney's Office

Attachment: Exhibit B

EXHIBIT B

Rates for Services Provided by Contractor. The Contractor shall furnish the services in accordance with the following rates:

1. In consideration of PAWS performing the services contemplated by this Agreement, the City agrees to pay an intake fee of \$238.00 for each animal brought to PAWS from the City's jurisdiction for the term of the agreement.

For animals that are brought to PAWS by City officials or King County Animal Control Officers and released to their owners prior to the applicable holding period expiring pursuant to Section 1.E of the Scope of Work (Exhibit A), PAWS will attempt to recover the intake fee from the animal's owner. However, if PAWS is not successful in recovering either the entire intake fee or a portion of the fee, the balance of this intake fee amount will be billed to the City. This includes licensed or unlicensed stray animals found within the City limits of Kenmore and brought to PAWS by a City Official or a King County Animal Control Officer.

2. PAWS may also charge the City a per day fee of Twenty Five Dollars (\$25.00) per animal for animals held, at the City's written request, beyond the time periods specified in Exhibit A. In the event of legal proceedings or court order, the City will provide PAWS with prompt written notice of the same and direct that the animal shall be held until further notice.

3. PAWS will attempt to recover the intake fee from the animal's owner, however, if PAWS is not successful in recovering either the entire intake fee or a portion of the fee, the balance of this intake fee may be covered by the City (Apprehension Fee Mitigation Fund). PAWS may, at its discretion and in good faith, allocate a maximum of the full cost of the intake fee considering the following requirements:

- a) Funds from the Apprehensive Fee Mitigation Fund will only be allocated to offset costs of the intake fee for animals brought to PAWS by City officials or King County Animal Control Officers. PAWS may allocate a maximum of \$750 toward this cause each year.
- b) Once a pet-owner has been allocated any amount of funds to offset the costs of the intake fee for animals brought to PAWS by City officials or King County Animal Control Officers, they may not receive any additional funds for this purpose for the remainder of the calendar year.
- c) PAWS will submit, with each monthly bill, an invoice for any funds allocated toward offsetting intake fee for animals brought to PAWS by City officials or King County Animal Control Officers, the animal ID number, animal name, primary breed, intake type, time and date of intake, and the owner's name and address.

4. The above-mentioned payments shall be the sole compensation for work performed and/or services rendered by PAWS, and for supervision, labor, supplies, materials, equipment or use thereof, and for all other expenses and incidentals necessary to complete all the services required by this Agreement.

5. Each month, PAWS shall submit a properly executed invoice to the City to request payment pursuant to this Agreement. Invoices shall indicate the total number of animals handled during the

month for the City. Expenditures under this Agreement that are determined by audit to be ineligible for reimbursement and for which payment has been made to PAWS shall be refunded to the City within 30 days of notification. PAWS shall maintain adequate records to support billings. Said records shall be maintained for a period consistent with the Agreement.

6. In accord with the Agreement, PAWS agrees to provide its best efforts to submit to the City an estimate of the rates/charges for the provision of services described herein by October 1st of the year the contract is set to expire. The parties acknowledge that such an estimate would enable the City sufficient time to review and confer with PAWS regarding said rates/charges prior to the end term of this Agreement.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic: Authorization of Consultant Contract 24-C3092 with Beckwith Consulting Group for Assistance with the Kenmore Parks, Recreation, and Open Space (PROS) Plan, PROS Element Update, Capital Facilities Element Update, and Park Impact Fee Rate Study Department: Community Development Prepared by: Debbie Bent, Community Development Director Todd Hall, Principal Planner Attachments: None	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize the City Manager to execute Contract 24-C3092 with Beckwith Consulting Group, in an amount not to exceed \$120,000.
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Approvals:

Department Head DB, 2/09/25 City Attorney NA Finance Director NA City Manager RK 2/12/2025 Optional _____

Summary/Background:

To remain current with state requirements for grant fund eligibility, the Parks, Recreation, and Open Space (PROS) Plan must be updated every six years. The current PROS Plan was last adopted in February 2020. In addition to the PROS Plan, the PROS Element and Capital Facilities Element of the Comprehensive Plan must be updated as well. Lastly, a Park Impact Fee rate study will be conducted to update rates for impact fees assessed by City of Kenmore for parks, recreation, and open space. During the update process, an extensive public engagement process will be conducted and projected levels of service will be examined to better reflect current public interests for parks and recreation.

A total of four qualified firms submitted proposals on January 3, 2025. Per the RFP selection criteria and an inter-department review panel, Beckwith Consulting Group was determined to be the most highly qualified to perform the update within the project budget of \$120,000.

An ordinance that updates the PROS Element and Capital Facilities Element must be adopted by City Council early December 2025. In order to remain eligible for grant funding, the PROS plan must be adopted by resolution by City Council and be approved by the State of Washington Recreation and Conservation Office (RCO) no later than February 24, 2026. The PIF rate study must be approved by City Council prior to March 31, 2026.

Previous Council Action(s):

None

Fiscal Consideration:

Contract 24-C3092 with Beckwith Consulting Group (\$120,000) for consultant assistance is being funded by Community Development Department budget related to park consulting services.

City Council Priorities or Budget Objective Being Addressed:

Priority 9: "Explore opportunities to expand Parks and Recreation."

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
Contract No. 25-C3100 for SR522 ROW Landscape Maintenance Services Department: Public Works Operations Prepared by: Jennifer Gordon, Public Works Operations Director Attachments: Contract No. 25-C3100 SR522 ROW Landscape Maintenance Services Elyon Maintenance Inc. RFP 25-C3100 Response	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize the City Manager to execute Contract No. 25-C3100 with Elyon Maintenance Inc. for SR522 ROW Landscape Maintenance Services in an amount not to exceed \$225,000 for a three-year contract.

Approvals:

Department

Head

JG 2/18/25

City

Attorney

DR 2/19/25

Finance

Director

MM 2/19/25

City

Manager

RK 2/19/25

Optional

N/A

Summary/Background:

The City has been responsible for maintaining landscape along the SR522 corridor since roadway and sidewalk improvements were completed in 2008-2009. Landscaped areas include amenity zones along sidewalks and medians within the center lane. Most recently the amenity zones were maintained by contracted services with Judah of Lion which ended in 2024 while the medians have been maintained using in-house staff.

Bids were requested for the maintenance of both amenity zone and median landscapes through the small works roster (MRSC Rosters), resulting in four bids ranging from \$66,240 to \$171,480.83. Elyon Maintenance, Inc. emerged as the lowest successful bidder at \$66,240 per year. The contract encompasses routine maintenance like weeding, pruning, litter removal, mulching, and any necessary traffic control. Additional discretionary work may include plant removal or replacement. The new contract spans an initial three-year term with a potential one-year extension option.

Previous Council Action(s):

Maintenance work was previously completed under Contract No. 21-C2693 by Juda of Lion which was approved by City Council and executed in 2021 and ending in 2024.

XIV. G. Authorize the City Manager to execute Contract No. 25-C3100 with...

Fiscal Consideration:

The base contract amount for this yearly agreement is set at \$66,240, but the total contract amount is written as not to exceed \$225,000 over a three-year period. This total includes an additional \$26,280 allocated for potential discretionary work that may be requested throughout the lifespan of the contract. The terms of the agreement are structured to ensure that any additional work required beyond the scope of the initial agreement is clearly defined and accounted for. This provision allows for flexibility in addressing unforeseen circumstances or specific needs that may arise during the duration of the contract. These costs have been included in the 2025-2026 biennial budget.

City Council Priorities or Budget Objective Being Addressed:

Preamble – The City’s top priority will always be fulfilling its core mission, which includes City governance, ensuring public safety, maintaining the City’s infrastructure, complying with state and federal mandates, and safeguarding the City’s finances.

City of Kenmore Contract #: 25-C3100

Authorized Amount: \$225,000

Date Start: March 1, 2025

Date End: February 29, 2028

AGREEMENT FOR SERVICES – CONTRACTOR
[SR522 ROW Landscape Maintenance Services]

THIS AGREEMENT is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Elyon Maintenance Inc., organized under the laws of the State of Washington, located and doing business at 2224 48th St. Ct. NW, Gig Harbor, Washington, 98335 (hereinafter the "Contractor"). Contact: Shin Cho (206)992-8139.

RECITALS:

WHEREAS, the City has determined the need to have certain services performed for its residents but does not have sufficient staff, resources, or expertise to perform such services; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions.

NOW, THEREFORE, in consideration of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

AGREEMENT:

1. Scope and Schedule of Services to be Performed by Contractor.

Contractor shall perform those services described on Exhibit "A," which is attached hereto and incorporated herein by this reference as if set forth in full. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall perform the services diligently and completely and in accordance with professional standards of conduct and performance. The Contractor shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

Contractor acknowledges and understands that it is not the City's exclusive provider of these services and that the City maintains its unqualified right to obtain these services through other sources. Contractor further represents that the services furnished under this Agreement will be performed in accordance with generally accepted professional practices in effect at the time such services are performed

2. Time of Completion.

Upon the effective date of this Agreement, Contractor shall complete the work and provide all goods, materials, and services for a three-year period starting on March 1, 2025 and ending February 29, 2028.

3. Compensation and Method of Payment.

The City shall pay the Contractor for services rendered according to the rate and method set forth on Exhibit "C," attached hereto and incorporated herein by this reference. The total amount to be paid shall not exceed TWO HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$225,000) including applicable Washington State Sales Tax, for the services contemplated in this Agreement. The Contractor shall request payment for work performed using the billing invoice form at Exhibit "C."

The Contractor shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice. Unless the City objects, the City shall pay the Contractor for services rendered within ten (10) days after City Council voucher approval.

If the City objects to all or any portion of an invoice, it shall notify Contractor and reserves the option to only pay that portion of the invoice not in dispute. In that event, the Parties will immediately make every effort to settle the disputed portion.

A. *Defective or Unauthorized Work.* The City reserves its right to withhold payment from Contractor for any defective or unauthorized goods, materials, or services. If Contractor is unable, for any reason, to complete any part of this Agreement, the City may obtain the goods, materials or services from other sources, and Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" shall mean all reasonable costs, including legal costs and attorneys' fees, incurred by the City beyond the maximum Agreement price specified above. The City further reserves its right to deduct these additional costs incurred to complete this Agreement with other sources, from any and all amounts due or to become due the Contractor.

B. *Final Payment: Waiver of Claims.* CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

4. Prevailing Wages.

Contractor shall file a "Statement of Intent to Pay Prevailing Wages," with the State of Washington Department of Labor & Industries prior to commencing the Contract work. Contractor shall pay prevailing wages in effect on the date the bid is accepted or executed by Contractor and comply with Chapter 39.12 of the Revised Code of Washington, as well as any other applicable prevailing wage rate provisions.

5. Changes.

The City may issue a written amendment for any change in the goods, materials, or services to be provided during the performance of this Agreement. If the Contractor determines, for any reason, that an amendment is necessary, Contractor must submit a written amendment request to the person listed in the Notice section of this Agreement within fourteen (14) calendar days of the date Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. However, if the Parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the amended work upon receiving either a written amendment from the City or an oral order from the City before actually receiving the written amendment. If the Contractor fails to require an amendment within the time allowed, the Contractor waives its right to make any claim or submit subsequent amendment requests for that portion of the contract work. If the Contractor disagrees with the equitable adjustment,

the Contractor must complete the amended work; however, the Contractor may elect to protest the adjustment as provided in Subsection A through E of the Claims Section below.

The Contractor accepts all requirements of an amendment by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides. An amendment that is accepted by Contractor as provided in this section shall constitute full payment and final settlement of all claims for contract time and materials and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

6. Claims.

If the Contractor disagrees with anything required by an amendment, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor may file a claim as provided in this section. The Contractor shall give written notice to the City of all claims within fourteen (14) calendar days of the occurrence of the events giving rise to the claims, or within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to the claim, whichever occurs first. Any claim for damages, additional payment for any reason, or extension of time, whether under this Agreement or otherwise, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement.

At a minimum, a Contractor's written claim shall include the information set forth in subsections A, items 1 through 5 below.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM OR CAUSED BY THAT DELAY.

A. *Notice of Claim.* Provide a signed written notice of claim that provides the following information:

1. The date of the Contractor's claim;
2. The nature and circumstances that caused the claim;
3. The provisions in this Agreement that support the claim;
4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and
5. An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption.

B. *Records.* The Contractor shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall have access to any of the Contractor's records needed for evaluating the protest.

The City will evaluate all claims, provided the procedures in this section are followed. If the City determines that a claim is valid, the City will adjust payment for work or time by an equitable adjustment. No adjustment will be made for an invalid protest.

C. *Contractor's Duty to Complete Protested Work.* In spite of any claim, the Contractor shall proceed promptly to provide the goods, materials and services required by the City under this Agreement.

D. *Failure to Protest Constitutes Waiver.* By not protesting as this section provides, the Contractor

also waives any additional entitlement and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

- E. *Failure to Follow Procedures Constitutes Waiver.* By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

7. Limitation of Actions.

CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

8. Duration of Agreement.

This Agreement shall be in full force and effect for a period commencing March 1, 2025, and ending February 29, 2028, unless sooner terminated under the provisions hereinafter specified. Time is of the essence of this Agreement in each and all of its provisions in which performance is required. This Agreement may be extended for and additional one-year term.

9. Independent Contractor.

Contractor and City agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-contractor of the Contractor shall be or shall be deemed to be the employee, agent, representative or sub-contractor of the City. In the performance of the work, the Contractor is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.

10. Indemnification.

- A. Contractor shall defend, indemnify, and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence.

- C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- D. The provisions of this section shall survive the expiration or termination of this Agreement.

11. Insurance.

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. *Minimum Scope of Insurance.* Contractor shall obtain insurance of the types described below:

- i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- ii. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- iii. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. *Minimum Amounts of Insurance.* Contractor shall maintain the following insurance limits:

- i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- ii. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

C. *Other Insurance Provision.* The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. *Acceptability of Insurers.* Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

- E. *Verification of Coverage.* The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.
- F. *Notice of Cancellation.* The Contractor shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- G. *Failure to Maintain Insurance.* Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.
- H. *No Limitation.* Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

12. Record Keeping and Reporting.

- A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

13. City's Right of Inspection and Audit.

- A. Even though the Contractor is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Contractor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- B. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports, and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

14. Contractor to Maintain Records to Support Independent Contractor Status.

On the effective date of this Agreement (or shortly thereafter), the Contractor shall comply with all federal and state laws applicable to independent contractors including, but not limited to the maintenance of a separate set of books and records that reflect all items of income and expenses of the Contractor's business, pursuant to the Revised Code of Washington (RCW) Section 51.08.195, as required to show that the services performed by the Contractor under this Agreement shall not give rise to an employer-employee relationship between the parties which is subject to RCW Title 51, Industrial Insurance.

15. Work Performed at the Contractor's Risk.

The Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-contractors in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Contractor's own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Contractor for use in connection with the work.

16. Termination.

- A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days' prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports, or other materials prepared by the Contractor pursuant to this Agreement shall promptly be submitted to the City.
- B. In the event this Agreement is terminated or suspended, the Contractor shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.
- C. This Agreement may be canceled immediately if the Contractor's insurance coverage is canceled for any reason, or if the Contractor is unable to perform the services called for by this Agreement.
- D. The Contractor reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.
- E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

17. Force Majeure.

Notwithstanding anything to the contrary in this Agreement, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, governmental laws, regulations or restrictions, civil commotions, Casualty, actual or threatened public health emergency (including, without limitation, epidemic, pandemic, famine, disease, plague, quarantine, and other significant public health risk), governmental edicts, actions, declarations or quarantines by a governmental entity or health organization, breaches in cybersecurity, and other causes beyond the reasonable control of the party obligated to perform, regardless of whether such other causes are (i) foreseeable or unforeseeable or (ii) related to the specifically enumerated events in this paragraph (collectively, a "**Force Majeure**"), shall excuse the performance of such party for a period equal to any such prevention, delay or stoppage. To the extent this Agreement specifies a time period for performance of an

obligation of either party, that time period shall be extended by the period of any delay in such party's performance caused by a Force Majeure. Provided however, that the current COVID-19 pandemic shall not be considered a Force Majeure unless constraints on a Party's performance that result from the pandemic become substantially more onerous after the effective date of this Agreement.

18. Discrimination Prohibited.

The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

19. Assignment and Subcontract.

The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City. Any assignment made without the prior approval of the City is void.

20. Entire Agreement.

This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

21. Compliance with Laws.

The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those operations.

22. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

23. Notices.

All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. In addition, all notices shall also be emailed, however, email does not substitute for an official notice. Notices shall be sent to the following addresses:

Contract for Services

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XIV. G. Authorize the City Manager to execute Contract No. 25-C3100 with...

Notices to the City of Kenmore shall be send to the following address:

City Clerk
City of Kenmore
18120 68th Avenue NE
Kenmore, Washington 98028-0607

Notices to the Consultant shall be sent to the following address:

Elyon Maintenance Inc.
2224 48th ST CT NW
Gig Harbor, Washington, 98335
Phone No.: (206) 992-8139
Email: elyonmaintenance@gmail.com

24. Applicable Law; Venue; Attorney's Fees.

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

25. Severability.

Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

IN WITNESS WHEREOF, the City and the Contractor have executed this Agreement as of the dates listed below.

Contractor

Signature: _____
Name: _____
Title: _____
Date: _____

City of Kenmore

Signature: _____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM

Kenmore City Attorney's Office

EXHIBIT A

Scope of Services to be Provided by Contractor. The Contractor shall furnish services including, but not limited to, the following: (See Attached)

SCOPE OF SERVICES

The general scope of work is to include general landscape maintenance along the SR522 corridor and some adjoining streets within the City of Kenmore. The work will include the removal of invasive plants, noxious weeds, misc. weeds, general trash and debris clean up, dead plant removal, planting, and mulching. The contractor shall furnish all labor, tools, equipment, materials, supplies, supervision, transportation, traffic control if needed (traffic control plans to be approved by the City in advance), and other items necessary for the complete maintenance and landscaping in accordance with the provisions herein, of the following locations.

Site #1: SR 522 North ROW between the 6100 block and 8400 block (from curb to back of sidewalk)

Site #2: SR 522 South ROW between the 6000 block and 6800 block

Site #3: 68th Ave NE between NE 175th St and NE 181st St (both sides)

Site #4: North side of NE 181st St between 65th Ave NE and 67th Ave NE

Site #5: South side of NE 181st St between 67th Ave NE and 68th Ave NE

Site #6: NE 181st St between 68th Ave NE and 73rd Ave NE (both sides)

Site #7: 73rd Ave NE between NE 175th St and NE 181st St (both sides)

Site #8: SR 522 Median Landscape Beds between 6100 and 8300 block.

A. The areas to be maintained in the ROW include but are not limited to landscaped areas that include trees, shrubs, and ground covers. This work will also include hardscapes – sidewalks, bases of walls, and tree squares.

B. The Contractor shall replace, at the Contractor's own expense, any groundcover, trees, shrubs or other plant materials requiring replacement through negligence resulting from Contractor's failure to provide maintenance in accordance with the provisions herein. Plant materials supplied by the Contractor shall be of top-quality condition and shall be guaranteed by the Contractor for one year.

C. Contractor's operations and activities pursuant to a contract awarded from this Request for Proposals shall be under the control and supervision of the City's Parks & Streetscapes Maintenance Supervisor or their designee (City Project Manager).

D. Prior to beginning work, the City's Project Manager will hold a kick-off meeting to go over the terms of the contract and to discuss the annual plan for the maintenance at each site. The Contractor shall submit the work schedule to the City's Project Manager. The schedule must look ahead at least three months. Any changes to the schedule must be submitted to the City Project Manager at least a week BEFORE the work dates are modified. The Contractor shall establish a routine work schedule

Contract for Services

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XIV. G. Authorize the City Manager to execute Contract No. 25-C3100 with...

such that, to the extent possible, work shall be performed on the same day and time each visit to complete the contract work and shall be included in the proposal. Maintenance activities may be performed between the hours of 7:00 AM and 3:00 PM, Monday through Friday. Advanced approval is required to work weekend days or on City observed holidays.

E. If the work requires traffic control (i.e. medians) maintenance activities may only be performed between the hours of 9:00AM and 3:00PM. All traffic control plans must be approved by the City prior to any work commencing.

F. If additional work or services is desired either by the City or the Contractor, a Discretionary Work Request Form shall be used. The additional work or services requested should be specified by the City and the Contractor shall provide a quote on the cost of providing such additional work services. Written approval by the City must be obtained prior to the start of any additional work.

G. The Contractor will notify the City prior to every visit and provide the City with a documented summary of work completed after each visit. This should be received by the City via email within one week of the work being completed. The summary of work completed shall include:

- a. Date.
- b. Arrival Time and Departure Time.
- c. Staff onsite.
- d. Detailed report of work completed.
- e. Notes/Comments (to include any items requiring attention or that may need a discretionary request to have the work completed – property damage, hazards, etc.).

This reporting is a contract requirement. The cost of preparing and submitting the summary is required and payment for this work is incidental to the bid items. The current summary must be submitted in order to be paid for work completed within the payment period.

The general descriptions of landscaping and maintenance services to be provided in the contract are as follows.

General Notes

The Contractor shall be responsible for notifying the City of any less-than-ideal conditions that may cause potential harm to the plantings (i.e. extremely wet areas, extremely dry areas, broken irrigation, animal damage that could cause potential harm to the existing plantings).

Landscape Beds

The Contractor shall maintain all trees, shrubs and groundcover of the landscapes in a healthy, growing condition, by performing the following operations:

Pruning & Shrub Trimming

1. Tree pruning shall be done so as to keep the natural shape of the tree (no shearing or tip cutting). Branches shall be cut back and/or limbed up to keep out of the travelled roadway as well as the pedestrian travelled sidewalk. Thinning cuts may also be made (including removal of suckers) Pruning cuts shall be made back to a lateral or the trunk. Pruning shall be done under the supervision of a certified arborist or experienced professional.

2. The Contractor shall be responsible for notifying the City of any significant tree hazards including, but not limited to: dying or dead trees, significant broken limbs or damage, disease and insect infestation.

3. The Contractor shall cut back shrubs and ground cover to prevent encroachment into shrubs, trees, buildings, retaining walls, fences, utility vaults, sidewalks, and roadway. They shall be trimmed at the inside edge of the curb or sidewalk. In order to keep new growth from protruding over the curb or preventing site distance for vehicular traffic, the shrubs will need to be trimmed per the schedule outlined below. All shrubs are to be trimmed per the schedule to maintain the shape of the shrub. Growth of new sprouts, suckers, etc. are to be trimmed frequently so that each shrub maintains its shape and maintains an ornamental, neat and structured appearance.

4. Major pruning of any deciduous trees shall be done in the dormant season. Minor pruning can be done at any time.

Bed Maintenance

1. Landscape beds and tree squares shall be kept free of weeds, trash, and debris.

2. Weeding shall be done mechanically. Chemical applications may be used on a limited basis and will be restricted to the use of herbicides. The City reserves the right to limit the use of specific herbicides and/or application of said herbicides.

3. Any damage to desirable plant material due to Contractor negligence or misuse of pesticides will be remedied by the Contractor at their expense, in a timely manner. Where irrigation is available, this will include negligence in failing to provide adequate water supply to support healthy plant growth.

4. The Contractor may need to remove dead or damaged plants and replace them with the same plants of equivalent size, condition, and variety after obtaining written approval from the City. This will be done at the expense of the City unless plant damage or death was due to the Contractor's negligence in which place the replacement will be at the Contractors expense. The replacement plant materials supplied by the Contractor shall be of top-quality condition and shall be guaranteed by the Contractor for one year.

Vegetation Management

The Contractor shall be responsible for mechanical control of natural areas (areas adjacent to manicured landscapes or hardscapes) by removing and/or trimming back invasive plant material (Blackberry, Scotch Broom, Morning Glory, Thistles, etc.) along the City's ROW encroaching onto maintained areas including, but not limited to sidewalks, fences, barriers, curbing, and walls to keep vegetation at bay from manicured landscapes and safely out of sight lines and the path of pedestrians, cyclists, and vehicles.

Leaf, Debris, and Trash Removal

Sweep and collect downed leaves, branches, and loose trash within the maintained areas and remove offsite. Debris shall not be blown into the street or dumped onsite. Debris shall be removed from planted areas and hardscaped areas.

Hardscapes

The Contractor shall be responsible for keeping hardscapes (sidewalks, curb, and block walls) clean and free of debris, loose trash as well as undesirable vegetation growing up through the hardscapes.

Median Landscape Maintenance (Site #8)

Every other month starting in February, the Contractor shall be responsible for maintaining the SR 522 median landscape beds in the manner outlined above. See Landscape Beds; Leaf, Debris, and Trash Removal; Hardscapes. Traffic control is required for this site.

Pesticides

Chemical applications may be allowed in specific areas but must be pre-approved by the City before any application is to be made. Pesticide use will be restricted to the use of herbicides only. All pesticide applications must be approved by the City prior to any application and shall be done in compliance with all federal, state, and local laws by a Washington State Department of Agriculture licensed applicator. Each application record shall be submitted to the City with the weekly work reports.

Mulch

The Contractor shall apply mulch annually. Mulch will be specified and purchased by the City for the Contractor to install. This work shall be coordinated and scheduled with the City's Project Manager prior to work being completed. Mulch is to be installed in all maintained areas and will be spread evenly at a depth of 2-4 inches at all locations.

Irrigation

Irrigation does exist within some areas; however, the City of Kenmore will be responsible for all irrigation maintenance and operations except for any damage caused by the maintenance activities of the contractor. The contractor will be expected to report any damage to the City whether at fault or not.

Traffic Control

Traffic control will be minimal, but if traffic control is necessary to perform any work in the contract, it shall be in accordance with the current issue of the MUTCD (Manual for Uniform Traffic Control Devices) will be required. The Contractor shall submit a traffic control plan to the City. The Contractor shall not deviate from the approved traffic control plan. Traffic control should be included in the service it is needed for. Traffic control will be required for Site #8 – SR 522 medians.

Personal Protective Equipment

The Contractor shall ensure assigned crew is always equipped with all of the necessary personal protective equipment. The Contractor will be required to have staff wear identifiable clothing (company logo wear or reflective vests) while doing any work under the contract.

Discretionary Work Requests

A Discretionary Work Request (DWR), Attachment "F", shall be used for any work to be completed above and beyond work included in the executed contract. Work shall be done on a time and materials basis. A DWR must be approved by the City before work may commence. Examples of work that may be done via a DWR could be, but not limited to; plant installation, plant protection fencing, hand watering, etc.

EXHIBIT B

Rates for Services to be Provided by Contractor. The Contractor shall furnish the services in accordance with the following rates:

Site #1: SR 522 North ROW between the 6100 block and 8400 block (from curb to back of sidewalk)

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #1		\$5,070		

Site #2: SR 522 South between the 6000 block and 6800 block

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #2		\$5,070		

Site #3: 68th Ave NE between NE 175th St and NE 181st St (both sides)

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #3		\$5,070		

Site #4: North side of 181st St between 65th Ave NE and 67th Ave NE

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	360\$
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #4		\$5,070		

Site #5: South side of NE 181st St between 67th Ave NE and 68th Ave NE

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #5		\$5,070		

Site #6: NE 181st St between 68th Ave NE and 73rd Ave NE (both sides)

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #6		\$5,070		

Site #7: 73rd Ave NE between NE 175th St and NE 181st St (both sides)

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #7		\$5,070		

Site #8: SR 522 Median Landscape Beds between 6100 and 8300 block.

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	February, April, June, August, October, December	6	\$600	\$3,600
Task 2: Hardscapes Weeding & Blowing	February, April, June, August, October, December	6	\$550	\$3,300
Task 3: Trash Removal	February, April, June, August, October, December	6	\$525	\$3,150
Task 4: Vegetation Management	February, April, June, August, October, December	6	\$600	\$3,600
Task 5: Groundcover Trimming	February, April, June, August, October, December	6	\$575	\$3,450
Task 6: Leaf & Debris Removal	February, April, June, August, October, December	6	\$550	\$3,300
Task 7: Pruning Shrubs	February, April, June, August, October, December	6	\$550	\$3,300
Task 8: Pruning Trees	February, April, June, August, October, December	6	\$550	\$3,330
Task 9: Traffic Control	Required for each visit	6	\$375	\$2,250
Task 10: Mulch	February	1	\$1,500	\$1,500
Subtotal Annual Cost for Site #8		\$30,750		

Total Cost for all Sites:

LOCATION	ANNUAL COST
SITE #1	\$5,070
SITE #2	\$5,070
SITE #3	\$5,070
Site #4	\$5,070
Site #5	\$5,070
Site #6	\$5,070
Site #7	\$5,070
Site #8	\$30,750
TOTAL ANNUAL COST	\$66,240

EXHIBIT C**CITY OF KENMORE
BILLING INVOICE**

To: City of Kenmore
18120 68th Avenue NE
Kenmore, Washington 98028
Phone: (425) 398-8900

Specific Project: _____

Contract No.: _____

Invoice Number: _____ Date of Invoice: _____

Contractor: _____

Mailing Address: _____

Telephone: () _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$_____

Attach itemized description of services provided.

Authorized signature

For Department Use Only

BUDGET SUMMARY

Total contract amount	\$_____
Previous payments	\$_____
Current request	\$_____
Balance remaining	\$_____

Approved for Payment by: _____ Date: _____

EXHIBIT D

Fill out and return the latest IRS W-9 form, linked below.

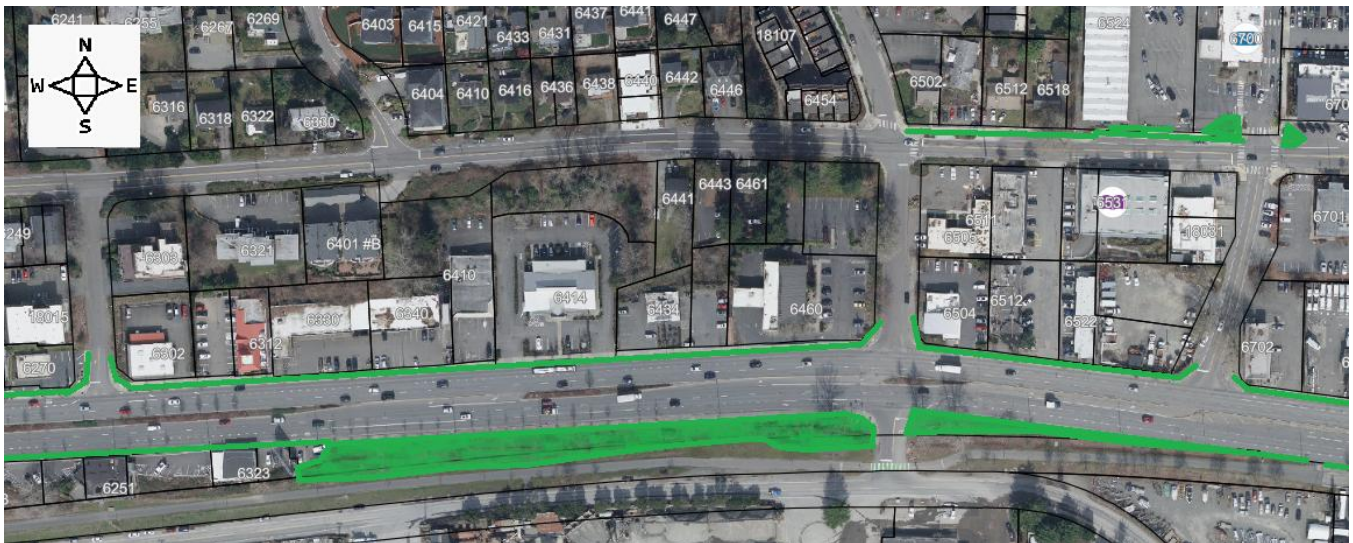
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

EXHIBIT E – SITE MAPS

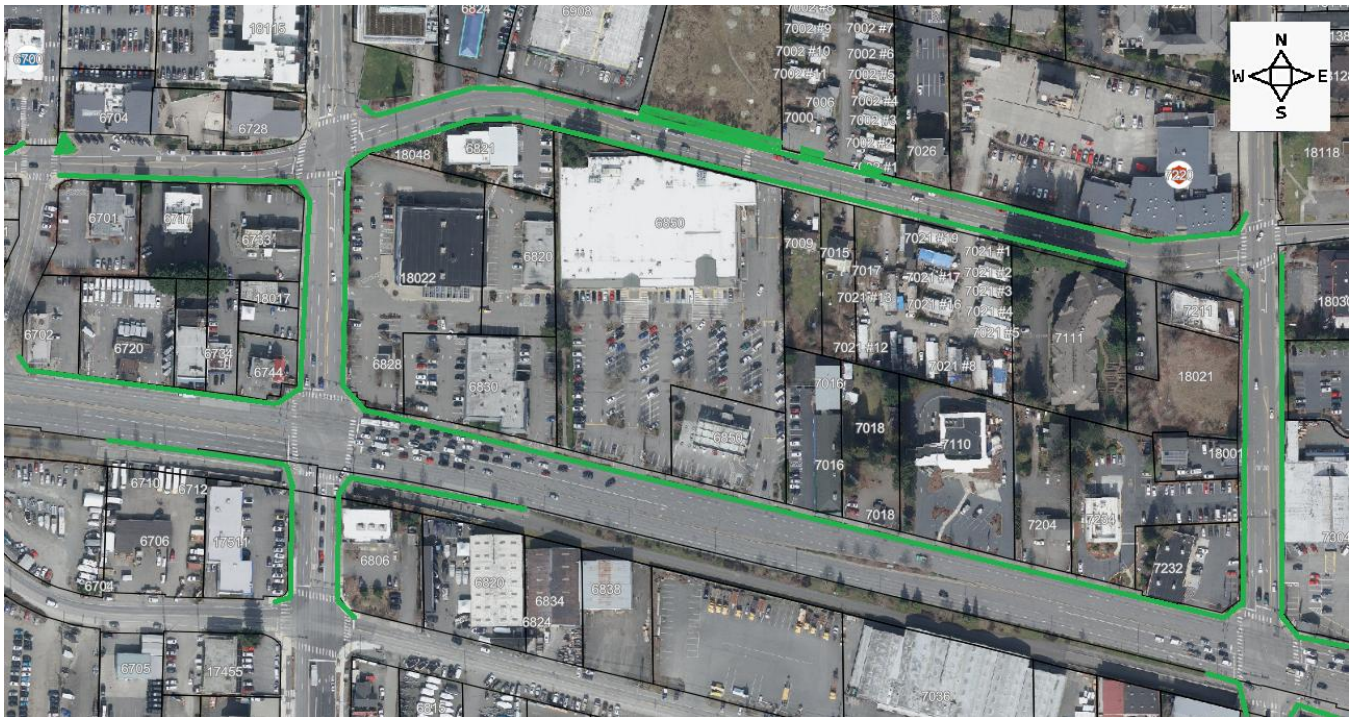
SR 522 6100 block – 6300 block



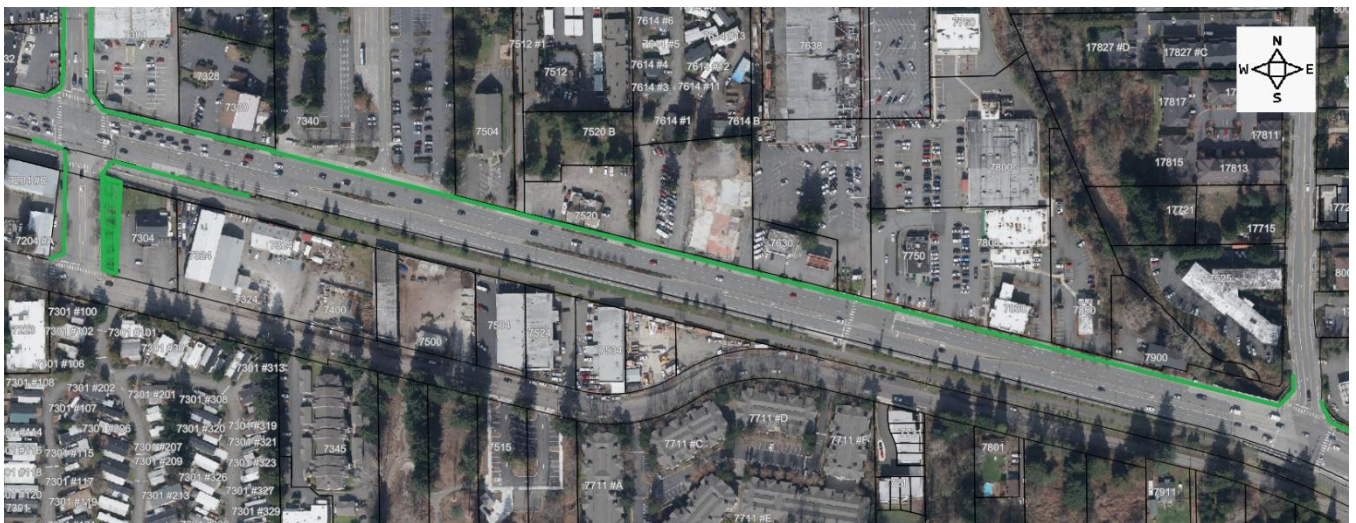
SR 522 6300 block – 6700 block; North side of NE 181st St 6500 block – 6700 block



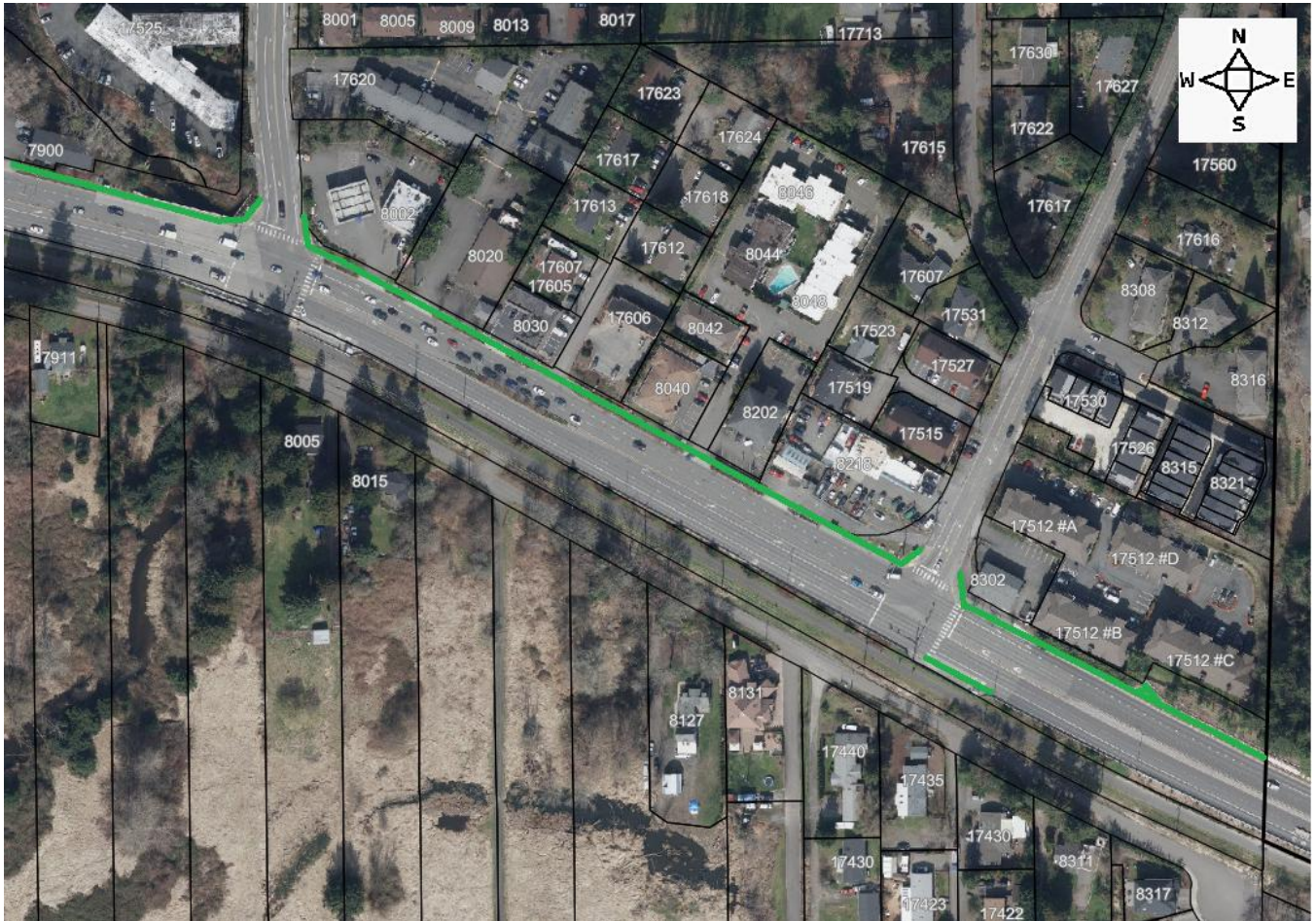
SR 522: 6700 block – 7300 block; NE 181st: 6800 block – 7300 block; and
73rd Ave NE: 18100 block – SR 522



SR 522 7300 block – 8000 block



SR 522 8000 block – 8400 block



Site #8 - Medians

SR 522 median 6100 - 6400



SR 522 Median 6400 – 6600



SR 522 Median 7000 block



SR 522 Median 7300 – 7700



SR 522 Median 8000 block



ATTACHMENT "F"

DISCRETIONARY WORK REQUEST – Required Information

TO BE COMPLETED BY THE CITY:

Date of Request: _____ **Requester's Name:** _____

Location: _____

Describe Requested Work: _____

TO BE COMPLETED BY THE CONTRACTOR:

Contractor's Recommended Action: _____

Cost Estimate: _____

Proposed Schedule: _____

Contractor's Signature

Date

AUTHORATION TO PROCEED: _____

City of Kenmore Signature

Date

ATTACHMENT "G"
Elyon Maintenance RFP 25-C3100 Submittal

RFP #25-C3100

SR 522 Corridor ROW Landscape Maintenance

City of Kenmore

**Proposal - Form #1
Company Information and Executive Summary**

To: City of Kenmore

From: Contractor Name Elyon Maintenance Inc.

Contract Signer Authority Shin Cho

Contractor Project Lead Shin Cho

Contractor Address 2224 48th St Ct NW

City, State, Postal Code Gig Harbor, WA 98335

Telephone Number (206)992-8139

Email Address elyonmaintenance@gmail.com

1. Response:

In response to the City's Request for Proposal, we offer the following:

RFP# 25-C3100 SR 522 Corridor ROW Landscape Maintenance

2. Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms and conditions put forth in the City's Request for Proposal.

Elyon Maintenance Inc. agrees to comply with all the terms and conditions put for the City's Request for Proposal.

City of Kenmore

Form #2 - Cost Proposal

3. Executive Summary:

In response to the City of Kenmore's Request for Proposal (RFP #25-C3100) for SR 522 Corridor ROW Landscape Maintenance, Elyon Maintenance Inc. is pleased to submit this proposal. We bring extensive experience in landscaping, right-of-way maintenance, and vegetation management, ensuring clean, well-maintained urban spaces that align with the city's sustainability and aesthetic goals. Our team is equipped with the necessary expertise, tools, and commitment to effectively manage and maintain the designated corridor areas.

Our approach to this project emphasizes sustainable landscaping practices, efficient work schedules, and strict compliance with all city regulations and environmental guidelines. We understand the importance of maintaining native plant species, controlling invasive vegetation, and enhancing the overall visual and ecological integrity of the SR 522 corridor.

We commit to providing high-quality services, including the removal of invasive species, regular weeding, trash and debris removal, tree and shrub pruning, mulching, and detailed reporting. Our team will work closely with the City's Parks & Streetscapes Maintenance Supervisor to ensure all tasks are completed to the highest standards and within the designated timeframes.

We look forward to the opportunity to contribute to the City of Kenmore's commitment to maintaining its public landscapes. Our goal is to establish a long-term partnership with the city, ensuring that the SR 522 corridor remains clean, safe, and visually appealing for years to come.

Name: Shin Cho

Signed: Shin Cho

Title: President

Dated: 02/03/2025

RFP #25-C3100

SR 522 Corridor ROW Landscape Maintenance

City of Kenmore

Form #2 – Cost Proposal

RFP# 25-C3100 SR 522 Corridor ROW Landscape Maintenance

Name of Contractor:

Elyon Maintenance Inc.

The following price proposal sheet contains a frequency for each specific service. The Contractor shall submit prices based on frequencies listed within the Scope of Services (Attachment "A").

Site #1: SR 522 North ROW between the 6100 block and 8400 block (from curb to back of sidewalk)

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #1		\$5,070		

City of Kenmore

Site #2: SR 522 South between the 6000 block and 6800 block

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #2		\$5,070		

City of Kenmore

Site #3: 68th Ave NE between NE 175th St and NE 181st St (both sides)

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #3		\$5,070		

RFP #25-C3100**SR 522 Corridor ROW Landscape Maintenance****City of Kenmore****Site #4: North side of 181st St between 65th Ave NE and 67th Ave NE**

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	360\$
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #4		\$5,070		

RFP #25-C3100

SR 522 Corridor ROW Landscape Maintenance

City of Kenmore

Site #5: South side of NE 181st St between 67th Ave NE and 68th Ave NE

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #5		\$5,070		

RFP #25-C3100**SR 522 Corridor ROW Landscape Maintenance****City of Kenmore****Site #6: NE 181st St between 68th Ave NE and 73rd Ave NE (both sides)**

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #6		\$5,070		

City of Kenmore

Site #7: 73rd Ave NE between NE 175th St and NE 181st St (both sides)

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	Twice per month March thru November and Monthly December thru February	21	\$30	\$630
Task 2: Hardscapes Weeding & Blowing	Bi-Weekly	26	\$30	\$780
Task 3: Trash Removal	Bi-Weekly	26	\$30	\$780
Task 4: Vegetation Management	Monthly April through September	6	\$55	\$330
Task 5: Groundcover Trimming	February, April, May, June, July, September	6	\$60	\$360
Task 6: Leaf & Debris Removal	Weekly October thru December	12	\$40	\$480
Task 7: Pruning Shrubs	February, April, May, June, July, September	6	\$65	\$390
Task 8: Pruning Trees	1 x (Jan/February) 1x (July/August)	2	\$150	\$300
Task 9: Traffic Control	Site specific as needed	26	\$20	\$520
Task 10: Mulch	February	1	\$500	\$500
Subtotal Annual Cost for Site #7		\$5,070		

City of Kenmore

Bid Alternative #1: SR 522 Median Landscape Bed Maintenance

Maintenance Task	Specification Notes	Estimated Annual Frequency	Cost per Frequency	Annual Cost
Task 1: Weeding & Invasive Removal	February, April, June, August, October, December	6	\$600	\$3,600
Task 2: Hardscapes Weeding & Blowing	February, April, June, August, October, December	6	\$550	\$3,300
Task 3: Trash Removal	February, April, June, August, October, December	6	\$525	\$3,150
Task 4: Vegetation Management	February, April, June, August, October, December	6	\$600	\$3,600
Task 5: Groundcover Trimming	February, April, June, August, October, December	6	575	\$3,450
Task 6: Leaf & Debris Removal	February, April, June, August, October, December	6	\$550	\$3,300
Task 7: Pruning Shrubs	February, April, June, August, October, December	6	\$550	\$3,300
Task 8: Pruning Trees	February, April, June, August, October, December	6	\$550	\$3,300
Task 9: Traffic Control	Required for each visit	6	\$375	\$2,250
Task 10: Mulch	February	1	\$1,500	\$1,500
Subtotal Annual Cost for Bid Alt		\$30,750		

City of Kenmore

Total Cost for all Sites:

LOCATION	ANNUAL COST
SITE #1	\$5,070
SITE #2	\$5,070
SITE #3	\$5,070
Site #4	\$5,070
Site #5	\$5,070
Site #6	\$5,070
Site #7	\$5,070
Bid Alternative #1	\$30,750
SUB-TOTAL OF ALL AREAS	\$66,240
TOTAL ANNUAL COST	\$66,240

Work Plan & Employee Training Plan

To ensure consistency with the maintenance frequency, we propose a structured and systematic approach to organizing and performing work. Our strategy is built on efficient scheduling, quality assurance, and continuous training.

1. Work Organization and Performance

- **Scheduling:** We will develop a minimum of three-month rolling schedule submitted to the City Project Manager in advance. The schedule will align with the required maintenance frequencies and ensure work is performed consistently on the same days and times whenever possible. All adjustments will be communicated at least one week prior to any changes.
- **Task Allocation:** Tasks such as weeding, trash removal, pruning, and vegetation management will be assigned based on priority and seasonal requirements, ensuring that no area is overlooked.
- **Quality Control:** After each visit, a detailed report will be submitted to the City via email within one week. This report will include the date, arrival/departure times, staff present, and a comprehensive summary of work performed, including any issues or hazards noted.
- **Communication:** Prior to each scheduled visit, the City will be notified, ensuring transparency and facilitating any required coordination.

2. Initial and Ongoing Training

- **Initial Training:** All new employees will undergo a comprehensive orientation that covers:
 - Safety protocols and use of Personal Protective Equipment (PPE).
 - Specific maintenance procedures for landscaping, including pruning, weeding, and invasive species control.
 - Environmental guidelines, focusing on sustainable practices and protection of native species.
 - Reporting procedures for incidents, hazards, and maintenance issues.
- **Ongoing Training:**
 - Monthly Safety Meetings to review safety protocols and address any incidents or near-misses.

- Quarterly Skills Refreshers to ensure best practices are maintained for all maintenance tasks.
- Annual Environmental Stewardship Workshops to reinforce sustainable landscaping practices and adherence to environmental regulations.

Organizational Chart

Shin Cho (President)

Page 156 of 248

Operations Manager (Hyun So)

Project Manager (Hyun So) Equipment Manager (Elijah Havens)

On-Site Manager (Balta Piza)

Lead Landscaper (Isaac Odell)

Landscaping Crew

Equipment Inventory List

- Shovels (Round and Square Point)
- Rakes (Leaf Rakes, Garden Rakes)
- Hoes
- Hand Trowels
- Pruning Shears
- Loppers
- Hedge Trimmers
- Garden Forks
- Wheelbarrows
- Spades
- Lawn Mowers (Push and Riding)
- String Trimmers/Weed Whackers
- Leaf Blowers
- Chainsaws
- Hedge Trimmers (Electric or Gas-Powered)
- Edgers
- Power Tillers/Cultivators
- Sod Cutters
- Lawn Aerators
- Pressure Washers
- Tractors
- Trucks
- Trailers
- Backhoes
- Safety Equipment
 - Gloves
 - Safety Glasses

- o Ear Protection
- o Hard Hats
- o Reflective Vests
- o Steel-Toed Boots

Professional Experience

1. Site Management and Supervision

- **Project Leadership:** 8 years of experience in managing large-scale landscaping projects, including the supervision of multi-site maintenance activities as outlined in the City of Kenmore's SR 522 Row Landscape Maintenance contract.
- **Scheduling and Coordination:** Skilled in creating and managing work schedules, ensuring timely completion of tasks, and coordinating with city officials to meet project deadlines. Proficient in using software tools for planning and tracking project progress.
- **Team Supervision:** Experienced in leading and mentoring a team of landscaping professionals, providing clear direction, and ensuring all staff are trained and equipped to perform their duties effectively.

2. Technical Expertise

- **Integrated Vegetation Management :** Skilled in applying a combination of manual, mechanical, and chemical methods to control invasive species like blackberry, Scotch broom, and morning glory while preserving native plant life.
- **Advanced Pruning Techniques:** Proficient in both structural pruning for young trees to promote healthy growth and restorative pruning for mature trees to maintain safety and aesthetics.
- **Soil Health & Mulching:** Knowledgeable in soil composition and health management. I ensure proper mulching techniques that enhance moisture retention, control weeds, and support plant health.
- **Hardscape Maintenance:** Expertise in maintaining sidewalks, curbs, and retaining walls free from vegetation and debris, ensuring both safety and visual appeal.
- **Operation:** Proficient in the use and maintenance of various landscaping tools and machinery. Ensures that all equipment is used safely and efficiently by team members.
- **Safety and Compliance:** Strong understanding of safety regulations, including those related to pesticide application, personal protective equipment, and job site safety. Holds relevant certifications and ensures all team activities comply with local, state, and federal regulations.

3. Environmental Stewardship

- **Sustainable Practices:** Committed to implementing environmentally sustainable landscaping practices. Ensures that all vegetation management activities, such as mulching and planting, are conducted with minimal environmental impact and in line with the ecological goals of the City of Kenmore.

- **Resource Management:** Adept at managing resources, including materials and labor, to ensure that projects are completed within budget and without waste.

1. Project Manager: Hyun So

Responsibilities: The Project Manager oversees all aspects of the landscaping project, ensuring that it is completed on time, within budget, and to the client's satisfaction. This role involves coordinating with the client, managing the project timeline, overseeing procurement, and leading the project team. The Project Manager ensures that all work complies with safety regulations and environmental standards.

Skills and Qualifications:

- 8 years of experience in managing landscaping projects.
- Excellent leadership and communication skills.
- Strong organizational abilities and attention to detail.
- Knowledge of project management software and tools.

2. On-Site Manager: Balta Piza

Responsibilities: The On-Site Manager is responsible for the daily operations at the project site. This role includes supervising the work crew, managing site logistics, ensuring safety compliance, and maintaining quality control throughout the project. The On-Site Manager acts as the liaison between the Project Manager and the work crew, ensuring that all instructions are followed and issues are addressed promptly.

Skills and Qualifications:

- 20 years of experience in site supervision in landscaping.
- Strong knowledge of landscaping techniques and equipment.
- Ability to lead a team and solve problems on the spot.
- Excellent communication and time-management skills.
- Knowledge of sustainable landscaping practices.

3. Lead Landscaper: Isaac Odell

Responsibilities: The Lead Landscaper is responsible for executing the landscaping plan, including planting, mulching, pruning, and other physical tasks. This role involves guiding the landscaping crew, ensuring all work is performed efficiently and to the highest standards. The Lead Landscaper also coordinates with the On-Site Manager to ensure that all tasks are completed on schedule.

Skills and Qualifications:

- Extensive experience in hands-on landscaping.
- Strong leadership skills with the ability to direct a team.
- Knowledge of landscaping techniques, equipment, and tools.
- Attention to detail to ensure quality work.

4. Administrative Coordinator: Shin Cho

Responsibilities: The Administrative Coordinator handles all administrative tasks related to the project, including documentation, scheduling, procurement, and communication with stakeholders. This role ensures that all paperwork is completed accurately and on time, and that the project team has the resources they need to complete their work. The Administrative Coordinator also assists in preparing reports and maintaining project records.

Skills and Qualifications:

- Strong organizational and multitasking skills.
- Proficiency in office software and project management tools.
- Excellent communication skills for coordinating between team members and stakeholders.
- Attention to detail for managing documentation and records.
- Experience in project administration or a related field.

This team structure ensures that the landscaping project is managed efficiently, with each member bringing specialized skills to contribute to the overall success of the project.

1. CWD Group

Contact Name: David Ta

Title: Manager

Page 163 of 248

Contact Email: 100mainhm@gmail.com

Phone Number: (206)854-3309

Summary of Project: We removed unwanted plants, invasive species, and overgrown weeds. This included careful extraction to prevent regrowth and ensure a clean slate for new plantings. We selected and planted a variety of trees, shrubs, and perennials that are well-suited to the local climate and soil conditions. This included designing and installing garden beds with rich soil to ensure healthy plant growth. The existing lawn was showing signs of wear, so we aerated the soil, reseeded the lawn, and applied a high-quality fertilizer to promote green growth. To complete the project, we applied a fresh layer of mulch to all garden beds, added edging to create clean lines.

2. Olive Tree Corp

Contact Name: Peter Kweon

Title: CEO

Contact Email: Olivetreeforyou@gmail.com

Contact Phone Number: (206)307-2232

Summary of Project: We removed unwanted plants, invasive species, and overgrown weeds. This included careful extraction to prevent regrowth and ensure a clean slate for new plantings. We selected and planted a variety of trees, shrubs, and perennials that are well-suited to the local climate and soil conditions. This included designing and installing garden beds with rich soil to ensure healthy plant growth. The existing lawn was showing signs of wear, so we aerated the soil, reseeded the lawn, and applied a high-quality fertilizer to promote green growth. To complete the project, we applied a fresh layer of mulch to all garden beds, added edging to create clean lines.

3. Community Church of Seattle

Contact Name: John Seang

Title: Executive Director

Contact Email: Johnseong@hyungjae.org

Contact Phone Number: (206)330-7641

Summary of Project: We removed unwanted plants, invasive species, and overgrown weeds. This included careful extraction to prevent regrowth and

ensure a clean slate for new plantings. We selected and planted a variety of trees, shrubs, and perennials that are well-suited to the local climate and soil conditions. This included designing and installing garden beds with rich soil to ensure healthy plant growth. The existing lawn was showing signs of wear, so we aerated the soil, reseeded the lawn, and applied a high-quality fertilizer to promote green growth. To complete the project, we applied a fresh layer of mulch to all garden beds, added edging to create clean lines.

RFP #25-C3100

SR 522 Corridor ROW Landscape Maintenance

City of Kenmore

Attachment "C"

NON-COLLUSION CERTIFICATE

STATE OF Washington)
ss.COUNTY OF Pierce)

The undersigned being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a proposal to the City of Kenmore for consideration in the award of a contract on the improvement described as follows:

Request for Proposal # 25-C3100 SR 522 CORRIDOR ROW LANDSCAPE MAINTENANCE

Elyon Maintenance Inc.

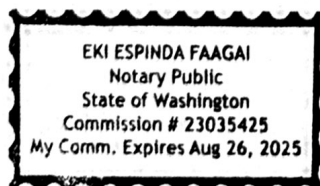
(Name of Firm)

By: Abhinav Chao

(Authorized Signature)

Title: PresidentSworn to before me this 4th day of February 2025.

Notary Public

Eki Espinda Faagai
Notary Public

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
Eastside Transportation Forum Agreement Renewal Department: City Manager's Office Prepared by: John Vicente Engineering Director Attachments: Attachment 1: Draft Operating Procedures	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize the City Manager to enter into an agreement with the Eastside Transportation Partnership.

Approvals:

Department Head 2/11/2025 City Attorney N/A Finance Director NA City Manager 2/11/2025 Optional N/A

Summary/Background:

The Eastside Transportation Partnership (ETP) is a multi-jurisdictional coalition of eastside cities dedicated to the coordination of transportation planning and plans to benefit their respective communities. The ETP has served as the central forum for information sharing and coordination to develop recommendations for transportation policies, projects and programs for the area east of Lake Washington in King County.

The purpose of the agreement is to recognize the ETP as the transportation board for the area east of Lake Washington in King County to share information, build consensus, and provide advice on plans, programs, policies, and priorities for countywide, regional, state and federal decisions. The agreement also establishes the number of allowed representatives from each jurisdiction and voting rights. Attached are the proposed operating procedures, legislative priorities and the agreement that were approved by the ETP board at their October 8th meeting (pending approval by the respective jurisdictions). The agreement identifies all parties involved in the partnership and also identifies membership and roles.

The agreement (much as the current) is for 2 years and automatically extends beyond the 2-year period for an additional 2 years unless otherwise renewed.

Previous Council Action(s):

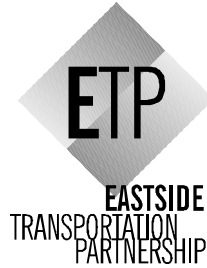
This is a 2-year agreement last renewed in October 2021.

Fiscal Consideration:

For FY2025, each full voting member will pay a minimum of \$100 in annual dues. Cost above this amount is determined by vote from the ETP. The agreement currently establishes two (2) full voting member slots for Kenmore.

City Council Priorities or Budget Objective Being Addressed:

Priority 5: Enhance multimodal transportation, including pedestrian and bicycle safety.



Eastside Transportation Partnership (ETP) Operating Procedures

Updated XXXX

The purpose of these procedures is to establish rules of procedure consistent with the provisions of the adopted agreement to guide the conduct of business of the Eastside Transportation Partnership (ETP).. These procedures shall be reviewed and revised as needed.

EASTSIDE TRANSPORTATION PARTNERSHIP (ETP)

1. Purpose: The ETP shall serve as a central forum for information sharing, consensus building, and coordinating to resolve transportation issues, and establish priorities for implementing transportation projects and programs on the Eastside of Lake Washington. Our vision is an efficient, safe and system for moving people, goods and communities.
2. Mission: On behalf of East King County communities, Eastside Transportation Partnership advocates for multi-modal-mobility solutions through policy, planning and project priority recommendations.
3. Role: The ETP is the forum established for the Eastside of Lake Washington in King County at which elected officials, including representatives from Snohomish County, may provide input into the following decisions:
 - A. Administrative issues, such as additional members and use of dues.
 - B. Identification of projects for the regional competition, if prescribed by the process approved by the King County caucus of the Puget Sound Regional Council Transportation Policy Board.
 - C. Recommendations to Sound Transit on policies and capital and service plans and implementation.
 - D. Recommendations to King County on Metro Transit planning, development and implementation of products and services.
 - E. Identification of projects for the regional competition, if prescribed by the process approved by the King County caucus of the Puget Sound Regional Council Transportation Policy Board.
 - F. Recommendations to WSDOT on policies, programs, and projects.

- G. Recommendations to the PSRC on plans, policies, programs, and projects such as the Regional Transportation Plan updates and regional funding policies, strategies, or programs.
- H. Recommendations Input to the State Legislature and committees and commissions established by the Legislature on transportation policy, budget and priorities and legislative proposals and studies.
- I. Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.
- J. Letters of support for transportation projects.

4. Membership and Voting Rights:

The voting members of **ETP** and their voting rights shall be as follows:

Voting Members	Number of Reps./Votes	Voting Rights				
		Membership and Dues ¹	Sound Transit ²	Metro Transit ³	Regional Competition ⁴	Other ⁵
Bellevue	2	Yes	Yes	Yes	Yes	Yes
Bothell	2	Yes	Yes	Yes	Yes	Yes
Kirkland	2	Yes	Yes	Yes	Yes	Yes
Issaquah	2	Yes	Yes	Yes	Yes	Yes
Mercer Island	2	Yes	Yes	Yes	Yes	Yes
Newcastle	2	Yes	Yes	Yes	Yes	Yes
Redmond	2	Yes	Yes	Yes	Yes	Yes
Renton	2	Yes	Yes	Yes	Yes	Yes
Kenmore	2	Yes	Yes	Yes	Yes	Yes
Sammamish	2	Yes	Yes	Yes	Yes	Yes
Woodinville	2	Yes	Yes	Yes	Yes	Yes
Small Cities Coalition	2 (shared)	Yes	Yes	Yes	Yes	Yes
Snoqualmie Valley Cities	2 (shared)	Yes	No	Yes	Yes	Yes
King County	3	Yes	Yes	Yes	Yes	Yes
Snohomish County (<i>LIMITED</i>)	1	No	No	No	No	Yes
Votes Req. for Quorum:						
		15	15	15	15	16

¹Administrative issues, such as additional members and use of dues

²Recommendations to Sound Transit on policies and capital and service plans and implementation

³Recommendations to King County Metro Transit on policies and capital and service plans and implementation

⁴Identification of projects for the regional competition, if prescribed by process approved by the King County caucus of the Transportation Policy Board

⁵Other recommendations including

- Recommendations to WSDOT on policies, programs and projects.
- Recommendations to the PSRC on plans, policies, programs and projects such as the Transportation 2040 update and regional funding policies, strategies or programs.
- Input to the State Legislature and committees and commissions established by the Legislature on transportation policy, budget and priorities and legislative proposals and studies.
- Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.

The non-voting members of **ETP** shall be as follows:

Non-Voting Member	Number of Representatives
Sound Transit	1
PSRC	1
WSDOT	1
TIB	1
Community Transit	1
Port of Seattle	1
Washington State Transportation Commission	1

Voting membership in ETP should be limited to jurisdictions located within ETP's existing boundaries, which currently extend into southern Snohomish County and include Duvall. Members representing local jurisdictions shall be elected officials selected by their respective jurisdictions for a one-year term. Alternates shall be designated in writing. Designated alternates may vote in place of designated representatives in the absence of the designated representative. When designated representatives are present, designated alternatives may still sit at the table if space is available. A designated alternate shall not take the place, and assume the voting rights, of a designated representative at the table unless the designated representative permanently leaves the meeting.

A. Parliamentary Procedure:

1. Robert's Rules of Order Newly Revised will be the default parliamentary procedure used to conduct ETP meetings, with inclusion of the following provisos.
2. In any conflict between the Procedures and Robert's Rules, the Procedures shall govern.
3. The Chair will be allowed to participate in debate.
4. No speakers "for" or "against" will be required on a motion.
5. A quorum of fifty percent (50%) plus one (1) of voting members shown in the voting rights table in Section IV is required for ETP to vote on any motion at a meeting.
6. To achieve a majority vote, abstentions are not counted and do not impact the outcome. Only votes cast in the affirmative and negative are considered to determine the majority position.
7. The Chair will be responsible for acting as, or designating, a parliamentarian.

B. Voting:

Representation: Voting members are to represent their respective jurisdictions in stating positions and voting on issues and recommendations. If only one representative from a jurisdiction is present and there are no designated alternates present, the attending representative may wield both of the jurisdiction's votes.

- 1.
2. ETP Positions: It is ETP's intent to bring positions forward with consensus.
3. Action Items: Items to be addressed or voted on at the next ETP meeting shall be announced at the prior regular meeting, so that respective jurisdictions will have an adequate opportunity to seek input from their colleagues and/or staff, except as allowed under Emergency Action. Special notification of announced, upcoming action items shall be transmitted to each member and jurisdiction to arrive within three business days of the meeting where the announcement was made.
4. Emergency Action: Emergency Action can be taken with approval of two thirds of voting members to suspend this requirement and take action on an issue in the same meeting that it was introduced.
5. Adoption and Amendment of Procedures: ETP may, by a majority of those voting members present at a regular meeting, may adopt or amend its procedures as it determines necessary. Action to approve or amend procedures shall be introduced at one meeting and scheduled for action at a subsequent meeting.

C. Officers:

1. Chair and Vice Chair(s): The Chair and Vice Chair(s) shall be elected by a majority of the voting representatives on the ETP, and each shall be a representative of a voting member county or city. The Chair and Vice Chair(s) shall be responsible for:
 - a. Setting the meeting agendas,
 - b. running meetings,
 - c. conducting and ensuring fair opportunity for discussion, and
 - d. signing correspondence and speaking on behalf of ETP.

If the Chair is absent from a meeting, a Vice-Chair shall serve as the Acting Chair.

2. ETP may elect Co-Chairs who share the responsibilities listed in this section.

3. Term of Office: One year.
 4. Vacancy in Officer Positions: In the event of a vacancy in the position of Chair or Vice-Chair, the ETP may appoint a voting-member(s) to fill that vacancy on an interim basis until such time as a new officer(s) is/are elected. Interim appointments are to be made by majority vote of those ETP members present at a regular meeting where the appointee is also present.
- D. Meeting Schedule:** The regular meeting date for the Eastside Transportation Partnership shall be the second Friday of the month, from 8:00 a.m. to 9:30 a.m. The Chair, in his or her discretion, may revise the date or length of a meeting with reasonable advance notice based on the expected agenda, or to respond to critical deadlines for ETP input. All jurisdiction staff shall support meetings that are requested in addition to the regular monthly business meeting.
- E. Meeting Location:** ETP meetings may be hybrid through a public online option and/or at an appropriate location within the Eastside. If meetings are unable to be in person due to unforeseen external circumstances, meetings may be held virtually online with appropriate notice to members.
- F. Agendas and Materials:** The agenda package, including the agenda and minutes of the previous meeting, shall be distributed in advance of the meeting. Additional materials may be included in the agenda packet.
- G. Subcommittees:**
1. Formation: ETP may establish subcommittees to study issues and develop recommendations for consideration by the full body. Subcommittees may include non-voting members or staff, but only voting members and limited voting members shall vote in accordance with Section IV. Subcommittees shall be selected by the Chair from volunteers or as the Chair requests.
 2. Actions: Subcommittees shall seek to develop recommendations by consensus.
5. ETP Actions:
- A. Types of Actions ETP Can Take:** With a majority vote of those voting members present, the Partnership can adopt resolutions in support of member jurisdictions; or regional activities, authorize studies or approve correspondence and requests for information.

- B. Minority Statements: Any individual voting member shall have the right at the time of a vote to request that a statement of a minority position be included in ETP communications or otherwise distributed with an approved ETP statement.

6. Other

- A. Standard Agenda: The ETP agenda shall follow this standard format unless unusual circumstances require a different arrangement.

1. Call to Order
2. Reports and Communications
3. Public Comment: At the Chair's discretion, comments may be taken from the public. The Chair should call on members of the public wishing to make comments. Public comment should be germane to the purview of ETP and limited to two minutes. Public comment must not include obscene speech, personal attacks, or hate speech.
4. Review and Approval of the Minutes of the Previous Meeting
5. Major Agenda Topics (one or two topics; time must be allowed for Partnership questions and discussion.)
6. Good of the Order

B. Staff Support:

1. Lead Staffing Agency: King County will be the Staffing Agency through the end of the term of the Eastside Transportation Partnership Agreement.
2. Responsibilities: The Staffing Agency will provide general administrative and program support for the ETP.
 - a. maintaining the membership rosters and distribution lists;
 - b. arranging for meetings, including scheduling, agendas and rooms;
 - c. collecting, administering and disbursing dues;
 - d. providing meeting support to the chair(s) or co-chairs and vice chair(s);
 - e. attending meetings; and
 - f. preparing meeting summaries.

- C. Other Support: Each member jurisdiction is expected to contribute such staff as is necessary to accomplish agreed upon tasks.

D. Cost Sharing Guidelines:

1. Annual Review of Financing: The Eastside Transportation Partnership shall determine by June 30 of each year whether annual dues of \$100 or above per voting representative will be required of the Eastside Transportation Partnership member jurisdictions for the following year. Additionally, King County will provide the Eastside Transportation Partnership a status update on funds collected and funds remaining by June 30 of each year.
2. Yearly Dues: The Lead Agency may bill annually at the end of each year, and dues are to be paid within ninety days after receipt of the invoice. Members not in good standing shall lose voting rights until the required dues are paid. Additional dues above \$100, and any dues required by limited or non-voting members, will be determined by the Eastside Transportation Partnership, and included in the operating procedures. Revenue from dues shall be used for refreshments, room rentals, speaker fees, special events, public education, or other expenses authorized by the Eastside Transportation Partnership. The designated Lead Agency shall not be required to pay yearly dues.
3. Additional financial contributions: If additional financial contributions beyond an increase in dues are determined to be necessary, costs shall be shared among all voting members, with an option for other than King County to recuse itself from further financial obligations. Recused members, or by a method as determined by action of the ETP, may not vote on determining the additional financial contribution or uses for the additional funds.
4. Modification to Agreement Required: If additional funds are determined to be necessary, a modification to this agreement specifying cost-sharing, purpose, scope of work, administration, collection and disbursement of funds and other details is required in order to obligate a member jurisdiction to funding participation.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
Washington State Department of Commerce Local Emission Reduction Project award of \$463,500 for the City's Public Works Operations Center geothermal system. Department: Environmental Services Prepared by: Richard Sawyer, Env. Svs. Director Attachments: NA	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize City Manager to execute Interlocal Agreement with the Washington State Department of Commerce to accept Local Emissions Reduction Project award of \$463,500.

Approvals:

Department Head RS City Attorney NA Finance Director NA City Manager RK 2/19/25 Optional N/A

Summary/Background:

Staff submitted a Local Community Project request of \$463,500 to the State to cover costs associated with construction of a geothermal heating/cooling system for the Public Works Operation Center. The request resulted in an appropriation in the State's 2023-2025 Capital Budget as one of Department of Commerce's 2025 Local Emission Reduction Projects. The City was awarded the full request, which will be used to cover costs associated with construction of the facility's geothermal heating/cooling system.

Previous Council Action(s):

NA

Fiscal Consideration:

Authorizing this interlocal agreement provides the City with \$463,500. No match is required.

City Council Priorities or Budget Objective Being Addressed:

1. Continue to implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

XIV. I. Authorize the City Manager to execute Interlocal Agreement with ...

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
Draft Charter for the STEP Housing Advisory Committee Department: Community Development Prepared by: Debbie Bent, Assistant City Manager/Community Development Director Attachments: Draft Charter for the STEP Housing Advisory Committee	☐ Information Only ☐ Receive and File ☒ Discuss ☒ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☐ Other: Following Council discussion provide direction and motion on the Charter for the STEP Housing Advisory Committee

Approvals:

Department Head DB 02/12/25 City Attorney N/A Finance Director N/A City Manager RK 02/13/25 Optional N/A

Summary/Background:

At the 2/24/25 City Council meeting, the City Council will discuss and provide direction on the charter for the STEP Housing Advisory Committee (Committee). The City Council's prior direction was to form an advisory committee to provide a report on options for proposed amendments to the Kenmore Municipal Code regarding Shelters, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP Housing). Following selection of Committee members in March, the Committee would meet between April to September and provide a report to Council on proposed amendments in September. City Council adoption of an ordinance for proposed amendments is anticipated by year end 2025 (refer to Attachment #1).

The Kenmore Municipal Code allows STEP Housing. The proposed amendments will provide clarity and consistency with State Law HB 1220. Cities cannot prohibit emergency housing and emergency shelters in all zones that allow hotels and Cities must allow permanent supportive housing and transitional housing in all zones that allow hotels and residential development.

Previous Council Action(s):

At the 1/13/25 City Council study session, Link to agenda [Kenmore - Document Center](#), the City Council reviewed the proposed "draft" 2025 Planning Commission docket work program as well as work program items for proposed code amendments that would be reviewed and approved directly by the

City Council. A work program item on the City Council work program included proposed amendments to the Kenmore Municipal Code to address Shelters, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP Housing) to be consistent with HB 1220. In addition, a memo was included about the STEP housing work program regarding schedule, budget and review by a new limited term STEP Advisory Committee. Council made no changes to the proposed work program.

3/25/24 City Council meeting link to agenda [Kenmore - Document Center](#). The Staff provided an update on Permanent Supportive Housing and Other Affordable Housing Topics. The memo noted that proposed amendments to the municipal code were anticipated as part of a 2025 work program item. The memo noted that several council members were interested in forming a committee to provide advice to the City Council on permanent supportive housing and that further direction would be needed regarding a committee charter.

Fiscal Consideration:

Consultant assistance (estimate \$30,000-40,000) may be needed if a Limited Term Senior Planner is not hired. Potential for facilitator assistance for the Committee (estimate \$4,000-\$5,000). Publication costs \$4,000-\$5,000 (e.g. legal advertisements, community mailer). City Attorney costs for ordinance and code review (estimate \$1,000-\$2,000). Staff time from other departments, Development Services and City Manager Department.

City Council Priorities or Budget Objective Being Addressed:

Preserve and increase availability of all types of housing at all income levels, including the needs of people experiencing homelessness.



Charter for
Shelter Housing, Transitional Housing,
Emergency Housing and Permanent Supportive
Housing (STEP Housing) Advisory Committee

March through September 2025

Objective

The objective of the limited term STEP Housing Advisory Committee (Committee) is to provide an advisory report to the City Council by the end of September 2025 on proposed amendments to the City's zoning regulations regarding STEP Housing. If options are presented in the report, a preferred Committee option can be noted.

The proposed amendments to zoning regulations for STEP Housing are to provide clarity and consistency with State Law HB 1220 using guidance from the Washington State Department of Commerce including the July 2024 "STEP Model Ordinance, User Guide and Best Practices Report".

The Committee's work will be brief, focused, and advisory in nature. As members of the City Council are the directly elected representatives of the people, they retain decision-making authority and responsibility for approving amendments to the Kenmore Municipal Code.

Background

Washington State Law: In 2021, HB 1220 (LINK) was passed to address homelessness and affordable housing issues across the state. Cities cannot prohibit emergency housing and shelters in zones that allow hotels, and they must permit permanent supportive housing and transitional housing in zones where hotels and residential development are allowed. While reasonable occupancy, spacing, and intensity requirements may be set by ordinance to protect public health and safety, cities are required to allow these types of housing. The intent of the law is to encourage jurisdictions to accommodate STEP housing.

While Kenmore's zoning regulations allow STEP housing, amendments will provide clarity and consistency, for example, in the definition of housing type, which zones housing types are permitted and review process. The goal is for the City Council to adopt amendments by ordinance by year end 2025.

For additional resources and guidance, refer to the Washington State Department of Commerce website on Updating GMA Housing Elements

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City Council Priorities and Direction: The Kenmore City Council's priority for 2025-2026 is to "preserve and increase the availability of all types of housing at all income levels, including the needs of people experiencing homelessness." From 2021 to 2024, the City Council's top priorities focused on increasing and preserving options for affordable housing. At the City Council meeting on January 22, 2024, Ordinance 24-2605 was passed, which denied a Development Agreement between the City and Plymouth Housing Group. This agreement would have allowed requested departures from development standards to provide 100 permanent supportive housing units at 6532 Bothell Way NE. The proposal caused division within the community, prompting several City Councilmembers to express the desire for a committee of community members to advise on future amendments to zoning regulations, particularly those related to permanent supportive housing.

Committee Organization

Committee Membership: The STEP Advisory Committee will consist of a minimum of six members appointed through the selection process described under "Committee Selection" below.

Meetings: The Committee will meet up to twice per month, most likely on weekday evenings, to complete this workplan. Staff will coordinate meeting dates/times with committee members after selection.

Facilitator: A facilitator will be provided to ensure: (1) all voices are heard, (2) the committee functions smoothly, (3) there are productive discussions between staff and committee members, (4) the committee has enough technical support to provide feedback to the City Council on the STEP Housing topics in the timeframe requested, and (5) feedback is noted appropriately. City staff will execute a contract with an experienced facilitator by the end of March to align with selection of committee members.

Agenda, Minutes, and Reports: City staff will produce meeting agendas and take minutes of the meetings. When the Committee approves these, they will be posted on the City website.

Meetings Open to the Community: Community members are welcome at the Committee meetings to observe. To ensure efficient use of time, there will not be a period for public comment at Committee meetings. Instead, community members are asked to provide comments to the Committee by e-mail, which will be compiled weekly and given to the Committee. Community members can also provide comments directly to the City Council via email or at public comment periods at regular City Council meetings at any time through this process.

Committee Expectations

Committee members are expected to do the following:

- Come prepared for meetings.
- Treat one another, City staff members, and community members with respect, courtesy, and civility.
- Listen with an open mind.
- Ask questions to facilitate improved understanding of the issues and options.
- Think independently and speak on their own behalf as informed community members, not as a designated representative of an organized group in the community.
- Share their viewpoint. Silence will be interpreted to indicate agreement.
- Work together with other committee members to develop an advisory report of recommendations to the City Council in the time available.
- Maintain focus on the Kenmore community at large in this work.
- There will be no alternates appointed for this committee so if a member cannot attend a meeting, they should either ask another member to present their view at that meeting or submit written comments in advance.

Committee Responsibilities

The following tasks will be the responsibilities of the Committee to complete by the end of September 2025.

Study and Understand the STEP Housing Topic: City staff will aid the Committee in the following ways:

- Compile background research on the STEP Housing topic to provide context for Committee discussion.
- Provide options for potential code amendments for Committee discussion based on Committee direction.
- If requested by the Committee, staff will prepare a “draft” advisory report based on Committee direction.

Advise on and Assist Community Engagement Process: The Committee will review and advise on an appropriate process for this work based on available resources. Committee members may assist with and attend any community engagement events, though at these events the Committee members are encouraged to listen and observe to allow others to be heard.

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The Committee will review all public input and assist in synthesizing the information into useful formats for the City Council's and community's review and consideration.

Create a Committee Advisory Report for Presentation to the City Council: The Committee will prepare and provide an advisory report to the City Council and present findings/recommendations to the City Council by the end of September 2025 on proposed amendments to the City's zoning regulations regarding STEP Housing. If options are presented in the report, a preferred Committee option can be noted.

Tentative Work Schedule

- Establish the Advisory Committee (March): Solicit applications from eligible applicants. The City Council would conduct interviews and select community members.
- Committee Meetings (April – September): Estimate a maximum of eight Committee meetings to provide guidance on code amendments.
- Committee Presentation (September): The Committee presents the advisory report on STEP housing amendments to the City Council. The report may identify a preferred option.
- City Council Direction (September – December): The City Council considers the advisory report and gives direction to city staff on proposed amendments to include in an ordinance. The City Council will hold a public hearing on proposed amendments and adopt an ordinance by year end.

Potential Committee Meeting Topics

- April: Review relevant documents, including: STEP Housing Charter, background research, potential questions for the panel discussion, and community engagement options.
- May: Discussion with panel of STEP housing experts (e.g. housing providers, ARCH staff, staff from other jurisdictions) to provide feedback on STEP housing regulations.
- June: Debrief from the panel discussion, including key takeaways. Review and discuss code amendment options.
- July: Continue review and discussion of code amendment options. Potential community open house.
- August: Identify a preferred set of code amendments.
- September: Present recommendations to the City Council.

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Community Engagement

Listed below are anticipated ways the community would be kept up to date on the process and have input. The committee will review these options and create a community engagement plan at the April Committee meeting. The Committee meetings would be open to the community.

- Public Hearing before the City Council (required).
- Create a project webpage: where the community could also provide comments/questions; links to information and background materials etc.
- Updates through the City's social media platforms, Top 4, Newsletters.
- A town hall/open house for community feedback on code amendments.
- Community attendance to listen to a panel of experts regarding STEP Housing.

Committee Selection*Qualifications*

- Members will be residents of the City of Kenmore and/or own/work at a business physically located within the City or attend school in Kenmore.
- Members will be 16 years of age or older.
- Positions should be filled in ways to ensure the Committee represents the Kenmore community's diversity.
- Life experiences and connections to Kenmore are all the qualifications necessary to serve well on this Committee and provide valuable, thoughtful insights on this important housing topic. However, applicants are encouraged to identify any knowledge, work experience or other experience relevant to the topic of STEP housing or other housing topics that may benefit the Committee's work.

Selection Process

Interested applicants may apply by submitting a letter of interest via e-mail to the City Clerks clerks@kenmorewa.gov March 1 to March 17, 2025 by 5 pm close of business.

Following close of the application period, staff will provide copies of applicant letters of interest to the City Council. The City Council will select applicants for interview on March 24, 2025. The City Council will conduct interviews and take action to select committee members at a Special Meeting March 31, 2025. The City Council will select a minimum of six members who represent a range of interests and perspectives on the topic of STEP housing.

City Council Agenda Bill City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
City of Kenmore 2025 Federal Legislative Agenda Department: City Manager's Office Prepared by: Stephanie Lucash Deputy City Manager Attachments: 1. 2025 Federal Legislative Agenda	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Approve the proposed City of Kenmore 2025 Federal Legislative Agenda

Approvals:

Department Head	City Attorney	Finance Director	City Manager	Optional
SLL, 2/18/25	N/A	N/A	RK 2/20/25	N/A

Summary/Background:

The city manager is recommending that the City adopt a federal legislative agenda again this year. The proposed federal legislative agenda for 2025 is attached and includes the Lakepointe project as its top priority.

Acorn Consulting is representing the City in federal matters and will advocate for the City's priorities at the federal level.

Previous Council Action(s):

The City Council approved the 2024 Federal Legislative Agenda on February 26, 2024.

Fiscal Consideration:

Advocacy at the federal level can result in funding for infrastructure, property acquisition, economic development and other priorities, strengthening the City's tax base.

City Council Priorities or Budget Objective Being Addressed:

Effective advocacy at the federal level supports all City Council goals; pertaining to this year's federal legislative agenda: Lakepointe, economic development, environment, and maintaining the City's infrastructure.

City of Kenmore 2025 Federal Legislative Agenda

1) Lakepointe Property Acquisition

The Request: The City of Kenmore is requesting \$7 million to support acquiring a portion of the Lakepointe property to restore 9.5 acres of shoreline area and to develop 4.6 acres for a new park. Project benefits include:

Shoreline and Habitat Protection: Acquisition to support shoreline habitat/restoration, including benefits to salmon, along the Lake Washington and Sammamish River shorelines is consistent with environmental and climate action goals. Development of a shoreline restoration plan provides an opportunity with regional significance to restore habitat and recovery for chinook salmon.

Outdoor Recreational Space for All: A design concept has not been developed for the proposed park. However, the Love Where You Live public outreach showed significant support for development of a signature park at the Lakepointe site for a range of activities and features to meet broad community and demographic demand including opportunities that support both active and passive recreation uses. Implementation would ensure ADA compliance.

Health: The park and access to the shoreline provides significant community benefit by providing outdoor recreation opportunities and ways to connect with nature. The Lakepointe property is part of the City's larger downtown area and within walking distance to multi-family and residential neighborhoods. The Lakepointe property is also close to the regional Burke Gilman Trail.

Other Grants:

- \$7.5 million (secured in 2024) King County Conservation Futures grant funds to help with the acquisition of the shoreline area.
- \$450,000 (secured in 2024) King County Cooperative Watershed Management Grant Funds to help with the acquisition of the shoreline area
- \$500,000 (applied in 2024) Federal Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements grant to help with site assessment.
- \$3 million (this 2025 application) Washington State Member Requested Local Community Project Grant Funds

2) Community Project Funding/Congressionally Directed Spending Request

The City of Kenmore will be constructing a new public works operations center to better serve our growing community. The city needs assistance in funding several environmentally sustainable features of the facility, including low impact development and clean water infrastructure, stormwater retention and reuse, solar panels, and electric vehicle (EV) charging stations.

FY 2025 Request: \$1.25 million.

3) Temporary Flight Restrictions

The City of Kenmore is home to the largest seaplane harbor in the United States, operated by Kenmore Air. The 76-year-old seaplane company is one of the City's largest employers and is a key contributor to the health of our local economy.

During the Obama administration, Kenmore Air and federal agencies crafted a reasonable solution to address presidential visits to our area, one that allowed Kenmore Air seaplanes to remain in flight during at such times. Unfortunately, this compromise solution was discontinued in subsequent administrations.

Especially during the summer season, grounding Kenmore Air's fleet of aircraft can cause severe and frustrating interruptions to customers along with a devastating financial impact on the company. Many of Kenmore Air's customers rely on Kenmore Air for health and business travel.

The City of Kenmore supports and advocates a solution that either re-initiates the Obama-era solution that allows Kenmore Air to stay in flight during presidential visits or reimburses Kenmore Air for lost revenues caused by temporary flight restrictions.

4) Eliminating Lead from Aircraft Fuel

The EPA has determined that lead emitted by piston-engine aircraft is a danger to public health. The City advocates for EPA regulations that quickly and safely require the elimination of lead from aircraft fuel. While most of Kenmore Air's fleet runs on "Jet A" fuel that does not contain lead, its piston-engine Beaver seaplanes still run on low lead fuel. Kenmore Air is working with its fuel provider to develop a safe and effective non-lead alternative.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/24/2025

Subject/Topic:	Proposed Council Action/Motion:
City Manager Executive Search Firm Department: City Manager's Office Prepared by: Rob Karlinsey City Manager Attachments: Proposals from Prothman, GMP Consultants, and Baker Tilly	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize the execution of an agreement with the selected executive search firm.

Approvals:

Department Head N/A City Attorney N/A Finance Director MM 2/19/25 City Manager RGK Optional N/A

Summary/Background:

In January, city manager Rob Karlinsey provided notice that he will be leaving the City of Kenmore near the end of March. At the February 10 meeting, the Kenmore City Council directed Karlinsey to begin the process of selecting an executive search firm to conduct a competitive city manager recruitment to replace Karlinsey.

Karlinsey solicited proposals from three executive search firms, and those proposals are attached to this agenda bill.

Fiscal Consideration:

The proposals range from \$17,500 (plus expenses) to \$29,500 (plus expenses). Due to salary savings, sufficient funds are in the budget to cover this cost.

City Council Priorities or Budget Objective Being Addressed:

All Council priorities.



FEBRUARY 2025

City Manager Recruitment Proposal

FOR CITY OF KENMORE, WA

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

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XVI. C. Executive Search Firm Options, presented by City Manager Rob Kar...



February 12, 2025

Mr. Migel Herbig
Mayor
City of Kenmore
18120 68th Ave NE
Kenmore, WA 98028

Dear Mayor Herbig,

Thank you for the opportunity to provide a proposal to assist the City of Kenmore with the recruitment of its next City Manager. GMP is well positioned to partner with the City as we are currently conducting or have recently completed management searches for:

- City of Medina, WA – City Manager (*in progress*)
- City of La Grande, OR - City Manager (*in progress*)
- Franklin County, WA – County Administrator (*in progress*)
- City of North Bend, WA – City Administrator (*in progress*)
- City of SeaTac, WA – City Manager (*just completed*)
- City of Moses Lake, WA – city Manager (*just completed*)
- City of North Plains, OR – City Manager (*completed in the last month*)
- Crook County, OR - County Manager (*completed in the last month*)
- City of North Branch, MN – City Administrator (*completed in the last month*)

These and other recently completed searches provide us with an excellent knowledge of both Washington and national city management candidates. Having conducted 700 total recruitments including over 150 city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,



Greg M. Prothman
President
GMP Consultants



ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 235 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants have a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With 13 former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

GMP Consultants Mission: *To provide exceptional executive search, interim placements, and organizational consulting services partnering with our clients to provide the highest quality services to their residents.*



PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Debbie Tarry – Lead Consultant *(lead consultant for the City of SeaTac city manager and Franklin County Administrator recruitments)*

Debbie served in local government for over 38 years, serving in senior management positions and as City Manager for ten years at the City of Shoreline, WA. Prior to her time as a City Manager, Debbie served as an Assistant City Manager and the Finance/Administrative Services Director for LINK Transit (Chelan-Douglas County, WA), City of Mill Creek (WA) and the City of Shoreline (WA). Debbie a past president of the Washington Finance Officers Association (WFOA), served on the Board of Directors for the Sound Cities Association (SCA), facilitated multiple meetings of the King County City Manager and Administrator Association and served as the President for the Shoreline Rotary Club. Debbie was selected by her peers as the King County City Manager of the year 2022. Prior to her retirement from the City of Shoreline she, along with four neighboring cities, was responsible for creating a five-city consortium to operate a new Regional Crisis Response Agency (RCR) which will provide ten Mental Health Professional Community Responders along with a Crisis Triage Facility. Throughout her career Debbie was highly regarded by elected officials, staff, colleagues and her peers. Debbie holds a Bachelor of Public Administration with an Accounting emphasis from Pacific Lutheran University. Debbie enjoys spending time with her family, gardening, reading and is an avid walker.

Kate Hansen – Operations Manager

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Brenda Gabbitas - Candidate Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.



WORKPLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization.

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the City Council and staff to review:

- Review and modify as needed the project scope of work and process
- Establish a project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders
- Review the job description
- Review and discuss any additional issues as needed

Profile Research and Stakeholder meetings

Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment. We would like to meet with:

- City Council Members
- Leadership Team
- Board and Committee Chairs
- Municipal Partners
- Business Leaders
- Military Leaders
- Leading Citizens
- Others as Directed
- Review All Relevant Documents

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- Quality of Life Opportunities
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your Social Media (if applicable)

STRATEGIC MARKETING

Our goal is to not only reach candidates who are actively looking for a new job but those directors who are happy in their current assignment but who could be intrigued and interested in your opening. We research and develop a personalized national advertising strategy designed to reach all potential qualified candidates for your City. The Advertising Strategy is comprised of four components:

- Targeted National Advertisement
- Mailed "Invitation to Apply" Flyers
- Personal Calls by Lead Consultants
- Emails to potential Candidates

Targeted Advertisement - We develop a custom national advertisement plan highlighting the City and the City Manager opening including placing ads in websites and job boards. Potential adds include:



- Intl. City Managers Association (ICMA)
- Washington Association of Cities
- Oregon League of Cities
- Oregon City Managers Association
- Association of Idaho Cities
- Western Cites (Cal Cities)
- California City Management Foundation
- Colorado City Managers Association
- Utah City Managers
- Government Jobs
- Careers in Government
- GMP LinkedIn Page
- GMP Job Board

Development of Candidate Database for Direct Mail Invitations - We create a customized *Invitation to Apply* flyer (examples are included) and then develop a database of potential city manager candidates. We will mail approximately 700 to 900 letters of invitation to city managers/administrators in the 11 western United States.

Personal Emails - We will send emails to over 3000+ city managers & administrators nationwide.

Personal Calls by our Lead Consultants – We will reach out to potential candidates who might be a good fit or who are looking for their next challenge. We will also reach out to our personal knowledge of city managers to make them aware of your opportunity.

CANDIDATE EVALUATION & PRESENTATION

Candidate Application Materials

- **Application** - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references of peers, subordinates and supervisors.
- **Communication** – We provide you with a summary of the advertising strategy, number of applications, and number of candidates we selected for a preliminary interview.
- **Review of Applications (if requested)** - Occasionally some clients wish to review all the application materials prior to our selection of candidates for a preliminary interview. We are happy to facilitate this if desired.

Preliminary Candidate Interviews – Once a candidate has indicated an interest in the position, we complete a multi-step screening:

- **Review** - Evaluate all candidate application materials
- **Select** - Identify the most promising candidates for a preliminary interview
- **Internet Research** - Conduct an in-depth internet inquiry on each candidate to identify any concerning issues to be reviewed with the candidate
- **Interview** – Your lead consultant conducts an in-depth preliminary interview with the most promising candidates
- **Summarize** – Provide a written summary of our observations of each candidate's strengths, weaknesses and potential fit with your agency
- **Recommend** – Provide recommendations on each candidate for further consideration

Work Session - We meet with you to review the results of the preliminary interviews. Our goal is to provide as much information on each of the most promising candidates, providing you with the needed data to make quality decisions on each applicant.

- **Deliverables** - Prior to the meeting, we will provide you with sufficient time to review:



- **Candidate Packets** that include their cover letter, resume, supplemental questions, our consultant's interview notes, and internet search results
- **Candidate Summary Sheet** with a snapshot of each candidate and consultant's recommendations
- *(If requested)* A complete file of remaining candidates' application materials
- **Candidate Review** - We review and discuss each candidate's materials and interview results with you
- **Finalist Candidate Selection** - You select those candidates to move forward for a final interview
- **Final Interview Design** - We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring our process to fit your needs
- **Coordinate Candidate Travel** - We identify which candidate travel expenses you wish to cover
- **Interview Questions** – Identify any interview topic areas of interest from which we can develop potential interview questions

FINAL INTERVIEWS & CANDIDATE SELECTION

Prior to the final Interviews we:

- **Conduct Reference Checks** - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers
- **Conduct Background Checks** - Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check
- **Facilitate Candidate Travel** – Based on your guidance we coordinate the most cost-effective travel arrangements and ensure the candidate has information regarding their interviews and times.
- **Develop a Master Interview Schedule** – We work with you to identify interview venues and then develop a master interview schedule
- **Develop Draft Interview Questions** – Provide draft interview questions for your review for each advisory panel (if used)
- **Provide Final Interview Materials** – Provide finalist packets for each candidate in a PDF file for printing by your agency as well as the master schedule
- **Coordinate Final Interviews** – We will work hand-in-hand with your team to coordinate all of the details of conducting the final interviews

Final Interviews

- **Facilitate Final Interviews** – Your lead-consultant will be on site to facilitate the final interview process
- **Facilitate Panel Debrief** - After interviews are complete, we facilitate a debrief with all advisory panels on each candidate's strengths and areas needing support as information for your hiring authority
- **Candidate Evaluation** – As needed, we facilitate your evaluation of the candidates and potential consensus on a preferred candidate, including any additional candidate referencing or research

Candidate Selection & Appointment - Once you have identified a preferred candidate, we:

- Facilitate and identify potential contract elements with you
- Assist with the job offer and contract negotiations leading to an employment agreement
- Notify all of the unsuccessful finalists
- *Celebrate the selection of your new City Manager!*



RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting		City & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	GMP: Post online ads; send direct mailing
First Review	Week 8 -9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & City: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	City: Hosts finalist interviews City: Makes hiring selection

PROFESSIONAL REFERENCES

City of Mountlake Terrace, WA

Kyoko Matsumoto Wright, Mayor
kmatsumotowright@mltwa.gov
425 9671948
City Manager
Assistant City Manager
Public Works Director

City of Olympia, WA

Jay Burney, City Manager
jburney@ci.olympia.wa.us
360 753 8447
Fire Chief Recruitment
Public Works Recruitment
Human Resource Recruitment

Gunnison County, CO

Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061
County Manager
Assistant county manager

City of Belgrade, MT

Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
City Manager (2)
Assistant City Manager
Human Resource Director

PROFESSIONAL FEE

The fee for conducting a City Manager recruitment is \$21,000. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,400 - 1,900 est.)
- Direct mail announcements (approx. \$1,300 - \$1,900 est.)
- Consultant travel: Mileage at IRS rate and \$65 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.



GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

CITY/COUNTY CAO SEARCHES CONDUCTED AND MANAGED BY GMP CONSULTANTS

Recently Completed

City of Moses Lake, WA

City Manager (*just finished*)

City of SeaTac, WA

City Manager (*just finished*)

Crook County, OR

County Manager

City of North Plains, OR

City Manager

City of Medina, MN

City Administrator

Greys Harbor County, WA

County Administrator

City of North Branch, MN

City Administrator

City of Moad, UT

City Manager

City of Kennewick, WA

City Manager

City of Brainard, MN

City Administrator

City of Shady Grove, OR

City Administrator

City of Belgrade, MT

Assistant City Manager

City of Canby, OR

City Administrator

City of Oak Park Heights, MN

City Administrator

City of Cottage Grove, OR

City Manager

Completed in the last 12 months

City of Tumwater, WA

City Administrator

City of Pasco, WA

City Manager

Lewis County, WA

County Manager

City of Mountlake Terrace, WA

City Manager

City of Lacey, WA

City Manager

City of Sammamish, WA

City Manager

City of Livingston, MT

City Manager

City of Astoria, OR

City Manager

All Management Recruitments

City & Borough of Sitka, AK

Municipal Administrator

City & Borough of Wrangell, AK

Borough Manager

City & County of Broomfield, CO

Deputy City and County Manager

City of Astoria, OR

City Manager (2)

City of Arlington, WA

City Administrator

City of Bainbridge Island, WA

City Administrator

City of Bandon, OR

City Manager

City of Battle Ground, WA

City Manager (2)

City of Belgrade, MT

City Manager (2)

City of Bingen, WA

City Administrator

City of Bothell, WA

Deputy City Manager

Assistant City Manager

City of Burns, OR

City Manager

City of Canby, OR

City Administrator

City of Carnation, WA

City Manager (2)

City of Casper, WY

City Manager

City of Chehalis, WA

City Manager (2)

City of Chelan, WA

City Administrator (3)

City of Clyde Hill, WA

City Administrator

City of Coburg, OR

City Administrator

City of College Place, WA

City Administrator

City of Colorado Springs, CO

Assistant City Manager



City of Connell, WA
City Administrator (2)
City of Coquille, OR
City Manager
City of Covington, WA
City Manager
City of Damascus, OR
City Manager
City of Drain, OR
City Administrator
City of DuPont, WA
City Administrator
City of Duvall, WA
City Administrator
City of Edgewood, WA
City Manager (2)
City of Ellensburg, WA
City Manager
City of Emeryville, CA
City Manager
City of Fife, WA
City Manager
City of Fircrest, WA
City Manager (2)
Town of Friday Harbor
City Administrator
City of Gig Harbor, WA
City Administrator
City of Gillette, WY
City Administrator
City of Gladstone, OR
City Administrator
City of Hailey, ID
City Administrator
City of Hermiston, OR
City Manager
City of Hood River, OR
City Manager
City of Issaquah, WA
City Administrator
Deputy City Administrator
City of Kelso, WA
City Manager
City of Kenmore, WA
City Manager (2)
City of Ketchum, ID
City Administrator

City of Lacey, WA
City Manager (2)
City of Lake Forest Park, WA
City Administrator (3)
City of Lake Oswego, OR
City Manager
City of Lake Stevens, WA
City Administrator
City of Lakewood, WA
City Manager
Assistant City Manager
City of Leavenworth, WA
City Administrator (2)
City of Lebanon, OR
City Manager
City of Lewiston, ID
City Manager
City of Lincoln City, OR
City Manager
City of Livingston, MT
City Manager
City of Longview, WA
City Manager
City of Louisville, CO
City Manager
City of Lynden, WA
City Administrator
City of McMinnville, OR
City Manager
City of Mill Creek, WA
City Manager
City of Milwaukie, OR
City Manager
City of Newcastle, WA
City Manager (2)
City of Minot, ND
City Manager
City of McMinnville, OR
City Manager
City of Monroe, WA
City Administrator
City of Moses Lake, WA
City Manager (2)
City of Mountlake Terrace, WA
City Manager (3)
City of Mt. Angel, OR
City Manager

City of Mukilteo, WA
City Administrator
Management Services Director
City of Newcastle, WA
City Manager (2)
City of Normandy Park, WA
City Manager
City of Ontario, OR
City Manager
City of Othello, WA
City Administrator
City of Pasco, WA
City Manager (2)
Deputy City Manager
City of Polson, MT
City Manager
City of Port Angeles, WA
City Manager
City of Port Townsend, WA
City Manager
City of Post Falls, ID
City Administrator
City of Prosser, WA
City Administrator
City of Puyallup, WA
City Manager
City of Rawlins, WY
City Manager
City of Renton, WA
Chief Administrative Officer
City of Ridgefield, WA
City Manager
City of Riverton, WY
City Administrator
City of Sammamish, WA
City Manager (2)
City of Scappoose, OR
City Manager
City of Shelton, WA
City Administrator
Management Assistant
City of Sheridan, WY
City Administrator
City of Shoreline, WA
City Manager (2)
Deputy City Manager
City of South Lake Tahoe, CA
City Manager



City of Spearfish, SD

City Administrator

City of Spokane Valley, WA

City Manager

Deputy City Manager

City of Stanwood, WA

City Administrator

City of Stevenson, WA

City Administrator

City of Sultan, WA

City Administrator

City of Sun Valley, ID

City Administrator

City of Sunnyside, WA

City Manager

City of Thorne Bay, AK

City Administrator

City of Toledo, OR

City Manager

City of Troutdale, OR

City Manager

City of Tumwater

City Administrator

City of Umatilla, OR

City Manager

City of Vancouver, WA

Assistant City Manager

City of Waldport, OR

City Manager

City of Walla Walla, WA

City Manager

City of West Linn, OR

City Manager

City of White Salmon, WA

City Administrator

City of Whitefish, MT

City Manager

City of Wood Village, OR

City Manager

City of Woodburn, OR

City Administrator

City of Woodinville, WA

City Manager

City of Woodland, WA

City Administrator

City of Yachats, OR

City Manager

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Blaine County, ID

County Administrator

Clackamas County, OR

County Administrator

Clatsop County, OR

County Manager (2)

County of Los Alamos, NM

County Administrator

Curry County, OR

County Administrator

Deschutes County, OR

Fair & Expo Director

County Administrator

Eagle County, CO

County Manager

Franklin County, WA

County Administrator

Gunnison County, CO

County Manager

Assistant County Manager

Hood River County, OR

County Administrator

Island County, WA

County Administrator

Inyo County, CA

Assistant/Deputy County

Administrator

County Administrative Officer

Jefferson County, WA

Central Services Director

Lane County, OR

County Administrator

Lewis County, WA

County Manager

Mason County, WA

County Administrator

Mono County, CA

County Administrative Officer

Assistant County Administrative

Officer

San Juan County, WA

County Manager

Snohomish County, WA

Executive Director (2)

Summit County, UT

County Manager

Thurston County, WA

Assistant Chief Administrative Officer

Town of Friday Harbor, WA

Town Administrator

Town of West Yellowstone, MT

Town Manager (2)

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

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CITY MANAGER

SAMMAMISH, WA



XVI. C. Executive Search Firm Options, presented by City Manager Rob Kar...

EXECUTIVE
RECRUITMENT BY





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Welcome To SAMMAMISH

Located 20 minutes east of Seattle, Sammamish is a vibrant community overlooking Lake Sammamish and the Bellevue skyline. This family friendly city is known for offering suburban living amid natural beauty with easy access to big city amenities. In 2021, Sammamish was named by WalletHub as "Best Small City to Live In" and by Safewise as "Safest City in Washington."

Sammamish's idyllic setting of tree-lined streets and well-groomed neighborhoods amid lakes, trails, open spaces, and city parks draws families and professionals alike.

Due to its exceptional quality of life, the city is in high demand. Residents appreciate the safe neighborhoods, excellent schools, diverse cultural activities, and easy access to an abundance of outdoor activities. Roughly one-third of the population is under the age of 18.

Sammamish is a highly educated and diverse city. Many of the city's 66,000 residents work at the numerous corporate headquarters nearby, including Microsoft, Amazon, Nintendo, Starbucks, and Costco. Sammamish is also a culturally diverse city as 30% of residents were born outside of the U.S.

Creating community spaces was among the first priorities for the City of Sammamish after its incorporation in 1999. In the heart of the city lies Sammamish Commons, a 25-acre park that is home to City Hall, the library, skate park and sports courts, community gardens, playground, spray park, and a loop trail. In 2016, the City added a 69,000 square-foot aquatic center with multiple pools and a two-story waterslide.

The City is served by three school districts: Issaquah, Lake Washington, and Snoqualmie Valley. Sea-Tac International Airport is only 35 minutes away.

Why Apply?

This is a unique opportunity to make a difference in a highly desirable community with a new, inclusive, and aligned city council that is committed to providing a high-quality environment. The new city manager will have the opportunity to provide stability and build upon a positive and effective organization providing excellence in service delivery. The City has no debt and is in good financial condition in an affluent community that has the highest median income in the area.



Incorporated in 1999, the City of Sammamish operates as a non-charter optional code city with a Council-Manager form of government. Optional code city status increases the city's operating authority by extending to it the powers of all four city classifications that exist in Washington law.

The Council is comprised of seven members, elected at large by the citizens of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Council Member selected by the Council to chair meetings, authenticate documents and serves as the ceremonial head of the city. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities.

Operating on a biennial 2021-2022 budget of \$276 million with a team of 139 FTE's, the City of Sammamish provides a full range of municipal services. The City contracts for police services with the King County Sheriff's Department. Fire Services are provided by Eastside Fire & Rescue, Water and Sewer is provided by Sammamish Plateau Water. Departments include:

- Community Development
- Administrative Services
- Parks, Recreation, & Facilities
- Finance Department
- Information Technology
- Public Works

RECOGNITION

- Safest City in Washington (2021) – Safewise
- Best Small City to Live In (2021) – Wallethub
- No. 9 Best Place to Live (2018) – Money Magazine
- America's Friendliest Town (2012) – Forbes/Nextdoor

LEARN MORE

- 2022 Work Plan
- 2022 State Legislative Priorities
- 2021-2022 Budget
- 2035 Comprehensive Plan





The City Manager is appointed by Council to run the City's day-to-day operations and serves as the business manager of the city, recommending and advising the Council on a broad array of issues. With a team of 13 FTEs and 3 LTEs, the City Manager's department provides management direction to all departments and coordinates activities in accordance with City Council policies.

Functions housed in the City Manager's office include the City Clerk's Office, Human Services, Communications, Legal, policy analysis, intergovernmental relations, and more.

THE IDEAL CANDIDATE

The City of Sammamish is seeking an effective leader as their next City Manager to work in partnership with Council to bring the organization into a period of stability. The ideal candidate will be a creative problem solver who is comfortable advising the Council with well-supported professional recommendations.

This person will be experienced in city management and demonstrate emotional intelligence, empathy, and excellent communication skills. Guided by moral and ethical leadership, they will be an effective and approachable leader who inspires staff to reach their best potential. The ideal candidate will bring to the position solid administrative skills as well as experience in providing services by contract.

QUALIFICATIONS

The ideal candidate will have a bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field and a minimum of seven years progressively responsible management experience. An advanced degree in public administration or related field is preferred.

However, any combination of education and experience providing the knowledge skills, and abilities necessary for successful performance is qualifying. The City of Sammamish is committed to fostering diversity, equity, inclusion, and belonging in its workforce and community and reviews all candidates holistically.

A Unified City Council - The new Council is unified and committed to a collaborative partnership with the new city manager. The Council is professional, kind, transparent, and willing to listen.

Staff Stability - The next city manager should provide stability by retaining and building trust with the dedicated, well-qualified City staff. The Council expresses a strong level of confidence in City staff. There is an opportunity to rebuild the organization after recent staff turnover and to further develop the underlying positive culture.

Community Communications - There is a need to create a culture of transparency to better promote a positive and proactive presence in the community.

Processes & Planning - The next city manager should foster process improvement and consistency as well as spearhead transportation plans, climate action plans, and the mandated Comprehensive Plan update in 2024. The planning and completion of Sammamish Town Center is another priority as it will be the heart of the city.

Budget - While the City is debt free and has excellent reserves, the new city manager and Council will need to continue to manage budget expectations as well as uncertainties driven by revenue changes and economic conditions to ensure the City remains in a healthy fiscal position.



COMPENSATION & BENEFITS

The City of Sammamish is offering a salary range of \$215,000 to \$260,000 annually depending on experience. The comprehensive benefits package includes:

- Medical, Dental, Vision, Life/LTD & EAP
(Medical premiums covered 100% by City, 92% for enrolled dependents)
- Vacation, Sick, & Management Leave
- 13 Paid Holidays
- 401(a) with 6.2% match in lieu of Social Security
- PERS Retirement Program
- Deferred Compensation
- No state income tax



RESOURCES

[Connect Sammamish](#)

[Chamber of Commerce](#)

[2022 Special Events Calendar](#)



TO APPLY

Apply Online: gmphr.com

First Review: September 11, 2022

More Info: Andrew Neiditz, GMP Consultants
aneiditz@gmphr.com / 253-732-8081



Welcome to MOAB



Dear Colleague,

GMP Consultants is assisting the **City of Moab**, UT in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097



Greg M. Prothman, President
 greg@gmphr.com / 206-714-9499

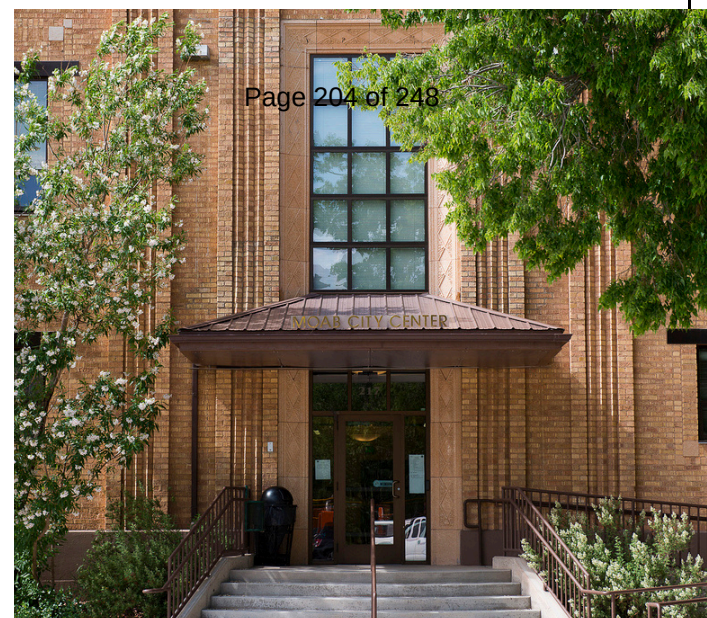
WHY APPLY?

This is an excellent opportunity to bring your passion for public service and make a positive impact at the dynamic and future-focused City of Moab in the heart of the Colorado Plateau. The new City Manager will come into a very stable organization that benefits from a vibrant community spirit among residents and a strong core of City staff who are mission-oriented and driven. Moab is in a high-profile part of the state and country and the City culture benefits from its small-town atmosphere. Come work with great people and enjoy a work-life balance in a world-renowned outdoor destination that attracts over 3 million people a year.

THE CITY OF MOAB

Incorporated in 1902, the City of Moab operates under a Council-Manager form of government. The five-member City Council is elected at large, and members serve four-year terms. The Mayor is elected separately and acts as the chairperson for City Council meetings. The current mayor has been serving since 2022.

The City serves an approximate permanent population of 5,500 with an estimated variable population of 20,000-30,000 during the tourist season with a 2023 budget of \$24 million and a team of 157 FTEs. Administration includes the City Manager, Finance Director/COO, and Executive Administrative Assistant.



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THE IDEAL CITY MANAGER

- A calm, confident, and outgoing personality with both a sense of humor and humility.
- Strong diplomatic skills and a demonstrated ability to navigate local and state-level politics.
- Conflict resolution skills and the ability to work with multiple stakeholders across varying and sometimes conflicting opinions and needs. Ability to talk through difficult issues with Council, staff, and community members.
- Able to think thoroughly, objectively, and critically about a decision before acting; act decisively without second-guessing; shift directions as necessary and appropriate; and move issues forward in a timely manner.
- Understands and can articulate a position and provide decision-making options that support the City Council.
- Recognizes the institutional knowledge within City staff and routinely and effectively taps into that knowledge, empowers staff, and celebrates their important work.
- Able to "read the room" and has a good sense of when to push City goals and when to refrain.
- Always acts in the City's best interest with a willingness to take direction from elected officials and to accept and implement those decisions.

View
full position
profile at
gmphr.com

EDUCATION & EXPERIENCE

Master's degree in business or public administration or related field and 5 years of progressively responsible experience in municipal management; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.



LEARN MORE

Visit: gmphr.com

Salary Range: **\$175,007 to \$262,510** annually DOQ

First Review: **June 30, 2024**

More Information: Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097





February 19, 2025

City of Kenmore, Washington

Explore executive recruitment solutions that check all the boxes on the way to addressing the needs of your community.



February 19, 2025

City Council
c/o Rob Karlinsey, City Manager
City of Kenmore
18120 68th Ave NE
Kenmore, WA 98028

Baker Tilly Advisory Group, LP
17 Cowboys Way
Suite 800
Frisco, TX 75034
United States of America

T: +1 (972) 748 0300
F: +1 (214) 452 1164

bakertilly.com

Delivered electronically

Dear Rob,

The City of Kenmore (the City) is seeking customized executive recruitment solutions. This proposal is the starting point — our vision of how we can assist with your goal of recruiting your next City Manager.

For thriving, well-managed municipality like Kenmore, we know there's not just one finish line. Transformational success means looking beyond your first goal and imagining the next one. And the one after that. And then the one nobody has even thought possible. Your Baker Tilly team will support you through every step of the journey — during your executive recruitment process and beyond.

We understand that the successful recruitment of a new City Manager is crucial to your operations. You seek executive search services that aim to elevate your organization. Luckily, we are ready to chart a course that guides the City to its choice of experienced and well-qualified candidates that match your needs.

We know that you have options for selecting a recruitment firm. Our unique approach, highly regarded customer service practices, and record of identifying and recruiting top-level executives in similar roles set us apart. Our commitment does not end once a candidate is placed; we offer ongoing support and services, including leadership services, human capital, financial management advisory, organizational management and class and compensation.

We're prepared to redefine what service means for the City of Kenmore. It's not about ticking boxes. It's about navigating complex landscapes, seeing what others don't and blazing new trails.

The road map shared in our proposal shows how important the City of Kenmore will be to us as a client.

We can't wait to get started.

Very truly yours,

A handwritten signature in blue ink that reads 'Carol Jacobs'.

Carol Jacobs, Managing Director
+1 (949) 809 5588 | carol.jacobs@bakertilly.com

You need to find a City Manager that is ready to step beyond the boundaries of everyday success. It's only natural. Governmental leaders don't live in comfort zones. Neither do we. This is why there's limitless potential ahead of us when we join forces.

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“

Thank you and your team on behalf of the Town. The process, in-depth search, and information communicated were top-notch, and working with you and your team was a pleasure.

Assistant Town Manager | Baker Tilly client



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Executive summary

This is more than a proposal. It's a promise. To serve as your sounding board, your navigator and your second set of eyes on the horizon and beyond.

Understanding your needs to help achieve your objectives

The City of Kenmore is seeking customized executive recruitment solutions to find a City Manager who thrives in a safe, tight-knit community with a diverse job market just miles from major employment hubs Seattle and Bellevue. Baker Tilly proposes a comprehensive approach to assist the City in finding the right person for this important position.

Our proposal outlines a tailored recruitment plan that highlights the City of Kenmore's unique needs and goals. We emphasize the importance of understanding the City's culture, strategic initiatives and the specific challenges and opportunities the new City Manager will face. Our approach includes developing a detailed candidate profile, creating a marketing and recruitment brochure, and conducting an extensive outreach campaign to attract a diverse pool of highly qualified candidates.

Baker Tilly's executive recruitment process is designed to be transparent, efficient, and effective. We utilize our team's extensive experience to screen and evaluate candidates, ensuring that only the best fit for the City of Kenmore's needs are presented. Our commitment extends beyond the selection of a candidate, offering ongoing support and services to ensure the successful integration and performance of the new City Manager.

We guarantee a smooth and responsive recruitment process, backed by our extensive experience in public sector executive recruitment. Our team is dedicated to delivering exceptional service and results, ensuring that the City of Kenmore's finds a City Manager who can lead the City to new heights of success.

We will showcase the City of Kenmore as city with a thriving and supportive business environment and a strong sense of community with cultural amenities and family-friendly neighborhoods just miles away from Seattle.

We will highlight the City Manager position as instrumental in working with the City Council and leading staff to advance top priorities in a city known for its natural beauty, countless outdoor activities, a highly regarded school system, and a peaceful, low crime community close to major employment centers.

State and local government clients like the City of Kenmore are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs. What makes us different from other firms? **Our executive recruitment solution truly begins with your needs and does not end after the candidate is selected.**

Service approach

We blend technology with the wisdom of our team members to deliver quality and insights. The City will benefit from our extensive experience and unwavering passion, having dedicated ourselves to this field full-time and successfully placing thousands of candidates across the United States.

Creating a customized recruitment plan unique to the City of Kenmore

The City is a one-of-a-kind organization with unique risks, challenges and opportunities. We build our recruitment plans accordingly. Tailoring our executive recruitment service methodologies to your specific needs. Forging new routes to overcome your challenges.

Your goals, culture and the distinctive factors that impact your organization and community will play a role in shaping our approach. Along the way, our deep understanding of state and local government organizations and knowledge of the City's unique needs will fuel our dedication to helping you achieve your goal of recruiting exceptional candidates for your City Manager position.

We take pride in our ability to provide your City Council with comprehensive details and information about each candidate we present, expanding beyond applications, cover letters and resumes to better understand the individual professional experience, leadership traits and management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing this career opportunity. We can also provide you with a fully customized interview process that includes suggested questions, interview day scheduling and planning as you deem necessary or appropriate. Additionally, the lead consultant is available to the City Council or its designee before, during and after each interview session, and can facilitate your deliberations, employment offer and negotiations with the individual you select as a finalist.

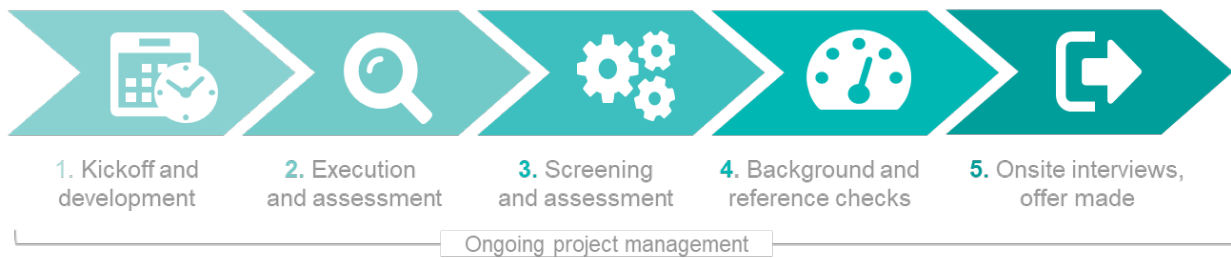
Describing the Baker Tilly executive recruitment process

State and local government clients like the City of Kenmore are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs.

The Baker Tilly engagement team will collaborate with the City Council and others designated as your technical advisor. As such, we conduct your recruitment process effectively, efficiently, transparently and professionally, consistent with best practices in the public sector executive recruitment space. Our agenda is your agenda. Our objective is to generate a list of highly qualified candidates and assist you with screening and evaluating these candidates to identify your next City Manager.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge results.

Executive recruitment process



WORKING TOGETHER TO MAKE KENMORE'S RECRUITMENT A SUCCESS

A successful recruitment will be delivered and backed by our guarantee.

Task 1: Kickoff, marketing, recruitment and outreach

Our comprehensive recruitment process begins with developing a detailed marketing and recruitment brochure, which includes specific details outlined in the candidate profile. We consider this the most important first step in your recruitment process. The candidate profile provides important information such as required and desired education, professional certifications, professional experience, leadership traits and attributes, management style and related personal characteristics. These qualifications may serve as predictive indicators of the success of your next City Manager. The recruitment brochure will also include essential details about the City and local community and information that captures and conveys the essence of your organization.

Your recruitment will be national and inclusive in nature, as we pursue a candidate pool of diverse, experienced and talented individuals.

To launch the recruitment, the engagement team leader will meet (on-site or virtually) with the City Council or designee to discuss your desired and required qualifications and coordinate stakeholder input upon the direction of the City Council. During this meeting, we will also gather information on your strategic initiatives, goals and objectives, organizational culture, reporting structures and similar information. Additionally, we attempt to understand the overall scope and responsibilities of your next City Manager, including individual and organizational goals. We also try to understand the key issues, challenges and opportunities your City Manager will face. We will also gather information about the total rewards (compensation and benefits) you offer for this position.

Information from these meetings and our review of the job description and other City documents is used to prepare the position and candidate profile. The City will approve the completed profile before the recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix A.**]

Once we gather all the necessary information, we prepare a draft recruitment brochure for your review and approval. We then update the brochure, make your suggested edits or revisions, and launch your executive search. As you can see, the candidate profile is central to our strategy and outreach.

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

If required, our team will place ads in relevant professional publications and websites and coordinate with City staff to include information about the search on the City's social media platforms. Baker Tilly also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will consist of national,

state, regional and local elements determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public sector conferences, will be utilized to promote the City Manager position further.

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the City Manager position. Generally, these individuals may not be actively seeking a job but may be open to "the right opportunity." This is another benefit and advantage we provide our clients, enabling us to access more passive job seekers. Potential candidates presented with the opportunity directly and properly may apply. We take pride in locating a diverse pool of highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by creating a customized database utilizing our extensive, interactive applicant database for the City Manager position. This will allow the Baker Tilly team to customize applicant flow and tracking, communicate with applicants and conduct database inquiries for candidates based on characteristics important to the City, such as geographic location, particular experience, expertise and credentials.

We use NeoGov as our online application system. It efficiently manages applications and allows us to communicate in real time with applicants, engaging and informing them of each step in the search process. Within this system, we can access, review and evaluate prior applicants or individuals who have expressed interest in similar positions.

Each candidate submitting a resume is sent a timely acknowledgment by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status. We take pride in the many complimentary comments made by candidates regarding the level of communication and professionalism with which they are treated during our recruitments.

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. We will then narrow the list to approximately 10 semi-finalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews and recorded and one-way video interviews.

Another unique aspect of our recruitment process is using a web-based one-way video interview. When the interview begins, the finalists will see each question for the first time—we do not provide questions in advance. Finalists then have 30 seconds to formulate their answer and up to three minutes to respond to each of about three questions. This tool lets our team understand the candidate's ability to "think quickly and to evaluate their presentation style and professional demeanor. Our team will provide the City Council and designees with a link to review these videos.

You also will have access to our applicant list, which provides pertinent data for each applicant.

Task 4: Conducting background checks and reference checks (*optional service*)

Once the City Council has identified a list of finalists, Baker Tilly will begin conducting reference and background records checks upon request. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant's qualifications, management style, leadership traits or characteristics and professional work performance.

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:	
• Consumer credit	• Bankruptcy
• National/city/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Homeland Security/Office of Foreign Assets Control (OFAC)	• Employment verification (current/most recent)
• Education verification	• Sex offender registry

REFERENCE CHECKS AND BACKGROUND CHECKS

Kenmore will receive a report that thoroughly verifies each finalist's background.

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

Task 5: Final interview process

In Task 5, we will work with your City Council and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with department heads, the opportunity for a meet and greet with community members and individual tours of the City. We work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

We will provide a Final Report that will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s) before the interviews.

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If asked, we will help the City Council develop a compensation package and related employment considerations and negotiate an employment agreement.

Recruiting a diverse candidate pool for the City of Kenmore

Baker Tilly's recruiting strategy for Kenmore reflects our firm's core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we collaborate with you to find the right candidate for your City Manager position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA's National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established networks to share our active searches, which supports our goal of identifying candidates from a wide range of backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Kenmore's opportunity. Based on our performance record, prospective candidates trust that the Baker Tilly executive recruitment team will fairly consider each application based on their qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation or any other legally protected status. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying
- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expand the slate of candidates
- Providing a welcoming and inclusive workplace culture within your county to attract and retain diverse talent

DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Guaranteeing your recruitment

We define success as a smooth, effective and responsive executive recruitment that culminates in hiring a highly qualified City Manager who matches the profile we develop with you. We further define success by identifying and presenting sufficient well-qualified applicants for the City Council to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer the following guarantee.

HIGHLIGHTS OF OUR GUARANTEE	
Service	Result
Commitment to your recruitment until you select a finalist	We commit to presenting a qualified group of candidates who meet the qualifications in the approved recruitment brochure. If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second group of qualified applicants to consider at half of our professional fee plus project-related expenses.
Guarantee your executive recruitment for 12 months	We guarantee your executive recruitment against involuntary separation for 12 months. This means that if you end the employment relationship for cause, we will repeat the executive search at half of our professional fee plus project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. <i>This guarantee is subject to further limitations and restrictions of your state laws.</i>

COMMITMENT TO YOUR RECRUITMENT

We commit to executive recruitment that culminates in finding the right finalist to achieve your recruitment goals.

Project timeline

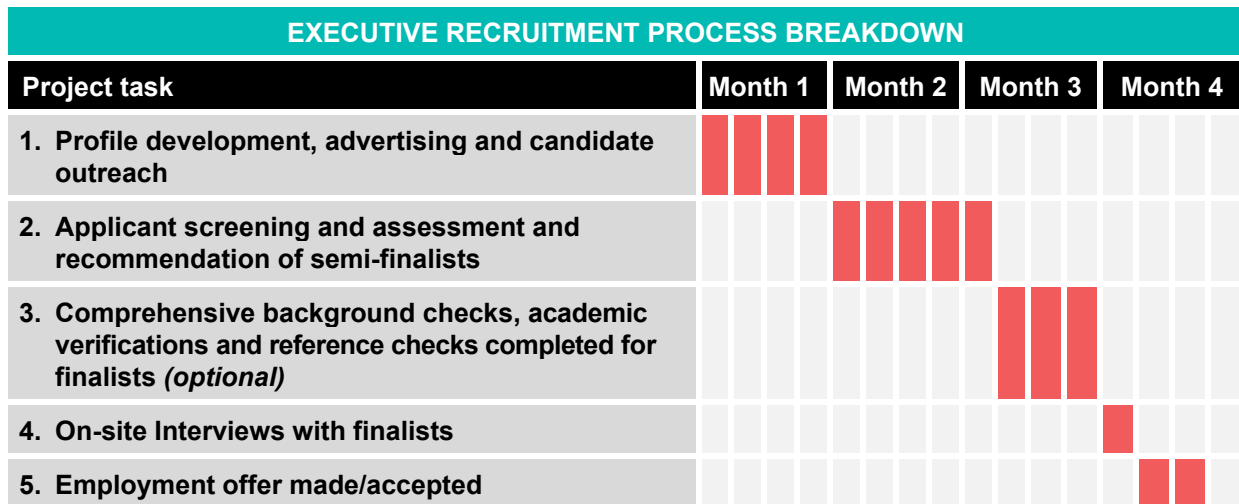
The City of Kenmore's time is valuable, and one significant way we will support the City is by delivering your services on time.

Meeting the City of Kenmore's deadlines

Timing is everything

They say time is money, and we agree. Every moment holds opportunity, and we make the most of each moment together — adding value, supporting your goals and always delivering your services on time.

The chart below represents our customized approach to deliver executive recruitment services to the City on time. And it's just our starting point. We'll collaborate closely with you to finalize a recruitment plan that meets your needs — especially your timing. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. A typical timeline is 100-120 days from project kickoff to extending an offer of employment.



OUR COMMITMENT TO KENMORE

Working closely with you and your team, we will co-develop a timeline to deliver recruitment services on time.

To ensure a smooth and timely recruitment process, the City will need to promptly provide photos, graphics and necessary information for developing the recruitment brochure, narrowing the candidate field and conducting interviews. *Please note that delays in providing these materials may extend the timeline at Baker Tilly's discretion and could impact the overall outcome.*

Client perspectives

Don't just take our word for it. Talk with similar clients to learn how we help them overcome challenges and reach new heights.

Demonstrating that we've been down this path before

The experiences of our clients speak more to Baker Tilly's capabilities than any proposal ever could. That's why we encourage you to talk with our clients. Here are a few individuals who welcome the opportunity to share their Baker Tilly experience.

Each will give you an authentic perspective as you consider your own needs.

CITY OF BELLVUE, WASHINGTON			
Name	Nathan McCommon	Title	Deputy City Manager
Phone	+1 (816) 413 9390 (M)	Email	NMcccommon@bellevuewa.gov
Services	Recruitment of Parks and Community Services Director (2020)		

CITY OF GOLDEN, COLORADO			
Name	Laura Weinberg	Title	Mayor
Phone	+1 (303) 384-8179	Email	lweinberg@cityofgolden.net
Services	Selection of City Manager (2022)		

CITY OF OAKLAND, CALIFORNIAE			
Name	Erin Spragan	Title	Finance Director
Phone	+1 (510) 238-2220	Email	eroseman@oaklandca.gov
Services	Selection of Principal Budget & Management Analyst (2023), Deputy City Administrators (2022), Payroll Manager (2022), Tax and Revenue Manager (2022), Fire Marshal (2019)		

CITY OF DURANGO, COLORADO			
Name	Jose´ Madrigal	Title	City Manager
Phone	+1 (970) 375 5009	Email	jose.madrigal@durangogov.org
Services	Selection of City Attorney (2023)		

EXPERIENCE MATTERS. ESPECIALLY THE EXPERIENCE OUR CLIENTS RECEIVE
Connect with our clients to learn more. Additional references are available by request.

Providing similar services to public sector organizations

You will receive exceptional service from a qualified local team that can draw on our firm's broad national resources as your goals or needs evolve. We are well-versed in state regulatory requirements and value our local government clients. Following is a list of relevant public sector executive recruitments delivered by the Baker Tilly team.

LIST OF RELEVANT PROJECTS: PRESENT - 2020				
Year	Client	State	Project	Population
2025	Ann Arbor	MI	Deputy City Administrator	123,851
2024	Amarillo	TX	City Manager	202,169
2024	Denton	TX	City Secretary	136,195
2023	Fargo	ND	City Administrator	121,889
2023	Midland	TX	City Manager	132,520
2022	Oakland	CA	Deputy City Administrators	440,646
2022	Beaumont	TX	City Manager	118,428
2022	Denton	TX	City Manager	136,195
2022	Overland Park	KS	City Manager	191,278
2022	Westminster	CO	City Manager	116,317
2021	Clearwater	FL	City Manager	115,159
2021	Greeley	CO	City Manager	105,888
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Rochester	MN	City Administrator	114,011

The right team

We assemble the right team with the right experience for the City of Kenmore to serve you and take you further than anyone thought possible.

Providing your engagement leadership

AUTHORIZED REPRESENTATIVE	ENGAGEMENT TEAM LEADER
Carol Jacobs, Managing Director 18500 Von Karman Ave, 10th Fl. Irvine, CA 92612 +1 (949) 809 5588 carol.jacobs@bakertilly.com	Jennifer Curtis, Director 901 MoPac Expressway S, Suite 100 Austin, TX 78746 +1 (512) 982 3408 jennifer.curtis@bakertilly.com

Aligning key engagement team members with your goals

Our executive recruitment team consists of six recruitment professionals and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the City of Kenmore organization. Our consultants bring an experienced, participatory and energetic perspective to each recruitment. As such, we present our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations.

1,770 recruitments

Our public sector executive recruitment practice has conducted 1,770 successful recruitment projects since 2000.

Meet the team we've assembled to achieve everything you envision. Selected intentionally for your goals and backed by our specialized resources, these individuals are collaborative and multidisciplinary. Their passion for the state and local government sector will make them an unstoppable force on your behalf. This handpicked team offers a collaborative focus supported by the breadth and depth of our firm's resources. Engagement team members are introduced below, and complete resumes are available upon request.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR KENMORE

Engagement leadership



Jennifer Curtis — Director

901 MoPac Expressway S, Suite 100 Austin, TX 78746
 +1 (512) 982 3408 | jennifer.curtis@bakertilly.com

Jennifer has broad knowledge and experience leading full-service human resources departments in the public sector. Prior to joining Baker Tilly, Jennifer was a consultant for local government clients and held top HR leadership positions with the cities of Pasadena, Ventura and Santa Clarita as well as the University of Florida. She has served as a strategic advisor and thought partner to executives, negotiated union contracts, led cross-functional teams, developed and implemented numerous organization wide programs that advanced strategic goals.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR KENMORE

Consulting team



Art Davis — Director

5440 West 110th Street, Suite 300, Overland Park, KS 66211
+1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas and Texas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in Political Science and Public Administration from William Jewell College.



Yolanda Howze, MPA, PSHRA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue , 28th Floor, Chicago, IL 60601
+1 (312) 240 3401 | yolanda.howze@bakertilly.com

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources at the City of University City, Missouri and director of human resources at the City of Bellaire, Texas. Before joining Baker Tilly, Yolanda was a senior consultant II at another human capital consulting firm where she was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include executive recruiting services, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, employee and labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management. Yolanda earned a dual Bachelor of Arts in Psychology and Organizational Leadership from Maryville University and a Master of Arts in Public Administration and Policy Analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, PSHRA-SCP and she speaks at conferences and authors professional articles. Through the Texas Municipal Human Resources Association (TMHRA), her peers selected her as Human Resources Professional of the Year. Yolanda joined the firm in 2022.



Edward G. Williams, Ph.D. — Director

17 Cowboys Way, Suite 800, Frisco, TX 75034
+1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 25 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and municipal government, community and educational institutions. His areas of specialization include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR KENMORE

as director of human resources and organizational development for the City of Missouri City, Texas, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, an Educational Specialist degree in Higher Educational Administration, a Master of Higher Education Administration, and a bachelor's in education from the University of Missouri. He is bilingual and proficient in Spanish. Edward joined the firm in 2019.

Project management



Michelle Lopez — Manager

+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Baker Tilly's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle is crucial in ensuring that recruitment projects are completed thoroughly and on time. She has more than 10 years of experience as a critical support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in Organizational Leadership. Michelle joined the firm in 2017.

KENMORE WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

All engagement team members are committed to Kenmore's success. Their state and local government experience and service expertise translates into tangible results for the City.

Value for fees

When we say value, we mean achieving your objectives and imagining new ones. We mean sharing public sector insights, gaining efficiencies and directing our best resources to the City of Kenmore.

Sharing our transparent fee estimate

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving the City of Kenmore's objectives.

We'll go beyond what's expected to deliver a return on your investment. We have prepared this fee based on the needs and objectives you have shared and our experience conducting similar executive searches for our public sector clients. The professional fee includes the cost of services by the engagement team leader and project support staff. A detailed budget of the optional services is also provided below.

In the event that multiple candidates are hired for the City through the same search process and candidate pool, a percentage fee of the original contract per candidate will be negotiated.

We understand that budget considerations are crucial. While our pricing is fair based on estimated hours, we're flexible. Let's have an open conversation about the scope to find a solution, as we have done with other clients. Feel free to direct all questions regarding the professional fee and project-related expenses to Carol Jacobs at carol.jacobs@bakertilly.com or +1 (949) 809-5588.

SERVICE	TOTAL FEE
Recruitment services for Kenmore's City Manager	\$29,500

PROPOSED SEARCH SERVICES	FEES
Phase I	
Task 1 — Candidate profile development/email marketing and direct outreach	\$5,370
Task 2 — Identify quality candidates	\$4,000
Phase II	
Task 3 — Screening of applications and submission of recommended semi-finalists to the client	\$9,600
Task 4 — Reference checks, background checks (optional fee if these checks are requested)	\$175 per
Phase III	
Task 5 — Final process interviews with finalists	\$10,530
Conclusion	

Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist

TOTAL PROFESSIONAL FEE

\$29,500

OUR TRANSPARENT, FAIR FEE ESTIMATE

Kenmore can expect a competitive fee arrangement and continuous value.

All project-related expenses such as advertising, candidate background, reference and academic verification checks and travel expenses for on-site visits will be billed at cost. Baker Tilly is not responsible for candidates' travel expenses to the City's location for on-site interviews. Clients generally manage these matters directly with the finalists.

Providing our invoicing procedures

Baker Tilly will bill for this engagement in four installments: 30% upon execution of the agreement, 30% at the implementation of Phase I, 30% at the implementation of Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the City for any unpaid portion of the fee.

Describing our optional services

We offer the following additional, optional services to meet the needs of your community and your recruitment.

OPTIONAL SERVICES		
SERVICE	DESCRIPTION	FEE
ADDITIONAL SERVICES AVAILABLE DURING THE SEARCH		
Community survey	Baker Tilly can conduct an online community survey to help your organization identify key issues or priorities that your organization may consider as you launch an executive search. Depending on your needs, we administer the survey that your residents, community leaders, employees and designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.	\$2,500
Translation services for printed materials	Professional translation of the brochure or survey into any world language is available for an additional fee. Google Translate is not used; all translations are performed by professionals.	\$250 per language
Translation services for survey responses	Professional translation of the survey responses into any world language is available for an additional fee. Google Translate is not used; all translations are performed by professionals. Up to 500 survey responses.	\$250 - \$450 per language
Leadership/ management style assessment	While recruitment is underway, the engagement team will work with up to 10 subject matter specialists (SMS) who know what successful performance in the City Manager position looks like to reach a consensus on the ideal candidate's desired leadership and management style. We ask the SMS to complete a 30-minute online questionnaire. When aggregated, these responses	\$215 base fee plus \$50 per candidate

OPTIONAL SERVICES		
SERVICE	DESCRIPTION	FEE
	generate a benchmark that prioritizes this position's key competencies, work values, and leadership and management style attributes, creating a framework for assessing if the candidate fits with the City. Later in the process, finalists are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark.	
Second round of interviews	Each additional round of interviews beyond the first round	Billed at time and travel
Other services	Baker Tilly will bill Kenmore at an hourly rate, plus expenses, if applicable, for additional work requested explicitly by your organization outside this project's scope or as described in the proposed scope. Before beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required before commencing any additional services.	\$350 per hour, plus expenses
POST-SEARCH SERVICES		
Six-month check-in	A facilitated session allows the new City Manager and the City Council to discuss progress, goals and vision. It is usually structured as a half-day session and can form the basis for future performance evaluations.	\$1,000
Executive coaching	Coaching can help improve communication, leadership, prioritization and other skills needed for peak performance. It also provides professional and personal counsel to a new City Manager. For a six-month coaching engagement, we will team up the new manager with a seasoned manager who can help enhance skill sets to set the team up for success.	\$4,000
Performance evaluation plan	An annual performance review process led by a third-party facilitator ensures valuable feedback, constructive dialogue and agreement on priorities. It can also strengthen the council/manager relationship.	\$12,000
Organizational review	A structured review of the organization's structure and function and identifies ways to increase efficiency and effectiveness. It is especially helpful for new City Managers because it provides an objective agenda for improvement.	TBD
Goal setting	A facilitated session that allows the City Council to develop goals for the new City Manager. This process establishes goals so the community can move important initiatives forward.	TBD

OPTIONAL SERVICES		
SERVICE	DESCRIPTION	FEE
Strategic planning	A three to five-year plan to provide the City Manager and the City Council the tools to make progress on community needs.	TBD
Classification and compensation study services	Classification and compensation study approach and project tools developed by our team of Certified Compensation Professionals will provide your organization with sound results and recommendations that are fair and defensible.	TBD

DELIVERING OPTIONAL SERVICES TO BENEFIT KENMORE

Kenmore may benefit from the additional services we offer. No additional services will be billed without the express consent and agreement with the City.

Raising expectations, not fees

We're here to walk alongside the City of Kenmore for the long-term. While the world around us may change, our commitment to giving you our best work for fair rates never will. That means, assuming no material changes in the City's scope of work, we expect that fees would increase no more than 5% annually — an increase based solely on inflationary factors. We do not bill for overhead charges, and we work hard to keep out-of-pocket expenses to a minimum.

STANDARD HOURLY RATES	
Staff level	Hourly rate
Managing Director/Director	\$415
Manager	\$275
Analyst	\$185

DELIVERING BEYOND THE STANDARD

When Kenmore needs additional services, we're flexible and accessible, standing ready to serve your needs beyond the scope of our engagement.

Negotiating mutually acceptable terms and conditions

If selected, we will provide the City of Kenmore with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Appendix A: Sample brochure



The city of Bellevue is seeking a dynamic and visionary leader to lead and manage its "award winning" and nationally recognized Parks & Community Services Department.

THE COMMUNITY

Home to some of the world's most innovative technology companies and businesses, Bellevue is an exceptional community with over 140,000 residents spanning 33 square miles centered in the heart of the Puget Sound region. Serving as the metropolitan center for east King County, with the Cascade Mountains to the east and Seattle just 10 miles to the west, Bellevue is considered Seattle's largest suburb and is routinely recognized as one of the "best places to live" in the country. Current companies with headquarters in Bellevue include PACCAR Inc., T-Mobile, Valve Corporation, and soon to be REI. An economic powerhouse, the Bellevue area is a premier location for 25 of the largest public companies in Washington and many Fortune 500 companies including Microsoft, Boeing and Puget Sound Energy.

Bellevue is ideally situated along Interstate Highways 90 and 405, and State Route 520. In 2016, the City began construction of light rail transit through Bellevue with service expected to start in 2023. East Link, a voter-approved project, will extend light rail from Seattle, across Lake Washington along I-90, through Bellevue and on to the Overlake Transit Center in Redmond. Bellevue has been described as a "City in a Park." The City is noted for its environmental stewardship, award-winning park systems, and vast network of green spaces all contributing toward an exceptional quality of life. Bellevue School District provides quality education to more than 19,000 students in grades Pre-K through 12 on 28 campuses. Bellevue's high schools are consistently rated in the top 100 schools by Newsweek magazine, making the community a magnet for families. Over 97 different first languages are spoken in the Bellevue schools.





CITY ORGANIZATION

Bellevue operates under a council-manager form of government. This form of government consists of an elected city council, who represents the community, establishes policies and develops a long-range vision for Bellevue's future, and City Manager that is appointed by the City Council and oversees all city operations. The Police, Fire, Parks and Community Services, Utilities, and Transportation departments are all nationally accredited. The essential and enduring principles that guide employees' interactions and decision making in the City of Bellevue organization are:

- Exceptional Public Service
- Integrity
- Commitment to Employees
- Innovation
- Stewardship.



THE DEPARTMENT

The Parks and Community Services Department is comprised of a unique set of municipal services:

1. Parks and recreation programs, services and facilities,
2. A comprehensive set of human services that includes social services planning, administration of the Federal Community Development Block Grant programs and funding process, and
3. Adult misdemeanor probation services in collaboration with the King County District Court.



The Department is CAPRA accredited (Commission for Accreditation of Parks and Recreation Agencies) and is a National Recreation and Parks Association Gold Medal Award winner. The Department has over 2,800 acres of parks and open space, 180 full time employees with an annual operating budget of \$50 million, over \$11 million in earned income and a capital improvement budget of \$70 Million. The park system contains the full array of neighborhood and community parks, community centers, sports fields, remarkable waterfront parks including a municipal marina, historical and cultural experiences including Kelsey Creek Farm and the world class Bellevue Botanical Garden.

The Human Services Division conducts research and collaborates with the nonprofit social service network serving Bellevue and the region. It manages over three million dollars of grants annually with over forty community organizations that provide front line social services. Its work provides a strategic approach to the distribution of public funds and serves to facilitate collaboration among providers to achieve the best outcomes for those most in need.

The Department's recreation and cultural arts programs include a broad spectrum of interests and activities for all ages and abilities with an emphasis on removing barriers to participation. The Enterprise Division manages the Bellevue Municipal Golf Course, indoor tennis center and adult sports based on a full cost recovery model. The Department actively seeks partnerships with a multitude of community organizations to provide front-line recreation and social services.



THE POSITION

The Director of Parks and Community Services is a member of the city's executive team that advises the City Council in coordination with and under the leadership of the City Manager's Office, provides competent and inspirational leadership citywide and for the Department, and oversees the programs and services of the Department. This position will report directly to a Deputy City Manager. The Parks and Community Services Director is expected to work collaboratively on an interdepartmental basis in partnership with peer department directors and within the department. Graduation from an accredited four-year college or university with ten or more years of progressively responsible, related leadership experience in visioning, systems planning and program development for parks and recreation is important. A working knowledge in providing social services to the community, developing successful partnerships, understanding and embracing the issues of equity and inclusion, and basic knowledge of community development and neighborhood planning principles and strategies will be an advantage. The selected candidate will possess excellent marketing and communication skills, both written and verbal, and possess the ability to effectively represent the Department and City in a variety of public speaking engagements. To be considered, candidates must have experience overseeing and managing a complex budget, including a record of developing creative and sustainable revenue enhancements. Applications will be evaluated on the combined merits of education, experience, and demonstrated accomplishment. The selected candidate must obtain a valid Driver's License in the State of Washington within six months of appointment. The salary range for the position is competitive within the market and is negotiable based on the candidate's qualifications and experience. The City of Bellevue also offers an excellent benefits package, including health care, retirement, leave, professional training, and relocation expenses.

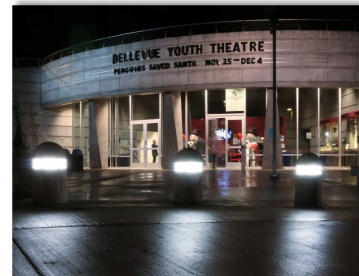


CANDIDATE PROFILE

The City of Bellevue fosters an environment of open communication and collaboration, where ideas and feedback are encouraged, supported and valued. The Parks and Community Services Director will promote a culture committed to providing exceptional service, upholding the public interest and being part of a community vision. The ideal candidate will possess the skills to advance leadership at all levels of the department, encourage an environment that is receptive to change, utilizes new technology to more effectively serve the public, and create a culture where continuous improvement, being future focused, innovation and collaboration are the norm. The ideal candidate will be skilled at providing strategy and policy recommendations to elected officials, boards and commissions, appointed officials, and other department directors in a public venue. The selected candidate will have a proven track record of representing the city in the community, the region, and nationally with regards to policy and operational initiatives. The new Director must be able to navigate the City's political environment and be able to function effectively. The successful candidate will be a skilled and visionary leader and manager with a proven track record of motivating and developing staff to obtain measurable results. The selected individual will have excellent interpersonal communication skills with the ability to develop positive working relationships with the city's executive team, elected officials, community and business leaders, representatives of other governmental agencies, and the public.

COMPENSATION AND BENEFITS

The starting salary for this positions ranges from \$122,009.40 - \$194,897.81 annually, depending on qualifications and experience. The City of Bellevue offers an excellent benefits package, including number of retirement options and extends a full range of leave and services to employees. Information on City benefits can be obtained at <https://bellevuewa.gov/city-government/departments/human-resources/benefits>.



APPLICATION AND SELECTION PROCESS

Qualified candidates should submit their cover letter and resume online by visiting our website at

<https://bakertilly.recruitmenthome.com/postings/2461>

This position is open until filled; however, candidates are encouraged to submit their applications by **Thursday, December 5, 2019**. For learn more about the City of Bellevue, please see the website at www.bellevuewa.gov/.

For more information, please contact:

Art Davis
Art.Davis@bakertilly.com
816.868.7042

The City of Bellevue supports workplace diversity and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other projected status.



now joined with
Springsted and Umbaugh

14285 Midway Road
Suite 340
Addison, TX 75001
P: 972-481-1950
F: 972-481-1951

Proposal

for

City Manager Recruitment Services



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!

PROTHMAN

Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, ports, districts, and other governmental agencies throughout the western United States. Our team is known and respected for outstanding customer service and quality candidate pools.

Driven by our passion for local government, we are confident in our ability to recruit experienced and qualified candidates who will be the perfect “fit” for your organization. Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, and we are happy and excited to help! We look forward to performing all the services represented in this proposal.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 23+ years of recruiting experience, combined with each of our consultants’ 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman team has conducted over 950 recruitments. We have read and screened over 16,000 resumes, and we have personally interviewed over 9,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

OUTREACH EXPERTS

Our Ability to Connect to Potential Candidates is Unmatched! Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will meet your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that “fit” is the most important part of the process; not just fit within the organization, but fit within the community, as well.

CONTACT INFORMATION

CEO: Sonja Prothman - sonja@prothman.com, 206.368.0050
www.prothman.com
www.prothman-jobboard.com

Submittal Date: February 18, 2025

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Cliff Moore - Project Lead

Cliff Moore joined Prothman after a 30-year career in public service. Cliff's background includes service as the County Manager of Thurston County, WA, and City Manager of Yakima, WA. Cliff also served as Director of the Planning and Land Use Department in Thurston County and held senior administrative positions at Washington State University in Pullman and executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. Prior to his years of public service, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa; he was Assistant Country Director for the CARE mission in Honduras; and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff received his master's degree from the University of San Francisco and currently lives in Port Townsend with his wife and two dogs.

Steve Worthington - Project Support

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

Sonja Prothman - Project Support

As CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 18 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in communications from the University of Washington.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 19 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for over nine years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

RECRUITMENT EXPERIENCE

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 23+ years. We understand politics, Council and Board dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

Some of our Executive Management Recruitments – In progress and recently completed:

County Administrator – Jefferson County, WA; City Administrator – City of Chewelah, WA; City Manager – City of Dillingham, AK; Director of Public Works & Utilities – City of Bremerton, WA; Executive Director – Synchronous Risk Management, WA; Executive Director – Port of Pasco, WA; Executive Director – Fidalgo Pool & Fitness Center, WA; Executive Director – Vashon Park District, WA; Parks & Recreation Director – City of Oregon City, OR; Community Development Director – Jefferson County, OR; Fire Chief – City of La Grande, OR; Juvenile Court Administrator – Benton-Franklin Counties Superior Court, WA; Fire Chief – Boulder Rural Fire Rescue, CO; Director of Finance – Skagit Transit, WA; Director of Utilities – City of Rio Rancho, NM; Housing Development Director – Housing Authority of Skagit County, WA; Fire Chief – Lewis County Fire District 5, WA; Director of Finance – City of Rio Rancho, NM; City Manager - City of Chehalis, WA; City Manager – City of Centralia, WA; City Manager – City of Battle Ground, WA.

References

Jefferson County, WA – County Administrator (*in progress, retiring*), Central Services Director, Community Development Director, Deputy Prosecuting Attorney, County Administrator (2021 & 2008), Wastewater Project Manager

Contact: Mark McCauley, County Administrator

mmccauley@co.jefferson.wa.us

360.385.9130

City of Shoreline, WA – Administrative Services Director (*recently completed*), City Engineer, Deputy City Manager, City Manager, Public Works Dir., City Attorney, Parks & Recreation Dir.

Contact: Livy Yueh, HR Director

jyueh@shorelinewa.gov

206.801.2241

City of Monroe, WA – Finance Director (*interim and sourcing recruitment recently completed*), City Administrator, Police Chief, City Clerk (*sourcing*)

Contact: Ben Warthan, HR Director

bwarthan@monroewa.gov

360.913.4587 cell

City of Battle Ground, WA – City Manager (*completed 7/2024*)

Contact: Troy McCoy, Mayor

troy.mccoy@cityofbg.org

360.600.5468

Port of Olympia, WA – Executive Director (*recently completed*), Finance Director, Marine Terminal Sr. Manager, Airport Sr. Manager, Director of Strategic Projects, Capital Assets Program Manager (*sourcing & outreach recruitments*)

Contact: Tracy Aga, HR Manager

tracya@portolympia.com

360.528.8002

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and perform a salary survey if needed

Information Gathering and Research (*Soliciting Input*)

We will travel to Kenmore and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with the City Council
- ◆ Meet with the City Leadership Team
- ◆ Meet with City Staff, as directed
- ◆ Meet with Community and other Stakeholders, as directed

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit.* Advertising efforts are designed to maximize job exposure and identify candidates. Several weeks into the advertising process, Prothman will begin a direct mail campaign and email campaign that targets every city manager in the 11 western states. Additionally, we will make direct contact with qualified individuals who may be a good fit for the position. The advertising strategy includes:

- ◆ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via networking and thousands of emails from our database of city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 12 candidates. During the interviews, we ask technical questions to test their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to Kenmore or meet via Zoom/Teams and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses related to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders can learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - Deciding on the Structure of the Interviews
 - Identifying Interview Panel Participants & Panel Facilitators
 - Deciding on Candidate Travel Expenses
- ◆ **Evening Reception**

You may wish to have a reception the evening before the interviews so that all stakeholders have a chance to meet the finalist candidates in an informal setting. We will coordinate the reception with staff and facilitate the reception.
- ◆ **Background Checks**

Background checks include the following:

 - 8 – 12 References
 - Education Verification, Criminal History, Driving Record and Sex Offender Check

- ◆ **Candidate Travel Coordination**
After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**
The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**
We will travel to Kenmore and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session**
After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to a consensus, discuss the next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement**
Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating the terms of the employment agreement.
- ◆ **Warranty – Repeat the Recruitment**
If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Estimated Timeline

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of February 24 & March 3, 2025	Work contract. Travel to Kenmore for stakeholder interviews. Gather information for position profile. Send profile for review and edits. Get profile approval.
March 10, 2025	Post position and start advertising
March 19, 2025	Send direct mail brochures; start email campaign and personal outreach
April 13, 2025	Application closing date
Weeks of April 14 & 21, 2025	Prothman screens applications & interviews top 8 - 12 candidates and prepares interview notes
Week of April 28 - May 2, 2025	Travel to Kenmore for Work Session to review semifinalists and pick finalists, and design final interviews
Week of May 12 - 16, 2025	Travel to Kenmore for Final Interview Process

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager full recruitment with an 18-month guarantee is \$17,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Kenmore will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,500 - \$2,100)
- Direct mail announcements (\$1,900)
- Consultant travel: No Charge
- Final Interview Packets and Shipping, if requested: (approx. \$75 - \$250)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

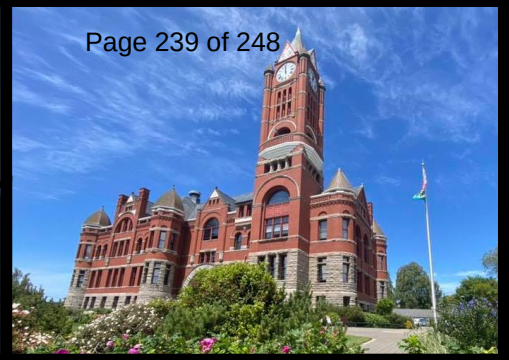
Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

Guarantee

Prothman will guarantee that if the selected finalist is terminated or resigns within 18 months from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

EXAMPLE OF POSITION PROFILE



COUNTY ADMINISTRATOR

\$146,472 - \$174,895 DOQ

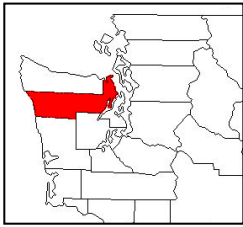
Plus Excellent Benefits

Apply by
March 23, 2025
(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



This senior-level position offers an exceptional opportunity to lead Jefferson County at a pivotal moment in its development. The role is perfect for someone passionate about public service and making a meaningful impact within the community. The ideal candidate will work alongside a dedicated Board of Commissioners and a committed staff, with a focus on the ability to listen to all voices in our community, build relationships, and create opportunities for participation and collaboration.

Located on the Olympic Peninsula in Western Washington, Jefferson County offers an amazing quality of life. The region offers incredible outdoor recreational opportunities both on the sea and in the mountains, stunningly beautiful landscapes, and a uniquely vibrant cultural scene. Accessible by ferry or car from Seattle on the east side of Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life.

THE COMMUNITY

With a population of over 33,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend, the County seat. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark.



The communities of Port Hadlock, Chimacum, Quilcene, Brinnon and Port Townsend are as varied as the geography that surrounds them. Historically, these communities formed a major seaport in the 1800s, and most of that era's unique architecture remains.



Port Townsend is the only incorporated city in Jefferson County. Port Townsend is located just 41 miles northwest of Seattle. The city has a population of approximately 10,500 residents, though the city's spectacular festivals, vibrant cultural scene, and other unique attractions bring over a million visitors each year. From hiking, camping, rafting, or biking in the Olympic Mountains, to drama at the downtown theatre in Port Townsend, life here is connected to both the land and to the people. Discovery Bay, the Strait of Juan de Fuca and Port Townsend Bay surround the Quimper Peninsula, and make the area a center for boating and sailing. Jefferson County is also home to the beautiful Olympic National Park, including the Pacific coastline, the Olympic Mountains, and a temperate rainforest.

The region is home to a diverse community of farmers, artists, long-time residents, boat folks and those looking to live in an active community offering a choice of urban and rural lifestyles. Many hidden gems in the area have generated a thriving writing, music, and theatre scene. The area hosts well over 50 major events each year, including the opening of the award-winning Farmers Market in April, the Rhododendron Festival in May that brings pet parades, bed races, a downtown carnival, the "Rhody Run", and the Steampunk Festival in June. Centrum, located in Fort Worden State Park, hosts nationally renowned week-long workshops and festivals throughout the summer, including Blues, Fiddle Tunes, Jazz, Voice, Chamber Music, Choro, Ukulele, Dance This, and Writers' Conference. Other events include the Wooden Boat Festival, Port Townsend Film Festival, the Jefferson County Fair, Concerts on the Dock, and many more. A thriving organic agriculture community exists in the County as well as several award-winning cideries.

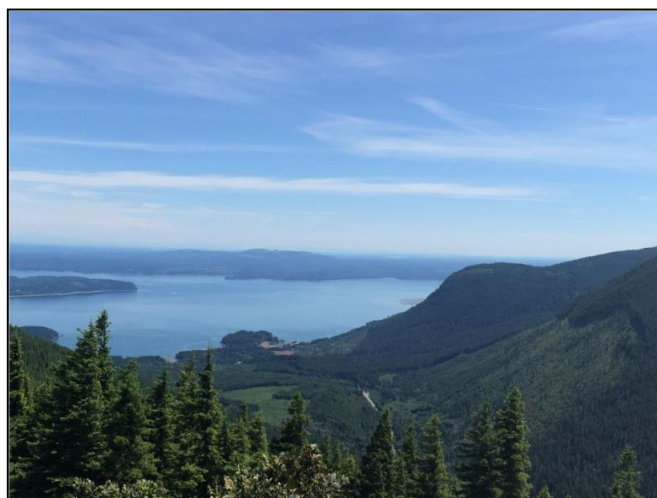
THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Puget Sound to the Pacific Coast, and is home to just over 33,000 residents. Elected to four-year terms by the citizens of Jefferson County, the Board of County Commissioners is the legislative authority of Jefferson County and is comprised of three Commissioners. In addition, Jefferson County citizens elect their Assessor, Auditor, Clerk, District Court Judge, Prosecuting Attorney, Sheriff, Superior Court Judge, and Treasurer to serve 4-year terms. The County's General Fund budget for 2025 is \$30 million and the total budget is \$84 million. Jefferson County conducts planning under Washington State's Growth Management Act. The County has one incorporated urban growth area - the City of Port Townsend an unincorporated urban growth area in Port Hadlock, the Master Planned Resorts in Port Ludlow and Brinnon, several limited areas of intense rural development, and designated resource lands for agriculture, forestry, and mining. Unincorporated, but well-established communities include Port Hadlock, Irondale, Chimacum, Quilcene, Brinnon, Cape George, and Gardiner.

THE POSITION

Under broad policy direction from the Board of County Commissioners, the County Administrator serves as the Chief Administrative Officer of the County, and coordinates programs and departments that include: Central Services (Facilities and Information Services), Community Development, Emergency Management, Financial Management, Human Resources, Public Works (Roads, Solid Waste, Parks, Sewer, Fleet), Public Health and WSU Cooperative Extension. This position facilitates administrative functions that cross departmental lines, assists the Board in developing policy, and oversees its implementation through the continuing delivery of services to the community. The County Administrator carries overall responsibility and authority for the business and service delivery aspects of Jefferson County government. The Administrator helps maintain good working relationships between the Board and other elected County officials and establishes team-based management processes to maximize collaboration in the County organization.

To view the full responsibilities of the position, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

1. This is an opportunity for a visionary leader and thinker to assess where the County is now, lead a collaborative effort to envision the County's future and create a plan of action to achieve the vision – this includes an understanding of capital facilities and other infrastructure, including technology's role in government and systems required for continued integrity.
2. The new County Administrator will play a key role in the ongoing impact of the development of a sewer system in the Port Hadlock UGA. They will strategize planning efforts, foster economic development, and lead community engagement initiatives in alignment with the Board of Commissioners' policy directives, ensuring a collaborative approach to meeting the county's long-term goals.
3. The County Administrator will have the opportunity to develop a resilient and adaptive organization, equipped to respond effectively to economic downturn or expansion, natural disasters, or changes in policy direction. This will be achieved through thoughtful collaboration, strategic planning, and management of the county budget and resources, as well as working closely with other local agencies to maximize impact.



4. As a leader, the new County Administrator will be politically neutral, respectful of diverse viewpoints, and committed to fair, equitable, and consistent decision-making. The County Administrator will set the tone for Jefferson County's workplace culture which includes empowering employees to make informed decisions, recognizing that calculated risks are sometimes necessary for swift, effective action. They will demonstrate urgency in meeting the community's needs while upholding the core values of public service. Under the direction of the Board of County Commissioners, the County Administrator will guide and shape an engaged, collaborative team of county staff.

5. The challenge of workforce housing, which is a growing issue across the Puget Sound region, is particularly pressing in Jefferson County. As housing prices continue to rise, working families and younger adults are finding it increasingly difficult to secure affordable homes. Existing properties are quickly bought up as second homes or retirement residences, often out of reach for local workers. In response, Jefferson County is seeking innovative solutions to increase housing availability, reduce development costs, and create more affordable options for younger, working residents. Addressing the housing shortage remains a top priority for the Board of County Commissioners.



IDEAL CANDIDATE PROFILE

Education & Experience:

A master's degree in public administration or in a related field with 5 years of experience in managerial and executive level positions, or a bachelor's degree with 10 years of managerial and executive level experience is required. Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential functions of the job will be considered. The selected candidate must have a valid Washington State Driver's License by time of hire. The County Administrator will be required to live within Jefferson County, WA, within a 50-minute drive of the County courthouse.

Necessary Knowledge, Skills & Abilities:

- Substantial emphasis in public management is required, specifically executive level local government positions, such as city or county manager, demonstrating a collaborative, ethical and effective leadership style and a strong understanding of RCWs and regulatory frameworks. Ability to work cooperatively and collaboratively with independently elected officials, appointed department directors and line staff.
- Substantial expertise in budget, financial management, human resources, technology and capital facilities management.
- Knowledge of labor relations and collective bargaining agreements.
- Demonstrated leadership and staff development skills including the ability to mentor and up-skill employees.
- Proven success in collaborative management processes/projects involving complex local and regional issues. The ability to collaborate with other local agencies to develop priorities for big-picture, community-wide improvements.
- The next Administrator will be approachable by all residents, staff, and the Board, and will lead with integrity, honesty, humility, and a sense of humor, with a willingness to engage in respectful disagreement. The selected candidate is expected to build lasting relationships with staff and the Board, and empower and motivate team members.
- The ability to develop effective and accountable leadership for creating an inclusive workplace and community where employees and residents feel valued, respected and empowered.

- Demonstrated successful experiences in critical urban and rural service processes including infrastructure, transportation development, criminal justice and law enforcement, land use planning and natural resource management. The selected candidate must have an understanding of the issues facing rural communities, and commit to engaging with all parts of our diverse County to understand unique needs.
- A willingness to consider and advocate for innovative policy ideas, particularly those addressing growth, housing affordability, and economic diversity.
- Experience working with Native American Tribes and an understanding of government-to-government relationships. Ability to engage in difficult conversations, remain at the table to resolve challenges, and consider the nuances of inter-tribal relationships.
- Demonstrated success in public involvement and community participation processes, a willingness to be visible and engaged with the local community and the ability to gather and incorporate meaningful community input as a critical element in a planning process.
- Strong communication skills, both written and verbal, the ability to be an attentive listener, and strong interpersonal skills.
- Ability to hold staff and vendors accountable, coach for excellence and take action when necessary to ensure high performance.
- The ability to be forward-thinking and open to new ideas and processes is critical to success in this position. The selected candidate is expected to identify and act, and know how and when to make tough decisions.

COMPENSATION & BENEFITS

- **\$146,472 - \$174,895 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 11 Paid Holidays
- 2 Floating Holidays
- 21 to 33 Days of Personal Time Off (PTO) depending on length of service
- Washington State PERS retirement
- Deferred Compensation Match up to 5%
- Optional Flexible Spending Account
- Employee Assistance Program



For more information on Jefferson County and the region, please visit

www.co.jefferson.wa.us

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 23, 2025** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Jefferson County, WA – County Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

206.368.0050

EXAMPLE OF INVITE LETTER



ADMINISTRATIVE SERVICES DIRECTOR

\$168,911 - \$214,069

Plus Excellent Benefits.

Apply By:

November 10, 2024

(Applications Reviewed as Submitted, Open Until Filled)

www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **Administrative Services Director** position for the **City of Shoreline, Washington**. We invite you to review the position details on the back page. If you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



THE COMMUNITY

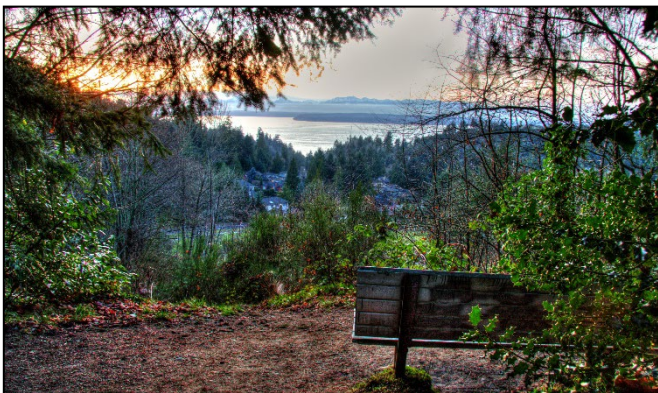


Located along the Puget Sound just nine miles north of downtown Seattle, Shoreline, Washington, is a desirable community with a reputation for political stability, exceptional service delivery, a dedication to financial sustainability and endless recreational and natural amenities. It recently received recognition from Fortune Magazine as one of the "50 Best Places to Live for Families" and number 6 in their "25 Best Places to Retire Affordably" in the United States!

Established as a city in 1995, Shoreline spans 11.74 square miles and is home to over 62,000 residents. Primarily residential, with more than 70% of households consisting of single-family homes, the city is known for its strong neighborhoods, excellent schools, and an abundance of parks.

The city offers more than 400 acres of parkland and open spaces which provide residents with access to diverse recreational activities, from breathtaking views of Puget Sound to nature trails, tennis courts, and beach access. Shoreline continues to invest in improving its parks, ensuring that residents can enjoy newly enhanced athletic fields, courts, playgrounds, and hiking trails. Notable attractions include a botanical garden and the popular Inter-urban Trail.

Shoreline's progressive outlook is reflected in its Climate Action Plan, demonstrating a commitment to sustainability for future generations. The city also prioritizes equity and inclusivity, with a citywide resolution declaring Shoreline an inviting, equitable, and safe community for all. The city values diversity and actively works to ensure that all residents have equitable access to opportunities for living, working, and recreation.



Bordering Seattle to the south and Puget Sound to the west, Shoreline enjoys a marine west coast climate with mild, dry summers and cool, wet winters. This proximity to both the vibrant city life of Seattle and the natural beauty of the Pacific Northwest makes Shoreline a highly desirable place to live for families, professionals, and outdoor enthusiasts.

THE CITY

The City of Shoreline operates under a Council-Manager form of government. The City's seven part-time elected Councilmembers choose a Mayor and Deputy Mayor from among their members. The City Manager is hired by the City Council and implements the Council's policies and oversees the City's day-to-day operations.

Shoreline employs 207 full-time equivalents (FTEs) in ten departments and has a healthy organization culture that is mission driven. The City operates with a biennial operating budget of \$146 million and a total biennial budget for all funds of \$438 million.

THE POSITION

The Administrative Services Director reports directly to the City Manager, serving as the Chief Financial Officer and Executive to the Information Technology, Budget and Finance Divisions for the City. As a member of the City's Leadership Team, the Administrative Services Director is expected to provide finance and technology leadership in partnership with other City departments to meet the goals and mission of the organization.

The next Administrative Services Director will lead a team of 33 dedicated and highly skilled staff who serve one of Washington's fastest growing and most forward-thinking communities. The ideal candidate will be a highly capable leader and finance professional with strong technology experience who is committed to and passionate about making a meaningful impact on society and the Shoreline community through government service.

While the City is a hybrid work organization, this position is expected to primarily work from the office with occasional remote work possible.

To review the full position profile and benefits package, and to learn more about Prothman, please visit: www.prothman.com.



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To Actively See New Opportunities.



City of Kenmore, Washington

Memorandum

Date: February 24, 2025
To: Rob Karlinsey, City Manager
From: Debbie Bent, Community Development Director
Regarding: Planning Commission Compensation Survey

Purpose: The purpose of this memo is to respond to the City Council's request at the January 13, 2025, meeting for a Planning Commission Compensation Survey.

Attached is a salary survey of surrounding cities. Out of 12 cities, there are 4 that provide for some type of compensation for Planning Commissioners. Compensation is provided either per meeting or a monthly salary.

Attachment A – Planning Commission Salary Survey

Planning Commission Compensation Survey (as of January 2025)

City	Paid	Amount	Frequency	Notes
Bothell	Y	\$500	Month	
Mercer Island	Y*	\$500	Per meeting	*For paid practitioners only, not residents
Shoreline	Y	\$50	Per meeting	
Duvall	Y*	\$25	Per meeting	*\$25/meeting, \$25/special meeting up to 3 times/year
Kirkland	N			
Redmond	N			
Bellevue	N			
Issaquah	N			
Lake Forest Park	N			
Woodinville	N			
Mountlake Terrace	N			
Lynnwood	N			