

City of Kenmore



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

City Council Special & Regular Meeting Agenda

December 20, 2021 - 6:00 PM

VIA ZOOM - LINK: <https://us02web.zoom.us/j/81122416328>

US: +12532158782,,81122416328# or +13462487799,,81122416328#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 811 2241 6328

I. CALL SPECIAL MEETING TO ORDER - 6:00 PM

II. ROLL CALL

III. EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council will now enter a closed executive session to discuss pending and potential litigation. The session is expected to last one hour. No final action is expected.

IV. ADJOURN SPECIAL MEETING

V. CALL REGULAR MEETING TO ORDER - 7 PM

VI. ROLL CALL

VII. FLAG SALUTE

VIII. AGENDA APPROVAL

IX. PRESENTATION AND CONSIDERATION OF SCHOOL DISTRICT BOND MEASURE PROPOSAL

- A. Presentation: Northshore School District- School Levy and Bond Measure (Three Propositions) for February 8, 2022 Special Election, presented by Dri Ralph, Executive Director of Capital Projects and Operations

[Kenmore City Council Dec 20 NSD Bond and Levies](#)

- B. PUBLIC COMMENT: This is an opportunity to specifically comment on Resolution No. 21-374, Expressing support for the following three propositions:

1. Replacement for Educational Programs and Operations Levy (Proposition No. 1), authorized by District Resolution No. 839.

2. General Obligation Bonds - \$425,000,000 (Proposition No. 2), authorized by District Resolution. No. 840.
 3. Renewal Capital Projects (Technology) Levy (Proposition No. 3), authorized by District Resolution No. 841.
- C. Resolution No. 21-374, expressing the City Council's Support for the Northshore School District No. 417 Replacement For Educational Programs and Operations Levy (Proposition 1); The District General Obligation Bonds - \$425,000,000 (Proposition 2) and the District Renewal Capital Projects (Technology Levy (Proposition 3), *for Discussion and/or Approval*
[Agenda Bill - 2022 Northshore School District Bond and Levies](#)
[Resolution 21-374 Expressing Support - NSD Bond and Levies](#)

X. PUBLIC COMMENT

- A. We want to welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. All comments must be addressed to the Mayor and City Council. Please use the "raise hand" feature if you wish to speak. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name, city of residence for the record and keep your comments to the allotted time. Your time cannot be granted to another and your clock time will not be reset unless there are extenuating circumstances *and* the Presiding Officer has expressly allowed it. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. Please do not comment about pending development projects on which the Council will make future decisions as those are quasi-judicial matters, and Councilmembers must limit their communications about such matters. This meeting is being recorded. Thank you for taking the time to express your comments.

XI. CONSENT AGENDA

- A. Approve Minutes:
[City Council December 6, 2021 Special Meeting Minutes](#)
- B. Approve Total Check #s 48600 through 48694 totaling \$657,387.60 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/03/21 in the amount totaling \$174,207.20 and an ACH Payment to Road Construction NW in the amount of \$313,926.92, and ACH Payment to US Bank in the amount of \$9,628.58, and Payroll Check #10177 Dated 12/03/21 in the amount of \$33.62.
[Voucher Approval Report Dated 12/10/21](#)
- C. Climate Action Plan - Approve Strategies and Actions
[Agenda Bill - Climate Action Plan Strategies and Actions](#)
[Kenmore Climate Action Plan Strategies & Actions - Updated 12.16](#)
- D. Receive and File Salary Commission Statement of Salaries
[Salary Commission December 9, 2021 Meeting Minutes and Statement of Salaries](#)

- E. Authorize the City Manager to execute Amendment #5 to Contract 16-C1625 with HDR Engineering Inc. in the amount of \$465,832 to extend construction management services through July 2022 for the Juanita Drive NE Pedestrian and Bicycle Safety Improvements Project
[Agenda Bill - Juanity Drive NE Pedestrian and Bicycle Safety Improvements Project-Construction Management Service Contract](#)
- F. Extend the Pandemic Leave Policy through March 31, 2022
[Agenda Bill - Pandemic Policy Amendment 20-02.7](#)
[20-02.7 - Amendment Pandemic Policy](#)

XII. BUSINESS AGENDA

- A. Asphalt Plant Notice of Construction Permit Update, presented by Development Services Director Bryan Hampson, *for Information*
- B. Ballot Initiatives, presented by City Attorney Dawn Reitan and Policy Intern Garrett Oppenheim, *for Discussion and/or Action*
[Staff Memorandum - Referenda and Initiatives White Paper](#)
[Presentation - Local Initiative and Referendum Powers](#)

XIII. STAFF REPORT

- A. Tenant Evictions Moratorium, presented by Community Development Director Debbie Bent

XIV. COUNCILMEMBER REPORTS & COMMENTS

XV. EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council will now enter a closed executive session to discuss pending and potential litigation. The session is expected to last 30 minutes. No final action is expected.

XVI. ADJOURNMENT

UPCOMING MEETINGS:

- A. January 8, 2022 Council Retreat (9 am - 5 pm)
January 10, 2022 Regular Meeting
January 18, 2022 (Tentatively Cancelled)
January 24, 2022 Regular Meeting

February 8, 2022 Bond and Levies



Northshore
Invests
Building
Better
Together

Modernize
schools, sustain
technology,
increase
opportunities

BOND & LEVIES
FEBRUARY 8, 2022



Northshore School District

Creating a safe, caring, and inclusive environment within our school district community so that all **23,400 students**, families and **3,000 staff members** feel welcomed, valued and supported in our **35 schools**.



Northshore School District

Our school community is supportive:

- 2,600 volunteers
- Strong community partnerships
- Hundreds of staff flexed and took on alternative and additional roles during the pandemic



Northshore School District

Our Northshore team worked together during COVID-19 school closures

- We kept bus drivers employed, helping us maintain our transportation service this school year
- We provided 288,720 free meals
- We ensured our students and staff had technology needed for remote learning - provide computing devices for any students who requested one, along with more than 1,900 Internet hot spots
- Our district did not see a dramatic enrollment drop these past two years, as did other Puget Sound area districts



Why do we need voter-approved levies and bonds?

- Washington State still does not fully fund K-12 education
- School districts rely on voter-approved funding measures to cover costs not funded by the state. Core items are not fully funded, including special education and critical school staff positions
- These are not new taxes but replacing expiring levies and a bond to continue our important work
- Local taxes stay in our community to support our students



February 8, 2022 measures



Educational Programs and Operations Levy renewal



Technology Levy renewal



Capital Projects Bond



February 8, 2022 combined measures

Current Tax Rate 2021

\$3.63



On a home valued at \$700,000, the taxes paid per year for Northshore School District in 2021 were **\$2,541**

*\$1,000 of assessed property value

Proposed in 2022

\$3.28



On a home valued at \$700,000, the taxes paid per year for Northshore School District would be **\$2,296**

*\$1,000 of assessed property value





Educational Programs and Operations Renewal

Increase opportunities for our students

Generating \$265 million in funding over four years for our schools



**Northshore
Invests**
Building
Better
Together



Educational Programs and Operations (EP&O) Levy Renewal

Bridges the gap between the funding Northshore receives from the state and what is needed to fully support students, staff, and schools.

Funds staff including nurses, mental health support staff, elementary counselors and classroom support





Educational Programs and Operations (EP&O) Levy Renewal

Bridges the gap between the funding Northshore receives from the state and what is needed to fully support students, staff, and schools.

Funds services for students, including Special Education, multi-language learners and accelerated learning supports





Educational Programs and Operations (EP&O) Levy Renewal

Bridges the gap between the funding Northshore receives from the state and what is needed to fully support students, staff, and schools.

Funds student activities such as band, orchestra, choir, theater, and athletics.





Technology Levy renewal

Sustain our investment in technology for students,
staff and our schools

\$80 million in funding over four years



**Northshore
Invests**
Building
Better
Together



Technology Levy

This levy sustains our technology investment for innovative learning and supports.

Classroom technology to
enable and support
innovative learning





Technology Levy

This levy sustains our technology investment for innovative learning and supports.

Computers, software
systems and applications for
all students and staff





Technology Levy

This levy sustains our technology investment for innovative learning and supports.

Training and technology support for students, families, and staff





Technology Levy

This levy sustains our technology investment for innovative learning and supports.

Adaptive technologies
providing opportunities for
individualized learning and
improved accessibility for
students





Capital Projects Bond

Modernize schools

\$425 million for our schools



**Northshore
Invests**
Building
Better
Together

The 2018 Capital Projects Bond: Thank you voters

- Building systems upgrades, outdoor instructional areas and athletics spaces.
- Safety and security updates at all schools
- Ruby Bridges Elementary school
- A 30-classroom flexible use building on the Skyview Middle/Canyon Creek Elementary campus
- Northshore Concert Hall at Inglemoor High School

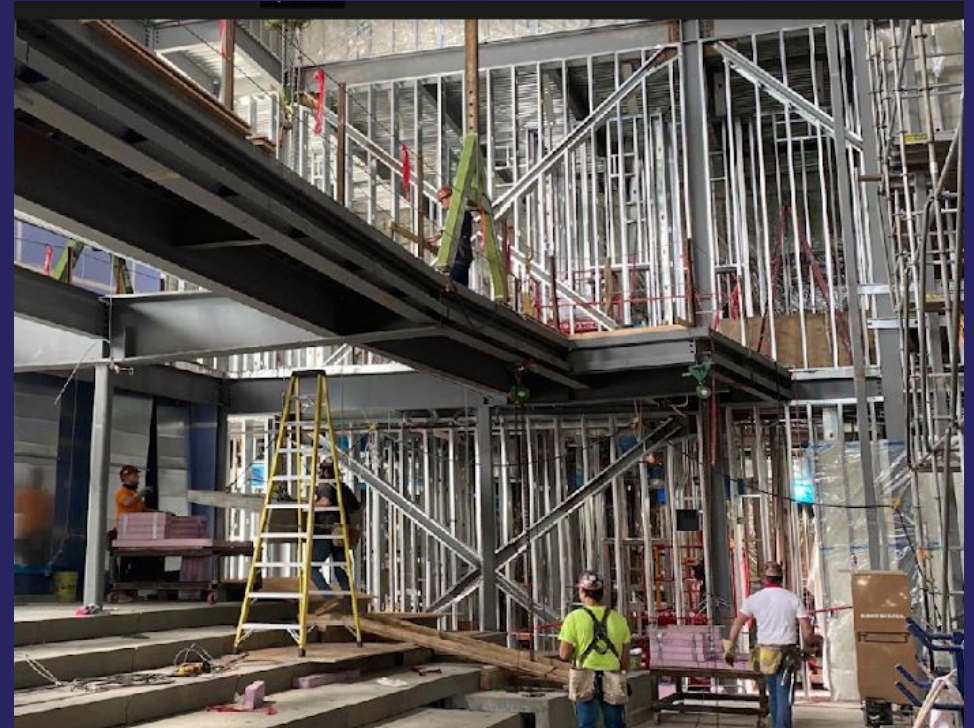




2022 Capital Projects Bond

Prepare for continued growth

- Add additional classroom and program space to overcrowded schools
- Reduce the need for portable classrooms





Capital Projects Bond

Reduces 70 portables



Adds 110 new
classrooms across
the district





Capital Projects Bond

Make necessary repairs to improve and modernize aging school buildings





Capital Projects Bond

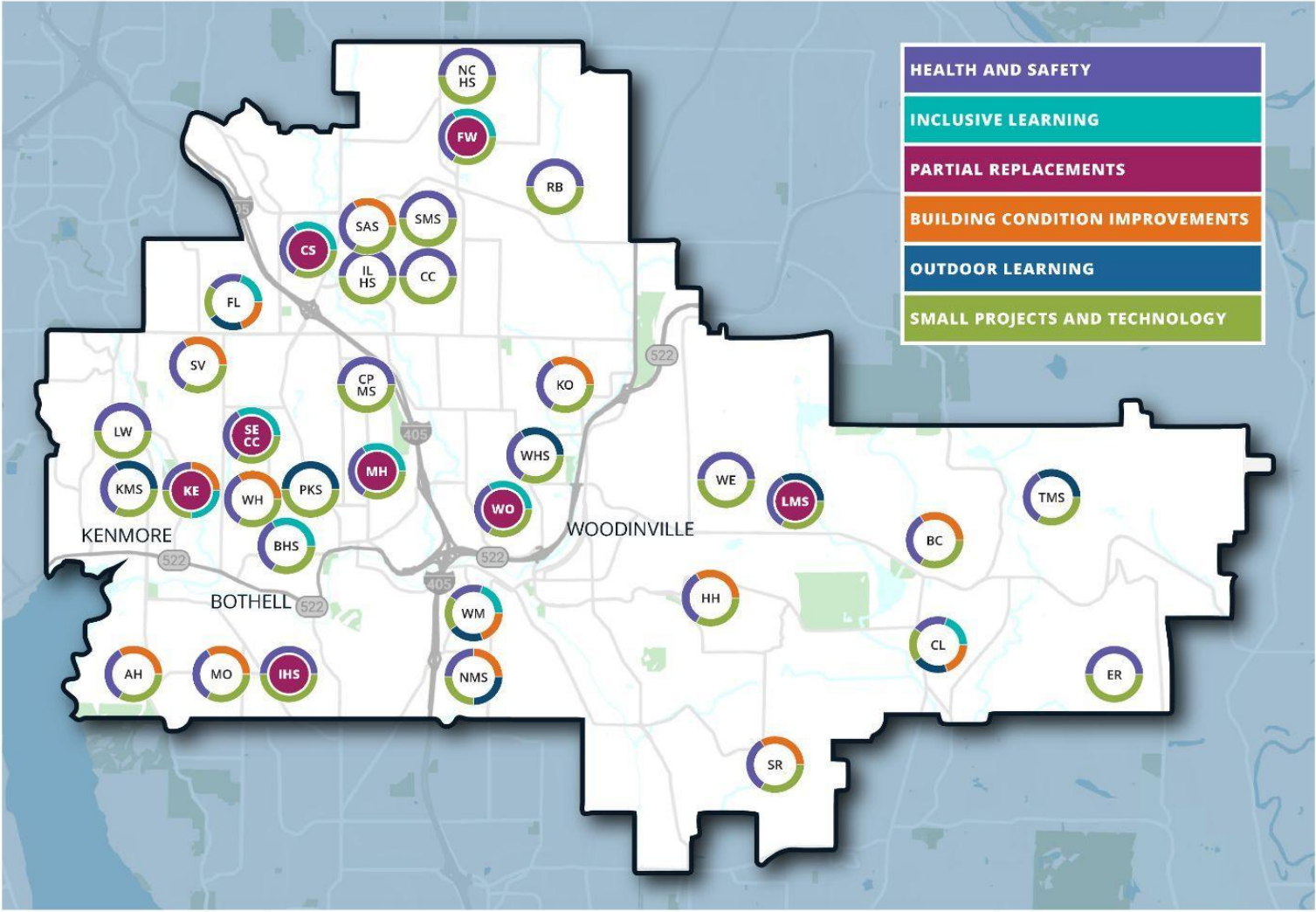
Improving the health of school buildings by maintaining safe air, water, and spaces

Continuing security upgrades in schools





2022 Capital Bond Projects





2022 Capital Bond Projects

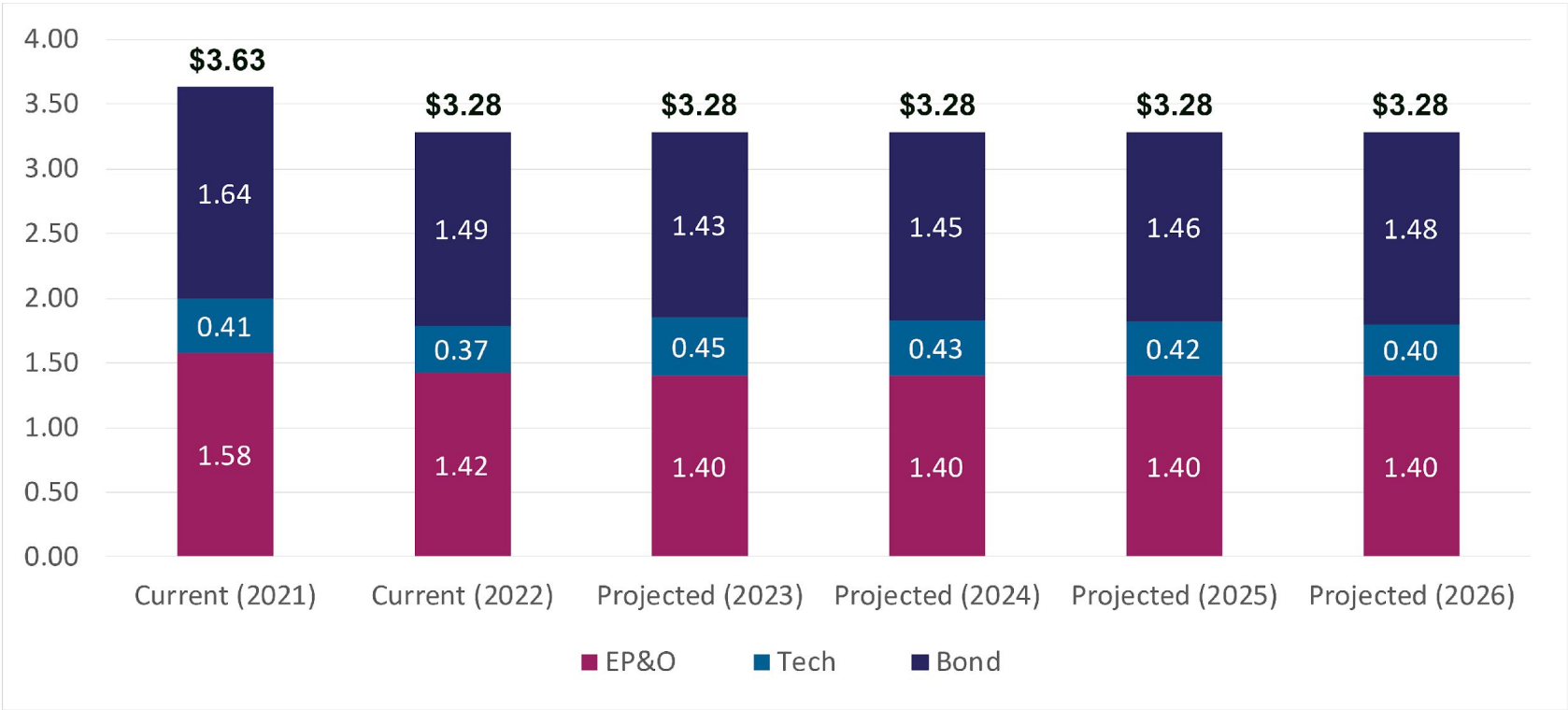


HEALTH AND SAFETY	PARTIAL REPLACEMENTS	OUTDOOR LEARNING
INCLUSIVE LEARNING	BUILDING CONDITION IMPROVEMENTS	SMALL PROJECTS AND TECHNOLOGY

ELEMENTARY SCHOOLS							
AH	Arrowhead	●			●		●
CC	Canyon Creek	●					●
CL	Cottage Lake	●	●		●	●	●
CS	Crystal Springs	●	●	●			●
ER	East Ridge	●					●
FW	Fernwood	●	●	●			●
FL	Frank Love	●	●		●	●	●
HH	Hollywood Hill	●			●		●
KE	Kenmore	●	●	●	●		●
KO	Kokanee	●			●		●
LW	Lockwood	●					●
MO	Moorlands	●			●		●
MH	Maywood Hills	●	●	●			●
RB	Ruby Bridges	●					●
SV	Shelton View	●			●		●
SR	Sunrise	●			●		●
WE	Wellington	●					●
WH	Westhill	●			●		●
WO	Woodin	●	●	●			●
WM	Woodmoor	●	●		●	●	●

MIDDLE SCHOOLS							
CPMS	Canyon Park	●					●
KMS	Kenmore	●				●	●
LMS	Leota	●		●		●	●
NMS	Northshore	●			●	●	●
SMS	Skyview	●					●
TMS	Timbercrest	●				●	●
HIGH SCHOOLS							
BHS	Bothell	●	●				●
IHS	Inglemoor	●		●			●
ILHS	Innovation Lab	●					●
NCHS	North Creek	●					●
SAS	Secondary Academy for Success	●			●		●
WHS	Woodinville	●				●	●
OTHER PROGRAMS							
SECC	Sorenson Early Childcare Center	●	●	●			●
PKS	Pop Keeney Stadium					●	●
BC	Bear Creek	●			●		●

Tax rate decreases and stays stable



Next steps

- Continued informational meetings with community partners
- District-wide meetings in January
- Arrival of ballots mid-January
- Voting deadline February 8, 2022



For more information visit www.nsd.org/bondlevy



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: February 8, 2022 King County Special Election Propositions No. 1, 2, and 3 Educational Programs and Operations Levy Renewal Technology Levy Renewal Capital Projects Bond Proposed Council Action/Motion: Pursuant to RCW 42.17A.555(1), members of the public and council will be afforded an approximately equal opportunity for expression of an opposing view Council may make a formal statement in support or in opposition to the ballot measure.	For Council Meeting Agenda of: December 20, 2021 Department: Finance & Administration Prepared by: Anastasiya Warhol, City Clerk <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">12/13/21</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">12/13/21</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">12/13/21</td></tr> </table> Exhibits/Attachments: Resolution 21-374, Expressing support for the 2022 Northshore School District Bond and Levies.		<u>Initial & Date</u>	Approved by City Attorney:	12/13/21	Approved by City Manager:	12/13/21	Approved by Finance Director:	12/13/21
	<u>Initial & Date</u>								
Approved by City Attorney:	12/13/21								
Approved by City Manager:	12/13/21								
Approved by Finance Director:	12/13/21								
<u>INFORMATION/BACKGROUND:</u> The Northshore School District operates Kenmore's public schools and is submitting the three propositions identified in the title of this Resolution to the voters at the February 8, 2022, special election as outlined below: 1. Replacement for Educational Programs and Operations Levy (Proposition No. 1), authorized by District Resolution No. 839. 2. General Obligation Bonds - 425,000,000 (Proposition No. 2), authorized by District Resolution. No. 840. 3. Renewal Capital Projects (Technology) Levy (Proposition No. 3), authorized by District Resolution No. 841. This evening, representatives of the Northshore School District will provide a presentation on the proposed ballot measures. RCW 42.17A.555(1) authorizes the City Council to take action to collectively express a decision, or to actually vote upon a motion, proposal, or to support or oppose a ballot measure so long as (a) the agenda includes the title and number of the ballot proposition, and (b) members of the public and councilmembers are afforded an approximately equal opportunity to express an opposing view.									

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 21- 374**

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, EXPRESSING THE CITY COUNCIL'S
SUPPORT FOR THE NORTHSORE SCHOOL DISTRICT NO.
417 REPLACEMENT FOR EDUCATIONAL PROGRAMS &
OPERATIONS LEVY (PROPOSITION NO. 1); THE
DISTRICT GENERAL OBLIGATION BONDS --
\$425,000,000 PROPOSITION (PROPOSITION NO. 2); AND THE
DISTRICT RENEWAL CAPITAL PROJECTS (TECHNOLOGY)
LEVY (PROPOSITION NO. 3).**

WHEREAS, the Northshore School District operates Kenmore's public schools and is submitting the three propositions identified in the title of this Resolution to the voters at the February 8, 2022, special election; and

WHEREAS, Northshore School District voters approved similar propositions in 2002, 2006, 2010, 2014, and 2018 which were supported by the Kenmore City Council; and

WHEREAS, the Replacement for Educational Programs and Operations Levy (Proposition No. 1) will help maintain daily operations and educational programs; the Renewal Capital Projects (Technology) Levy continues the District's commitment to technology training and infrastructure; and the General Obligation Bonds - \$425,000,000 (capital projects) will help ease overcrowding now, while also planning for future growth of the District; and

WHEREAS, these three propositions will help the District meet the following key goals in the District's current Strategic Plan:

- Success in the Early Years
- Responsible, Resilient, Empathetic Learners
- Growth for Every Student, Elimination of Outcome and Opportunity Gaps
- Innovative, Creative, Critical Thinkers
- Ready for Lifelong Success after Graduation

and;

WHEREAS, the estimated annual tax rate for the three propositions for Northshore property owners is \$3.28 combined per \$1,000 of assessed value; and

WHEREAS, the quality of education provided by the District is an important asset to the Kenmore community and often a key reason that families are drawn to Kenmore; and

WHEREAS, the Board of Directors of the District adopted Resolution No. 839 authorizing a proposition for the Replacement for Educational Programs and Operations Levy substantially in the following form:

PROPOSITION NO. 1

NORTHSHORE SCHOOL DISTRICT NO. 417

REPLACEMENT FOR EDUCATIONAL PROGRAMS AND OPERATIONS
LEVY

The Board of Directors of Northshore School District adopted Resolution No. 839 authorizing a renewal educational levy. To continue high quality academic programs and other eligible activities not currently state funded, this proposition authorizes the District to levy the following excess taxes, on all taxable property within the District:

Collection Years	Approximate Levy Rate/\$1,000 Assessed Value	Levy Amount Up To
2023	\$1.40	\$62,500,000
2024	\$1.40	\$64,900,000
2025	\$1.40	\$67,500,000
2026	\$1.40	\$70,200,000

as provided in Resolution #839 and subject to legal limits on levy amounts and rates at the time of levy. Should this proposition be approved?

YES ☐

NO ☐

and;

WHEREAS, the Board of Directors of the District adopted Resolution No. 840 authorizing a proposition for the General Obligation Bonds - \$425,000,000 substantially in the following form:

PROPOSITION NO. 2

NORTHSHORE SCHOOL DISTRICT NO. 417
GENERAL OBLIGATION BONDS - \$425,000,000

The School District No. 417 Board of Directors approved a proposition for bonds. This proposition authorizes the District to modernize and expand at Crystal Springs, Fernwood, Kenmore, Maywood Hills, and Woodin Elementary Schools, Leota Middle, Inglemoor High School and Sorenson Early Childhood Center, improve health and safety, make building and improvements throughout the District, decrease portables by one-third, and issue \$425,000,000 of general obligation bonds maturing within a maximum term of 21 years, and levy excess property taxes annually to repay the bonds, as described in Resolution #840. Should this proposition be:

APPROVED? ☐

REJECTED? ☐

and;

WHEREAS, the Board of Directors of the District adopted Resolution No. 841 authorizing a proposition for Renewal Capital Projects (Technology) Levy substantially in the following form:

PROPOSITION NO. 3

NORTHSHORE SCHOOL DISTRICT NO. 417

RENEWAL CAPITAL PROJECTS (TECHNOLOGY) LEVY

The Board of Directors of Northshore School District No. 417 adopted Resolution No. 841 concerning a proposition for capital levies. To ensure all students have access to adaptive technology to prepare for careers of tomorrow, modernize technology systems, and train students and staff, the District shall levy the following excess levies in place of an expiring levy on all taxable property within the District:

Collection Years	Approximate Levy Rate/\$1,000 Assessed Value	Levy Amount
2023	\$0.45	\$ 20,000,000
2024	\$0.43	\$ 20,000,000
2025	\$0.42	\$ 20,000,000
2026	\$0.40	\$ 20,000,000

all as provided in Resolution #841. Should this proposition be approved?

YES..... ☐

NO..... ☐

and;

WHEREAS, pursuant to RCW 42.17A.555, the City Council may express collective support for a ballot proposition; and

WHEREAS, as required by RCW 42.17A.555, the agenda for the City Council's Regular meeting on December 20, 2021 included the titles and numbers of the District's three propositions described above, and an item for citizen comment on the three propositions described above; and

WHEREAS, at the City Council's special meeting on December 20, 2021, the City Council and members of the public were afforded an opportunity to express their views on the three ballot propositions described above and the City Council's support for or opposition to them;

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

Section 1. The City Council supports the following three propositions that the Northshore School District has placed before the voters at the **February 8, 2022**, special election:

1. Replacement for Educational Programs and Operations Levy (Proposition No. 1), authorized by District Resolution No. 839.
2. General Obligation Bonds - 425,000,000 (Proposition No. 2), authorized by District Resolution. No. 840.
3. Renewal Capital Projects (Technology) Levy (Proposition No. 3), authorized by District Resolution No. 841.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, THEREOF
THIS 20TH DAY OF DECEMBER 2021

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

**City of Kenmore
City Council Meeting
Special Meeting Minutes
December 6, 2021**

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.

CALL SPECIAL MEETING TO ORDER:

Mayor Baker called the virtual meeting to order at 6 :00 p.m.

PRESENT:

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

Staff: City Manager Rob Karlinsey
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Executive Assistant Nancy Meehan
Receptionist Christine Cabatit
Assistant City Manager Nancy Ousley
Assistant City Manager Stephanie Lucash
Finance & Administration Director Leticia Salcido
Senior Planner Samantha Loyuk
Development Services Director Bryan Hampson
Public Works Operations Manager Jennifer Gordon
Traffic Engineer Tobin Bennet- Gold

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AG
SA
LU**

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Mayor Baker led the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PRESENTATION

Nancy Meehan, Executive Assistant to the city Manager, announced Christine Cabatit as the City's new part-time Receptionist.

Patience Malaba, Director of Government Relations and Policy Housing Development Consortium of Seattle - King County offered a presentation on current Affordable Housing Levy Proposal.

[Kenmore Revenue Presentation Stakeholder Engagement](#)

CONSENT AGENDA

- A. Approve Minutes:
[City Council November 8, 2021, Special Meeting Minutes](#)
[City Council November 8, 2021, Regular Meeting Minutes](#)
[City Council November 15, 2021, Regular Meeting Minutes](#)
- B. Adopt Ordinance 21-0541, Updating the 2021-2026 Capital Improvement Program for Park, Transportation, Surface Water Management, and City Facilities
[Agenda Bill - Amending the 2021-2026 Capital Improvement Program](#)
- C. Approve Resolution 21-372, amending Resolution 21-367, Extending the Terms of the Approved Interfund Loan by Three Months
[Agenda Bill - Resolution 21-372, amending Resolution 21-367 Relating to Interfund Loan](#)
- D. Approve Resolution No. 21-373, approving an Interfund Loan from the General Fund to the Public Works Shop Fund
[Agenda Bill - Resolution 21-373, approving an Interfund Loan](#)
- E. Award Construction Contract - Squire's Landing (X' a Xw a d i s) Park Waterfront & Natural Open Space Access Project
[Agenda Bill - Contract 21-C2670 Award](#)

MOTION: Deputy Mayor Herbig moved to approve consent calendar including items A-E listed above. Councilmember Marshall seconded the motion.

VOTE: Motion PASSED by unanimous consent.

BUSINESS AGENDA

- A. **Amendments to the City of Kenmore Tree Regulations, presented by Development Services Director Bryan Hampson and Senior Planner Samantha Loyuk, for Discussion and Direction**
[Agenda Bill- 2021 Tree Regulations](#)
[Attachment 1- List 1 and 2](#)
[Attachment 2- PowerPoint Presentation](#)

Senior Planner Samantha Loyuk and Development Services Director Bryan Hampson gathered feedback regarding amendments to current Tree Regulations. The Council discussed more education regarding current regulation, stricter fines and penalties assessed for unlawful removal, and clearer code language. Staff agreed to continue discussing tree regulations at a future meeting.

- B. **Traffic Photo Enforcement, Presented by Traffic Engineer Tobin Bennet-**

Gold, second Discussion

[Agenda Bill - Automated Photo Enforcement](#)

[Tech Memo - Photo Enforcement Changelog](#)

[Tech Memo - Photo Enforcement](#)

[Draft KMC Automated Traffic Safety Cameras - Chap 10.45](#)

Traffic Engineer Tobin Bennet Gold gave a second presentation on automated photo enforcement. After discussion, the City Council affirmed the fines, thresholds, and locations as recommended by the City Traffic Engineer. The City is also planning to hold a public hearing on the matter in January. Specifically, the following three locations were rated for photo enforcement:

1. Automated red-light enforcement for east-bound left-turn movements at the intersection of 61st Avenue and Bothell Way (SR 522)
2. Automated speed enforcement in the Arrowhead Elementary school zone on Juanita Drive near Arrowhead Drive
3. Automated speed enforcement in the Kenmore Elementary school zone on 73rd Avenue near 71st Avenue

C. Resuming In-Person Meetings, presented by City Manager Rob Karlinsey and City Attorney Dawn Reitan, for Discussion

[Agenda Bill - Resuming In-Person Meetings](#)

City Manager Rob Karlinsey and Dawn Reitan discussed the legal and operational nuances for resuming in-person meetings. After discussion, and particularly considering the new Omicron Covid variant, the Council agreed to continue to meet virtually through January 2022. In addition, they agreed to meet virtually for the January Council Retreat.

ADJOURNMENT

Mayor Baker adjourned the meeting at 9:06 p.m.

David Baker, Mayor

ATTEST:

Anastasiya Warhol, City Clerk



Voucher Certification and Approval

City of Kenmore
DATE RANGE:
11/25/2021 - 12/10/2021

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and the the claim is a just, due and unpaid obligation against the City of Kenmore and that I am authorized to authenticate and certify to said claim. The following checks and electronic payments are approved for payment:

Total Check #s 48600 through 48694: \$657,387.60

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 12/03/2021: \$174,207.20

ACH Payment to Road Construction NW: \$313,926.92

ACH Payments to US Bank: \$9,628.58

Payroll Check #10177 Dated 12/03/2021 \$ 33.62

Rob Karlinsey

Rob Karlinsey (Dec 13, 2021 11:49 PST)

Dec 13, 2021

City Manager / Date

Leticia Salcido

Leticia Salcido (Dec 13, 2021 09:48 PST)

Dec 13, 2021

Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
ROAD CONSTRUCTION NW, INC.	1039	12/10/2021	21-C2669 10/21-11/24 Log Boom Park Waterfront	313,926.92
U.S. BANK PURCHASE CARDS	1040	12/10/2021	Paypal/International Code Council	220.00
U.S. BANK PURCHASE CARDS	1041	12/10/2021	Yakima Fruit/Shutterstock/WA Festivals/Vcita/Cairn	525.21
U.S. BANK PURCHASE CARDS	1042	12/10/2021	Rubbermaid/Ylighting/APWA/Amazon/Evergreen Safety	769.76
U.S. BANK PURCHASE CARDS	1043	12/10/2021	Volgistics/Amazon/Masers/Pyramid Catering	293.37
U.S. BANK PURCHASE CARDS	1044	12/10/2021	Uplift Desk/MRSC	1,117.37
U.S. BANK PURCHASE CARDS	1045	12/10/2021	Amazon/Safeway/All Battery/The Chic Boatique	1,078.31
U.S. BANK PURCHASE CARDS	1046	12/10/2021	Zoom/Commandlink	2,731.74
U.S. BANK PURCHASE CARDS	1047	12/10/2021	Userway.org	49.00
U.S. BANK PURCHASE CARDS	1048	12/10/2021	Zoom/ICMA/Tablegroup/Chicago Books/JR Language	1,866.04
U.S. BANK PURCHASE CARDS	1049	12/10/2021	Grubhub/Amazon/Paypal	917.24
U.S. BANK PURCHASE CARDS	1050	12/10/2021	Zoom Monthly Charge	60.54
AMERICAN GENERAL LIFE GPO/400S	48600	12/03/2021	Life Insurance	279.92
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	48601	12/03/2021	City of Kenmore 401a	17,359.76
ICMA RETIREMENT TRUST 457 / 304745	48602	12/03/2021	ICMA 457 Deferred Comp	8,137.69
STATE OF FLORIDA DISBURSEMENT UNIT	48603	12/03/2021	Employee Deduction	275.00
MESSERAT WOLDE TATO	48604	12/03/2021	Purchase ROW & Temp. Const. Easement/Culvert	61,158.00
MESSERAT WOLDE TATO	48604	12/03/2021	Purchase ROW & Temp. Const. Easement/Culvert	1,400.00
BROWN, STEPHANIE	48605	12/10/2021	Expense Reimbursement/Drive In Movie	31.98
THE VET CHEF LLC	48606	12/10/2021	8/9 Summer Concert Volunteer Meals	72.00

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A PERFECT SHINE	48607	12/10/2021	City Hall Window Cleaning	2,315.85
A PERFECT SHINE	48608	12/10/2021	Hangar Bldg. Window Cleaning	1,543.60
AGORA REFRESHMENTS	48609	12/10/2021	PW Office Service of Filtered Water System	112.74
ALPHAGRAPHICS	48610	12/10/2021	Employee Business Cards	525.76
ALPINE PRODUCTS INC.	48611	12/10/2021	Quick Joint Material for Streets/SWM	688.15
ASPECT CONSULTING LLC	48612	12/10/2021	Oct. Boyd's Dry Cleaners Soil Testing/Consulting	830.25
ASSOCIATION OF WA CITIES	48613	12/10/2021	GIS Consulting Services	10,200.00
AUTOMATED CONTROLS/ALBIREO ENERGY	48614	12/10/2021	HVAC Controls Maint. Contract	6,209.64
BOTHELL KENMORE CHAMBER OF COMMERCE	48615	12/10/2021	Nov. 2021 Kenmore Business Alliance Support	300.00
BRIEN, GAYLYNN	48616	12/10/2021	Sept. Sales Tax Data Conversion Svcs	50.00
CADMAN MATERIALS, INC.	48617	12/10/2021	Asphalt for Surface Water Project	268.07
CALPORTLAND COMPANY	48618	12/10/2021	Ecology Blocks	33.03
CALPORTLAND COMPANY	48619	12/10/2021	Gravel for Berm Installation	215.02
CASCADIA LAW GROUP	48620	12/10/2021	Nov. 2021 Cadman PSCAA Legal Matters	2,970.00
DFR LAW GROUP, LLC	48621	12/10/2021	18-C1845 Kenmore Conflict Counsel Svcs	300.00
DTG RECYCLE	48622	12/10/2021	Parks Material Disposal	138.88
EARTHCORPS	48623	12/10/2021	18-C1927 Oct. Rhod. Park Monitoring/Maint.	1,783.62
ELECTRONIC BUSINESS MACHINES	48624	12/10/2021	Nov. 2021 2nd Floor Photocopier Usage	200.03
EVERGREEN PRINT SOLUTIONS	48625	12/10/2021	Blank Check Stock	335.37
FOSTER GARVEY PC	48626	12/10/2021	Oct. Elizabeth Ct. Condemnation Svcs	55.00
FOSTER GARVEY PC	48627	12/10/2021	Oct. General Condemnation Svcs	855.00
FOSTER GARVEY PC	48628	12/10/2021	Oct. Ben Holt Ind. Prop. Acquisition	2,334.00
GORDON THOMAS HONEYWELL	48629	12/10/2021	Nov. Governmental Affairs Consulting	3,900.00
GRAINGER	48630	12/10/2021	Senior Center Safety Sign	15.43
HERRERA ENVIRONMENTAL CONSULTANTS	48631	12/10/2021	7/3-8/27 Aquatic Plant Survey	5,721.41
HOLMBERG COMPANY	48632	12/10/2021	Senior Center Water Heater Replacements	3,495.68
HONEY BUCKET	48633	12/10/2021	Void	-
HONEY BUCKET	48634	12/10/2021	11/15-12/12 Public Works Yard Rental	156.75
HONEY BUCKET	48635	12/10/2021	11/27-12/24 Squire's Landing Rental	240.35
INSLEE, BEST, DOEZIE & RYDER, P.S.	48636	12/10/2021	Oct. Legal Services	19,141.92
INTERNATIONAL CITY/CNTY MGMT ASSOC	48637	12/10/2021	Annual Membership Dues - N. Ousley	1,379.14
KENMORE AIR	48638	12/10/2021	21-C2708 Associated Underwater Svcs Buoy Install.	9,633.75
KING COUNTY ANIMAL SVCS	48639	12/10/2021	Pet Licenses & Renewals	210.00
KING COUNTY FINANCE	48640	12/10/2021	Nov. Public Defense Indigency Screening	81.00
KING COUNTY FINANCE	48641	12/10/2021	Oct. Road Svcs - Signs/Signals/Overlay	11,625.24
KING COUNTY RADIO COMM SERVICES	48642	12/10/2021	11/1/21-1/30/22 Emergency Radio Communication	300.57

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KING COUNTY SHERIFF	48643	12/10/2021	November Police Services	310,986.83
LIGHTHOUSE CONSULTING INC	48644	12/10/2021	Nov. IT Consulting Svcs	2,671.09
LIGHTHOUSE CONSULTING INC	48645	12/10/2021	Nov. Hosting/Backup/Protection/Archiving Svcs	8,264.93
LOUDEDGE, INC.	48646	12/10/2021	Winter Porch Light Poster	937.50
LOUDEDGE, INC.	48647	12/10/2021	Luminary Walk Poster	1,462.50
MCNAMARA SIGNS	48648	12/10/2021	Plywood Cut Out Sign for Photos	551.25
MILLER STEPHENS, MARY	48649	12/10/2021	Nov. Public Defense Svcs @ SCORE	1,250.00
MINUTEMAN PRESS	48650	12/10/2021	Climate Action Plan Survey Postcards	3,951.22
MOTT MACDONALD GROUP, INC.	48651	12/10/2021	17-C1657 Oct. Squire's Landing Proj. Design/Permit	12,626.15
NATIONAL BARRICADE CO., LLC	48652	12/10/2021	Message Board Sign for SR522 Turn Lane	121.27
NATIONAL RECREATION & PARK ASSOC.	48653	12/10/2021	Membership Renewal	175.00
NORTHLAKE LITTLE LEAGUE	48654	12/10/2021	Refund for Field Closure Due to Weather	110.00
NORTHSHORE SENIOR CENTER	48655	12/10/2021	21-C2007 3rd Qtr Human Svcs Funding	6,250.00
NORTHSHORE UTILITY DIST	48656	12/10/2021	9/30-11/30 SR522/73rd ROW Irrigation	915.79
NORTHSHORE UTILITY DIST	48657	12/10/2021	9/30-11/30 61st/SR522 ROW Irrigation	1,356.79
NORTHSHORE UTILITY DIST	48658	12/10/2021	9/30-11/30 City Hall Irrigation	693.19
NORTHSHORE UTILITY DIST	48659	12/10/2021	9/30-11/30 Logboom Park Irrigation	1,272.79
NORTHSHORE UTILITY DIST	48660	12/10/2021	9/30-11/30 Hangar Bldg. Water/Sewer	692.71
NORTHSHORE UTILITY DIST	48661	12/10/2021	9/30-11/30 67th/181st ROW Irrigation	658.59
NORTHSHORE UTILITY DIST	48662	12/10/2021	9/30-11/30 ROW Irrigation/Parks/City Hall Water/Sewer	3,786.18
NORTHSHORE UTILITY DIST	48663	12/10/2021	9/30-11/30 Rhododendron Park Irrigation	1,383.80
NOVELTY HILL DEVELOPMENT LLC	48664	12/10/2021	Cash Deposit Release-ENG18-0926	7,500.00
OFFICE DEPOT	48665	12/10/2021	Mailing Labels	6.03
OFFICE DEPOT	48666	12/10/2021	Misc. Office Supplies	88.06
OFFICE DEPOT	48667	12/10/2021	Label Maker Tape	82.56
OSBORN CONSULTING INC.	48668	12/10/2021	19-C2012 Oct. Log Boom Park Consulting Svcs	33,394.10
PACIFICA LAW GROUP LLP	48669	12/10/2021	Bond Counsel Legal Svcs - 2021C	5,000.00
PRR, INC	48670	12/10/2021	21-C2678 Nov. Comp Plan Update/Survey	13,560.16
PUGET SOUND ENERGY	48671	12/10/2021	10/14-11/12 Electricity-City Hall/Parks/Traffic Signals	3,643.35
REPUBLIC SERVICES	48672	12/10/2021	Nov. City Hall Solid Waste	442.14
REPUBLIC SERVICES	48673	12/10/2021	Nov. Rhododendron Park Solid Waste	397.61
RFI ENTERPRISES INC.	48674	12/10/2021	City Hall Access Control Maint.	3,192.90
RFI ENTERPRISES INC.	48675	12/10/2021	21-C2671 City Hall Access Annual Software Maint.	600.57
SCHINDLER ELEVATOR CORPORATION	48676	12/10/2021	City Hall Elevator Preventive Maint.	1,954.65
SCORE	48677	12/10/2021	Nov. Housing/Medical/Mental Health Svcs	16,690.00
SEATTLE TIMES	48678	12/10/2021	Nov. 2021 Legal Publications	1,003.78

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SHERWIN WILLIAMS CO. #8099	48679	12/10/2021	Paint for City Hall	35.21
SMS CLEANING, INC.	48680	12/10/2021	City Hall, Hangar & PW Office Monthly Janitorial	6,495.00
SPECIALTY DOOR SERVICE, INC.	48681	12/10/2021	Service Call for Hangar Bldg. Door	199.28
STAPLES ADVANTAGE	48682	12/10/2021	Parks Maint. Supplies	137.03
STATE AUDITOR'S OFFICE	48683	12/10/2021	Sept. Auditing Svcs for 2020	7,888.75
THE DOWNTOWN MOUNTAIN BOYS	48684	12/10/2021	Replacement for Uncashed Ck. for Summer Concert	1,000.00
TOTAL LANDSCAPE CORP	48685	12/10/2021	Monthly City Hall & Parks Landscaping	5,030.02
TOTAL LANDSCAPE CORP	48686	12/10/2021	Northshore Summit/Squires/Moorlands Landscaping	3,385.58
U.S. BANK N.A. / CUSTODY	48687	12/10/2021	Q3 2021 Investment Safe Keeping	84.00
UTILITIES UNDERGROUND LOCATION CTR	48688	12/10/2021	November Utility Locate Notices	238.65
WESTLAKE HARDWARE WA-153	48689	12/10/2021	Oct. Parks Supplies	63.79
WM CORPORATE SVCS - COLUMBIA RIDGE LANDFIL	48690	12/10/2021	Nov. Street Sweeper Disposal Fees	1,317.92
ZIPLY FIBER	48691	12/10/2021	11/19-12/18 PW Office Internet	153.00
ZIPLY FIBER	48692	12/10/2021	11/28-12/27 City Hall Phones	656.36
HONEY BUCKET	48693	12/10/2021	11/27-12/24 Log Boom Park Rentals	1,116.50
SHI INTERNATIONAL CORP.	48694	12/10/2021	Adobe Sign Annual Licenses - 16	5,033.42
DRS 457	DFT0001159	12/03/2021	DRS 457 Deferred Comp	1,150.99
AVIDIA HEALTH	DFT0001160	12/03/2021	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001161-66	12/03/2021	Public Employees Retirement	28,742.71
NAVIA	DFT0001167	12/03/2021	Employee Flexible Spending Account	516.54
BANK OF AMERICA 941	DFT0001168	12/03/2021	Federal Taxes	21,503.82
BOTTLES, RACHEL	10177	12/3/2021	Payroll Check	33.62
PAYROLL	Electronic Dep.	12/3/2021	Direct Deposit	122,193.14
TOTAL				<u><u>1,155,183.92</u></u>

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City of Kenmore

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Vendor	Name	Volume
0014	AMERICAN PLANNING ASSOCIATION	1468
0022	ASSOCIATION OF WA CITIES	13400
0024	BAKER, DAVID	745
0037	BASTYR UNIVERSITY	50000
0054	BULGER SAFE & LOCK, INC.	164.63
0064	CASCADE PEST CONTROL	1631.42
0067	CENTER FOR HUMAN SERVICES	25650
0076	CITY OF BELLEVUE	165636.51
0081	CITY OF KENMORE	827.21
0083	CITY OF LAKE FOREST PARK	49950
0092	CODE PUBLISHING COMPANY	5032.71
0099	CONSOLIDATED PRESS	18185.64
0106	CROWN PRODUCTS LLC	514.2
0109	DAILY JOURNAL OF COMMERCE	3367.05
0111	DEPARTMENT OF ECOLOGY	29650.42
0121	REPUBLIC SERVICES	12167.53
0130	EMPLOYMENT SECURITY DEPARTMENT	15690.15
0134	EVERGREEN PRINT SOLUTIONS	335.37
0137	FERGUSON ENTERPRISES INC #3011	2183.83
0145	FRUHLING SAND & TOPSOIL	1785.48
0151	CALPORTLAND COMPANY	4190.31
0169	HERRERA ENVIRONMENTAL CONSULTANTS	16957.3
0173	HOME DEPOT CREDIT SERVICES	4220.35
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	240103.91
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	4144.62
0191	INTERNATIONAL INST OF MUNI CLERKS	210
0197	JET CITY PRINTING	1192.04
0205	KENMORE HERITAGE SOCIETY	100
0206	KENMORE MIDDLE SCHOOL	10700
0212	KING COUNTY FINANCE W.L.R.D.	3765.86
0213	KING COUNTY ANIMAL SVCS	680
0217	KING COUNTY DISTRICT COURT	32134
0218	KING COUNTY FINANCE	5069.98
0219	KING COUNTY FINANCE	137813.43
0230	KING COUNTY RADIO COMM SERVICES	1202.28
0233	KING COUNTY SHERIFF	3298855
0235	KING COUNTY TREASURY	41217.28
0251	LIGHTHOUSE CONSULTING INC	143881.67
0260	MEEHAN, NANCY	104.75
0261	PENDLETON CONSULTING LLC	4087.5
0267	MR. T'S TROPHIES & AWARDS LLC	381.31
0285	NORTHSHORE FIRE DEPT	2160
0286	NORTHSHORE SCHOOL DISTRICT	460333
0287	NORTHSHORE SENIOR CENTER	36900
0288	NORTHSHORE UTILITY DIST	162219.16
0292	HONEY BUCKET	12991.81
0299	EBIX, INC.	118.38
0300	OFFICE DEPOT	3689.1
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	36105.14
0310	PACIFIC TOPSOILS	9042.87
0327	PUGET SOUND CLEAN AIR AGENCY	19396
0328	PUGET SOUND ENERGY	300355.43

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
0331	PUGET SOUND REGIONAL COUNCIL	9018
0345	SEATTLE TIMES	7253.05
0346	SECRETARY OF STATE	20
0355	STAPLES ADVANTAGE	11710.39
0356	STATE AUDITOR'S OFFICE	49026.41
0357	STEWART MACNICHOLS HARMELL, INC.	55000
0359	SOUND CITIES ASSOC	15539.29
0365	TOTAL LANDSCAPE CORP	100471.24
0371	UNITED STATES POSTMASTER	7413.81
0375	US POSTAL SERVICE (HASLER)	3688.02
0385	WA ASSOC OF BUILDING OFFICIALS	2095
0386	WA ASSOC OF CODE ENFORCEMENT	20
0387	WA CITIES INSURANCE AUTHORITY	382482
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	325
0390	WA FINANCE OFFICERS ASSOCIATION	75
0400	WASHINGTON STATE DEPT OF REVENUE	801.79
0401	WA STATE DEPT OF TRANSPORTATION	23899.06
0405	WASHINGTON STATE OFFICE CASH MGMT	1748
0412	WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	31828.27
0424	ICMA RETIREMENT TRUST 457 / 304745	190820.89
0425	DRS 457	26272.52
0426	AFLAC	2378.09
0428	BANK OF AMERICA 941	504071
0429	AWC EMPLOYEE BENEFIT TRUST	784737.26
0431	DEPARTMENT OF RETIREMENT SYSTEMS	754699.9
0432	DEPARTMENT OF LABOR AND INDUSTRIES	43470.66
0434	UNITED WAY OF KING COUNTY	1282.29
0436	NATIONAL LIFE OF VERMONT	1354.87
0441	DANSOUND INC	1761.6
0448	UPS STORE KENMORE	1296.78
0450	AURORA RENTS	16979.32
0484	CITY WIDE FENCE COMPANY, INC	825.75
0497	DAY WIRELESS SYSTEMS	680.76
0542	AMERICAN SOCIETY OF COMPOSERS	367
0558	SNOHOMISH COUNTY	8453
0564	AMERICAN PUBLIC WORKS ASSOCIATION	1680
0586	QUADIENT LEASING USA, INC.	2130.42
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	15517.22
0610	WA STATE DEPT OF TRANSPORTATION	35625.74
0617	KING COUNTY FINANCE	116789.79
0641	TELESYSTEMS WEST	415.85
0685	PACE ENGINEERS, INC.	11822
0689	DIGITAL REPROGRAPHICS SERVICES INC.	984.5
0690	BUILDERS EXCHANGE OF WASHINGTON INC	609.85
0692	HDR ENGINEERING, INC	674699.41
0696	AMERICAN GENERAL LIFE GPO/400S	3359.04
0743	BANNER BANK NO	1962.6
0781	QUALITY BUSINESS SYSTEMS INC.	2479.16
0791	NORTHSHORE ROTARY CLUB	480
0817	GRAINGER	1434.83
0831	NORTHSHORE PARK & REC SERVICE AREA	2720
0851	EVERMARK, LLC	817.41
0892	JACOBS ENGINEERING GROUP	132042.04
0898	ZONAR SYSTEMS	528.21
0899	SHRED IT, C/O STERICYCLE, INC>	1318.37
0913	KENMORE ELEMENTARY	5000
0981	COMCAST BUSINESS	2518.81
0994	GORDON THOMAS HONEYWELL	42908.8

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Vendor	Name	Volume
1003	iWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	2267.99
1034	EMERALD FIRE LLC	2658.92
1045	HORIZON DISTRIBUTORS INC	3504.55
1052	FIRE PROTECTION, INC	17685.87
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.2
1123	AM TEST, INC	2350
1140	PAWS	1200
1148	AGORA REFRESHMENTS	478.32
1152	WASHINGTON ENERGY SERVICES CO. LLC	268.8
1168	SCHINDLER ELEVATOR CORPORATION	11468.23
1197	MILLER STEPHENS, MARY	13750
1215	STATE OF FLORIDA DISBURSEMENT UNIT	6600
1216	ADVANCE TESTING & SERVICE INC	1626
1222	OLSON BROTHERS PRO VAC	26247.17
1226	CONTECH ENGINEERED SOLUTIONS, INC	9270.43
1248	KENMORE AIR	10258.75
1257	BROADCAST MUSIC, INC.	368
1267	AUTOMATED CONTROLS/ALBIREO ENERGY	7048.6
1297	GOVERNMENT FINANCE RESEARCH GROUP	1995
1299	VERIZON WIRELESS	2601.53
1309	BANNER BANK BAKER	7203.88
1311	WASHINGTON STATE PATROL	2385.92
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	5700
1326	JOYCE ZIKER PARKINSON	2550
1331	KBA INC.	941935.82
1337	STATE OF WA DEPT. OF LICENSING	0.4
1339	STATE OF WA DEPARTMENT OF LICENSING	20
1342	PETERSON, JANET	700
1345	SHERWIN WILLIAMS CO. #8099	830.76
1356	KARLINSEY, ROB	124
1358	ALPHAGRAPHICS	1200.3
1359	EVERGREEN FIRE AND SAFETY, INC.	466.95
1372	AAA PRINTING	412.87
1383	CHICAGO TITLE	250030.88
1385	CITYWORKS/ AZTECA SYSTEMS INC.	33030
1387	ST OF WA DEPT OF FISH & WILDLIFE	40
1390	UTILITIES UNDERGROUND LOCATION CTR	2678.04
1403	OSBORN CONSULTING INC.	363134.15
1431	BRIEN, GAYLYNN	550
1452	CITY OF KENT	500
1456	HESTON VISUAL ARTS	358.15
1457	LANGUAGE LINE SERVICES, INC.	2.55
1459	FLEMINGS HOLIDAY LIGHTING LLC	7023.7
1464	ROAD CONSTRUCTION NW, INC.	842890.51
1482	HIGHWIRE	543.12
1492	MACDONALD MILLER FACILITY SOLUTIONS	14493.68
1500	MARINE FLOATS CORPORATION	6795.23
1504	SCORE	111463.57
1524	GRANICUS LLC	20140.46
1525	PACIFICA LAW GROUP LLP	41000
1544	METROPOLITAN TRANS. COMMISSION	1500
1550	THE EVP GROUP	17125.89
1555	LINCOLN NATIONAL LIFE INSURANCE	16448.31
1580	NORTHWEST TROPHY	165
1591	ULINE	594.34
1644	PASIFIKA ARTIST NETWORK LLC	1000
1661	GARDNER, TELA	579.18

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Vendor	Name	Volume
1673	KPFF CONSULTING ENGINEERS	570734.38
1689	MOTT MACDONALD GROUP, INC.	293297.24
1701	THE SEATTLE TIMES NIE	256.45
1704	BANNER BANK RK	489.46
1708	APPLIED CONCEPTS, INC.	3512.19
1711	SOFTWAREONE, INC.	13029.19
1712	SITEIMPROVE, INC.	3356.95
1721	GOOD TO GO	4.7
1731	NORTHWEST ARBORICULTURE LLC	2008.55
1739	FIX AUTO	1259.22
1754	RFI ENTERPRISES INC.	12849.64
1762	BAKER, BRIDGIT	333.77
1763	REID, JAMES FALCONER	6772.5
1782	SWANK MOTION PICTURES, INC.	435
1786	TYLER TECHNOLOGIES, INC.	19697.87
1789	BLUEBEAM, INC.	1240
1791	PROFFITT, QUINN	220.1
1800	NORTHWEST PRECISION BUILDERS	60004.22
1813	STANDARD & POORS FINANCIAL SERVICES	16750
1814	YSI INCORPORATED, A XYLEM BRAND	3060.22
1816	NAVIA	25396.96
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	7580.74
1829	SHI INTERNATIONAL CORP.	5972.55
1838	AVIDIA HEALTH	2400
1863	HAULAWAY STORAGE CONTAINERS, INC.	642.05
1874	LEGER, DEVON	25
1879	HOLMBERG COMPANY	3495.68
1884	CADMAN MATERIALS, INC.	1471.98
1885	NATIONAL BARRICADE CO., LLC	5285.28
1889	WILLIAMS, KASTNER & GIBBS PLLC	45984.9
1900	ASPECT CONSULTING LLC	4486.5
1913	GRAND EVENT RENTALS	2687.75
1914	MCNAMARA SIGNS	5876.33
1927	GAMETIME	2614.88
1930	T MOBILE USA, INC.	9365.91
1932	U.S. BANK N.A. / CUSTODY	332
1936	SUPERION, LLC	21875.33
1939	ARCHIVESOCIAL, INC.	2689.2
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	220
1950	BERRY SIGN SYSTEMS	481.95
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	655.1
1964	EARTHWORKS	13360.72
1970	CROSSROAD SIGN	2538.91
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	4500
1980	HRA VEBA TRUST	39157.26
1991	WASHINGTON STATE TREASURER	2718.38
1993	HYAS GROUP, LLC	7500
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2250
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2001	PETERSEN BROTHERS, INC.	8300.78
2004	RED BARN ENGINEERING, INC.	118127.24
2007	HYDROPOINT DATA SYSTEMS, INC.	2072
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	4734.3
2024	DFR LAW GROUP, LLC	1800
2035	JURASSIC PARLIAMENT	1600
2047	PUGET SOUND PLANTS	2382.38
2048	SMS CLEANING, INC.	71445
2079	ZESBAUGH, INC.	638.58

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Vendor	Name	Volume
2081	SHANNON & WILSON, INC.	8300.5
2095	TRANSPO GROUP USA INC.	13492.67
2096	TUPLING, SANDRA	146.5
2097	ROBINSON AND NOBLE, INC.	2850
2109	SEATOWN DEVELOPMENT GROUP	7500
2110	WILLIAM GARZA CREATIVE	165.15
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	455513.37
2145	NORTHWEST ELECTRIC AND SOLAR	536.74
2149	CLIFTON, CURTIS	102
2157	SOUND SAFETY PRODUCTS CO.	1060.7
2159	TRAILER BOSS	9032.1
2175	ELECTRONIC BUSINESS MACHINES	2213.55
2176	CANON FINANCIAL SERVICES, INC.	2660.8
2183	SISKUN POWER EQUIPMENT	5984.14
2184	DIVERSIFICATION INC.	2855.55
2187	CORAL SALES CO.	8040
2209	MORUP SIGNS, INC.	5273.8
2211	PRECISION FUEL SOLUTIONS	1684.53
2215	INTERSECTION MEDIA, LLC	979.15
2221	O'REILLY/FIRST CALL	261.6
2224	BROWN, STEPHANIE	128.15
2226	QUANTUM HOMES	7500
2227	EARTHCORPS	4461.8
2236	COMCAST	24599.18
2242	MARY'S PLACE	29750
2249	KING COUNTY BAR ASSOCIATION	750
2250	NAMI EASTSIDE	2250
2252	TRUGREEN	3473.4
2254	U.S. BANK PURCHASE CARDS	136233.33
2256	FLYNN BEC LP	3479.16
2259	MINUTEMAN PRESS	19356.21
2262	DILIGENT CORPORATION	17220.25
2270	LAKESIDE INDUSTRIES	2255.44
2285	QUALITY WATER FINANCIAL	1810.49
2288	NORTHWEST PAVEMENT MANAGEMENT ASSOCIATIO	150
2298	WAPRO	145
2299	OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPF	150
2308	OSTROMS	39
2315	NATIONAL RECREATION & PARK ASSOC.	175
2318	PIXEYES GRAPHICS & DESIGN	780
2327	PACIFIC AIR CONTROL, INC.	18230.39
2340	MOJO STRATEGIES	1562.5
2353	NORTHSHORE SCHOOLS FOUNDATION	283338
2362	CHASEWEST VENTURES, INC.	2175
2379	JENNIFER DIXON	43363.15
2381	NORTHLAKE LITTLE LEAGUE	110
2382	FOCUS TOOLS & ENGINEERING, INC.	11723.4
2385	TACOMA SCREW PRODUCTS, INC.	47.75
2386	CECCANTI, INC.	14695211.3
2392	DEPARTMENT OF COMMERCE	21885.05
2393	SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHW	1304.69
2396	ZIPLY FIBER	9245.13
2402	PACIFIC OFFICE AUTOMATION	962.28
2403	AMERICALL	1520.64
2411	STELL ENVIRONMENTAL ENTERPRISES, INC	6824.1
2413	ICLEI	1200
2414	GENCAP CONSTRUCTION CORP	51672.44

XI. B. Approve Total Check #s 48600 through 48694 totaling \$657,387.60 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 12/10/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2416	KIERA CONDON	1600
2419	MIKE FOLDEN PRODUCTIONS	8000
2421	SIGNARAMA	418.45
2425	THOMCO CONSTRUCTION, INC.	5097072.19
2431	ALPINE PRODUCTS INC.	688.15
2432	RICH MARKETING LLC	500
2434	PSR MECHANICAL	24665.15
2437	LOUDEDGE, INC.	7972.5
2459	NELSON ELECTRIC, INC.	19333.23
2464	D.P. NICOLI, INC.	3817.04
2468	DAVIDSON MACRI SWEEPING, INC.	19747.54
2473	THE ROOT OF US LLC	2000
2480	CRELATE, INC.	4609.89
2482	KIMLEY HORN AND ASSOCIATES, INC.	22410
2486	CASCADIA LAW GROUP	57084.75
2489	THE ORIGINAL POOP BAGS	2223.79
2508	SERENITY DILLAWAY	100
2511	SALCIDO, LETICIA	1016.68
2512	CARASOFT TECHNOLOGY CORPORATION	3630
2513	DGR DEVELOPMENT, INC.	7500
2514	STAN YAO	7804
2517	CLEARVIEW NURSERY, INC.	392.12
2518	CYSTIC FIBROSIS FOUNDATION	100
2519	HAMBELL	375
2520	KING COUNTY FINANCE	15
2521	UNITED PRINT SIGNS GRAPHICS	385.35
2522	TRC ENVIRONMENTAL CORPORATION	17164.88
2523	ALL AROUND FENCE COMPANY	990.9
2524	VARITECH INDUSTRIES INC.	3855.02
2525	SERVICE ELECTRIC CO. INC.	743.18
2526	CONVERGINT TECHNOLOGIES	5969.76
2527	SHOC NETWORKS	8222.78
2528	HIATT PARK LLC	16306.2
2529	FORCE AMERICA DISTRIBUTING LLC	440.4
2530	CASCADIA CONSULTING GROUP, INC.	77062.5
2531	BCN TELECOM, INC.	3770.77
2532	BIO CLEAN, INC.	1596.45
2533	JAMES R. WAGNER JR.	500
2535	BRASS MONKEY INVESTMENTS LLC	54.9
2536	JOHNSON ELECTRIC, INC.	7727.92
2537	HUNTINGTON TECHNOLOGY FINANCE	47388.75
2538	SHAWN PECKHAM	50.9
2539	C + C INC.	1000
2540	CHILD CARE RESOURCES	1125
2541	TOWN CENTER HARDWARE	115.26
2542	DEERE & COMPANY	9074.74
2543	FOSTER GARVEY PC	50386.5
2544	ACTION SERVICES CORPORATION	3226
2545	KLB CONSTRUCTION, INC.	5164799.8
2546	1901 WLD KENMORE 68TH LLC	39.49
2547	OSW EQUIPMENT & REPAIR, LLC	4980.85
2548	CAMP UNITY EASTSIDE	6400
2549	DAVID EVANS	192.33
2550	THOMAS & MARIANNE IVEY	7500
2551	MICHAEL O'LEARY	171.68
2552	WEINSTEIN AU LLC	10943.55
2553	TICOR TITLE	250000
2554	ECONOMY FENCE CENTER	9459.11

XI. B. Approve Total Check #s 48600 through 48694 totaling \$657,387.60 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 12/10/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2555	VTO SCULPTURE	18786.5
2557	NOVA BUILD INC	7500
2558	FOREMOST PROMOTIONS	1171.9
2559	KING COUNTY DEPT OF ADULT & JUVENILE DETENTIO	736.53
2561	PRR, INC	109494.07
2562	ABS VALUATION	11000
2563	BELMONT HOMES	7500
2564	DAVID CHAMBLISS	496.65
2565	KNOCKOUT PLUMBING & MECHANICAL LLC	235.2
2566	AMERICAN CITY BUSINESS JOURNALS, INC.	135
2569	FUN TIMES ICE CREAM	300
2570	H.D. FOWLER COMPANY	3144.54
2571	AJ LEE & BLUE SUMMIT	1000
2572	TIMBERLAND CONSTRUCTION	421.4
2573	WHISTLE WORKWEAR	610.47
2574	WANKER PRODUCTIONS	2500
2575	EPIC EVENTS AND PROMOTION, INC.	3192.9
2576	TRADE ROOT MUSIC GROUP LLC	2200
2577	APPLEONE EMPLOYMENT SERVICES	6456.83
2578	CENTRICITY GIS, LLC	1500
2579	CHANIN KELLY-RAE CONSULTING LLC	45420
2580	FURNITURE PROS	1596.46
2581	83RD KENMORE LLC	7500
2584	AQUALIS	35582.3
2585	CONFIDENTIAL DATA DISPOSAL	450
2586	C-N-I LOCATES LTD.	405
2587	EMILY BENNETT	12500
2589	ABRACADABRA PRINTING	830.18
2590	OAPA	150
2591	JASA PROPERTIES LLC	8200
2592	GWYNN RUCKER	1287
2593	JAFKO COMPANY LLC	194.25
2594	KANNAN PARAMESWARAN	131.25
2595	LACINDA GIBBS	298.2
2596	L W PRODUCTS CO.	8334.57
2597	THE UW IDL	100
2598	WAGNER ARCHITECTS	10320
2599	CEDAR GROVE COMPOSTING, INC.	71.56
2600	DONE RIGHT PLUMBING & SEWER REPAIR LLC	268.8
2601	MESSERAT WOLDE TATO	63308
2604	ISMAEL CIBRIAN	177.45
2605	GRASS MASTER	715.65
2606	TOLL BROS. INC.	7500
2607	THE DOWNTOWN MOUNTAIN BOYS	1000
2608	A PERFECT SHINE	3859.45
2609	DTG RECYCLE	138.88
2610	SPECIALTY DOOR SERVICE, INC.	199.28
2611	NOVELTY HILL DEVELOPMENT LLC	7500
Vendor Set Vendor Set 01 Total:		41089713.81

XI. B. Approve Total Check #s 48600 through 48694 totaling \$657,387.60 a...

12-10-2021

Final Audit Report

2021-12-13

Created:	2021-12-11
By:	Carla Schnee (cschnee@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3oYtCKPCKRB7oeoKHvVphjBkzCoMqwNo

"12-10-2021" History

-  Document created by Carla Schnee (cschnee@kenmorewa.gov)
2021-12-11 - 1:26:00 AM GMT- IP address: 50.235.209.34
-  Document emailed to Leticia Salcido (lsalcido@kenmorewa.gov) for signature
2021-12-11 - 1:30:17 AM GMT
-  Email viewed by Leticia Salcido (lsalcido@kenmorewa.gov)
2021-12-13 - 5:48:01 PM GMT- IP address: 73.59.49.24
-  Document e-signed by Leticia Salcido (lsalcido@kenmorewa.gov)
Signature Date: 2021-12-13 - 5:48:17 PM GMT - Time Source: server- IP address: 73.59.49.24
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2021-12-13 - 5:48:19 PM GMT
-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
2021-12-13 - 7:45:52 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2021-12-13 - 7:49:23 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Agreement completed.
2021-12-13 - 7:49:23 PM GMT



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Subject/Topic: Climate Action Plan Proposed Council Action/Motion: Approve the proposed strategies and actions to be used in the City’s Climate Action Plan.	For Council Meeting Agenda of: December 20, 2021 Department:_Public Works, Env Services Division Prepared by: Richard Sawyer, Env Services Manager Sammie Roeun, Env Services Adm Spec <u>Initial & Date</u> Approved by Department Head: RS Approved by City Attorney: NA Approved by Finance Director: NA Approved by City Manager: RK Exhibits/Attachments: Strategies & Actions Memo – Tracked Changes
The City of Kenmore is working with Cascadia Consulting Group (CCG) to develop its first Climate Action Plan (CAP). Currently, staff are completing Phase 2 of the CAP development process, which includes development of strategies and actions based on feedback from the public, Council and staff. On November 22, 2021, staff presented draft strategies and actions to Council and received direction to make the changes provided in the attached final draft. In this final draft, Council's November comments are provided along with staff notes. The final strategy/action is provided showing any changes from the November 22nd meeting as a tracked change. Once approved, the final strategies and actions will be incorporated into the CAP, which is scheduled for completion in spring 2022.	
<u>FISCAL CONSIDERATION:</u> The approved 2021-2022 budget allocates \$118,294 for professional services and memberships, such as the City's agreements with Cascadia Consulting Group, King County-Cities Climate Collaboration (K4C), and the International Council for Local Environmental Initiatives (ICLEI). The budget also provides \$86,196 for a 24-month temporary 0.5 FTE Administrative Specialist position to provide staff support for development and implementation of climate action activities during the biennium. CAP funding will be provided from both the Surface Water Fund (22%) and Strategic Opportunities (78%).	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council's 2021-2022 Priority #2 “Develop a Kenmore Climate Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration.”	

City of Kenmore Climate Action Plan

11/22 Council Meeting Packet

TO: Richard Sawyer, City of Kenmore Environmental Services Manager
FROM: Cascadia Consulting Group
DATE: December 20, 2021
SUBJECT: Kenmore Climate Action Plan Strategies & Actions - REVISED

INTRODUCTION

The Kenmore Climate Action Plan (CAP) Project Team **refined CAP strategies and actions** based on feedback from Kenmore's 11/22/2021 City Council meeting. Modifications since the meeting are indicated in **track changes alongside council member feedback and Project Team responses**.

The following **icons** are used throughout this section to indicate which sources of emissions and/or climate risks each action is intended to address. Note that 2019 emissions from City operations (776 MT CO₂e) made up approximately 0.5% of 2019 communitywide emissions (170,255 MT CO₂e).

Emissions Sources	Communitywide		Municipal Operations	
Electricity		41%		66%
Natural Gas		19%		7%
Refrigerants		8%	<i>Not measured</i>	
Transportation		31%		26%
Solid Waste		1%		1%
Wastewater		< 1%	<i>Not measured</i>	

Climate Risks	
Heat	
Flooding & Landslides	
Wildfire Smoke	
Overall Resilience	



City of Kenmore Climate Action Plan

11/22 Council Meeting Packet

GLOSSARY OF KEY TERMS

Clean Building Standards	Signed into law in 2019, HB 1257 requires the Washington State Department of Commerce to develop and implement an energy performance standard for existing buildings and provide incentives to encourage efficiency improvements [WA Department of Commerce]
Climate impacts	Consequences of climate change – both expected and realized – for human and natural systems.
Climate resilience	The capacity of a community, economy, or natural environment to prevent, withstand, respond. To, and recover from a climate-related disruption.
Culverts	Short drainpipes or tunnels that carry stormwater runoff under roadways or embankments.
Criteria pollutants	Carbon monoxide, lead, nitrogen dioxide, ozone, and particulate matter which create poor air quality.
Environmental justice	The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies [U.S. EPA].
Extreme events	A time and/or place in which weather, climate, or environmental conditions (e.g., temperature, precipitation, drought, flooding) rank above a threshold value near the upper or lower ends of historical measurements.
Frontline communities	Communities that are most heavily impacted by climate change. They are often Black, Indigenous, People of Color (BIPOC) and low-income communities.
Green gentrification	The process in which cleaning up pollution and providing green amenities (e.g., open space access, renewable energy options) in polluted or underserved neighborhoods attracts wealthier residents and subsequently drives up local property values and displaces historically underserved and disenfranchised residents, oftentimes who are low-income, BIPOC, or elderly.
Green Power Program	A Puget Sound Energy (PSE) run program that provides energy from renewable sources such as solar, wind, biogas, and hydroelectricity.
Green stormwater infrastructure (GSI)	Methods that use plant or soil systems, permeable pavement and surfaces, stormwater harvest and reuse, or varying landscaping techniques to infiltrate, store, or redirect stormwater and reduce flows to bodies of water and sewer systems.
Greenhouse gas (GHG)	Gases that trap heat in the atmosphere including carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O), and fluorinated gases.
Growth Management Act (GMA)	A series of state statutes adopted in 1990 and codified under Chapter 36.70A RCW that requires fast growing cities and counties to develop a comprehensive plan to manage population growth.
King County-Cities Collaboration (K4C)	The K4C is a partnership of local governments of all sizes aimed at accelerating collective climate action in King County and across the state.
LEED certification	A widely used certification system that provides a framework for increasing the environmental performance of new and existing buildings.



City of Kenmore Climate Action Plan

11/22 Council Meeting Packet

Load responsive appliances	Sometimes referred to as demand-responsive appliances, these are smart household appliances capable of receiving signals from a utility or designated provider indicating a price or request to alter electricity consumption for a particular timeframe.
Low embodied carbon materials	Embodied carbon refers to the emissions associated with the construction of a building rather than when it is in use (operational carbon), thus materials with low embodied carbon are those which use less energy in their production, assembly, and transportation processes.
Low-impact development (LID)	Systems and practices that use or mimic natural processes to manage stormwater runoff. Water is infiltrated into the ground or stored onsite to protect water quality and minimize flooding.
Mixed use development	Development that consists of a mix of uses such as residential, retail, commercial, office, government, and entertainment in the same building or in close proximity.
Multi-modal transportation	Accessible transportation through a variety of travel modes, typically pedestrian, bicycle, public transit, and automobile modes, but may also include water and air transport modes.
MT C02e	Metric tons of carbon dioxide equivalent or MTCO2e is the unit of measurement for calculating greenhouse gas emissions.
Regional code collaboration	A collaborative group of government agencies within and around King County focused on developing a regional approach to sustainable code development.
Sequestration potential	Ability of plants, soil, and habitats to capture and remove atmospheric carbon
Transit-oriented development (TOD)	Walkable, pedestrian-oriented, and densely compacted mixed-use (commercial, residential, entertainment) development centered around or located near public transit stations.
Transportation Master Plan	A comprehensive plan, or element of the city's broader comprehensive plan, focused on examining and improving the city's transit system.
Vulnerability assessment	Exposure, sensitivity, and adaptive capacity of a species, system, community/group, or resource to the negative effects of climate change and other stressors.
Washington Environmental Health Disparities Map	Using 19 indicators and four themes (environmental exposures, environmental effects, sensitive populations, and socioeconomic factors), this interactive map shows a visual representation of social and environmental disparities within the City of Kenmore.
Washington State Building Code	Comprised of several different codes and largely based on national model codes that are amended for the state level.
Weatherization	The practice of protecting a building or home—both interior and exterior—from the elements including sun, rain, snow, and wind, resulting in increased and optimized energy efficiency.
Zero waste	Designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them [Seattle Public Utilities].



MULTI-CRITERIA ANALYSIS (MCA)

Cascadia conducted a **qualitative** multi-criteria analysis (scoring system which ranks actions against a set of **decision criteria**) to evaluate potential CAP actions. These criteria were **vett**ed through the engagement process, with “**impact**” rising to the top as the most important criterion for decision-making. For each potential action, we assigned numeric rankings of 1 to 5 based on how well the action aligned with each criterion. We used a **weighted summation** to arrive at an overall priority score for each action.

Criterion	Weight	Interpreting Scores				
		1	2	3	4	5
Emissions reduction: Relative potential to reduce greenhouse gas emissions ¹ OR Increased resilience: Relative potential to increase adaptive capacity/resilience.	25%	No impact	Low impact	Moderate impact	Moderate-high impact	High impact
Ease of implementation: Relative cost to City, and staff time associated with implementing the action.	25%	Many barriers	Several barriers	Some barriers	Few barriers	Limited barriers
Climate justice & equity: Relative ability to influence/support the outcomes that bridge health, economic, and social disparities. Specific communities of concern include: communities of color, low-income communities, non-English-speaking communities, youth and elders	20%	High potential to create inequitable outcomes	Some potential to create inequitable outcomes	Likely to have neutral impact	Some potential to generate equitable outcomes	High potential to generate equitable outcomes
Community support: Political feasibility and/or level of community support, based on feedback during CAP engagement.	15%	Community opposes	Community expressed concerns	Community neutral	Community supports	Community priority
Co-benefits and/or synergies²: Relative potential for an action to lead to additional beneficial outcomes, including: mobility improvement, cost savings, health, water and air quality improvement, green space and recreation improvement, and job creation.	15%	No potential for additional co-benefits	Low potential for additional co-benefits	Moderate potential for additional co-benefits	Moderate-high potential for additional co-benefits	High potential for additional co-benefits

¹ Communitywide actions were ranked compared to total communitywide GHG emissions; municipal actions were ranked compared to total municipal GHG emissions.

² In this context, synergies refers to the action's potential to align with and further related goals. For example, an action designed to reduce food waste and associated GHG emissions helps bolster existing food insecurity plans and programs.



STRATEGIES & ACTIONS

The table below summarizes overarching feedback from the 11/22 Council meeting with responses from the Project Team. Action-specific comments are addressed on the pages that follow.

Overarching Council Feedback (11/22/21)	Project Team Response
• Srebnik: Distinguish between “emissions reduction” and “increased resilience” (replace “impact”). • O’Cain: Considers the resiliency portion the most important piece of the CAP. OK with weighting and presentation.	• Replaced “Impact” column with “Emissions Reduction” potential and potential to “Increase Resilience.” • Maintained equal weighting between these two criteria (total MCA score did not change).
• Srebnik: Decouple “emissions reduction potential” criterion from “feasibility” criterion.	• Adjusted the MCA scores to address this comment (see track changes).
• Srebnik/Pfeil: define jargon and key terms in glossary.	• Added glossary to this memo and will include one in CAP as well.
• Srebnik: industrial emissions not included in inventory (responding to public comments around industrial emissions, specifically the Cadman asphalt plant).	• Kenmore’s GHG inventory includes industrial emissions from electricity, natural gas, and on/off-road transportation. It does not include industrial process (upstream) emissions due to limited publicly available data from private companies. • Kenmore’s inventory was prepared in accordance with the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions. The protocol notes the following sources of data can be used to calculate industrial process emissions: - o Mandated EPA or state reporting: The Cadman asphalt plant’s emissions fall below the U.S. EPA’s/Washington State Department of Ecology’s thresholds for mandatory reporting (25K and 10K MT CO₂e, respectively). https://www.epa.gov/ghgreporting/learn-about-greenhouse-gas-reporting-program-ghgrp; https://ecology.wa.gov/Air-Climate/Climate-change/Tracking-greenhouse-gases/Greenhouse-gas-reporting/Facility-greenhouse-gas-reports). We could conservatively assume the facility produces emissions at the highest end



City of Kenmore Climate Action Plan

11/22 Council Meeting Packet

Overarching Council Feedback (11/22/21)	Project Team Response
	under the threshold (i.e., 9,999 MT CO₂e), which would equate to about 6% of Kenmore's total emissions. - o Private data: Cadman asphalt plant is not required to provide private data around their GHG emissions and were unable or unwilling to provide this information for the purposes of Kenmore's GHG inventory. • Further, U.S. EPA assumes that GHG emissions from making asphalt itself are negligible (aside from energy/transportation which are already included in the inventory) because <i>"no data were available about non-energy emissions, and the majority of the asphalt concrete is aggregate, which has no non-energy emissions associated with its production."</i> https://www.epa.gov/sites/production/files/2016-03/documents/warm_v14_construction_demolition_materials.pdf • Note that the reporting requirements described above only apply to GHG emissions, not "criteria pollutants" (e.g., carbon monoxide, lead, nitrogen dioxide, ozone, particulate matter, etc.) which create poor air quality. - o The Puget Sound Clean Air Agency (PSCAA) is the regulatory body that ensures compliance with federal air quality standards in King County. PSCAA's Air Quality Sensor Map shows health-based and instantaneous particle pollution, including "Purple Air sensors" (public, inexpensive air sensor data). These data points undergo a calibration to the "gold-standard" Agency Monitoring Stations and quality control process. The air sensor located at NE 181st Ste and 63rd Ave NE reports a 95% confidence in data quality.
• Pfeil: Given the impact of climate change, global warming, flooding along with development – we have a change in pest management [rodent] issues. Environmental/public health issue.	• Based on desktop research and review of the planning documents cited by CM Pfeil, the project team did not find a clear association between climate change impacts and rodents. Very few articles are available about urban rodents and climate change, with most being news articles. We found one research article, but results were inconclusive. Cascadia has not included actions related to pest management beyond invasive species in regional CAPs (e.g., King County, Shoreline, Redmond, Bellevue, Thurston County, Everett, Port Angeles, Tacoma, etc.).



Overarching Council Feedback (11/22/21)	Project Team Response
	The City of Kenmore’s Integrated Pest Management Plan provides more information on the City’s management of pests, including rodents, which was recently updated and presented to Council.



Focus Area 1: Buildings & Energy

Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
[Municipal Actions] Strategy 1.0: Reduce emissions from buildings & energy										
1.0.1 	Require newly constructed government buildings to meet highly efficient & net carbon standards by a determined date.			4	N/A	2	3	3	2	2.85
1.0.2 	Adopt Building Automation Systems (BAS) for all new construction and upgrade system controls for existing buildings (e.g., heating ventilation and air conditioning (HVAC), lighting).		• Recommend removing from the CAP. Lowest scoring action in this strategy. Consider including as part of 1.0.1 and/or 1.0.3	3	N/A	2	3	3	3	2.75
1.0.3 	Make energy efficiency improvements in existing buildings to upgrade appliances and equipment and/or improve insulation and weatherization. Upgrade all streetlights and traffic signals with high efficiency light-emitting diode (LED) bulbs.			4	N/A	2	3	3	3	3.00



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
1.0.4 	Enroll City facilities into PSE's Green Power Program.	Kugler: requested more information on PSE GPP.	- This action demonstrates the City's support for renewable energy. It is a bridging strategy to reduce emissions in the short-term while the electricity grid becomes GHG neutral (by 2030). https://www.pse.com/en/green-options/Renewable-Energy-Programs/green-power. - Increased emissions reduction score, given this action would immediately offset emissions from electricity.	45	N/A	5	3	3	1	3.45 3.70
1.0.5 	Partner with King County to identify and prioritize backup power and grid infrastructure projects for critical City-owned facilities (e.g., resilience hubs).			N/A	4	2	4	4	4	3.50
[Communitywide Actions] Strategy 1.1: Use less energy										
1.1.1 	Incentivize the development of LEED or other high performance certified commercial buildings. Conduct associated education, outreach, and technical assistance.	Srebnik: understands removing incentivization of LEED certification because it might be hard to incentivize but feels this is going to be a highest impact if we can get new development that is energy efficient. How did	Recommend removing from the CAP - Emissions reduction score now aligned with King County scoring; action only applies to new, commercial buildings. - Low feasibility score given staff feedback that LEED buildings can increase construction costs by 20-30%; permit	23	N/A	1	3	2	2	1.95 2.20



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
		this get rated as 2 for impact – maybe the feasibility is low?	feeds are less than 5% so it's unlikely the City could financially incentivize this voluntary measure enough to make it worthwhile for developers. Community support for this action is low and voluntary actions are less successful when there isn't support from community.							
1.1.2 	Incentivize energy efficient and/or load-responsive appliances in new and old buildings. - Partner with utilities and frontline communities to expand utility assistance and incentive programs and energy efficient technologies to reduce energy burden. - Promote awareness of incentives available for early action (before it is required) under the Clean Buildings Act (deep efficiency retrofits). - Conduct associated education, outreach, and technical assistance.	Srebnik: call out weatherization, programmable thermostats, low flow toilets and showerheads, heat pumps. Include streamlined permitting as potential incentive.	Will include these specific examples in implementation planning.	3	N/A	2	4	3	3	2.95
1.1.3	Adopt local amendments to the WA State Building Code Council that go			3	N/A	3	3	2	2	2.70



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
	above and beyond the WA State Energy Code. Partner with the Regional Code Collaboration and King County-Cities Collaboration (K4C) to actively revise the Washington building code.									
1.1.4 	Mandate proper use, monitoring, and disposal of refrigerants in commercial and residential buildings. Conduct associated education, outreach, and technical assistance.		Recommend removing from the CAP. The U.S. EPA issued new rules in September 2021 regulating refrigerants to reduce GHG emissions. Refrigerant emissions can be more effectively addressed at the federal level than the local level.	2	N/A	2	3	1	1	1.90
[Communitywide Actions] Strategy 1.2: Use cleaner energy sources										
1.2.1 	Incentivize a full transition to electric or solar energy in existing commercial and residential buildings.	Srebnik: Include streamlined permitting as potential incentive.	- Will include this example in implementation plan. - Updated MCA scores to reflect CM Srebnik's request to decouple "emissions reduction" potential from feasibility/uptake.	35	N/A	2	4	5	2	3.10 <u>3.60</u>



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
 1.2.2	Mandate all new construction install energy systems already compatible with solar energy systems and EV charging stations to facilitate an easier transition to renewable energy and EV adoption.		Recommend removing from the CAP. Consider for future CAP, given low priority score and low support from community. Strong concerns around unintended consequences.	3	N/A	2	2	2	1	2.10
 1.2.3	Encourage businesses, large energy users, and residents to enroll in Puget Sound Energy's (PSE) Green Power Program to expand the use of green energy.		Updated MCA scores to reflect CM Srebnik's request to decouple "emissions reduction" potential from feasibility/uptake.	25	N/A	32	3	32	1	2.45 2.80
 1.2.4	Use incentives and partnerships to support the development of local community solar projects and micro-grids that provide alternative energy sources for critical community facilities, especially during brownouts or unexpected power loss.		- Increased co-benefit score to reflect this action also provides energy resilience benefits in addition to emissions reduction. - Incentives could include streamlined permitting (note in implementation plan).	34	N/A	2	4	4	34	3.10 3.50
 1.2.5	Enact code to phase out fossil fuel infrastructure in new construction.			4	N/A	2	3	1	3	2.70



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
1.2.6  	Advocate for increased electricity grid reliability through updated regulations for utilities and legislation that increase the flexibility of the electricity grid and incentivizes large-scale energy customers to reduce their electricity use during peak times.			N/A	3	3	4	5	3	3.50



Focus Area 2: Transportation & Land Use

Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
[Municipal Actions] Strategy 2.0: Reduce emissions from transportation & land use										
2.0.1 	Support long-term remote working and flexible work schedule options <u>and commute trip reduction strategies</u> for City employees and contractors when feasible.	Kugler: Need to address broadband/reliable internet access to ensure staff can utilize work from home flexibility equitably. Srebnik: What about commute trip reduction programs/incentives, ORCA cards, leading 'Kenmore walks' events (partnered w/Feet First), InMotion social media, RideShare, etc.)	Modified language to include commute trip reduction strategies broadly. Can incorporate requested details into implementation plan.	3	N/A	4	3	4	4	3.55
2.0.2 	Define and implement a green vehicle selection process and green fleet resources for new or replacement vehicles <u>buses, and passenger ferries.</u>	Srebnik: buses and ferries not applicable.	- Removed from action language. - Increased "Emissions Reduction" score per CM Srebnik's request to see relative scores across all focus areas (relative to total municipal emissions).	34	N/A	2	3	4	2	2.75
2.0.3 	Install electric car charging stations in key city-owned/operated parking facilities and public lands.			3	N/A	3	4	5	2	3.35



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
[Communitywide Actions] Strategy 2.1: Build strategically										
2.1.1  	Incorporate environmental justice criteria and priorities into zoning, land use planning, permitting policies, and development of new projects.		Will provide examples of environmental justice criteria in implementation plan.	N/A	3	4	5	3	4	3.80
2.1.2  	Uphold Alter zoning and planning policies to align with the Growth Management Act to and prioritize dense, mixed use, transit-oriented development (TOD) and affordable housing.	Srebnik: wording is unclear; GMA is about accepting growth. Would like density along the transit corridors but want options in all of the locations within the city not just the transit corridor. Marshall: GMA is not acceptance of growth but the management of growth and balancing comprehensive planning. Prefers existing language. Pfeil: prefers existing language. Herbig: current language implies that we are not aligning our policies with the GMA. Alter first part of sentence to clarify the goal.	- Action does not preclude Kenmore from building affordable housing outside of transit corridors. Kenmore's Affordable Housing Plan will have much more comprehensive considerations, in the CAP we are just connecting affordable housing considerations that tie directly to reducing emissions/building resilience. - Updated language to address CM Herbig's feedback. Action language aligns with King County Climate Action Toolkit.	4	N/A	2	4	1	4	3.05



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
2.1.3 	Identify opportunities to increase overall resilience (<u>e.g., meeting performance standards, ability to withstand future climate impacts and events</u>) through development and building code improvements for existing and new construction.	Srebnik: Define resilience in this context.	Updated action language to define resilience in this context.	N/A	4	3	3	3	2	3.10
[Communitywide Actions] Strategy 2.2: Drive less										
2.2.1 	<u>Reduce communitywide single-occupancy vehicle travel by:</u> <u>Increase</u> network of safe bike lanes, boulevards, <u>and</u> trails <u>Widening</u> sidewalks <u>Expanding</u> convenient transit stops <u>Installing</u> effective traffic signals <u>Constructing</u> dedicated <u>ing</u> right of way lanes near residential areas and work hubs <u>Partnering</u> with public transport services, frontline community organizations, and strategic surrounding jurisdictions to pilot new	Srebnik: simplify language.	- Updated language for clarity and defined key terms in glossary. - Increased "Emissions Reduction" score per CM Srebnik's request to see relative scores across all focus areas (relative to total communitywide emissions).	3.4	N/A	2	4	5	3	3.25 3.50



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
	routes and diverse transit options (including carpooling) to improve efficiency and reliability.									
2.2.2  	Partner with public transport services, frontline community organizations, and strategic surrounding jurisdictions to pilot new routes and diverse transit options to improve efficiency and reliability.		• Merged with Action 2.2.1 to provide an explicit equity component while still supporting frontline communities with increased transportation access. • Increased co-benefit score to reflect this action also provides mobility and public safety benefits in addition to emissions reduction.	2	N/A	3	3	3	24	2.60 <u>2.90</u>
2.2.3  	Ensure that there are diverse multi-modal transportation options that are equipped to operate in natural disasters.	• Pfeil: Does not fit within "Strategy 2.2: Drive less."	• Moved to Strategy 5.1: Prepare for climate emergencies.	N/A	3	2	5	4	3	3.30
2.2.4  	Develop a Transportation Master Plan that guides the City's transportation investments and the shift to a low-carbon transportation system.			4	N/A	2	3	3	3	3.00



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
[Communitywide Actions] Strategy 2.3: Drive cleaner vehicles										
2.3.1 	Promote existing and develop new incentives to encourage purchase of electric vehicles (including stronger incentives for low-income residents).			3	N/A	3	3	4	3	3.00
2.3.2 	Expand incentives for EV charging for multi-family homes, apartment buildings, major employers, and parking garages.			3	N/A	3	3	3	2	2.85
2.3.3 	Incentivize transition from gas and diesel powered to electric garden equipment (lawn mowers, leaf blowers) and pleasure and watercraft (boat, jet skis).		Recommend removing from the CAP. Emissions from these sources contribute less than 2% of total communitywide GHG emissions. Consider for future CAP but prioritize higher sources of emissions in short-term.	12	N/A	2	3	2	3	2.10 2.35



Focus Area 3: Consumption and Materials Management

Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
[Municipal Actions] Strategy 3.0: Promote sustainable consumption										
3.0.1 	Adopt a sustainable purchasing policy that prioritizes products that (1) meet environmental standards or certifications; (2) are locally sourced; (3) can be recycled or composted at end of life.		Reduced "Emissions Reduction" score per CM Srebnik's request to see relative scores across all focus areas (relative to total municipal emissions).	3.2	N/A	4	3	5	3	3.55 3.30
[Communitywide Actions] Strategy 3.1: Prevent waste										
3.1.1  	Partner with frontline communities to support a regenerative and sustainable local zero waste food economy.			N/A	3	3	4	5	3	3.50
3.1.2 	Adopt King County's Construction & Demolition waste diversion requirements. Support policies, tools, and programs to reduce construction-related emissions, including sourcing low embodied carbon materials.		Reduced "Emissions Reduction" score per CM Srebnik's request to see relative scores across all focus areas (relative to total communitywide emissions).	3.2	N/A	2	3	4	2	2.75 2.50



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
3.1.3 	Partner with the Metropolitan Solid Waste Management Advisory Committee on policy, projects, and programs. Develop a regional strategy through the adopted 2019 Comprehensive Solid Waste Management Plan to reach zero waste of resources by 2030 through a combination of education, incentives, and regulatory tools aimed at single-family, multi-family residents, businesses, and construction projects in King County.		Reduced "Emissions Reduction" score per CM Srebnik's request to see relative scores across all focus areas (relative to total communitywide emissions).	3 2	N/A	2	3	4	2	2.75 2.50
3.1.4 	Ban sale of styrofoam containers and encourage businesses to use reusable, recyclable, or compostable materials.		Recommend removing from the CAP. Washington state has a polystyrene ban in effect beginning 2023-24. Kenmore could better serve its community by identifying retailers and food service providers currently using Styrofoam and offering technical assistance and education to help facilitate an equitable transition to more sustainable alternatives.	1	N/A	2	2	5	2	2.20
[Communitywide Actions] Strategy 3.2 Divert resources from landfills										
3.2.1	Conduct a baseline waste audit and adopt waste prevention and diversion goals. Use		Reduced "Emissions Reduction" score per CM Srebnik's request to see	3 2	N/A	3	3	4	2	3.00 2.75



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
	results to inform education and outreach priorities.		relative scores across all focus areas (relative to total communitywide emissions). While the audit itself will not directly reduce emissions, this could be a foundational step which informs other actions in this strategy and Strategy 3.1.							
3.2.2 	Conduct education, outreach, and technical assistance to promote recycling and composting amongst building owners, operators, businesses, and residents.		Reduced "Emissions Reduction" score per CM Srebnik's request to see relative scores across all focus areas (relative to total communitywide emissions).	2 1	N/A	3	3	5	2	2.90 2.65
3.2.3 	Mandate recycling and composting and enforce sorting by an identified year, especially for multi-family buildings and commercial properties where contamination is high.		- Reduced "Emissions Reduction" score per CM Srebnik's request to see relative scores across all focus areas (relative to total communitywide emissions). - Consider including education and enforcement in waste hauler contracts. Consider opportunities to purchase and use compost end-product on City property.	3 2	N/A	2	3	4	2	3.00 2.50



Focus Area 4: Natural Systems and Water Resources

Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
[Municipal Actions] Strategy 4.0: Restore and protect natural resources and promote sequestration										
4.0.1 	Require low-impact development (LID) for all new City-owned construction and remodels to reduce stormwater runoff and costs. Design and implement green stormwater infrastructure (GSI) projects – such as rooftop gardens, green rooftops, pervious pavement, and bioswales – to ensure to improve water quality via natural filtration of stormwater runoff and reduce flooding impacts during heavy rains.		Added text based on community and Council input.	N/A	4	4	4	3	4	3.85
4.0.2 	Use drought-tolerant native plants in City parks, rights-of-way, and green spaces.		Acknowledge in implementation plan that City should Identify when and where to prioritize drought-tolerant vs. native vs. high carbon sequestering plants.	N/A	3	5	3	5	2	3.65
4.0.3 	Evaluate the sequestration potential (ability of plants, soil, and habitats to capture and remove atmospheric carbon) of existing public lands and invest in		Increased co-benefit score to reflect this action also provides resilience benefits in addition to emissions reduction.	4 2	N/A	2	3	3	2 4	2.85 2.65



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
	changes/recommendations that enable high sequestration levels.									
[Communitywide Actions] Strategy 4.1: Conserve water, manage stormwater, and minimize flooding										
4.1.1  	Conduct outreach and education on water conservation strategies, including using grey water for non-potable uses (e.g., irrigation) when possible. Incentivize greywater solutions for property owners via free or subsidized rain barrels for property owners.			N/A	3	4	3	4	2	3.25
4.1.2  	Utilize educational campaigns to encourage low-impact, drought-resistant landscape development and design, such as stormwater drain maintenance of drain filters. Work with landscape companies to educate and incentivize smart irrigation management and technology <u>and work with industrial facilities to implement localized stormwater projects.</u>	• Pfeil: absence of stormwater actions. Concerned about contamination from businesses and heavy industry into our waterways. • O’Cain: Stormwater runoff at Lakepoint and industry needs attention. Develop in a way that is positive for our waterways.	• Actions 4.0.1, 4.1.2, 4.1.3 directly address stormwater and Actions 4.2.2 and 4.2.4 indirectly address stormwater. • Stormwater management addressing these concerns is currently handled under several existing City programs, codes and design manuals. Outreach and education, development, LID, and illicit discharges are primarily managed by the following: Stormwater Management Program Plan (NPDES Municipal Permit), Illicit Discharge	N/A	2	4	2	3	2	2.65



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
			Detection & Elimination Plan, Title 13 Kenmore Municipal Code, Surface Water Design Manual and the Stormwater Pollution Prevention Manual.							
4.1.3 	Design and install flood prevention projects (such as water diversion designs or barriers) along key roads, sidewalks, <u>industrial areas</u> , and bike trails.			N/A	5	2	4	3	4	3.60
[Communitywide Actions] Strategy 4.2: Preserve and restore natural systems										
4.2.1 	Require developers to replace any trees removed from the land to ensure there is equivalent sequestration potential (the ability of plants, soil, and habitats to capture and remove atmospheric carbon).		Merged with Action 4.2.1	N/A	4	1	4	4	3	3.10
4.2.2 	Develop a <u>comprehensive</u> urban landscape strategy or framework (<u>for both City and communitywide projects</u>) to develop additional natural areas and preserve the functioning of existing ones under changing climatic conditions. Prioritize (1) increasing tree canopy in areas	Srebnik: uncomfortable with the merging of the actions about requirements on developers. What about tree planting incentives and programs and becoming Forterra Green City Partner?	- Action is intended to cover both City operations (lead by example) and communitywide development projects. Updated language for clarity. - Sufficient tree planting coverage through Actions 4.2.2 and 4.2.4. Could	N/A	4	4	4	5	3	4.00



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
	subject to urban heat island effect. <u>Require and (2) replacementing of</u> any trees removed from the land to ensure there is equivalent sequestration potential (i.e., the ability of plants, soil, and habitats to capture and remove atmospheric carbon).		include Forterra Green City and other partners (e.g., Earth Corps, KC Conservation District, WA Conservation Corps, etc.) in implementation plan.							
4.2.3 	Remove <u>or replace</u> old or degrading culverts. <u>Any new or replacement culverts will be salmon passable.</u> and e Engage the public in restoring native salmon populations via public outreach campaigns.	• Srebnik: Salmon and waterways are not highlighted as being important and only mentioned briefly. Call out more prominently/clearly. • Pfeil: Invest in salmon passable culverts. Not only old culverts. Have areas that <i>need</i> culverts to improve connectivity to Lake WA and streams so we can have a restored/returning salmon population. Remove or replace old culverts, add new culverts. Funds unavailable in the past. • O’Cain: Ensure salmon and invasive species removal language is clearer. Supports broadening culverts language.	• Updated language based on council input. • Note that the quantity of actions does not indicate their importance in the CAP. The actions within this focus area collectively address water quality, salmon benefits, natural systems restoration, etc.	N/A	5	4	5	3	3	4.15



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
4.2.4 	Partner with local and regional environmental groups and other jurisdictions (e.g., Conservation Corps, King County, and other cities along Sammamish River) to encourage restoration and protection of Lake Washington and its critical water ways through actions such as invasive species removal, water quality monitoring (e.g., harmful algae), and riparian habitat restoration and conservation.	• Srebnik: Salmon and waterways are not highlighted as being important and only mentioned briefly. Call out more prominently/clearly. Water is getting warmer and we need to protect fish and other species. Algae/invasives. • O’Cain: Clean, healthy water feeds into so many systems that salmon are part of. Riparian zone planting ultimately helps with sequestration and cooling.	• Updated language to include partnership opportunities with groups already doing this work on the ground; included details addressing invasive species, water quality, algae, and riparian habitat conservation.	N/A	4	3	3	3	3	3.25



Focus Area 5: Community Resilience & Wellbeing

Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
[Municipal Actions] Strategy 5.0: Prepare communities for climate change and build resilience										
5.0.1 	Ensure all City plans (e.g., Comprehensive Plan, Emergency Management Plan) account for climate change and vulnerable communities, such as utilizing financial tools that capture the full lifecycle costs of City-led projects that capture the costs of inadequately adapting to climate change. Build City employee climate change awareness and capacity to train City employees in considering climate impacts in their day-to-day decisions at work.		Added language from Action 5.0.2	N/A	4	4	5	4	3	4.05
5.0.2 	Create and utilize financial tools that capture the full lifecycle costs of City-led projects, including the costs of climate inaction or inadequately adapting to climate change.		Merged with Action 5.0.1.	N/A	3	3	4	4	3	3.35
5.0.3 	Prioritize local hiring and disadvantaged worker employment.		Removed per Council feedback (10/25). Not a direct enough	N/A	3	3	5	3	4	3.55



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
			connection to climate adaptation and resilience.							
[Communitywide Actions] Strategy 5.1: Prepare for climate emergencies										
5.1.1 	Work with community members on emergency procedures and coordination between facilities, such as public libraries or other community centers, to create "resilience hubs" that are prepared to meet the challenges of weather emergencies and included in equity index map the Washington Environmental Health Disparities Map .			N/A	5	3	5	5	4	4.35
5.1.2 	Co-create climate communications with Kenmore's communities—especially youth organizations to ensure that the next generation has a say—on climate and health impacts and emergency resources/warnings during extreme events.			N/A	3	4	5	5	2	3.80
5.1.3 	Study and evaluate air quality and extreme heat interactions near industrial sites in partnership with PSCAA and local industry . Utilize the study's results to inform additional	O'Cain: supports adding something about taking action. Study and evaluate air quality near industrial sites with intent toward action or corrective	Updated language to address feedback.	N/A	2	2	4	5	3	3.00



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
	policy action (e.g., zoning, air quality policies, permitting, etc.)	action, working with other agencies or directly with industry. Kugler: include something about discouraging businesses that emit nuisance odors, potentially through zoning, to address the types of industry in Kenmore. Discourage heavy polluting industry.								
5.1.4 	Conduct a study to expand on WSDOT's vulnerability assessment of state roads to map out roads/routes in Kenmore that are vulnerable to climate impacts (e.g., flooding, landslides).			N/A	4	3	4	4	3	3.60
5.1.5 	Ensure that there are diverse multi-modal transportation options that are equipped to operate in-natural disasters during extreme events, such as heat waves and flooding events .	Srebnik: differentiate between "natural disasters" and climate impacts.	<i>Was Action 2.2.3 in Transportation. Moved to Community resilience.</i> - Altered language to focus on extreme events and added some specific examples.	N/A	3	2	5	4	3	3.30
[Communitywide Actions] Strategy 5.2 Increase adaptive capacity and resilience										
5.2.1 	Mitigate impacts of green gentrification by identifying community centered anti-displacement strategies (e.g., eviction prevention, cash assistance,			N/A	4	3	5	3	4	3.80



Action ID	Action Description	Council Feedback (11/22/21)	Project Team Response	Emissions Reduction	Increased Resilience	Ease of Implementation	Climate Justice & Equity	Community Support	Co-benefits / Synergies	MCA Score
	and displacement mitigation) and expand access to affordable housing resources (e.g., home ownership strategies, weatherization, and climate-related home improvements).									
5.2.2 	Develop a green jobs strategy in partnership with community groups and businesses that (1) supports the low carbon transition of Kenmore's impacted industries; (2) develops pathways for youth and impacted workers to transition into green jobs; and (3) ensures opportunities (e.g., local hiring requirements) for these jobs.			N/A	3	2	5	4	4	3.45
5.2.3  	Provide free or discounted air filter box fans to vulnerable community members.			N/A	5	4	5	4	3	4.30



**City of Kenmore
Salary Commission
Regular Meeting Minutes
December 9, 2021**

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

CALL MEETING TO ORDER:

Commissioner Denuski called the virtual meeting to order at 6:00 pm.

Clerk Warhol confirmed that the meeting was being recorded and live streamed to YouTube.

PRESENT:

Commissioners: Doug Levy
Darleen Ademba
Stacey Denuski

Staff: Garrett Oppenheim, Intern in the City Manager's Office
Anastasiya Warhol, City Clerk

Speaking Guests: None.

DISCUSSION AND RECOMMENDATION

Commissioner Denuski was unanimously voted the chairperson of the commission.

The commissioners enacted the following ground rules for the meeting:

1. Their determination would relate only to salary, not benefits.
2. The only cities to be used for comparison are other council-manager cities.
3. Other cities in the Puget Sound region make better comparables than those outside Puget Sound.

Commissioner Levy suggested going as high as \$1,500 per month with the salaries but Chairperson Denuski questioned whether they should go that high as elected officials are not supposed to be seeking office for the money. Commissioner Ademba suggested going much lower, with only a 3-5% increase but in light of Commissioner Levy's suggestion, decided that was too low.

All three commissioners voted to raise the salaries of both the Mayor and City Council Members by 20% with a 2% annual increase for the next five years.

PUBLIC COMMENT

None requested time to speak.

FINAL RECOMMENDATION:

The final determination of the Salary Commission is to raise the salaries of both the Mayor and City Council Members by 20% with a 2% annual increase for the next five years.

ADJOURNMENT

The Commission adjourned the meeting at approximately 6:20 pm.

 (Dec 13, 2021 14:15 PST)

Stacey Denuski, Commission Chair

Darleen Ademba

Darleen Ademba, Commissioner

 (Dec 13, 2021 16:37 PST)

Doug Levy, Commissioner

ATTEST:

 (Dec 13, 2021 14:04 PST)

Garrett Oppenheim, City Manager's Office Intern

**City of Kenmore
Salary Commission
Statement of Salaries
December 9, 2021**

Commissioners:

Doug Levy
Darleen Ademba
Stacey Denuski

Statement of Salaries

Pursuant to Kenmore Municipal Code 2.40.030(C), the salary commission has approved an immediate 20% raise for the Mayor and City Council Members with an annual increase of 2% for the next five years. The new salary for the Mayor is \$1,192.80 per month. The new salary for the Council Members is \$1,059.60 per month. A 2% increase shall take effect on January 1, 2022 and on the first day of each subsequent year with the final increase on January 1, 2026.

 Dec 13, 2021 14:15 PST

Stacey Denuski, Commission Chair

Darleen Ademba

Darleen Ademba, Commissioner

 Dec 13, 2021 16:37 PST

Doug Levy, Commissioner



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Juanita Drive NE Pedestrian and Bicycle Safety Improvements Project – Construction Management Services Contract

Proposed Council Action/Motion:

Authorize the City Manager to execute Amendment #5 to Contract 16-C1625 with HDR Engineering Inc. in the amount of \$465,832 to extend construction management services through July 2022 for the Juanita Drive NE Pedestrian and Bicycle Safety Improvements Project.

For Council Meeting Agenda of: December 20, 2021

Department: Public Works

Prepared by: Kent Vaughan

To Be Presented By: NA

	<u>Initial & Date</u>
Approved by Department Head:	JV
Approved by City Attorney:	NA
Approved by Finance Director:	LS
Approved by City Manager:	RK

Exhibits/Attachments:
N/A

INFORMATION/BACKGROUND:

The original contract with executed contract amendments and proposed Contract Amendment #5 are summarized in the table below:

Contract No.	Date Executed	Scope of Work	Contracted Amount	Cumulative Contract Amount
Original 16-C1625 Contract	Feb 28, 2017	Complete project design and Plans, Specifications & Estimate (PS&E) preparation	\$1,485,384	\$1,485,384
16-C1625 Supp. #1	Aug 16, 2017	Add NEPA Permitting in the event federal funding was secured	\$45,464	\$1,530,848
16-C1625 Supp. #2	Nov 20, 2018	Add supplemental design and right-of-way acquisition services to contract	\$395,444	\$1,926,292
16-C1625 Supp. #3	Nov 26, 2019	Extend contract duration through April 30, 2020	N/A	\$1,926,292
16-C1625 Supp. #4	Apr 10, 2020	Add construction management services through Dec 31, 2021	\$1,541,494	\$3,467,786
16-C1625 Supp. #5	TBD	Extend construction management services through July 2022	\$465,832	\$3,933,618

Discussion:

The Juanita construction management consultant team consists of HDR, KBA and Enviroissues:

- HDR, Inc. provides engineering support during construction including submittal review, request for information (RFI) response and design assistance during construction as needed.
- KBA provides the day-to-day construction management, inspection, and material testing for the project. KBA's project staff includes a Resident Engineer, an Office Engineer and a Project Administrator. The resident engineer splits time with the 68th Avenue NE project to increase efficiencies and reduce costs.

KBA's project staff reside in rented offices located in the Morrison Building in Kenmore (SW corner of NE 175th Street and 68th Avenue NE) together with the West Sammamish River Bridge Replacement project team.

- EnviroIssues provides public outreach support for the construction project and serves as the liaison between the City and project stakeholders / public. EnviroIssues manages the project website for the Juanita Drive project (which is integrated with the 68th Avenue NE and the West Sammamish Bridge Replacement projects) to provide coordinated construction updates to the public, and monitors the 24-hour a day project hotline.

Construction for this project began in July 2020. The project has experience multiple delays due to underground utility conflicts and contractor workforce issues. The city recently issued additional working days to the contract to address the underground utility conflict issues, which extends the contract working days into April 2022. With anticipated weather days in the winter months, staff is estimating that construction will extend into the summer of 2022. Amendment #5 extends construction management services through July 2022. If construction extends beyond July 2022, an additional amendment will be required. The city can recover construction management overhead costs from the contractor through liquidated damages if construction extends beyond the allowable working days in the contract.

FISCAL CONSIDERATION:

Amendment #5 extended construction management consultant services are covered by the project budget contingency. Additional budget appropriation is not required at this time.

COUNCIL PRIORITIES BEING ADDRESSED:

Council Priority 5: Implement the Walkways and Waterways projects.

Council Priority 6: Focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Amendment to the Pandemic and Public Health Emergency Response and Recovery Proclamation 20-02 Move to: Approve the Amended Pandemic and Public Health Emergency Response and Recovery Proclamation 20-02.7.	For Council Meeting Agenda of: Dec. 20, 2021 Department: City Manager's Office Prepared by: Leonora Palaña, HR/DEI Mgr. <u>Initial & Date</u> Approved by City Attorney Approved by Finance Director: LS 12/17 Approved by HR Manager LP 12/17 Approved by City Manager: ____RGK____ Exhibits/Attachments: Pandemic and Public Health Emergency Response and Recovery Proclamation 20-02.7
<u>INFORMATION/BACKGROUND:</u> At the March 5, 2020 City Council meeting, the Kenmore City Council adopted Proclamation 20-02, approving the Pandemic and Public Health Emergency Response and Recovery Policy. The proclamation has since been amended several times by the City Council. A number of City employees have been utilizing the pandemic-related leave benefit under the Families First Coronavirus Response Act (FFCRA) that was passed by Congress in 2020. The benefit provides for Emergency Paid Sick Leave (EPSL) and Public Health Emergency Leave (PHEL). Any time off not qualifying under the FFCRA may be covered by the employee's use of accrued City leave or leave without pay. In late December 2020, the City Manager signed Emergency Proclamation 20-02.3 allowing for the pandemic leave benefits offered by the City to be extended into 2021, and the City Council approved additional extensions this year, including the current extension (20-02.6) that expires on December 31, 2021. Because the spread of the coronavirus has not been fully contained and because cases and hospitalizations are still occurring, the City Manager recommends extending this leave provision through March 31, 2022, at which time we will assess whether to extend it further.	



**Proclamation 20-02.76 – Amendment:
Pandemic and Public Health Emergency Response and Recovery**

1. **PURPOSE:** The purpose of this policy is to provide guidance and establish procedures in the event a pandemic illness or public health emergency is expected to, or currently is taking place, which may affect the operations of the City of Kenmore and/or pose a risk to the health or safety of staff and the community at large.
2. **SCOPE:** This policy applies to all City of Kenmore departments and employees.
3. **DEFINITIONS:**
 - A. Outbreak: a widespread occurrence of an infectious disease in a community at a particular time with a hospitalization and/or mortality rate significantly higher than the common flu.
 - B. Pandemic: a disease that is prevalent over a region, country, or the world.
 - C. Families First Coronavirus Response Act (FFCRA): Federally mandated leave program, voluntarily offered by the City through ~~December~~ **March 31, 2022**, that provides for Emergency Paid Sick Leave (EPSL) and Public Health Emergency Leave (PHLE).
4. **REFERENCES:**
 - A. Chapter 7.05 RCW – Local Health Departments
 - B. Chapter 7.08 RCW – Combined City-County Health Departments
 - C. Chapter 70.26 RCW – Pandemic Influenza Preparedness
 - D. RCW 38.52.070 – Emergency Powers
 - E. Chapter 8.30 KMC – Emergency Operations Plan
 - F. City of Kenmore Comprehensive Emergency Management Plan
 - G. City of Kenmore Personnel Policies
 - H. Washington Department of Health: doh.wa.gov
 - I. Public Health – Seattle & King County: www.kingcounty.gov/depts/health.aspx
 - J. Families First Coronavirus Response Act under the authority of the U.S. Department of Labor Wage and Hour Division
5. **POLICY:** It is the policy of the City of Kenmore to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and City staff is a top priority and this policy establishes some of the actions that may be taken, and the

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authority, granted to address a pandemic.

6. **PROCEDURES:** The following procedures are established to minimize disease exposure and maintain continuity of City operations in the event that a pandemic becomes a threat to the health or safety of City employees, their families, and the community at large.
 - A. Declaration of Pandemic and/or Public Health Emergency: Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, Washington State Governor, and/or King County/Seattle Public Health Department may declare that a pandemic, outbreak, or public health emergency exists. Such declarations may contain instructions or recommendations to both private and public sector entities. The City will follow all mandatory instructions and will implement recommendations to the extent it determines these to be applicable and/or feasible or practicable under the particular circumstances.
 - B. Procedures to help minimize the spread of germs: Employees are urged to practice standard Non-Pharmaceutical Interventions (“NPI’s”), including covering coughs by coughing into a tissue or, if a tissue is not available, into their elbows, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize social distancing such as maintaining a distance of six feet from others when practical to do so.
 - C. Proclamation of Emergency/Disaster Due to Pandemic: Upon the City’s proclamation of emergency/disaster due to pandemic, the following shall apply:
 - i. Employees who have a communicable illness or are experiencing flu-like symptoms (as then-defined by the applicable health authorities), are prohibited from coming to work and are encouraged to consult their physician.
 - ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home and encouraged to consult their physician. Unless otherwise prohibited by law, the employee shall be required to utilize accrued leave, if any, pursuant to adopted Personnel Policies or applicable collective bargaining agreement if they are sent home due to symptoms of an illness.
 - iii. If the illness of an employee or member of an employee’s household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies or applicable collective bargaining agreement. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours (or as otherwise provided for in applicable guidelines published by the appropriate health authorities).

- iv. Except as otherwise provided or prohibited by law, employees are required to first utilize their accrued sick leave and then any other accrued paid time off (vacation leave, compensatory time, or floating holidays) while recovering from, or caring for a spouse or dependent recovering from, illness.
- v. If the school or place of care of an employee's child is closed due to pandemic, the employee may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave), to care for the child.
- vi. Employees may donate accrued sick leave to employees who do not have enough accrued leave balances to cover their absence, in accordance with the City's shared leave policy.
- vii. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, employees may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave) for the period of quarantine.
- viii. In response to the Covid-19 pandemic, the City shall provide emergency paid sick leave (EPSL) and public health emergency leave (PHEL) in accordance with those terms originally set forth in the FFCRA, through ~~December 31, 2022~~ **March 31, 2024**.
- ix. At the discretion of the City Manager or designee, City Hall may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:
 - a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences as opposed to in-person meetings and contact.
 - b. Reduced Reception and Front Counter Service: The City may alter how it conducts business with the public by limiting or halting services at counters/areas of the City Hall and other facilities where front-line services are typically provided.
 - c. Partial Work from Home Schedules: Some staff may be permitted or assigned to work from home.
 - d. Full or partial City Hall Closure: City Hall may be partially or fully closed. During closure, staff who are able to reasonably work from home, whether in full or partial shifts, will be allowed to do so, and City managers and supervisors will coordinate this directly with the subject employees. To the extent they are not able to fully or partially work

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from home, staff will be provided leave in accordance with the provisions of the Families First Coronavirus Response Act (FFCRA), to the extent applicable. If FFCRA is not applicable, employees may use their accrued paid time off benefits in connection with absences due to City Hall closure. If the employee does not have accrued paid time off, the employee may be granted an unpaid leave of absence in accordance with normal City policy.

_____	_____
_____	_____



City of Kenmore, Washington

Memorandum

Date: December 13, 2021
To: Rob Karlinsey, City Manager
From: Garrett Oppenheim, Policy Analyst Intern
Regarding: Local Initiative and Referendum Powers

I. Definitions

The initiative power gives authority to the voters of a city to directly enact new laws or change existing ones.¹ The referendum power, on the other hand, allows voters to approve or reject measures that have been enacted by the city council before they become law.² Washington became one of the first states to adopt these direct democratic features of government in 1912 at the state level and has subsequently also made allowances for them at the local level.³

II. Code Cities Authority and Acquiring the Power

Code cities, such as Kenmore, do not automatically have the powers of initiative and referendum, but RCW 35A.11.080 grants that the “qualified electors or legislative body of a noncharter code city may provide for the exercise in their city of the powers of initiative and referendum, upon electing so to do (...)” by either the petition method or the resolution method.

Whether a code city has adopted initiative and referendum powers or not, its city council has the authority to submit an issue to the public on an advisory basis.⁴ The result of an advisory election, unlike an initiative or a referendum, is not binding on the city council.⁵

i. Petition Method

RCW 35A.02.020 identifies the procedures required to initiate the petition method. First, the registered voters of the city must file a petition with the city requesting the adoption of initiative and referendum powers. The petition must be signed by registered voters equal to “not less than fifty percent of the votes cast at the last general municipal election.” Then, the city must transmit the petition to the county auditor to verify the signatures.

If the county auditor finds that the petition is sufficient, the auditor will file a certificate of sufficiency with the city council. The city council must then adopt a resolution declaring the city’s intention to adopt initiative and referendum powers. The resolution must be published within ten days of passage at least once in a newspaper of general circulation. If 90 days pass after the resolution is published and no referendum petition has been filed, the city council must enact an ordinance that formally adopts initiative and referendum powers.

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Pursuant to RCW 35A.02.025, if a referendum petition signed by qualified voters in the amount of 10% of the votes cast in the last general election is filed within 90-days, an election must be held on whether to adopt initiative and referendum powers. If there is a general election scheduled in the 180 days following the filing of the petition, the issue of whether to adopt initiative and referendum powers will be decided at the general election, or a special election must be called for that purpose.

ii. Resolution Method

The resolution method is detailed in RCW 35A.02.030 and allows a majority of the city council to initiate the process by enacting a resolution declaring its intention to adopt initiative and referendum powers. Within ten days of adoption, the resolution must be published at least once in a newspaper of general circulation within the city.

As is the case in the petition method, if 90 days pass after the resolution has been published and a petition for referendum has not been filed, the city council must, at the next regular meeting, enact an ordinance adopting initiative and referendum powers. Pursuant to RCW 35A.02.035, if a referendum is filed within the 90-day period and contains signatures from qualified electors in the amount of 10% of the votes cast in the last general election, an election must be held on whether to adopt initiative and referendum powers. The terms of that election are the same as under the petition method.

III. Limitations

a. Statutory Limitations

RCW 35A.11.090 limits initiative and referendum powers to the enactment of ordinances, stating that “[o]rdinances of noncharter code cities [...] shall not go into effect before thirty days from the time of final passage and are subject to referendum during the interim[.]” As such, initiative and referendum powers cannot be used on other legislative enactments, including motions, orders, and resolutions.⁶

RCW 35A.11.090 also exempts the following from initiative and referendum powers:

1. Ordinances initiated by petition;
2. Ordinances necessary for immediate preservation of public peace, health, and safety or for the support of city government and its existing public institutions which contain a statement of urgency and are passed by unanimous vote of the council;
3. Ordinances providing for local improvement districts;
4. Ordinances appropriating money;
5. Ordinances providing for or approving collective bargaining;
6. Ordinances providing for the compensation of or working conditions of city employees; and
7. Ordinances authorizing or repealing the levy of taxes.

b. Judicial Limitations

In addition to these statutory exemptions, Washington courts have held that the powers of initiative and referendum do not apply to: i) administrative actions; and ii) legislative actions that have been granted to a city's legislative authority (the city council) instead of the city as a corporate entity.

i. Legislative versus Administrative Actions

Courts have generally applied two tests in determining whether an action is administrative or legislative. The first test determines whether legislative enactments relate to subjects of a permanent and general character (legislative), or temporary and special character (administrative).⁷ The second test distinguishes between actions that prescribe new policy or plans, which are legislative, and those that merely carry out and execute laws or policy already in existence, which are administrative.⁸

ii. To Whom Is the Legislative Power Granted?

Not all legislative actions are subject to the initiative and referendum process. Courts find:

[A] distinction between a grant of authority by the state legislature to the city as a corporate entity and to its legislative and other corporate authorities. If the grant of power is to the city as a corporate entity, direct legislation is permissible insofar as the statute is concerned. On the other hand, if the grant of power is to the legislative authority of the city, the initiative and referendum are prohibited.⁹

In order to distinguish whether authority has been granted to the city as a corporate entity or as a legislative body, one looks to the underlying statutory grant of authority to see where the State Legislature has embedded the decision-making power; if it has given it directly to the municipal legislative body with regard to the relevant subject,¹⁰ it has preempted the initiative and referendum process.

To summarize, citizens may exercise the initiative and referendum powers only where the subject is legislative in nature and the decision-making authority on that topic has not been exclusively granted to the city council.¹¹

IV. Process

RCW 35A.11.100 requires noncharter code cities (e.g. Kenmore) to exercise the powers of initiative and referendum in the same manner as prescribed for commission cities in RCW 35.17.240-.360. One minor difference is that in commission cities the petition must include a number of signatures no less than 25% of the votes cast for mayor at the last municipal election, while RCW 35A.11.100 requires that in noncharter code cities like Kenmore, the petition to include a number of signatures no less than 15% of the total number of registered voters within the city on the day of the last preceding city general election.

i. Initiative

The process for enacting an ordinance by initiative is governed by RCW 35.17.260-360. If the petition accompanying the proposed ordinance contains the requisite number of signatures as

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required by RCW 35A.11.100 and is filed with the municipal officer designated to receive it, usually the city clerk, then the officer must transmit it to the county auditor for determination of sufficiency.¹² Upon completing the review, the county auditor must attach a certificate of whether or not a sufficient number of registered voters have signed it and return the petition to the city officer with whom the petition was originally filed.¹³

If the county auditor has determined that the number of signatures is sufficient, city council has two options under RCW 35.17.260, either to pass the proposed ordinance without alteration within twenty days of receiving the county auditor's certificate of sufficiency or submit the measure to the people for a vote.

If the city council elects not to pass the ordinance itself and there is a general election scheduled to occur between 45 and 90 days from the same date, the measure is to appear on the ballot then.¹⁴ a special election must be held on one of the special election dates identified by state law.¹⁵ RCW 35.17.310 requires the city clerk to publish any ordinance required to be submitted to the voters in a daily newspaper between five and twenty days prior to the election.

If there is to be a vote of the people, the city attorney prepares a ballot title under RCW 29A.36.071, composed of three elements: an identification of the enacting legislative body and statement of subject matter, a concise statement describing the measure that may not exceed seventy-five words, and a question asking whether the enactment should be approved or rejected by the voters.

If the initiative receives a majority of the votes cast, under RCW 35.17.310 the proposed measure is adopted and becomes an effective city ordinance immediately upon certification of the election results. The ordinance cannot be repealed or amended except by a vote of the people, which the city council can initiate and submit to the people.

ii. Referendum

An ordinance subject to referendum does not go into effect until thirty days after passage.¹⁶ If a petition for referendum is filed with the city clerk and found by the county auditor to be sufficient, the city council has two options under RCW 35.17.240, to either reconsider the ordinance within twenty days and repeal it in its entirety or to submit the ordinance to a vote of the people to approve or reject it.

RCW 37.17.250 states that all provisions applicable to a petition for an initiative in terms of the signatures required, the examination and certification, and the submission to the people for a vote also apply to a petition for a referendum and the ordinance it seeks to invalidate. The rules governing the ballot title, publication in a newspaper in general circulation, and the election are the same as under an initiative so if a majority of votes favor repeal of the proposed ordinance it is deemed repealed and does not become effective.

V. Abandonment of the Power

RCW 35A.11.080 refers to RCW 35A.06.030 in reference to a city's ability to repeal initiative and referendum powers. Repeal is permitted but a city must wait six years after implementing them. No code city has attempted to repeal its initiative and referendum powers. If a code city desired to repeal such powers, there are two methods: either the city council must pass a

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resolution of its intention, proposing the abandonment of the powers or the citizens petition for abandonment of the powers. The petition must be signed by qualified electors not less than 10% of the votes cast at the last general election.¹⁷ An election would be held in accordance with RCW 29A.04.330 and if a majority of voters favored repeal of the initiative and referendum powers, they would be repealed.

VI. Examples of Municipal Initiatives and Referenda

In February 2017, Wenatchee held a special referendum election to decide on Propositions 1 and 2 whether to approve the annexations of Maple Island and Walnut/McKittrick Island. Both were overwhelmingly rejected by voters.¹⁸

In November 2011, with 67% support, Bellingham voters passed Initiative 2011-01 to remove automated cameras that had been installed to issue tickets for violations at red lights, rail crossing, and in school zone; to prohibit any more from being installed without voter approval; and to limit the fines. The initiative was struck down by the Washington Court of Appeals as being beyond the scope of initiative and referendum powers so its effect was instead a non-binding advisory vote which nonetheless had the effect of the city council cancelling its camera contract.¹⁹

Seattle voters passed Initiative Measure No. 124 in November 2016 with 77% of the vote. The initiative required hotels of a certain size to keep lists of accused guests to protect their employees against assault, sexual harassment, and injury; to limit workloads; to improve healthcare access; and to provide job security when ownership changed hands.²⁰

In 2015, Issaquah voters rejected Proposition 1, an initiative to repeal the city's ordinance that banned lightweight plastic bags and imposed a five-cent charge on paper bags. The ordinance remained in place as only 48% of voters supported the initiative.²¹

VII. Cost²²

King County Elections provided estimated ranges of the costs for Kenmore to place a local initiative or referendum on the ballot based on historical actual costs and known future costs. General elections in odd-numbered years are the least expensive because there are other local Kenmore races on the ballot. General elections in even-numbered years and spring elections in February and April are more expensive because Kenmore would not otherwise have any races on the ballot.

Estimated ranges for the additional costs to Kenmore for placing an initiative or referendum on the ballot can be summarized as such:

- General Election, odd-numbered years: \$0
- General Election, even-numbered years: \$35,591 to \$43,500
- Spring Election, any year: \$35,591 to \$39,545

The lone exception to Kenmore's exclusive participation in odd-numbered year elections was in 2016 when the local measure Proposition No. 1, General Obligation Bonds, Walkways and Waterways Improvements, appeared on the ballot. The cost to Kenmore for that election was \$20,250.

VIII. Cities That Have Adopted Initiative and Referendum Powers

a. First Class Cities²³

Aberdeen	Seattle
Bellingham	Spokane
Bremerton	Tacoma
Everett	Vancouver
Richland	Yakima

b. Code Cities²⁴

Battle Ground	Gig Harbor	Olympia
Bellevue	Goldendale	Port Angeles
Black Diamond	Issaquah	Puyallup
Blaine	Kahlotus	Rainier
Bonney Lake	Kelso	Redmond
Bothell	Kent	Renton
Brier	La Center	Ridgefield
Burien	Lakewood	Sammamish
Camas	Lake Forest Park	SeaTac
Chelan	Longview	Sequim
Cheney	Lynnwood	Shoreline
Clarkston	Mercer Island	Spokane Valley
Des Moines	Mill Creek	Tukwila
Edgewood	Monroe	Walla Walla
Edmonds	Mountlake Terrace	Washougal
Ellensburg	Mukilteo	Wenatchee
Federal Way	North Bend	Woodinville
Ferndale	Ocean Shores	

¹ Washington State Office of the Secretary of State. “Initiatives and Referenda in Washington State.” Accessed November 8, 2021 at https://www.sos.wa.gov/_assets/elections/initiatives/initiative%20and%20referenda%20handbook%202017%20.pdf

² Id.

³ Id.

⁴ MRSC. “Initiative and Referendum Guide for Washington Cities and Charter Counties.” April 2018. Accessed November 2, 2021 at <https://mrsc.org/getmedia/18593ba0-fa89-4776-84dc-3dcab86b3449/Initiative-And-Referendum-Guide.pdf.aspx?ext=.pdf> (hereinafter “MRSC Initiative & Referendum Guide”).

⁵ Id.

⁶ Id. at 11.

⁷ Id.

⁸ Id; *Ruano v. Spellman*, 81 Wn.2d 820, 823-24 (1973).

⁹ *Leonard v. Bothell*, 87 Wn.2d 847, 852-853 (1976), quoting Trautman, Initiative and Referendum in Washington: A Survey, 49 Wash. L. Rev. 55, 82-83 (1973).

¹⁰ MRSC Initiative & Referendum Guide.

¹¹ Id.

¹² RCW 35A.01.040(4).

¹³ Id.

¹⁴ RCW 35.17.260(2).

¹⁵ RCW 29A.04.330

¹⁶ RCW 35.17.230, RCW 35A.11.090.

¹⁷ MRSC Initiative & Referendum Guide.

¹⁸ MRSC. “Initiative and Referendum Powers.” November 8, 2021. Accessed November 10, 2021 at <https://mrsc.org/Home/Explore-Topics/Governance/Special-Topics/Cities-and-Counties-That-Have-Powers-of-Initiative.aspx#examples>

¹⁹ Id.

²⁰ Id.

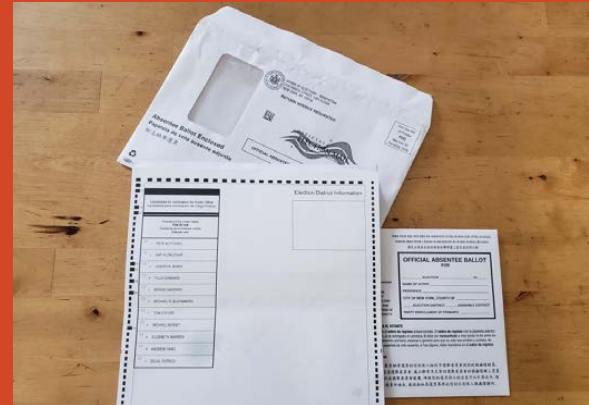
²¹ Id.

²² Adams, William. Email to Garrett Oppenheim. November 10, 2021.

²³ Initiative and Referendum Guide for Washington Cities and Charter Counties.

²⁴ Id.

Local Initiative and Referendum Powers



Definitions

INITIATIVE: allows the voters of a city to directly enact new laws or change existing ones

REFERENDUM: allows voters to approve or reject measures that have been enacted by the city council before they become law

How to Acquire These Powers

There are two methods:

- 1 Petition Method
- 2 Resolution Method

PETITION METHOD

RCW 35A.02.020 governs the process

Step 1: The registered voters of the city must file a petition with the city requesting the adoption of initiative and referendum powers. The petition must be signed by a number of registered voters equal to “not less than fifty percent of the votes cast at the last general municipal election.”

PETITION METHOD

RCW 35A.02.020 governs the process

Step 1: The registered voters of the city must file a petition with the city requesting the adoption of initiative and referendum powers. The petition must be signed by a number of registered voters equal to “not less than fifty percent of the votes cast at the last general municipal election.”

Step 2: The city transmits the petition to the county auditor to verify the signatures.

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Step 3: Once the county auditor has found that the petition meets the necessary criteria, she files a certificate of sufficiency with the city council. The city council must then adopt a resolution declaring the city’s intention to adopt initiative and referendum powers.

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Step 2: the city transmits the petition to the county auditor to verify the signatures

Step 3: Once the county auditor has found that the petition meets the necessary criteria, she files a certificate of sufficiency with the city council. The city council must then adopt a resolution declaring the city’s intention to adopt initiative and referendum powers.

Step 4: The resolution must be published within ten days of passage at least once in a newspaper of general circulation.

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Step 3: Once the county auditor has found that the petition meets the necessary criteria, she files a certificate of sufficiency with the city council. The city council must then adopt a resolution declaring the city’s intention to adopt initiative and referendum powers.

Step 4: The resolution must be published within ten days of passage at least once in a newspaper of general circulation.

Step 5: If 90 days pass after the resolution is published and no referendum petition has been filed, the city council must enact an ordinance that formally adopts initiative and referendum powers.

This city now has initiative and referendum powers.

PETITION METHOD

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Step 2: the city transmits the petition to the county auditor to verify the signatures

Step 3: Once the county auditor has found that the petition meets the necessary criteria, she files a certificate of sufficiency with the city council. The city council must then adopt a resolution declaring the city's intention to adopt initiative and referendum powers.

Step 4: The resolution must be published within ten days of passage at least once in a newspaper of general circulation.

Step 5: If 90 days pass after the resolution is published and no referendum petition has been filed, the city council must enact an ordinance that formally adopts initiative and referendum powers.

This city now has initiative and referendum powers.

Alternate Step 5: If a referendum petition signed by 10% of the electorate from the last general election is filed in the 90-day window, an election must be held on whether to adopt the powers or not.

RESOLUTION METHOD

RCW 35A.02.030 governs the process

Step 1: A majority of the city council enacts a resolution declaring its intention to adopt initiative and referendum powers.

RESOLUTION METHOD

RCW 35A.02.030 governs the process

Step 1: A majority of the city council enacts a resolution declaring its intention to adopt initiative and referendum powers.

Step 2: Within ten days of adoption, the resolution must be published at least once in a newspaper of general circulation within the city.

RESOLUTION METHOD

RCW 35A.02.030 governs the process

Step 1: A majority of the city council enacts a resolution declaring its intention to adopt initiative and referendum powers.

Step 2: Within ten days of adoption, the resolution must be published at least once in a newspaper of general circulation within the city.

Step 3: If 90 days pass after the resolution has been published and a petition for referendum has not been filed, the city council must, at the next regular meeting, enact an ordinance adopting initiative and referendum powers.

RESOLUTION METHOD

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Alternate Step 3: If a referendum containing signatures in the amount of 10% of the votes cast in the last general election is filed within the 90-day period, an election must be held on whether to adopt initiative and referendum powers.

Limitations	
STATUTORY	JUDICIAL

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Grant of Authority

If the grant of power is to the city as a corporate entity, direct legislation is permissible, but if the grant of power is to the legislative authority of the city, the use of initiative and referendum powers is prohibited.

Initiative Process

The initiative process is governed by RCW 35.16.260-360.

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Cost to Kenmore

The cost of placing an initiative or referendum on the ballot differs depending on what type of election is occurring and when it happens.

November General Election, odd-numbered year: **\$0**

November General Election, even-numbered year: **\$35,500 to \$43,500**

Spring Election, any year: **\$35,500 to \$39,500**

Questions?

If you have any questions,
I will be happy to do my
best to answer those now.

Thank you.