



City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: cityhall@kenmorewa.gov

City of Kenmore
City Council Special Meeting
5:00 p.m., Monday, June 2, 2014
Bastyr University Board Room
14500 Juanita Drive NE, Kenmore, WA 98028

City of Kenmore
City Council Mid-Year Retreat Agenda
5:30 p.m., Monday, June 2, 2014 and
5:30 p.m., Tuesday, June 3, 2014
Bastyr University Board Room
14500 Juanita Drive NE, Kenmore, WA 98028

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

I. SPECIAL MEETING AGENDA - June 2, 5:00 p.m.

- A. Interviews and Temporary Appointment of City Councilmember Position No. 7 to Fill Temporary Leave of Absence of Deputy Mayor Glenn Rogers**

II. TWO-DAY MID-YEAR RETREAT AGENDA - June 2 & 3, 5:30 p.m.

- A. Welcome and Introduction**
 - Ground Rules
 - Review Agenda
- B. Review and Further Clarification of 2014-2015 City Council Goals**
[Memo & Attachment](#)
- C. 2015-2016 Biennial Budget Outlook, Process and Schedule**
[Memo](#)
- D. St. Edward Seminary Building**
[Memo & Attachments](#)
- E. Multimodal Safety Funding Options**
[Memo & Attachment](#)
- F. Park Funding Options**
[Memo & Attachment](#)
- G. Downtown Next Steps**

- H. **Industrial Uses**
- I. **LakePointe Waterfront Access**
- J. **Department Work Plan Update and Anticipated Highlights/Changes for the 2015-2016 Biennium**
 - [City Manager](#)
 - [Finance & Administration](#)
 - [Engineering & Environmental Services](#)
 - [Community Development](#)
 - [Public Works](#)
 - [Development Services](#)

III. ADJOURNMENT



*City of Kenmore
Washington*

2014 - 2015 City Council Goals

- 1. To continue to implement the Economic Development Plan with an emphasis on four key points:**
 - Promote the Image of Kenmore**
 - Develop Downtown**
 - Support Existing Businesses**
 - Advance the City's Connection to the Waterfront.**
- 2. To continue the development of Downtown Kenmore**
- 3. To continue to seek transportation funding and mitigation for State impacts on the City's transportation system, air and water quality, and noise, including but not limited to, SR 522, Sammamish River Bridge, local roads and Lake Washington sediment depths.**
- 4. To accelerate implementation of the Sidewalk Plan by determining various funding options.**
- 5. To advance the public's access and connection to the waterfront.**
- 6. To continue to seek opportunities to complete a successful Lakepointe.**
- 7. To implement a Parks Improvement and Financial Plan.**
- 8. To continue to establish a contemporary Information Technology Program.**
- 9. To establish a 6-year financial plan for the future.**
- 10. To conduct a comprehensive review of the Regional Business Zone.**
- 11. To address watershed issues affecting the City.**
- 12. To emphasize the importance of cultural diversity through participation, celebration, outreach, and other City activities.**

City of Kenmore

City Council Request Tracking Sheet

Date of Request	Councilmember(s) Making the Request	Description of the Request	More than 1 Hour of Staff Time?	If Yes, Anticipated Date of Council Discussion	If No, Anticipated Date of Completion	Staff Lead	Status, including ETA, impact on workload, budget	Date of Last Entry
11/2/2013	Mayor Baker	City to Hold Tech Event in Partnership with Incubator Tenants	Yes	2015-2016 Budget Discussion this fall (2014)		Nancy	Need to better understand expectations of the event; roles and responsibilities; impact on workload, budget	2/18/2014
2012	Councilmember Rogers	City to setup program for broken water/sewer main insurance for property owners	Yes	January 2012 Retreat		Joanne	Everything ready on our end; waiting for green light from State Insurance Commissioner.	3/11/2014
Spring 2013	Councilmember Rogers	Research sink-hole detecting vehicle	No		31-Dec-13	Ryan	Ryan produced a summary of his research and findings. No further action required.	2/18/2014
May-13	Mayor Baker	Wood Sculpture Carving of Large Tree Stump on 68th Ave/Juanita Dr. at Rhododendron Park	Yes	2015-2016 Budget Discussion this fall (2014)		Rob	Include in 2015-2016 budget discussions. Council discussed after the tree fell in the 2006 storm, though we have been unable to find it in any meeting minutes about the tree.	11/22/2013
10-Jan-14	Full Council	Develop a Six-Year Financial Plan with the Lines Not Crossing. Priority Based Budgeting can play a role	Yes	March web meeting with CPBB and City Council		Joanne	In March, the City Council gave us direction to proceed with Priority Based Budgeting. Contract has been executed the Center for PBB.	5/23/2014
10-Jan-14	Full Council	Roster of Large Infrastructure Assets	Yes	2015-2016 Budget Discussion this fall (2014)		Joanne	Staff will prepare the roster and present as part of the preliminary budget this fall (October 2014)	2/26/2014
10-Jan-14	Full Council	Sidewalk Funding Options	Yes	June 2, 2014		Rob	Staff will prepare a report with funding options for multimodal safety	5/23/2014
10-Jan-14	Full Council	Park Improvement and Acquisition Funding Options	Yes	June 2, 2014		Rob	Staff will prepare a report with funding options	5/23/2014
10-Jan-14	Full Council	Farmers Market - Research cost, location, and scope	Yes	Fall Budget Discussions		Leslie	Staff will prepare a report as part of the fall budget discussions	2/28/2014
10-Jan-14	Full Council	Asphalt Plant Fume Monitoring	Yes	May 12, 2014		Bryan	On 5/12, Council directed to seek hold harmless/indemnification language prior to executing.	5/23/2014
10-Jan-14	Full Council	Senior Center Cash Handling Review	No		31-Mar-14	Joanne	Done. Report Complete.	5/23/2014
10-Jan-14	Full Council	Video of Recording Council Meetings	Yes	June 16, 2014		Joanne	Staff report to City Council in June	3/11/2014
10-Jan-14	Full Council	Tree Ordinance - Review visa vi cutting/clearing near adjacent properties	Yes	10/1/2014. First half of 2015.		Debbie	Present report and recommendations to City Council in October. Given current workloads, we recommend that this work item move to the 2015 work plan.	5/23/2014
10-Jan-14	Councilmember Rogers	Lights on City Hall Flagpoles--fix or install new	N/A		July 31, 2014	Jennifer	Electrician will be installing brighter light fixtures	5/23/2014



City Of Kenmore, Washington

Date: May 22, 2014

To: Rob Karlinsey, City Manager

From: Joanne Gregory, Finance and Administration Director *JG*

Subject: 2015-2016 Biennial Budget Outlook, Process, and Schedule

As the City prepares to set the stage for the 2015-2016 biennial budget formation, we will first take a look at the expectation for the balance of the current 2013-2014 biennium.

During the most recent amendment to the current budget, the ending balance for 2014 was expected to be about \$2,948,000 which exceeds the adopted ending fund balance of \$2,867,000, an increase of \$81,000. This also exceeds the \$1,974,000 minimum general fund balance required for 2014 by the City's financial policies. This ending balance expectation is based on the actual results of 2013 plus the results of the 2014 portion of the biennium budget as amended. As the city advances further into 2014, Staff will have a better opportunity to assess if the budget expectations, especially on the revenue side, will be realized.

The Outlook

Operating Funds (General and Street Fund)

The most significant revenue source is the **property tax** levy and the recent 1% increase in the levy will have a positive impact for years to come. Assessed valuation in the city is climbing once again and development of Spencer68 will have a positive impact on city wide assessed value from new construction which will hit the tax rolls in 2016.

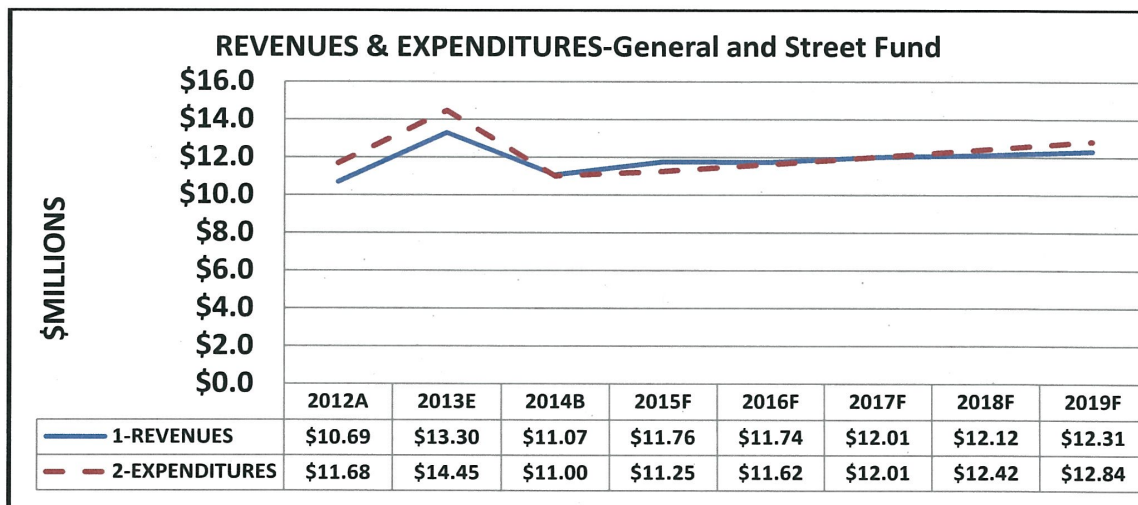
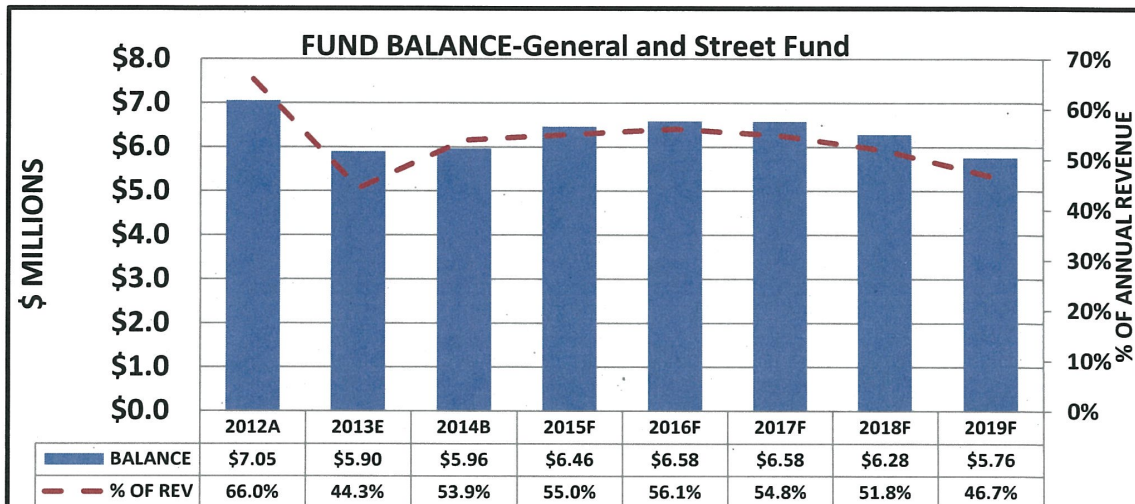
Sales taxes should be relatively stable, at least not in decline, as the economy continues to slowly improve. There will be new one time sales tax due to the new construction of Spencer 68 and I would recommend a discussion of setting aside those one time revenues for one time projects. These two revenue sources (property tax and sales tax) contribute about 63% of the revenue for the General Fund budget.

Utility taxes are not expected to increase, in fact, the City has experienced a slight and unexpected decline recently due to conservation and energy efficiency products (electricity) and the recent information that electric rates may be reduced by as much as 6%. Milder weather impacts the gas and electric utility taxes as well. My colleagues in neighboring cities have experienced this as well. Cable **franchise fees** are fairly predictable and seem to always increase a bit. The City hasn't received any water or sewer franchise fee revenue yet so it is difficult to measure how close the budget predictions are. NUD is not increasing their rates at this time. The water and sewer fees support the Street Fund operations and pavement preservation. Since gas taxes are not expected to increase at all the Street Fund will continue to rely revenue from the water and sewer franchise fees, the transportation benefit district fees and transfers from the REET fund.

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The long range forecast model indicates a stable and reasonable ability to produce a balanced 2015-2016 budget.



See the last page for a list of major assumptions most recently used in the model. These assumptions were produced in 2013 and will be reviewed and possibly updated.

Capital funds

The capital improvement program (CIP), encompassing parks, transportation, surface water, and facilities, will be updated this summer. Benefit will again be derived from the Spencer68 project in the way of impact fees which will support park and transportation (streets, sidewalks) projects. 2014 saw a significant draw down of reserves of park and transportation impact fees as well as real estate excise taxes. These enabled the city to complete or provide matches for a number of City park and transportation projects. Without new revenue streams, however, it will be very challenging to add new or additional capital projects not already in the CIP.

Planning for 2015-2016 will of course be impacted by the priority based budgeting process that is about to begin. This may significantly restructure our expenditure budgets. Operationally, no unusual expenditures are projected although personnel costs, both salaries and benefits, are expected to increase in some degree. The police contract, the City's next largest commitment, will likely increase 2%-4%. Jail costs, due to the change from Snohomish County to SCORE, will also increase, but how much is not yet determined.

The Process and Schedule

The budget process will officially kickoff in June with the Priority Based Budgeting Orientation and Training workshop planned for June 9. The Orientation and Results Validation will require the City Council's participation. The Training Workshop should include everyone involved in preparing budgets: Department Heads (Rob, Joanne, Kris, Debbie, Nancy, Jen, Bryan, Cliff) as well as those providing support to the budget process such as Patty, Leslie, Brian, Richard, and Brett. This will be the PBB Team.

The process will begin with the PBB Team analyzing departments and expenditures in a new way that will result in creating inventories of programs. Costs will be assigned to the programs and this work will go on throughout June and July. In August the PBB Team will participate in scoring the programs and participating in a peer review process. The Center for Priority Based Budgeting (CPBB) folks will apply their scoring methodology to calculate final program scores for each of the City's programs and determine the final ranking which will be reviewed by the PBB team. CPBB will produce a model known as the Resource Alignment Diagnostic Tool that will include each of the City programs, program costs, ranking and scoring criteria which will be presented first to the staff and then to the City Council in September for use in the remainder of the budget development. Washington State RCW provides that the budget must be filed near the end of September and the proposed preliminary budget presented to the Council by the first of October. The Council and Staff will deliberate on the budget during October and November with November 24, 2014 being the target for adoption.

Assumptions for Financial Forecast Model (Subject to Revision)

Major Assumptions for General Fund

Revenue:

Property Tax	Increases 1% except 1.5% in years 2016 and 2018
Sales Tax	Increases 2% except 2015-2018
Utility Tax	Cell: 1-2%, Gas: 2%, Electric: 2% Telephone: 0%
Franchise Fees	2%
Development Fees	Generally 1% increase after drop in 2015

Expenditures:

Salaries	4% (Merit + CPI)
Benefits	6% (8% health, 0 - 5% other)
Services and Supplies	2-3%
Police Contract	3%

Major Assumptions for Street Fund

Revenue:

Street Fuel Tax	0% Increase
Transportation Benefit District	Inc to \$330,000 2015 then 0% Increase
Transfers from REET	\$459,000 in 2015 then 2% Inc
Transfers from General Fund	Equal to Water Sewer Franchise Fee plus \$265,000 from 2016 - 2019

Expenditures:

Salaries	4% (Merit + CPI)
Benefits	6% (8% health, 0 - 5% other)
Services and Supplies	2-3%
Overlay	\$459,000 in 2015 then 2% increase

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City Of Kenmore, Washington

14 May 2014

TO: Rob Karlinsey

FR: Nancy Ousley *NKO*

RE: Saint Edward Seminary: Policy Considerations for the City

Summary: The City of Kenmore has an interest in the future use of the Saint Edward Seminary and adjacent campus area in Saint Edward Park. This memo discusses alternative directions that can be considered. The State Parks Commission will be discussing potential directions at their July 23 meeting in Bellingham.

State Parks Commission March 26 Meeting Discussion:

Parks staff presented a discussion that included various options for the future of the Seminary building, ranging from razing the building, razing with retaining key architectural features, mothballing, or adaptive reuse. Parks staff are interested in a preliminary feasibility assessment to determine which options might be left in consideration. The ongoing cost of heating the structure is \$10,000-\$15,000 per month, and the estimated cost to renovate the building is as much as \$40 million. The Seminary and adjacent gym are among hundreds of historic properties in the State Parks system, many of them listed on the National Register for Historic Places. (see attached Parks March 26 presentation slides)

In the past eight –ten years State Parks has launched and aborted multiple processes in soliciting or responding to potential lease/ uses for the Seminary building. This has resulted in potential investors or users being reluctant to work with the agency. The historic preservation community is also concerned about the track record of the Parks Commission in dealing with the resource—the Washington Trust Most Endangered list included resources in State Parks in 2012, with the Seminary as the poster child in the publication. Most recently, the Parks Commission passed a resolution in November 2013 calling for public/private partnerships to activate and save the building.

The Commission asked Parks staff to work with the City and come back in July with some potential options for future actions. There does seem to be general interest to:

- Establish a Timeline for Decision Making on the Structure
- Proactive Management of the Seminary/Campus area rather than waiting indefinitely for suitors to come forward

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- Reduce the uncertainty on allowed uses of the Seminary/Campus area by reviewing/updating Park Master Plan and zoning, along with required Environmental Review, so that potential users have more predictability
- Working with the City on the issue, with the possibility of developing a Memorandum of Understanding (State Parks and the City of Issaquah have signed a MOU on Lake Sammamish State Park development)

In a subsequent discussion with State Parks staff, we outlined a potential alternatives analysis that could involve: (the following notes were prepared by Parks staff)

1. Identifying alternatives for further analysis and timing: *Develop a management strategy for the Saint Edward Seminary building and associated grounds within the park.*

- a. Conduct a feasibility study comparing all the management options ranging from full occupation to mothballing or razing the building.
- b. Analyze the feasibility study to reveal which options are left in the mix and which options are ruled out.
- c. If the building can be rehabilitated for future use, seek a partnership with an MOU between State Parks and City of Kenmore.
- d. If the building rehabilitation is not feasible, consideration should be given to other options, Plan B, C, D (Plan A is invest in the building. Plan B is another option, etc.)

Note from NKO: The process for determining "feasibility" needs to be very clear—we know that the market speaks when an investor or developer sees the value in rehabilitating a historic property. We will insist that this determination is broadly based.

2. MOU between Parks and City (+ possibly other players): *Formalize roles and responsibilities of partners and develop strategy to rehabilitate the seminary building.*

- a. Develop proposal points or goals. What is the potential new use and program for building? How will this impact park grounds? How will proposed use integrate with existing recreational opportunities?
- b. Explore Governance Options
- c. City of Kenmore and State Parks begin Master Planning process with a series of concurrent tasks to ultimately establish an efficient way to lease the building:

3. Park Master Plan

- a. Alternatives
- b. SEPA. Make a threshold determination which will determine if an EIS is required.
- c. Develop programmatic EIS: change zoning. Also, commence with the LWCF evaluation process to determine conversion.
- d. If zoning and LWCF issues are resolved, begin the RFP process.
- e. Issue an RFP or Use a Broker to Solicit
- f. Offers

4. Development Agreement (State-City-User)

5. Lease

The Administration proposes that it is in the City's interest to:

- Have the Seminary Building activated and saved from further decay or destruction; a crumbling historic building with no coherent plan does not contribute to the City's image
- Have a user in place that enhances the image and economic vitality of the City, through tourism, employment growth and enabling Bastyr University to continue to flourish in Kenmore
- Retain the Park's stunning natural features and outdoor recreational attributes as a State Park facility
- Take proactive actions in concert with State Parks to consider allowed uses in the Seminary campus area in the Public Parks – designated zone in order to provide greater predictability for potential users
- Accomplish these actions in a way that limits the City's financial exposure

Options for City Role:

1. Engage with State Parks as they review options for the Seminary, with or without a MOU
Pro: Advocate for City interests

Con: There is no guarantee on the result, and no guarantee on how potential proposals that emerge during the process will be treated

2. Minimize the City's participation in future State Parks decisions and obligations

Pro: There are more pressing issues to take on

Con: Parks decisions can affect Bastyr's opportunities and city resources; small but vocal cadre of park advocates have created an illusion that any active use of the Seminary building would not be supported by the Kenmore community at large

3. Pursue a more active role in determining the facility's future, which could include creating a Public Development Authority to lease and sublease the building

Pro: Precedent at Fort Worden, leasehold tax revenue, more control and broader community ownership of the asset

Con: Best to leave this in Parks' control –and there would be a cost for legal services to pursue this option

Public Development Authority:

PDA's are allowed by state law (RCW 35.21.730 *et seq.*)—they are created by cities or counties to perform public functions that the creating city or county could perform itself, and often they are created to manage the development and operation of a specific project. The chartering authority has

broad discretion on the scope of the Authority, the term of its existence, and the composition of the PDA governing board, which would allow for membership and expertise beyond city residency. The charter can also provide for municipal oversight and will limit the liability of the creating authority, though by statute, the city or county is required to oversee and control the PDA's operations and funds in order to correct any deficiency and to assure the purposes of each project are accomplished. PDA's can borrow funds or issue tax exempt bonds. (please see the attached PDA information paper from MRSC)

Examples of PDA's include: South Correctional Entity (SCORE), with whom the City has a service agreement for jail services, is a PDA created by interlocal agreement; the Foss Waterway PDA in Tacoma facilitates private redevelopment of previously contaminated areas; and State Parks approved an agreement with the Fort Worden PDA, which leases a portion of the State Park property along with over 100 historic structures. The City of Port Townsend chartered the PDA.

We have met with Pacifica Law for some preliminary information on PDA's, as this firm has helped create numerous PDAs across the state. We agreed that it is important to have resolution with State Parks on vital deal points in advance of taking any steps to charter a PDA. We estimate that it could cost \$75,000- \$100,000 in legal fees, in addition to staff resources, to accomplish the following steps:

- Step 1: Present and negotiate basic deal points to State Parks regarding a lease of the Seminary/campus area and governance (this could include a commitment from state parks to complete a Master Plan and environmental review within a specified timeframe)
- Step 2: Draft and agree on a complete lease agreement between Parks and the future PDA.
- Step 3: Form the PDA. This would involve crafting the charter, appointing a board of directors, determining staff/consultant and administrative needs, and other budget costs for the organization. In addition to real property, funds can be transferred by the chartering city to the PDA for operating costs, subject to conditions.
- Step 4: The PDA issues a RFP or engages a broker to solicit proposals from potential developers/tenants. Initiate site plan review process regarding land use designation.
- Step 5: The PDA selects and negotiates/executes a sublease with selected tenant
- Step 6: Tenant financing, permitting processes to obtain necessary approvals to occupy the building.
- Step 7: Tenant renovates the building and obtains occupancy.

Based on preliminary estimates, the cost to the City for steps 1 and 2 would be approximately \$40,000-60,000 in legal fees. The City's cost for step 3 would be approximately \$5000 in legal fees, and the City/PDA's cost for steps 4 and 5 could be \$ X in legal fees.

At least one State Parks Commissioner is interested in State Parks working with more PDA's on parks facilities, given the huge backlog of facility capital needs in the system. Doug Levy, Kenmore resident, has also expressed interest in exploring this option to deal with the Seminary.

For the July commission discussion, agenda materials need to be presented to the parks director by the end of June. I recommend that the City engage Pacifica Law for some preliminary consultation with the Council in early June.

Excerpted from Budget Suggestions for 2004, MRSC Information Bulletin No. 416, August 2003

Public Development Authorities

by Jay Reich, Stacey Crawshaw-Lewis and Deanna Gregory,
Preston Gates and Ellis LLP

Public development authorities, or PDAs, can be established by cities or counties pursuant to RCW 35.21.730 *et seq.* to perform public functions that the creating city or county could perform itself. PDAs are instrumentalities of their creating jurisdiction. PDAs are often created to manage the development and operation of a single project, which the city or county determines is best managed outside of its traditional bureaucracy and lines of authority. The particular project may be entrepreneurial in nature and intersect with the private sector in ways that would strain public resources and personnel. For example, the Pike Place Market is a City of Seattle PDA and essentially acts as the landlord to scores of retail establishments and nonprofit services provided in a series of historic buildings. The City of Seattle has determined that day-to-day operations of such an enterprise is best managed by professionals independent of the City, given the untraditional nature of the enterprise and the importance of responding to the unique needs of the private retail marketplace.

The following questions and answers discuss PDA powers, formation, governance, potential uses, advantages, disadvantages and applicable legal requirements.

A. What Are Public Development Authorities?

PDAs are public corporations created by a city or county to perform a particular public purpose or public function specified in the ordinance or resolution creating the PDA and its charter. RCW 35.21.730. Although PDAs may be created for a general purpose, PDAs are more often created for a specific project or undertaking reflected in the PDA's charter.

B. Why Are Public Development Authorities Formed?

PDAs are created to (1) administer and execute federal grants or programs; (2) receive and administer private funds, goods or services for any lawful purpose; and (3) to perform *any lawful public purpose or public function*. RCW 35.21.730(5). Such undertakings may be specified in the PDA's charter. PDAs are frequently created to undertake a specific project or activity requiring focused attention. PDAs tend to be more entrepreneurial than their sponsoring municipality, involving private sector participants as board members or partners. PDAs allow municipalities to participate in projects that they may be otherwise disinclined to partake in due to project risks and competing priorities of the municipality.

While PDAs have broad statutory authority to perform any lawful public purpose or public function, PDAs cannot undertake a public function that the creating city or county could not lawfully perform. See Memorandum Opinion of the Attorney General of Washington to Robert V. Graham, State Auditor, March 10, 1989. A PDA is thus limited to perform only public purposes or public functions that the creating municipality may undertake directly. A PDA may be limited further by specific reference to a particular undertaking in the PDA's charter.

C. What Powers Do Public Development Authorities Have?

The powers of a PDA are provided in chapter 35.21 RCW. PDAs may:

- Own and sell real and personal property;
- Contract with a city, town or county to conduct community renewal activities;

- Contract with individuals, associations, corporations, the State of Washington and the United States;
- Sue and be sued;
- Loan and borrow funds and issue bonds and other instruments evidencing indebtedness;
- Transfer funds, real or personal property, property interests or services;
- Engage in anything a natural person may do; and
- Perform all types of community services.

D. How Are Public Development Authorities Formed?

A city or county may form a PDA by passing an ordinance or resolution approving the PDA's charter. The charter will include the PDA's name, scope of the project or purpose, the term of the PDA, and board characteristics. The charter may provide for municipal oversight and will limit the liability of the creating municipality. Because PDAs are separate legal entities, all liabilities incurred by the PDA must be satisfied exclusively from the assets of the PDA, except as otherwise agreed by contract. PDA creditors do not have any right of action against or recourse to the creating municipality, or its assets, on account of the PDA's debts, obligations, liabilities or acts or omissions.

E. How Are Public Development Authorities Governed?

The PDA's charter establishes the PDA's governing body composition, size, and nomination process. RCW 35.21.730 *et seq.* does not require any particular board composition and, therefore, the creating city or county has significant latitude in crafting a governance structure suited to the PDA's purpose. For example, PDA boards are often composed of persons with particular technical expertise (financing, construction or legal) and persons who represent key stakeholders.

The PDA's charter also usually determines the term of the PDA. The charter may include a sunset provision, which may automatically dissolve the PDA upon completion of the project or its financing. Alternatively, if the PDA has a broader mandate encompassing numerous phases of an ongoing project or a general endeavor, the PDA's existence may be indefinite. PDA staffing, administrative costs, and oversight requirements may vary as the particular undertakings differ.

The creating municipality will have limited control over the PDA, but will not be relieved of all oversight responsibility. By statute, the city or county is required to oversee and control the PDA's operations and funds in order to correct any deficiency and to assure that the purposes of each project are reasonably accomplished. *See* RCW 35.21.745. The PDA's accounting and other responsibilities to its creating city or county may be identified in the PDA's charter and serve to assist the city or county in meeting its oversight obligations. The municipality may further specify the level of autonomy, accountability, and control it will have over the PDA in the PDA's charter or in any contracts or leases the municipality executes with the PDA.

F. What Type of Projects Can Public Development Authorities Construct, Operate and Finance?

A PDA may undertake any "public purpose" specified in the PDA's charter and that is a lawful public purpose or undertaking of the creating municipality. Examples of projects include developing the Seattle Art Museum, assisting in the development of the Museum of Flight at Boeing Field in King County, developing City Hall on Mercer Island, restoring Officers' Row in Vancouver, managing the Pike Place Market in Seattle, and developing the Convention Center in Bellevue.

G. What Resources Do Public Development Authorities Have?

PDA's do not have the power of eminent domain or the authority to levy taxes. RCW 35.21.745. A PDA may borrow funds or issue tax-exempt bonds. Despite broad authority to undertake various projects, PDA financing is generally project specific. To facilitate access to the financial markets, PDA project financings are often backed by a city or county guarantee, typically in the form of a contingent loan agreement. A creating city or county may adopt an ordinance authorizing the transfer of property or funds to a PDA. RCW 35.21.730. Property and funds frequently transferred to a PDA include real property and operating funds. A creating municipality can control and oversee how the PDA uses the transferred property by placing terms and conditions on a PDA's use of such property in the transferring documentation.

A transfer of property or funds to the PDA from the creating city or county does not violate the constitutional prohibition on the lending of credit or giving of public funds by a city, county or other municipal corporation. Article VIII, Sections 5 and 7 of the Washington Constitution prohibit the lending of public credit or gift of public funds to private entities. This prohibition does not apply to transfers between municipal agencies and is therefore not violated when a parent city or county transfers funds to its PDA. See *State ex rel. Wash. Toll Bridge Auth. v. Yelle*, 56 Wn.2d 86, 104, 351 P.2d 493 (1960); *Mount Spokane v. Spokane County*, 86 Wash. App. 165, 936 P.2d 1148 (1997), review denied, 133 Wn.2d 1021 (1997).

H. Can Public Development Authorities Issue Tax-Exempt Bonds?

PDA's can issue tax-exempt bonds pursuant to RCW 35.21.735. As noted above, PDA's do not have taxing authority, and so can pledge only project, grant or other revenues to repay bonds.

In order to access financial markets at attractive rates, PDA project revenue bonds are often backed by a city or county guarantee or contingent loan agreement. If the agreement is contingent in nature, it should not be a debt of the city or county for the purposes of constitutional and statutory debt limitations, but will need to be identified on the city or county financial statements.

There are numerous federal tax law considerations that a PDA must take into account when financing a project with tax-exempt debt. For the bonds to be tax-exempt, the project must be used for a public purpose, as opposed to a private activity, and must be repaid from public funds and not private sources. Any private management contract must meet the safe harbor provisions under the federal tax code. All of these issues would need to be reviewed by bond counsel.

I. What Are Examples of Recent Public Development Authority Projects?

Recent projects completed by PDA's include the Village Square project completed in two phases by the Seattle Chinatown-International District Preservation and Development Authority ("SCIDPDA"), a PDA created by The City of Seattle. The project includes affordable family housing, a Seattle Parks Department recreation center and Seattle Public Library branch, as well as senior housing, retail space and space for health and social service non-profit agencies.

The Foss Waterway Development Authority, a PDA created by the City of Tacoma, facilitates redevelopment of previously contaminated areas of Tacoma's Foss Waterway, entering into agreements with private developers interested in developing parcels in a manner consistent with the City's plan for the Waterway.

The Seattle Art Museum is a tenant in the museum owned by the Museum Development Authority, a PDA formed by The City of Seattle. The PDA Board is composed in part of members nominated by the Seattle Art Museum. The PDA is undertaking an expansion of its space. Washington Mutual, the Seattle Art Museum and the PDA are planning for joint development of a 40-story downtown tower that would provide new corporate headquarters for the bank and allow the museum ultimately to triple in size.

J. What Are the Disadvantages and Advantages of Forming a Public Development Authority?

A potential disadvantage of forming a PDA is the relatively low level of control the creating city or county has over the PDA or the project. Although the creating municipality has oversight responsibilities for PDA operations to assure the purposes of the PDA are fulfilled, generally the creation, management, and facilitation of the project is in the hands of the PDA's governing board. Despite contract or charter provisions providing for oversight and control over the PDA, the PDA remains autonomous. The lack of control over the project and the PDA, however, may be beneficial for the city or county for it reduces liability and financial risk for the city or county. A PDA also provides a vehicle for a city or county to support a project without diverting city or county staff to the undertaking and to attract private citizens to serve on the PDA board.

K. What Legal Requirements Apply to Public Development Authorities?

Generally, a PDA is subject to all "general laws regulating local governments, multimember governing bodies, and local government officials." RCW 35.21.759. Such legal requirements include, but are not limited to, compliance with the following laws:

- To be audited by the State auditor and to be subject to various accounting requirements provided by chapter 43.09 RCW;
- Open public record requirements under chapter 42.17 RCW;
- Open public meetings and other public process laws as provided in chapter 42.30 RCW;
- Public works requirements under chapter 39.04 RCW;
- Competitive bidding and prevailing wage laws provided in chapter 39.04 RCW;
- Local government whistleblower laws as provided in chapter 42.41 RCW;
- The prohibition on using PDA facilities for campaign purposes under RCW 42.17.130; and
- The Code of Ethics for municipal officers under chapter 42.23 RCW.

A PDA is also subject to constitutional constraints imposed on local governments, primarily limiting the use of public funds. As described above, Article VIII, Sections 5 and 7 of the Washington Constitution prohibit the lending of public credit or gift of public funds to private entities, with limited exceptions. Furthermore, Article VII, Section 1 and Article VIII, Section 6, require that public debt be incurred and taxes levied exclusively for public purposes. Such constitutional constraints are often triggered when a PDA is formed to encourage private sector investment.

Editor's Note: We want to emphasize how important it is that everyone who is or will be involved with a PDA read and understand the above section on legal requirements.

City and county staff know that it is sometimes hard to educate newly elected officials in these matters. Some of the restrictions under which local governments operate seem so, well, "restrictive!" Businessmen often tell us that they would not be able to make a profit if they had to run their businesses under these same laws. One PDA board commissioner has been quoted as saying, "My God, we're so constrained by so many rules, what's the point of it all? You can't turn around without stepping into a legal minefield."

This may be particularly true when a city or county wants to form a PDA to promote economic development. Economic development practitioners often cannot believe that cities and counties (and, therefore, PDAs) cannot do promotional hosting with public funds. (They work with port districts and those districts CAN use public funds for promotional hosting.) Serving coffee or soft drinks at a meeting is about the most that can be done by cities, counties, and PDAs.

What PDAs can and cannot do with a private partner can be complicated legally. To traverse the "legal minefield" safely, PDAs should work with attorneys experienced in municipal law and with PDAs in particular.



COMMISSION WORK SESSION

MARCH 26, 2014

Chehalis, Washington



5/14/2014

SAINT EDWARD STATE PARK SEMINARY

Michael Hankinson
Parks Planner

5/14/2014

2

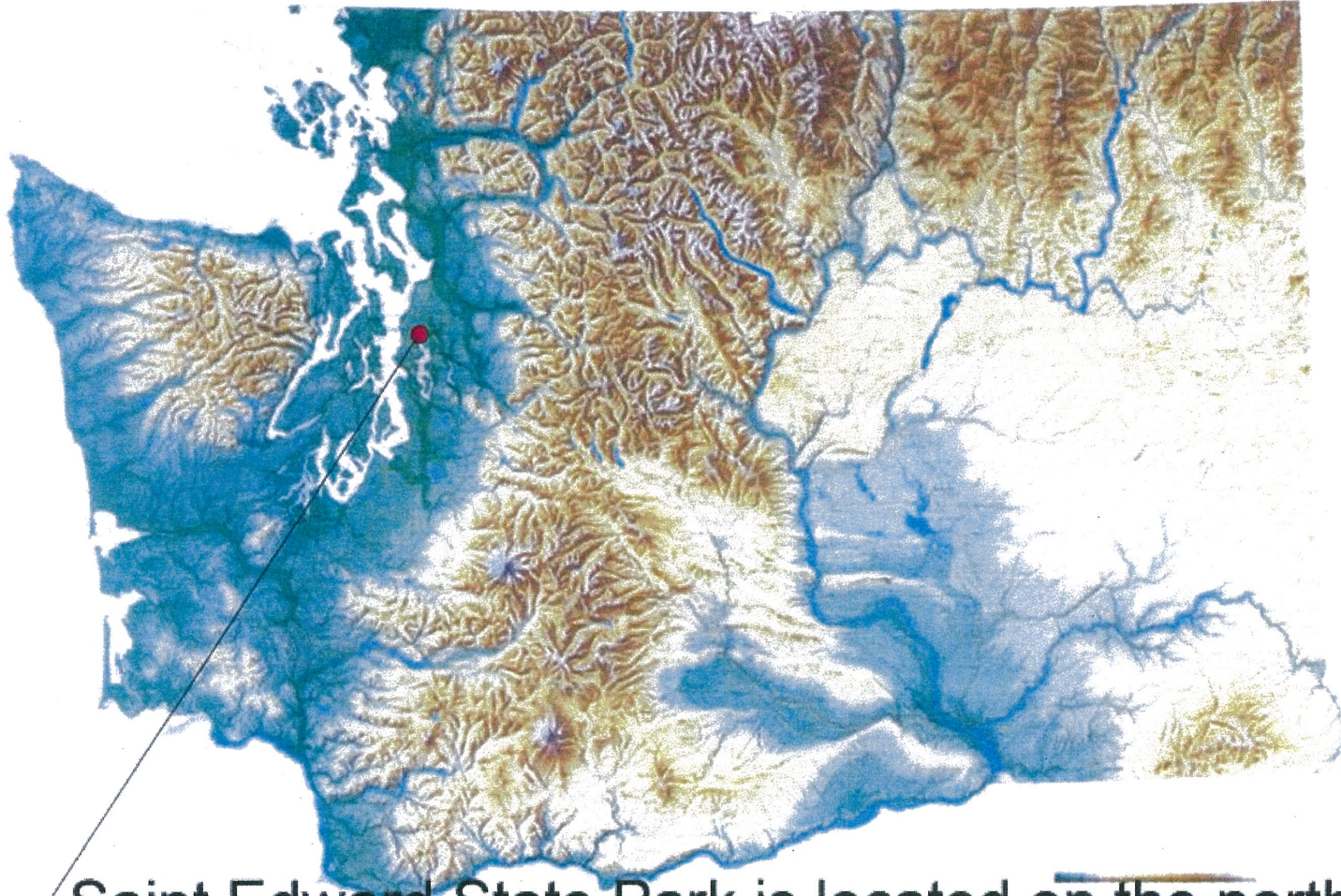


Purpose of Presentation

- ✦ Provide background on the park
- ✦ Describe challenges managing the Seminary building
- ✦ Describe possible management strategies for the building



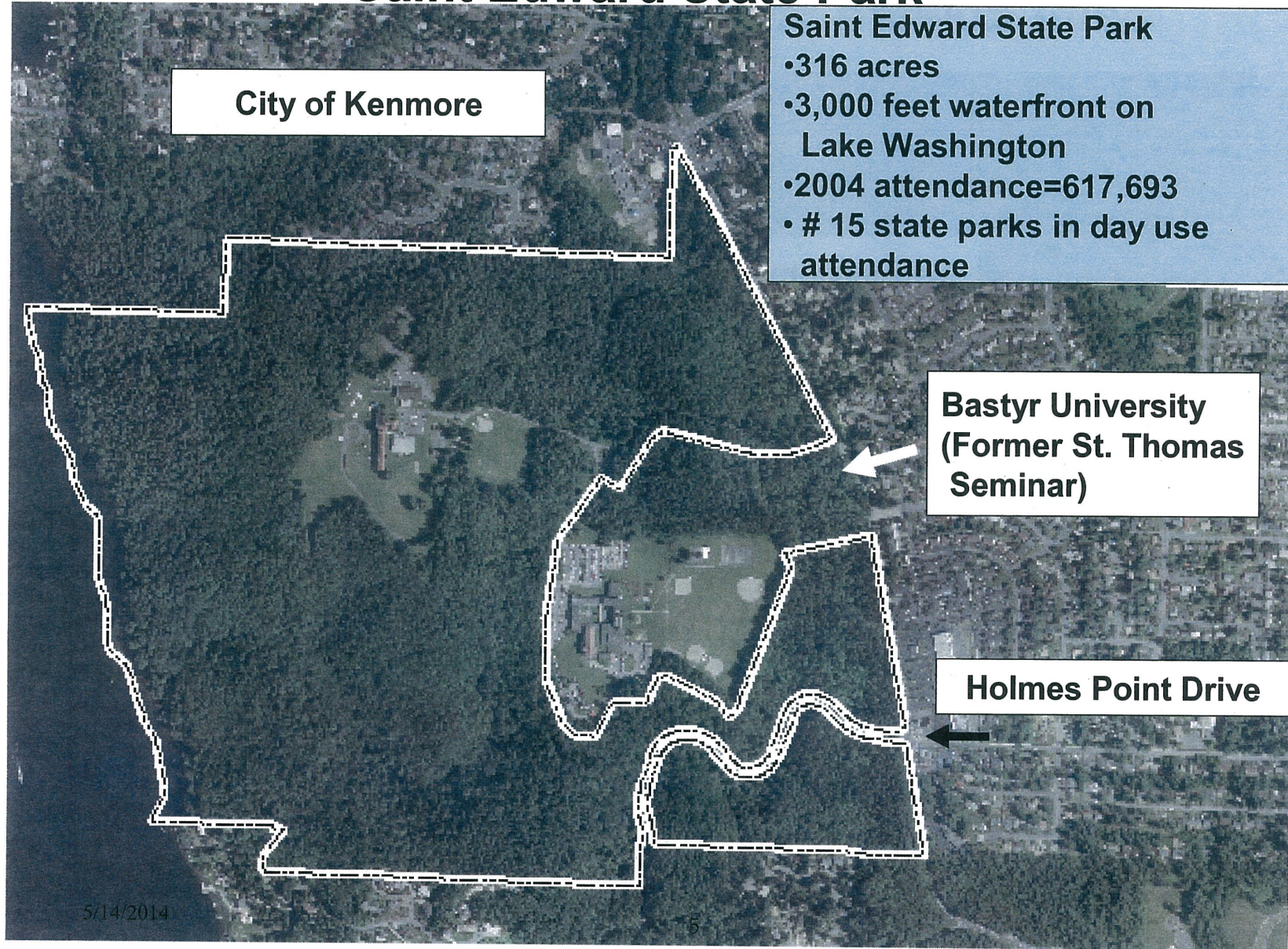
WASHINGTON



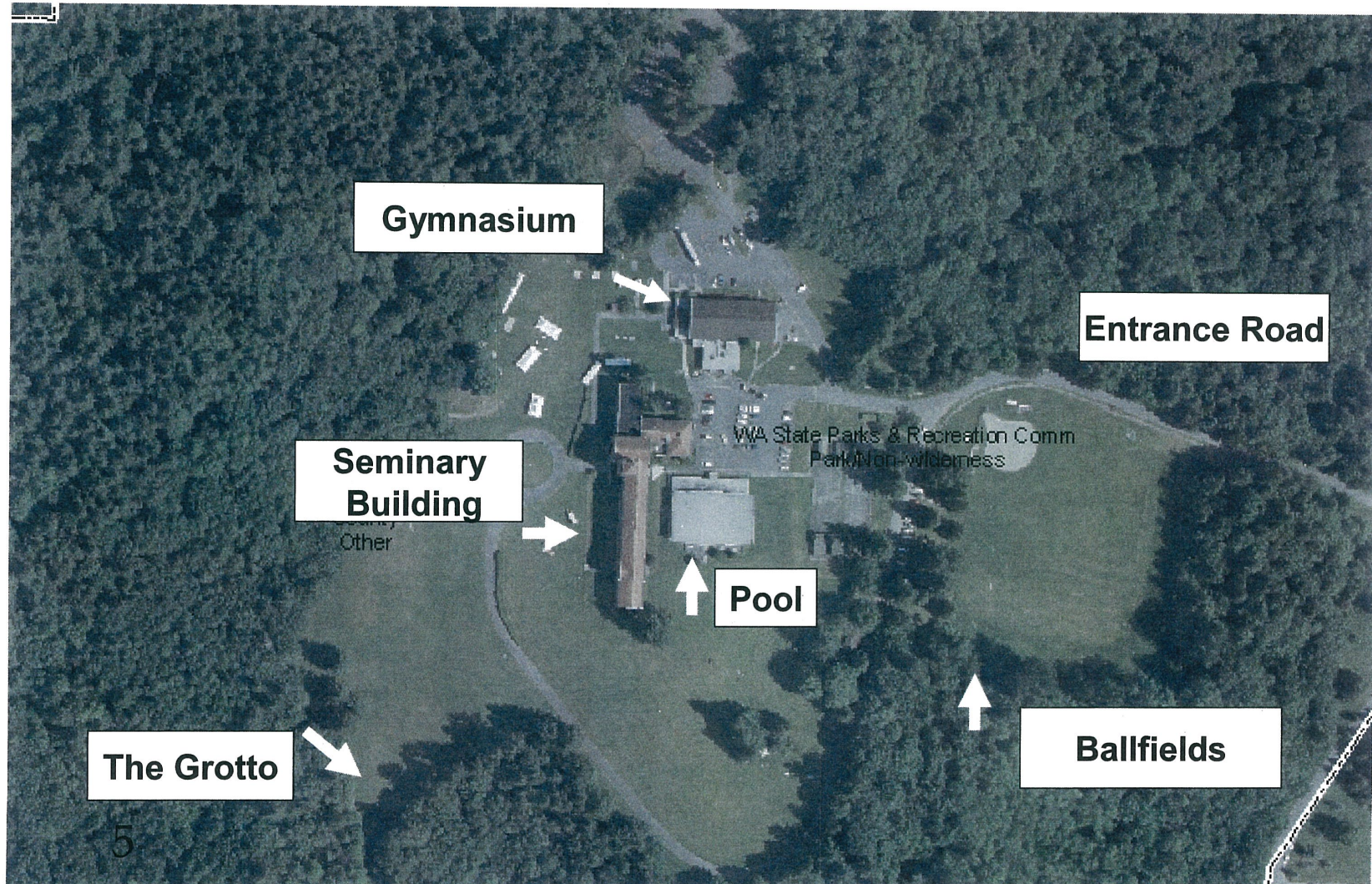
Saint Edward State Park is located on the north shore of Lake Washington in the city of Kenmore

5/14/2014

Saint Edward State Park



Saint Edward State Park, Buildings Area

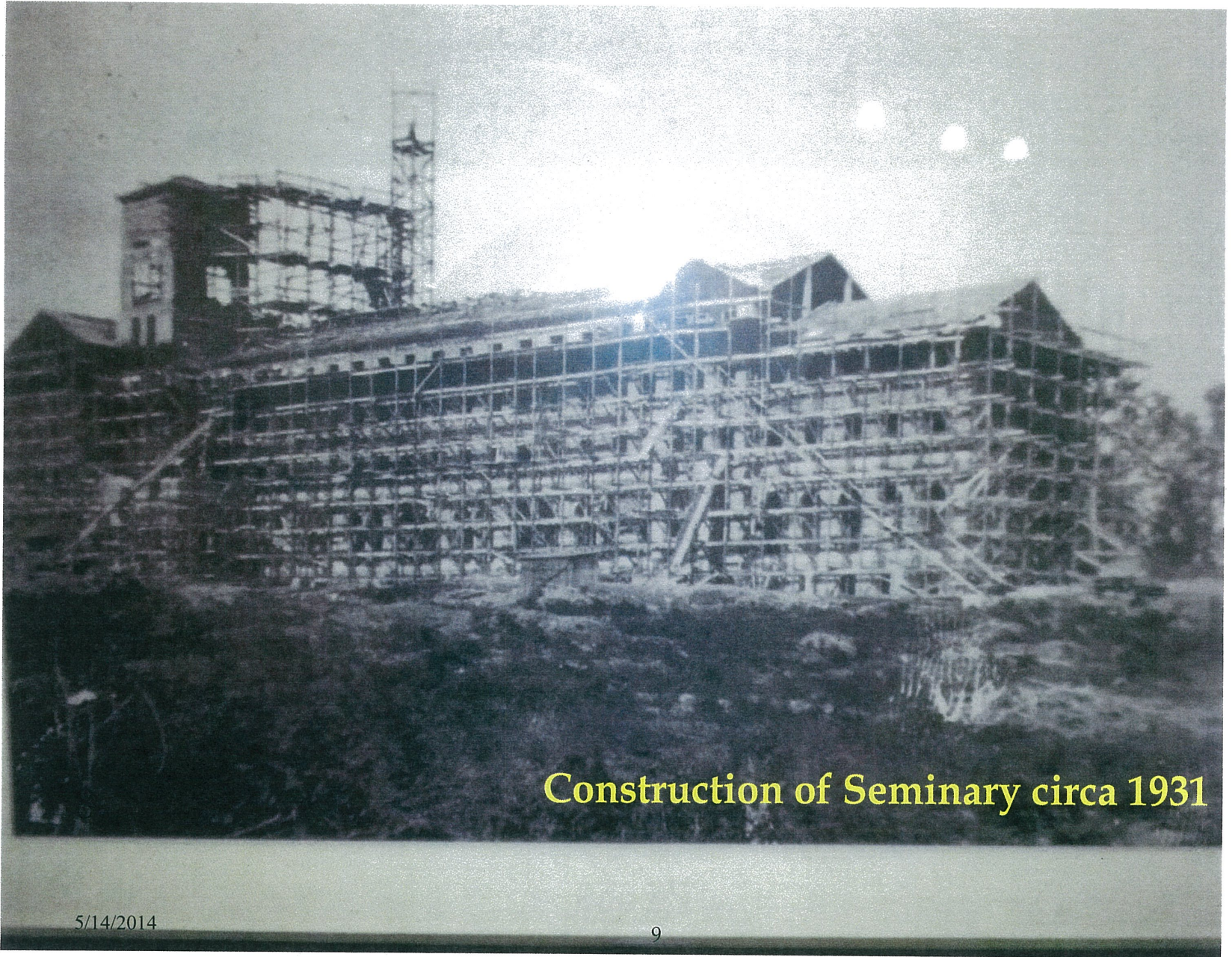


5/14/2014

6







Construction of Seminary circa 1931

5/14/2014



5/14/2014





5/13/2014

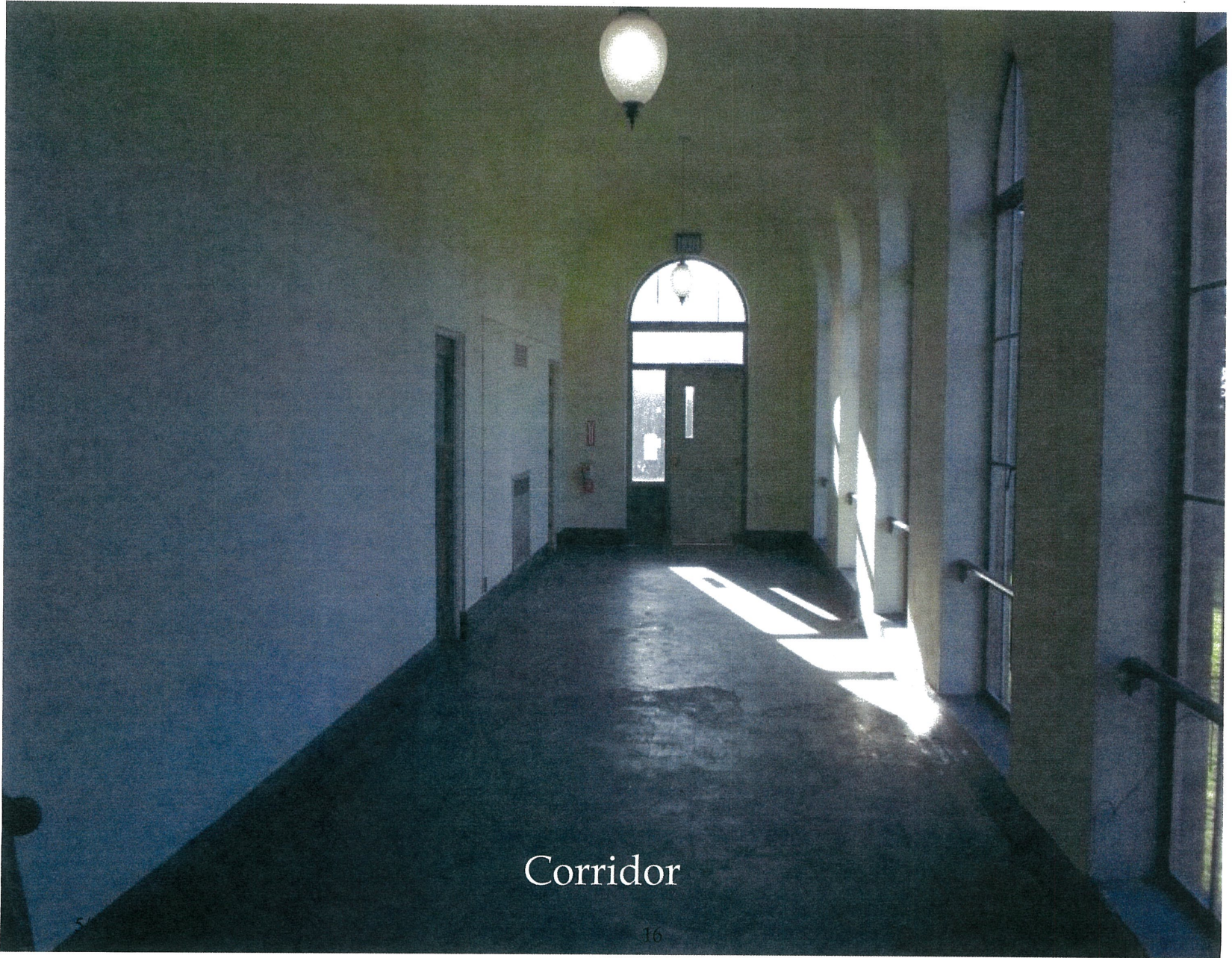


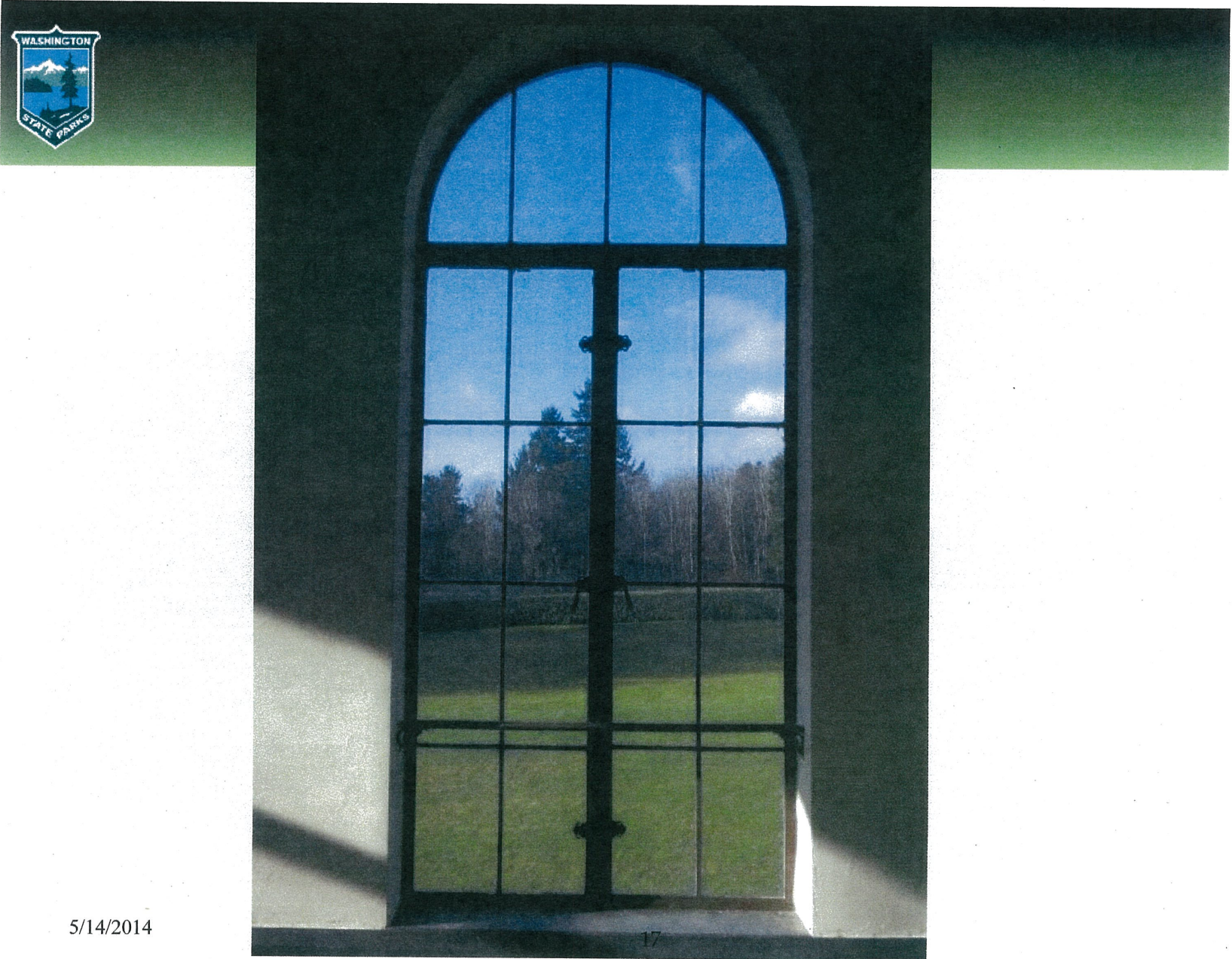
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Dining Hall



5/14/2014







Building Condition

5/14/2014

20



5/14/2014

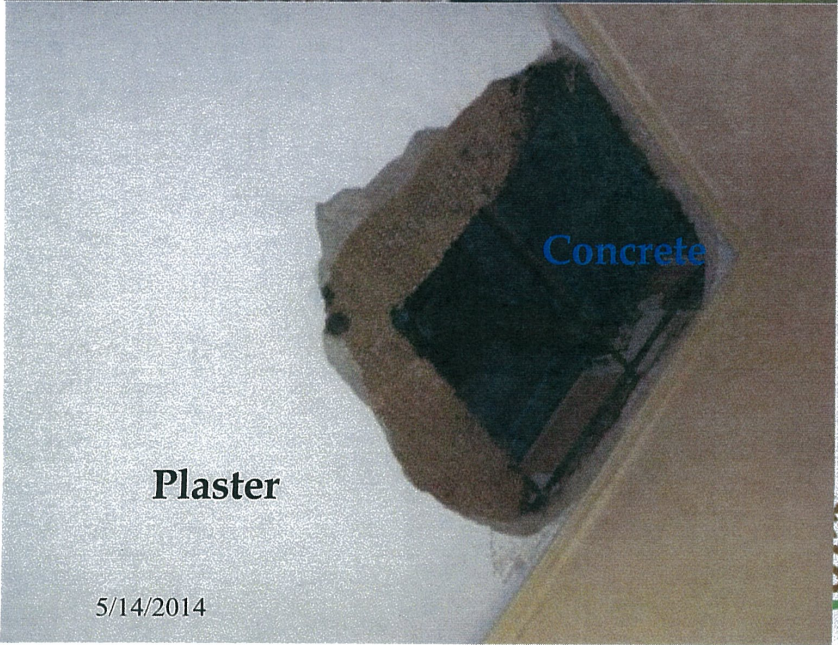
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Brick facade



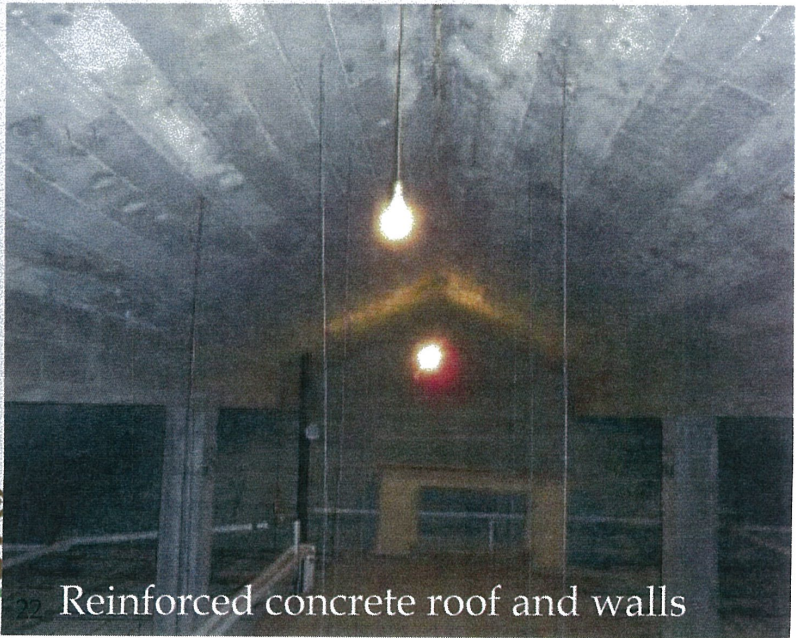
Roof tiles



Concrete

Plaster

5/14/2014



Reinforced concrete roof and walls







5/14/2014

25



5/14/2014







5/14/2014

29

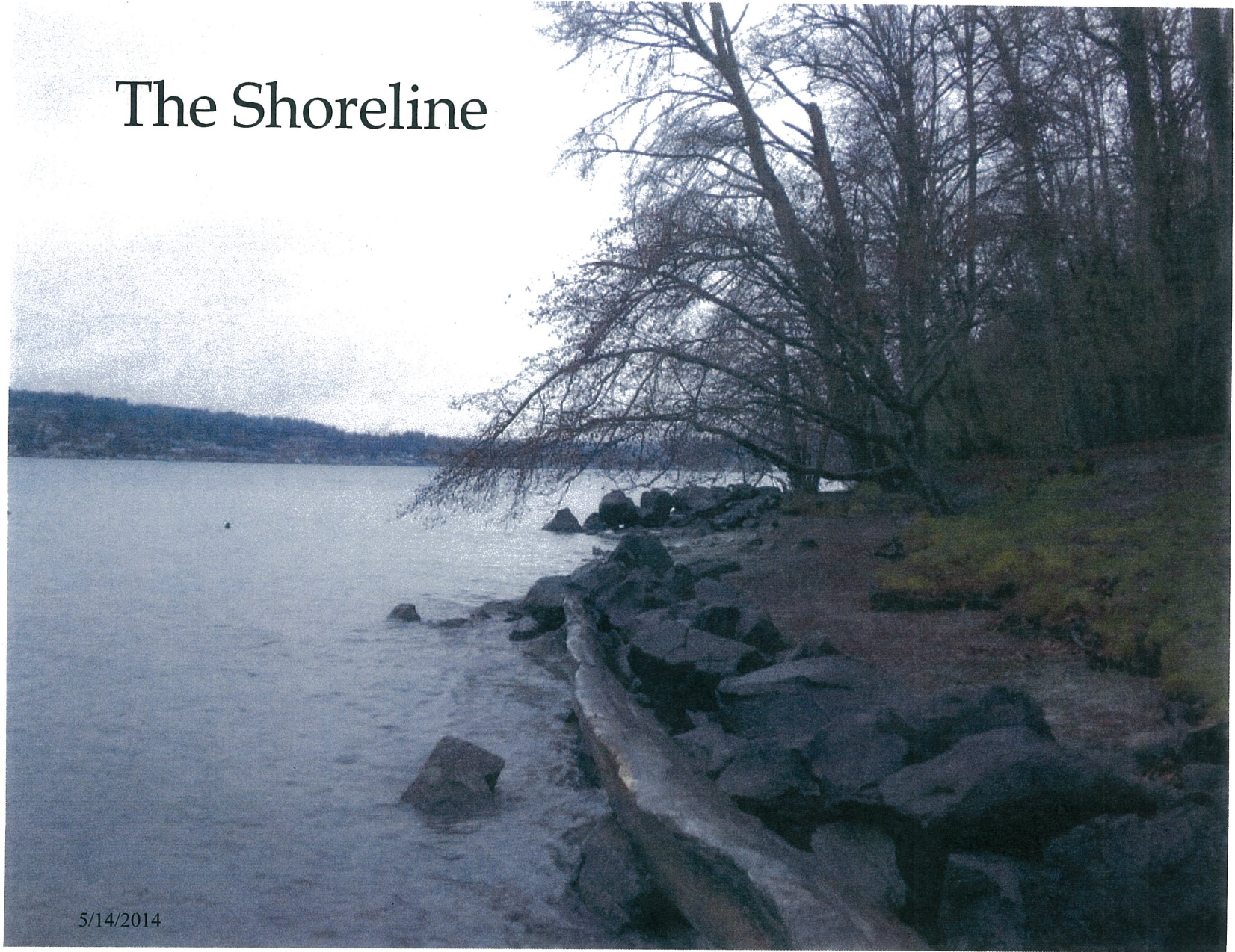




5/14/2014

31

The Shoreline



5/14/2014



5/14/2014



Potential Management Strategies for Saint Edward Seminary

✦ **No Action:**

- Occupy the building
- Continue use as ranger residences
- Rent out the dining hall

✦ **Adaptive Reuse:**

- Lease the building

✦ **Mothball the building:**

- *Invest money to stabilize the building for a decade*





Potential Management Strategies for Saint Edward Seminary (Cont.)

- ✚ **Vacate: Benign neglect**
 - Do not use the building for ranger residences
 - Do not rent the dining hall
 - Do not heat the building or invest in stabilization
- ✚ **Raze the building, but retain key architectural features.**
- ✚ **Raze the building**



Potential Next Steps

- ✦ Feasibility study to evaluate financial viability of all treatment options
- ✦ Propose master plan or other appropriate plan in 2015-17 budget
- ✦ Consider only feasible options during planning
- ✦ Involve all stakeholders and conduct environmental review (SEPA)
- ✦ Present final plan for Commission consideration (est. 2015-2016)





Big Considerations

- How do we determine feasibility?
- What types of private uses are appropriate?
Why? Who benefits? Impacts to visitors?
- What priority does this structure have among the agency's historic properties?
- What is the most appropriate governance?
- How much time should we allow to identify a prospective lessee vs. cost to maintain the structure?





Potential Options

- ✦ No action
- ✦ Adaptive reuse
- ✦ Mothball
- ✦ Vacate: Benign neglect
- ✦ Raze and retain key features
- ✦ Raze





City Of Kenmore, Washington

Memorandum

Date: May 22, 2014

To: Mayor & City Council

From: Rob Karlinsey, City Manager

Regarding: Funding Options for Improving Multi-Modal Safety

At the City Council's retreat in January, you directed us to explore and report on sidewalk funding options and parks improvement and acquisition funding options. As for the sidewalks funding option, we believe the question has evolved into a larger discussion about pedestrian and bicycle safety, not just sidewalks, and it is my understanding that you wish to revise this Council goal accordingly.

Toward the goal of improving multimodal safety in Kenmore, we have produced this memorandum to explore funding options to get us there. This report is divided into three parts: 1) Current funding options under existing "Councilmanic" authority (i.e. City Council authority to impose taxes and fees), 2) Voter Approved Funding Options, and 3) My recommended funding options

Part I Councilmanic Funding Options

When it comes to transportation funding options, the City currently has the following main revenue sources available under the City Council's authority: (Note that the following report is not inclusive of all revenue sources at the City's disposal. For example, a local option business & occupation tax is not discussed in this memo, nor is an admissions tax)

Property Tax: The One Percent Limit and Banked Capacity

The City's 2014 property tax levy rate is \$1.5642 per \$1,000 of assessed valuation. At this property tax rate, the City is projected to collect \$4.32 million in property taxes this year. Under state law, the City Council may increase the total amount of property tax collected over the prior year by one percent, plus new property taxes from new construction. A one percent increase amounts to about \$43,000. The City Council chose to increase property tax revenue by 1% for 2014 and therefore will see a \$43,000 increase in property tax revenue (plus property tax from new construction) this year.

Notwithstanding the one percent increase limit just described, the City has the ability to access what is known as “banked capacity,” which is property tax increases that were allowed under state law in prior years but not taken by the City in those prior years. For example, for nine consecutive years, the Kenmore City Council elected not to increase property tax revenues by the one percent state law limit. These unused increases were “banked” and can be accessed by a majority vote of the City Council at any time. The King County Assessor’s Office has informed us that the City currently has \$554,906 in banked capacity. In other words, the City Council has the ability to utilize previously foregone property tax increases by increasing property tax by up to \$554,906 in 2014. The King County Assessor’s Office has also informed us that the City imposing this increase would not affect junior taxing districts such as the Northshore Fire District.

If the City Council were to utilize this full increase from banked capacity, the property tax rate would go up by about 20 cents per \$1,000 of assessed valuation, from \$1.5642 to \$1.7650 per \$1,000 in 2014. The exact amount for 2015 is unknown but within about one percent of the 2014 numbers.

A 20 cent property tax rate increase using banked capacity would bring the City’s share of property taxes paid on a \$400,000 home from \$625.68 per year to \$706.00 per year, which is an increase of \$80.32 per year or \$6.69 per month. This \$80.32 per year increase represents a 12.8 percent increase in the City share of property taxes paid or about 1.5 percent of the \$5,380 in total property taxes (all jurisdictions; \$13.45 total rate) currently paid on a \$400,000 home in Kenmore.

Utility Taxes and Utility Franchise Fees

Under state law, cities are allowed to impose utility taxes on electricity, natural gas, telephone, cell phone, cable TV, water, sewer, and garbage. Cities may not impose utility taxes on water and sewer when another municipality is providing the service, as is the case with Kenmore (Northshore Utility District provides water and sewer services for the City of Kenmore). Kenmore’s current utility tax rates and the limits on those rates under state law are shown in the following table:

City of Kenmore Utility Taxes

	2014 Rate	Max Rate Allowed Under State Law
Electric	4%	6%
Natural Gas	4%	6%
Telephone	6%	6%
Cell Phone	6%	6%
Cable TV	0%	6%
Garbage	0%	No limit

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Cities may exceed the 6% utility tax limit with voter approval.

If the City Council were to increase its utility taxes to the maximum amount allowed under state law, the following table shows the additional utility tax revenue that could be generated:

Utility	Existing Rates	Maximum Rate Allowed	2014 Revenue Under Existing Rates	Potential Annual Revenue Under Max Rate Allowed	Difference
Electric	4%	6%	538,637	807,956	269,319
Natural Gas	4%	6%	293,500	440,250	146,750
Phone/Cell Phone	6%	6%	651,869	651,869	0
Cable TV	0%	6%	0	346,744	346,744
Garbage	0%	No limit	0	TBD	TBD
Total:			1,484,006	2,246,819	762,813

“TBD” in the table above: I have recently requested revenue figures from our solid waste services provider and should be receiving the data soon.

In addition to utility taxes, cities may impose a franchise fee on cable TV, water, sewer, and garbage utilities, but only when there is a franchise agreement in place between the City and the utility. The City of Kenmore does not have a franchise agreement with its solid waste service provider, Republic Services (Republic is instead regulated at the State level). Therefore, there is no garbage franchise fee in the City of Kenmore. The franchise agreements with Frontier and Comcast include a 5% franchise fee for cable TV.

Earlier this year the City negotiated a new franchise agreement with Northshore Utility District (NUD) for water and sewer services. This agreement includes a 5% franchise fee with the ability to increase the fee up to 10% during the term of the franchise. The following table summarizes franchise fees in Kenmore:

City of Kenmore Franchise Fees

	2014 Rate	Max Rate Allowed
Cable TV	5%	5%
Garbage	0%	N/A
Water	5%	10%
Sewer	5%	10%

If the City Council were to increase its franchise fees to the maximum amount within the confines of state law and the existing (or in the case of garbage, non-existent) franchise agreements, the following table shows the additional franchise fee revenue that could be generated:

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Utility	Current Franchise Fee	Maximum Franchise Fee Allowed	2014 Revenue Under Current Rate	Potential Annual Revenue Under Max Rate Allowed	Difference
Cable TV	5%	5%	288,953	288,953	0
Garbage	0%	N/A	N/A	N/A	N/A
Water/Sewer	5%	10%	395,000	790,000	395,000
Total:			683,953	1,078,953	395,000

Sales Tax

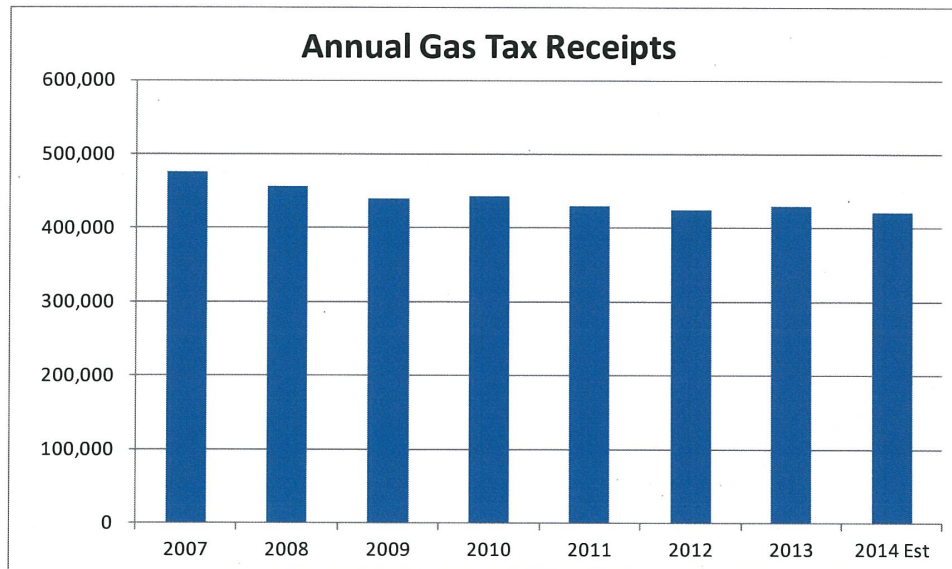
The City currently imposes the full 1% local option sales tax allowed under state law (the County gets 0.15% of it), and the revenue generated from sales tax goes into the City's General Fund for general government purposes (public safety, parks, roads, land use planning, administration, etc.). The local 1% sales tax option is the maximum sales tax rate for cities allowed under state law, although a Transportation Benefit District (TBD) may increase the locally collected sales tax rate with voter approval, as will be discussed later in this memorandum.

Real Estate Excise Tax (REET)

The City of Kenmore imposes a 0.5% tax on real estate transactions within the City. This 0.5% REET rate is the most the City can impose under state law. Until recently (mid 2011), REET revenue could only be spent on capital projects—not in maintenance and operations (O&M). Use of REET 1 (the first 0.25%) is now allowed for operations and maintenance of existing capital projects under certain circumstances and up to defined amounts, but the enabling legislation sunsets in 2016. Kenmore has not utilized any REET for (O&M). The City's REET anticipated revenue for the next six years is currently allocated and programmed into the City's adopted Six-Year Capital Improvement Plan.

Gas Tax

Gas tax is imposed by the State and distributed to local governments on a per capita basis. Since 2005, the City's gas tax revenue from the State is down about \$50,000 per year, as shown on the following graph:



Meanwhile, inflation and costs for repairing our roads and keeping them maintained have continued to go up in that same time frame. All of the City's gas tax is allocated to the Street Fund for road maintenance and improvement purposes. The City does not have the ability to raise gas taxes.

Transportation Impact Fees

State law allows cities to impose transportation impact fees on new commercial and residential developments. The City's transportation impact fee is \$8,434 for construction of a new single family residence and is relatively high compared to other cities in the region and the State. This revenue can only be spent on growth-related transportation projects that improve and expand capacity. The City's projected traffic impact fee revenue for the next six years is currently allocated and programmed into the City's adopted Six-Year Capital Improvement Plan.

Transportation Benefit District

In 2013, the Kenmore City Council formed a Transportation Benefit District (TBD) that is contiguous to the City's boundaries. The members of the Kenmore City Council serve as the TBD board members. State law allows TBDs to impose up to \$20 per year per vehicle registered in the City, and the TBD installed the \$20 vehicle fee in 2013. The fee may go up to \$100 per vehicle per year with voter approval. The TBD may also impose a sales tax of up to 0.2%, but only with voter approval. Revenue generated by a TBD may only be spent on transportation improvements and road maintenance.

With revenue from all of the above "Councilmanic" sources, the City Council could choose to use the funds on a "pay as you go" basis for ongoing M&O and capital projects, or the City could use the funds to issue long-term debt for larger capital projects. Given that the City currently

has no general obligation debt, the City has ample statutory debt capacity to issue debt under City Council authority.

Part II

Voter Approved Revenue Sources

In addition to or instead of the above “Councilmanic” ways to generate revenue for multimodal safety, the City Council may choose to go to the ballot and ask voters whether they want to increase their taxes for multimodal safety improvements. The following is a discussion of voter-approved funding options.

Property Tax Increase: Voter Approved Bond Measure

The City could put a bond measure on the ballot to issue long-term debt that would fund public infrastructure improvements. Bond measures require a 60% plus 1 majority of the electorate for approval. Based on the City’s current property tax collections, every 10 cent increase in property tax (per \$1,000 assessed valuation) would cost a homeowner of a \$400,000 home \$40 per year. Total City-wide revenue from a 10 cent property increase would yield \$275,500 in annual revenue to the City.

In today’s interest rates, a 10 cent increase in property tax and the resulting \$275,500 revenue to the City would leverage approximately \$3,000,000 in debt to fund infrastructure improvements (assuming a 20-year bond).

At \$500-\$600 per lineal foot of sidewalk, \$3,000,000 would build about a mile of sidewalk. (Please note that sidewalk costs vary depending on right-of-way to acquire, topography, utility conflicts, etc.)

In addition to sidewalks, traffic calming devices are an important contributor to pedestrian and bicycle safety. Depending on topography, available right-of-way, utilities, and other factors, a traffic calming device such as a modern arterial roundabout would cost \$500,000 to \$1 million. Therefore, \$3,000,000 could probably build at least three arterial roundabouts.

Property Tax Increase: Voter Approved Levy Lid Lift

A voter approved “levy lid lift” allows property tax to increase above the 1% growth limit as long as the total property tax collected stays under the City’s statutory limit of \$2.10 per assessed valuation. The City’s current property tax rate is \$1.5642 per \$1,000 of assessed valuation, collecting \$4,323,000 in 2014. The difference between the statutory limit of \$2.10 and the City’s 2014 rate is \$0.5358 per \$1,000 of assessed valuation.

As stated above in the Bond Measure discussion, every 10 cent increase in property tax brings an additional \$275,500 in revenue. If so stated in the ballot measure, a levy lid lift could be made permanent and then grow by the 1% thereafter.

Revenue from a levy lid lift can be used for any municipal purpose and requires a simple majority vote of the electorate. We have checked with the County Assessor's Office, and they have confirmed that increasing the City's property tax would not hinder or take away from a junior taxing district's ability to levy property tax. Attached is RCW 84.55.050 authorizing lid lifts, and also a *Levy Lid Lifts* article by MRSC research consultant Judith Cox. This article discusses two types of levy lid lifts—refer to the article learn the difference between them.

Transportation Benefit District: Voter Approved Increase in the Annual Vehicle Fee

The City Council, acting as the TBD Board, has imposed a \$20 per year per vehicle fee for transportation purposes. The TBD Board may go to the voters to raise the fee beyond \$20, up to a maximum of \$100. A simple majority vote is required for passage of the ballot measure. Every \$20 in vehicle fee yields approximately \$280,000 per year in revenue.

Transportation Benefit District: Voter Approved Sales Tax

As stated previously, the TBD Board can take a ballot question to the voters asking for a sales tax increase of up to 0.2% (simple majority). Based on the City's current sales tax collections, every additional one tenth of a percent of sales tax would produce about \$198,000 per year.

Part III Recommended Funding Options

When it comes to multimodal safety in the City of Kenmore, we see two resource needs: Operational and Capital.

Operational Needs

On the operational side, we see a need to dedicate more day-to-day resources toward addressing arterial and neighborhood safety concerns and being more data driven and proactive with that data. Jennifer Gordon, our Public Works Operations Manager, manages safety complaints and right-of-way issues as a portion of her overall job, which includes managing the maintenance and operations of the City's entire streets, parks, surface and stormwater systems, as well as the City's facilities and fleet. Jarrett Smith, the City's Right-of-Way Inspector, also assists with addressing safety concerns, but handling safety complaints is a portion of his overall job which also includes right-of-way permits, inspections, and complaints; and locating surface water lines and facilities. Traffic safety and right-of-way management should be a full-time job given the City's size and traffic safety needs.

Our Public Works Operations Manager and our Right-of-Way Inspector respond to 100-200 multimodal traffic safety and right-of-way concerns per year—these are a portion of the 1,000 or so citizen action requests per year. Dedicating more staffing resources to the multimodal traffic safety and right-of-way concerns will allow us to provide more responsive and proactive services to our residents and businesses.

In addition to staffing, more resources could be used towards actual physical improvements, including neighborhood traffic calming devices such as chicanes and traffic circles. With additional resources, I would propose the following new resources to be added:

- One senior level traffic/project engineer position responsible for the following:
 - Multimodal traffic data analysis, performance measurement, and proactive planning
 - Right of Way Management
 - Multi-modal safety complaints/concerns
 - Traffic counts, speed studies, etc.
 - Neighborhood Plans for multi-modal safety
 - Management of pavement preservation projects
 - Management of new sidewalk and neighborhood traffic calming physical improvement projects.
- One full time administrative assistant to provide support for the above functions and general office support for Engineering. Currently, Engineering and Public Works Operations share one administrative assistant, which is significantly lower than what I have seen in other cities.
- Funding for physical traffic calming devices and other tools for improving multi-modal safety in neighborhoods.

The above functions would reside in the Engineering Department. The budget for these additional resources would be as follows:

Additional Staffing—fully loaded costs: \$220,000 per year

Neighborhood Traffic Calming Devices and Sidewalks: \$200,000-250,000 per year.*

Total: \$420,000-\$470,000 per year.

*Could serve as match to leverage grants.

To fund these additional resources, I would propose bringing to the voters a permanent, simple majority property tax levy lid lift of 18 cents per thousand. This would generate about \$490,000 per year and would accommodate the amount needed in the proposal plus some room for inflation. An additional 18 cents per thousand would cost a homeowner of a \$400,000 home \$72 per year or \$6 per month.

Capital Needs

Although the proposal just described includes some capital improvements for neighborhood streets, I see an even larger need for major capital improvements on our arterial roads. Arterial sidewalks and traffic calming devices, including modern roundabouts, are needed to effectively and noticeably make a difference in pedestrian and bicycle safety.

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A 27 cent bond issue would generate \$750,000 in annual debt service for \$10 million of arterial sidewalk and traffic calming improvements (assuming a 20-year bond at today's tax exempt interest rates).

This amount would fund the design and construction of up to 20,000 feet of sidewalk. Or assuming we constructed several new roundabouts for \$2.5 million (total, not each), \$7.5 million would remain for sidewalks which would build up to 15,000 feet or just under three miles of new sidewalks. Built into these costs is the additional staffing needed to construct manage these projects from design through construction.

A capital bond at 27 cents per thousand dollars of assessed value would cost the owner of a \$400,000 home \$108 per year or \$9 per month.

Next Steps

I would recommend that we consider bringing both a 27 cent capital bond and an 18 cent operational levy lid lift, for purposes and programs described above, to the voters. They would be two separate measures and could go on the same or different elections.

Why not just go to the voters for a 45 cent levy lid lift? The law says that if you are going to issue debt and service the debt with levy lid lift money, the lid lift will only last for 9 years. The needs in the levy lid lift are ongoing and operational and therefore would need to go beyond 9 years.

Why not just go to the voters for a 45 cent bond issue? Bond issues are finite in duration and are only for capital projects, not operational, ongoing needs. Going to the voters for both a bond issue and a levy lid lift would cover both our capital and operational needs.

To get a question or questions on the ballot to voters, we should consider taking the next steps:

1. Conduct a survey asking Kenmore Residents about what they would like to see in neighborhood and arterial safety improvements and their willingness to pay for these services.
2. Depending on the results of the survey, state your intention to put a tax measure or measures on the ballot at a certain election (general or special).
3. Hold a series of public meetings, further asking citizens what they would like to see in improvements and improved service levels and programs for neighborhood and arterial safety.
4. Based on the survey and the public meetings, develop a list of projects and programs that would be funded via a voter-approved ballot measure.
5. Develop a ballot measure title and question and formally vote to set the date for the election.

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6. Provide unbiased facts about the ballot measure and what it would fund if approved.

Conclusion

There are a variety of ways to fund capital improvements and programs for multimodal safety in Kenmore, both under City Council authority and voter approved measures. I recommend that we take both an operational and capital approach to funding better and safer ways for our walkers and cyclists to get around. If you as a City Council would like to move forward with the next steps (or any variation thereof), let's further discuss given our current priorities, staffing, and workloads.

Thanks,

Rob

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Revised October 2010

Levy Lid Lifts¹

By Judith Cox, MRSC Public Finance Consultant

The passage of Initiative 747 in 2001 limited taxing jurisdictions with a population of less than 10,000 to an increase of one percent in their levy, plus taxes on new construction and increases in state-assessed utility valuation. Levy increases for municipalities with a population of 10,000 or more are limited to the lesser of one percent or the increase in the July implicit price deflator for personal consumption expenditures as published in the September issue of the *Survey of Current Business*.

One exception to the one percent rule is the levy lid lift. *RCW 84.55.050*. Taxing jurisdictions with a tax rate that is less than their statutory maximum rate may ask the voters to "lift" the levy lid by increasing the tax rate to some amount equal to or less than their statutory maximum rate. The proposed tax rate must be stated in the ballot title. *RCW 84.55.050(1) and (2)(a)*. (If you do not know your statutory maximum rate, ask your county assessor.) A simple majority vote is required.

How much revenue can you raise from a levy lid lift?

Start by calculating the difference between your current tax rate and the maximum guaranteed statutory rate..

Maximum Statutory Tax Rate: **Cities** are senior taxing districts and their maximum tax rates differ, depending on whether they have a firemen's pension fund or whether they are annexed to a fire district and/or a library district.

The maximum regular property tax levy for most cities is \$3.375 per thousand dollars assessed valuation (AV). *RCW 84.52.043(1)(d)*. Some cities have a firemen's pension fund. (If you do not know whether you have one, you probably do not.) Those cities can levy an additional \$0.225 per thousand dollars assessed valuation, resulting in a maximum levy of \$3.60 per thousand dollars AV. *RCW 41.16.060*. For cities that belong to a fire district and/or a library district, the rules are a little more complicated. Nominally they have a maximum rate of \$3.60 per thousand dollars AV. But, they can never collect that much because the levy of the special districts must be subtracted from that amount. *RCW 27.12.390 and RCW 52.04.081*. The library district levy has a maximum rate of \$0.50 per thousand

¹A slightly different version of this article appeared in *Budget Suggestions for 2009*, Information Bulletin No. 531, August 2008 and *Municipal Research News*, Fall 2008.

\$47,500 is the maximum amount of **extra** revenue the city could get in its first year after doing a levy lid lift. Its total levy, if the vote on the lid lift is successful, would be \$337,500 compared to \$290,000 without the lift. If the council is not be interested in that big an increase in the rate, multiply whatever rate increase they have in mind times your assessed valuation divided by 1000.

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There are two different approaches to, or options for, a levy lid lift, with each having different provisions and advantages.

Option 1: "Original flavor" lid lift (or "single-year" lift or "one-year" lift or "basic" lift)

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3. Subsequent levies. After the initial "lift" in the first year, the jurisdiction's levy in future years is subject to the 101 percent lid in chapter 84.55.RCW. This is the maximum amount it can increase without returning to the voters for another lid lift.

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What election date should you choose?

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City Of Kenmore, Washington

Memorandum

Date: May 23, 2014

To: Mayor & City Council

From: Rob Karlinsey, City Manager 

Regarding: Parks Funding Options

At the City Council's retreat in January, you directed us to explore and report on potential parks funding options. Surveys conducted over the years, including last year's parks survey, show Kenmore residents wanting more active and waterfront park opportunities. In addition, the Parks Recreation and Open Space (PROS) Plan you adopted last year calls for significantly more parks improvements and acquisitions in the coming years. Although the adopted Parks Capital Improvement Plan (CIP) identifies and funds some parks improvements, the resources in the CIP may not be sufficient to fund what the community and the PROS Plan calls for.

Examples of parks projects not fully funded in the CIP include:

- Further development of Log Boom Park, including a new beach and wind/wave fence.
- Development of the newly acquired land from Brightwater, also known as the future Twin Springs Park.
- Further development of Rhododendron Park, including a boardwalk connecting the play field to the river and construction of a boat house.
- Squires Landing Park development of passive uses, including wildlife viewing points and improved trails.
- Waterfront park property acquisitions for the purpose of developing the Water Walk as identified in the PROS Plan.
- Acquisition and development of additional park land for active uses such as ball fields.
- Dog Park

This memorandum is divided into three parts: 1) Current funding options under existing "Councilmanic" authority (i.e. City Council authority to impose taxes and fees), 2) Voter Approved Funding Options, and 3) my recommended funding options

Part I Councilmanic Funding Options

When it comes to transportation funding options, the City currently has the following main revenue sources available under the City Council's authority (note that the following is not

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inclusive of all revenue sources at the City's disposal. For example, a local option Business & Occupation Tax is not discussed in this memo, nor is an admissions tax):

Property Tax: The One Percent Limit and Banked Capacity

The City's 2014 property tax levy rate is \$1.5642 per \$1,000 of assessed valuation. At this property tax rate, the City is projected to collect \$4.32 million in property taxes this year. Under state law, the City Council may increase the total amount of property tax collected over the prior year by one percent, plus new property taxes from new construction. A one percent increase amounts to about \$43,000. The City Council chose to increase property tax revenue by 1% for 2014 and therefore will see a \$43,000 increase in property tax revenue (plus property tax from new construction) this year.

Notwithstanding the one percent increase limit just described, the City has the ability to access what is known as "banked capacity," which is property tax increases that were allowed under State Law in prior years but not taken by the City in those prior years. For example, for nine consecutive years, the Kenmore City Council elected not to increase property tax revenues by the one percent State law limit. These unused increases were "banked" and can be accessed by a majority vote of the City Council at any time. The King County Assessor's Office has informed us that the City currently has \$554,906 in banked capacity. In other words, the City Council has the ability to utilize previously foregone property tax increases by increasing property tax by up to \$554,906 in 2014. The King County Assessor's Office has also informed us that the City imposing this increase would not affect junior taxing districts such as the Northshore Fire District.

If the City Council were to utilize this full increase from banked capacity, the property tax rate would go up by about 20 cents per \$1,000 of assessed valuation, from \$1.5642 to \$1.7650 per \$1,000 in 2014. The exact amount for 2015 is unknown but within about one percent of the 2014 numbers.

A 20 cent property tax rate increase using banked capacity would bring the City's share of property taxes paid on a \$400,000 home from \$625.68 per year to \$706.00 per year, which is an increase of \$80.32 per year or \$6.69 per month. This \$80.32 per year increase represents a 12.8 percent increase in the City share of property taxes paid or about 1.5 percent of the \$5,380 in total property taxes (all jurisdictions; \$13.45 total rate) currently paid on a \$400,000 home in Kenmore.

Utility Taxes and Utility Franchise Fees

Under State Law, cities are allowed to impose utility taxes on electricity, natural gas, telephone, cell phone, cable TV, water, sewer, and garbage. Cities may not impose utility taxes on water and sewer when another municipality is providing the service, as is the case with Kenmore (Northshore Utility District provides water and sewer services for the City of Kenmore). Kenmore's current utility tax rates and the limits on those rates under state law are shown in the following table:

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City of Kenmore Utility Taxes

	2014 Rate	Max Rate Allowed Under State Law
Electric	4%	6%
Natural Gas	4%	6%
Telephone	6%	6%
Cell Phone	6%	6%
Cable TV	0%	6%
Garbage	0%	No limit

Cities may exceed the 6% utility tax limit with voter approval.

If the City Council were to increase its utility taxes to the maximum amount allowed under state law, the following table shows the additional utility tax revenue that could be generated:

Utility	Existing Rates	Maximum Rate Allowed	2014 Revenue Under Existing Rates	Potential Annual Revenue Under Max Rate Allowed	Difference
Electric	4%	6%	538,637	807,956	269,319
Natural Gas	4%	6%	293,500	440,250	146,750
Phone/Cell Phone	6%	6%	651,869	651,869	0
Cable TV	0%	6%	0	346,744	346,744
Garbage	0%	No limit	0	TBD	TBD
Total:			1,484,006	2,246,819	762,813

“TBD” in the table above: I have recently requested revenue figures from our solid waste services provider and should be receiving the data soon.

In addition to utility taxes, cities may impose a franchise fee on cable TV, water, sewer, and garbage utilities, but only when there is a franchise agreement in place between the City and the utility. The City of Kenmore does not have a franchise agreement with its solid waste service provider, Republic Services (Republic is instead regulated at the State level). Therefore, there is no garbage franchise fee in the City of Kenmore. The franchise agreements with Frontier and Comcast include a 5% franchise fee for cable TV.

Earlier this year the City negotiated a new franchise agreement with Northshore Utility District (NUD) for water and sewer services. This agreement includes a 5% franchise fee with the ability to increase the fee up to 10% during the term of the franchise. The following table summarizes franchise fees in Kenmore:

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City of Kenmore Franchise Fees

	2014 Rate	Max Rate Allowed
Cable TV	5%	5%
Garbage	0%	N/A
Water	5%	10%
Sewer	5%	10%

If the City Council were to increase its franchise fees to the maximum amount within the confines of State law and the existing (or in the case of garbage, non-existent) franchise agreements, the following table shows the additional franchise fee revenue that could be generated:

Utility	Current Franchise Fee	Maximum Franchise Fee Allowed	2014 Revenue Under Current Rate	Potential Annual Revenue Under Max Rate Allowed	Difference
Cable TV	5%	5%	288,953	288,953	0
Garbage	0%	N/A	N/A	N/A	N/A
Water/Sewer	5%	10%	395,000	790,000	395,000
Total:			683,953	1,078,953	395,000

Sales Tax

The City imposes the full 1% local option sales tax allowed under State law (the County gets 0.15% of it), and the revenue generated from sales tax goes into the City's General Fund for general government purposes (public safety, parks, roads, land use planning, administration, etc.). The local 1% sales tax option is the maximum sales tax rate for cities allowed under State law.

Real Estate Excise Tax (REET)

The City of Kenmore imposes a 0.5% tax on real estate transactions within the City. This 0.5% REET rate is the most the City can impose under state law. Until recently (mid 2011), REET revenue could only be spent on capital projects—not in maintenance and operations (O&M). Use of REET 1 (the first 0.25%) is now allowed for operations and maintenance of existing capital projects under certain circumstances and up to defined amounts, but the enabling legislation sunsets in 2016. Kenmore has not utilized any REET for (O&M). The City's REET anticipated revenue for the next six years is currently allocated and programmed into the City's adopted Six-Year Capital Improvement Plan.

Park Impact Fees

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State law allows cities to impose park impact fees on new commercial and residential developments. The City's park impact fee is \$2,537 for newly constructed single family residential units. This revenue can only be spent on parks projects that improve and expand capacity. The City's projected traffic impact fee revenue for the next six years is currently allocated and programmed into the City's adopted Six-Year Capital Improvement Plan.

With revenue from all of the above "Councilmanic" sources, the City Council could choose to use the funds on a "pay as you go" basis for ongoing M&O and capital projects, or the City could use the funds to issue long-term debt for larger capital projects. Given that the City currently has no general obligation debt, the City has ample statutory debt capacity to issue debt under City Council authority.

Part II

Voter Approved Revenue Sources

In addition to or instead of the above "Councilmanic" ways to generate revenue for parks, the City Council may choose to go to the ballot and ask voters whether they want to increase their taxes for parks improvements. The following is a discussion of voter-approved funding options.

Property Tax Increase: Voter Approved Bond Measure

The City could put a bond measure on the ballot to issue long-term debt that would fund public park improvements and acquisitions. Bond measures require a 60% plus 1 majority of the electorate for approval. Based on the City's current property tax collections, every 10 cent increase in property tax (per \$1,000 assessed valuation) would cost a homeowner of a \$400,000 home \$40 per year. Total City-wide revenue from a 10 cent property increase would yield \$275,500 in annual revenue to the City.

In today's interest rates, a 10 cent increase in property tax and the resulting \$275,500 annual revenue to the City would leverage approximately \$3,000,000 in debt to fund park improvements (assuming a 20-year bond).

Property Tax Increase: Voter Approved Levy Lid Lift

A voter approved "levy lid lift" allows property tax to increase above the 1% growth limit as long as the total property tax collected stays under the City's statutory limit of \$2.10 per assessed valuation. The City's current property tax rate is \$1.5642 per \$1,000 of assessed valuation, collecting \$4,323,000 in 2014. The difference between the statutory limit of \$2.10 and the City's 2014 rate is \$0.5358 per \$1,000 of assessed valuation.

As stated above in the Bond Measure discussion, every 10 cent increase in property tax brings an additional \$275,500 in revenue. If so stated in the ballot measure, a levy lid lift could be made permanent and then grow by the 1% thereafter.

Revenue from a levy lid lift can be used for any municipal purpose and requires a simple majority vote of the electorate. We have checked with the County Assessor's Office, and they

have confirmed that increasing the City's property tax would not hinder or take away from a junior taxing district's ability to levy property tax. Attached is RCW 84.55.050 authorizing lid lifts, and also a *Levy Lid Lifts* article by MRSC research consultant Judith Cox. This article discusses two types of levy lid lifts.

Metropolitan Park District Formation

By a simple majority vote of the people, the City could form a new Metropolitan Park District (MPD) that would be contiguous to the City's boundaries with the City Council serving as the District Board. A Metropolitan Park district would create the ability to levy property tax up to 50 cents (plus 25 cents under certain conditions) per thousand dollars of assessed valuation.

Revenue generated by a MPD can be used for maintenance, operation, and development (capital) of parks and recreation programs. The City could continue to own its park assets and would not be required to turn over its park properties over to the MPD. However, further research would need to be done given that the City is currently included as part of the Northshore Parks and Recreation district—the City may need to come out of the Northshore District before the City could form its own MPD.

Property tax revenue generated for every 10 cent increase in the property tax rate is discussed earlier in this memo.

Part III Recommended Funding Options

While going to the voters for a capital parks bond is doable, we still need to consider the new costs of operating and maintaining the new and improved parks to be funded by the bond. A Bond measure does not provide O&M revenue to support the ongoing costs after the improvements are constructed.

Therefore, if the City were to go to the voters for a parks measure, I would recommend either a levy lid lift or formation of a MPD because a levy lid lift and a MPD can provide both the ongoing M&O resources as well as the funds for capital projects.

This report provides no specific proposal that would include projects to be funded and identify the proposed revenue source. Before arriving at specifics, I recommend the following steps:

1. Conduct a survey asking Kenmore Residents to identify their priorities for parks and their willingness to pay for these improvements and services.
2. Based on the results of the survey, state your intention to put a tax measure or measures on the ballot at a certain election (general or special).

3. Hold a series of public meetings, further asking citizens what they would specifically like to see in parks improvements and service levels.
4. Based on the survey and the public meetings, develop a list of projects and programs that would be funded via a voter-approved ballot measure.
5. Develop a ballot measure title and question and formally vote to set the date for the election.
6. Provide unbiased facts about the ballot measure and what it would fund if approved.

Conclusion

There are a variety of ways to fund capital improvements and programs for parks in Kenmore, both under City Council authority and voter approved measures. If there is Council interest in pursuing this further, I recommend that we begin taking the steps outlined above. We will, however, need to discuss how doing so would be completed given our current priorities, staffing, and workloads.

Thanks,

Rob

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Revised October 2010

Levy Lid Lifts¹

By Judith Cox, MRSC Public Finance Consultant

The passage of Initiative 747 in 2001 limited taxing jurisdictions with a population of less than 10,000 to an increase of one percent in their levy, plus taxes on new construction and increases in state-assessed utility valuation. Levy increases for municipalities with a population of 10,000 or more are limited to the lesser of one percent or the increase in the July implicit price deflator for personal consumption expenditures as published in the September issue of the *Survey of Current Business*.

One exception to the one percent rule is the levy lid lift. *RCW 84.55.050*. Taxing jurisdictions with a tax rate that is less than their statutory maximum rate may ask the voters to "lift" the levy lid by increasing the tax rate to some amount equal to or less than their statutory maximum rate. The proposed tax rate must be stated in the ballot title. *RCW 84.55.050(1) and (2)(a)*. (If you do not know your statutory maximum rate, ask your county assessor.) A simple majority vote is required.

How much revenue can you raise from a levy lid lift?

Start by calculating the difference between your current tax rate and the maximum guaranteed statutory rate..

Maximum Statutory Tax Rate: **Cities** are senior taxing districts and their maximum tax rates differ, depending on whether they have a firemen's pension fund or whether they are annexed to a fire district and/or a library district.

The maximum regular property tax levy for most cities is \$3.375 per thousand dollars assessed valuation (AV). *RCW 84.52.043(1)(d)*. Some cities have a firemen's pension fund. (If you do not know whether you have one, you probably do not.) Those cities can levy an additional \$0.225 per thousand dollars assessed valuation, resulting in a maximum levy of \$3.60 per thousand dollars AV. *RCW 41.16.060*. For cities that belong to a fire district and/or a library district, the rules are a little more complicated. Nominally they have a maximum rate of \$3.60 per thousand dollars AV. But, they can never collect that much because the levy of the special districts must be subtracted from that amount. *RCW 27.12.390 and RCW 52.04.081*. The library district levy has a maximum rate of \$0.50 per thousand

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City Manager's Office

Anticipated changes and/or potential new work program ideas in 2015-2016:

1. Economic Development Strategy Update
2. New general marketing brochure
3. Home-based Business Initiative
4. Update commercial development capacity
5. St Edward Seminary
6. Intergovernmental Organizations – Staffing (Ferry District, RASKC, NSD, HS)
7. Programming events into the work load program. Make temporary part-time volunteer and events coordinator a regular position in the next budget?
8. Parking study and strategy for downtown
9. Lakepointe traffic plan/planned action/park acquisition
10. Bothell Way South Bench
11. Business Incubator: Grant proposals, lease decision
12. City supported events: Kenmore Hydroplane Cup
13. Strieck Property (former Shell property) future plans and ongoing management)
14. Electronic Communications: E-News
15. Neighborhood Outreach Programs (safety, em-prep, citizen engagement)
16. Dog Park
17. Video recording of City Council meeting
18. Destination Kenmore event in 2016
19. Tech Event in partnership with Kenmore Business Incubator

City of Kenmore
2014 Work Plan

Department: City Manager's Office

Team Lead	January	February	March	April	May	June	August	September	October	November	December
1 Kenmore Village Action Plan	RK	Implement Dev. Agmt for Spencer 68. Resolve 182nd. Close deal. Negotiate PSA for the commercial property. Town Green landscape architect RFQ & selection					Implement Agreements				
2 Lakepointe Strategy	RK	Assess PDA Option		Implement Strategy							
3 Business Incubator	NKO	Final Business Plan	Open House/Council Briefing	Progress Report/Prepare Grant proposals	Grants	Progress Report/Draft Recommendations		Progress Report/Recommendations 2015-2016 Budget	Networking Event		Progress Report
4 Business Registration	NKO	Website Set-Up		DOR Notification		Prepare Online Directory	Online Directory in Effect	Home Based Business Mtg\		Business Recognition	Sector Report
5 Business Events	NKO		KBI Class	Business Seminar	KBI Class	Business After Hours /KCLSRsource Fair	Seminars (KBI)	Business Seminar KBI	Business After Hours		
6 Natural Health HUB	NKO	Kick Off		Report to Council	Engage Partners	Advisory Groupd		Bastyr Master Plan Check-in		Branding Plan	
7 Cluster Devel. & Bus Recruitment-Office Dev	RK/NKO	Ongoing Outreach and Meetings									
8 Website	LH	Content Devel.									Go Live
9 Electronic Communications	LH	Facebook and Twitter									
10 Messaging & Marketing Strategy	NKO	Continue message placement campaign /marketing					Continue Media Relations		RFQ		
11 Newsletters	LH				Hard Copy	Hard Copy			Hard Copy		
12 City Organized Events	LH	Secure Event Sponsorship	Event Planning & Prep					Play Day			Tree Lighting
13 St Edward Seminary Proposal	NKO	Parks Public Mtg				Info to Parks for Commission Meeting	TBD				
14 Other Event Support	LH	Slough Race Event Prep		Slough Race Event	Recycling	Bastyr Herb & Food Fair		Recycling			
15 Connecting the City with the Water	RK	TBD			Kayak Concession						
16 Volunteer Program	LH	Adopt-A Program all year	Vol. Appreciation Event,	Parks Appreciation Day		Volunteer programs & projects administration		Park Cleanup Day	Jack Crawford Day		
17 State Legislative Agenda	NKO	Leg Sendoff	Meet with Legislators/Staff in Olympia			Post Session Event		Develop 2015 Agenda			
18 Federal Legislative Agenda	NKO	Delegation District Staff meetings	DC Meetings			Invite Senators to Kenmore		Develop 2015 Agenda			
19 Lake WA Sediment Testing Project	NKO	TBD with Ecology on Follow up testing									
20 Kenmore Navigation Channel	NKO	USACE District, Division Meetings				USACE Sampling	Meet with USACE Division Contact	USACE Sampling Results		King County contact re Local Sponsor Authority	
21 SR520 Construction Coordination	NKO	Continue Agency Coordination									
22 Human Services Funding	LH	Accounts payable	Contract Admin, etc		Accounts payable	Contract Admin, etc		Accounts payable	Contract Admin, etc		Accounts payable
23 Frontier Cable Contract Enforcement	NKO	Frontier Mtg	Brief Council on Recommended Action			Report to Council					
24 Historic Preservation	NKO		Public Meeting on Survey Follow up			Grant Application TBD		Decide on Landmark Application			
25 Public Records Requests (PRR)	TM		PRR training for employees								Year end PRR report
26 Inter Gov Organizations	NKO										
27 Arts of Kenmore Gallery	NKO										
28 Ped/Bike Safety Comm. Education Plan	LH				Plan development	Content development					
29 Twedt Property Acquisition	RK				PSA Approval						
30 NUD Franchise Agreement	RK										
31 2015-2016 Biennial Budget, incl PBB	RK										

LEGEND	
= Highest Peak Workload	
= Substantial Workload	
= Less But Steady Workload	

City of Kenmore

2015-2016 Anticipated Work Programs

Department: Finance & Administration

Anticipated highlights and changes anticipated for the next biennium (2015-2016).

- a. were planned to be accomplished in this biennium but won't happen or will be delayed
 - Bank RFP - delay to 2015
 - New Financial Software System Implementation - delay to next biennium
 - Personnel Policy Update - delay to 2015
 - 2013 Audit - delay to 2015
 - Records Management - will continue in to 2015, 2016
- b. were added in this biennium and whether they will continue in the next biennium
 - Price of Government - will continue to update
 - Priority Based Budgeting - continue on a maintenance level
 - Long Range Financial/Strategic Plan -maintain
 - Roster of Large Infrastructure Assets -maintain
 - Update Salary Comps - review again in 2016
- c. we are accomplishing this biennium that will drop off/discontinue in the next biennium
 - IT Strategic Plan -done
 - Permit Software Implementation -done
- d. will be totally new in the next biennium
 - Electronic Document Management System (in IT Strategic Plan)
 - Debt or bond for Projects
 - Upgrade Office 2007 Software

A list of things on the horizon we should be looking out for. These things pertain to your department. Examples include major contracts that will be expiring, State/Federal rules/regs that are changing, expected major changes in certain revenues or costs of programs/contracts, potential upturns or downturns in certain markets, etc.

1. Cost of police contract could be be significant
2. Cost of jail due to changing to SCORE could be significant
3. One time revenues from Spencer68

City of Kenmore
2014 Work Plan

Department: **Finance & Administration**



Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
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Close 2013 Budget Year W-2s/1099s	BR CS	close out Dec w-2 and recons	year end entries									
6 Year Forecast and Plan	JMG	finish budget input and forecast, update 2013 actual		maintain		Plan development						
2013 Annual Street Report	BR			prepare and file								
2013 Annual Report Preparation	BR		year end entries	report prep	review	due 5/30						
2013 Audit - no 2013 Audit	BR											
Wellness Activities Wellness Discount	CS CS/JMG	wrap up 2013 2% discount application	plan 2014	awc spring campaign		wellness effort		wellness effort	fall campaign and wrap up			
6 Year CIP Update	JMG			update	study	complete						
Records Management	PS	ongoing effort										
Update of archiving and destruction sched	PS	update departmental archives and indentify records for destruction				maintain						
File Clean up and organization	PS	ongoing effort										
eRecords system implementation	PS	identify need and solution			implement	maintain						
2014-15 Budget Preparation-PBB	JMG	retreat	planning and set up	new budget prep process		Budget Call	Dept budget prep	City Mgr review	budget study	budget study	adopt budget	
Salary Plan Update	JMG							Recommend for Council approval				
High Deductible Health Plan/HSA	JMG					Recommend for Council approval						
Property Tax Levy Ordinance	JMG									public hearing, ordinance for levy		
Bank RFP- postpone to 2015 RFP Selection Implementation Cutover	JMG											

PROJECTS NOT ORIGINALLY IN WORK PLAN:
Price of Government
Long Range Financial Plan
Roster of Large Infrastructure Assets
Priority Based Budgeting Concept for Budget

Engineering & Environmental Services:
June 2/3 2014 Council Retreat Updates

- What projects were planned to be accomplished in this biennium but won't happen or will be delayed?
 - Roads Standards Update (significant progress made, Transportation Element of Comp Plan must progress and Roads Standards finalized at end).
 - Gateways Project delayed due to resources (see attached)
 - Simonds/Inglemoor HS right turn project-on hold due to school district lack of interest
 - Surface Water Master Plan Update (ongoing, but may not make it through Planning Commission docket in time to be on this year's Comp Plan update. Would then be on June 2015 Comp Plan update)
 - NE 192nd stormwater project (project must be upgraded to a fish passable culvert per WDFW and we are applying for a Flood Control District grant for the project). Design delayed.
- What was added in this biennium and whether it will continue in the next biennium?
 - Pedestrian & Bicycle Committee (2014)
 - Short term pedestrian/bicycle/roadway improvements...other long term ideas being flushed out.
 - West Sammamish River Bridge Project (monitoring, pre-design work, grants)...will continue into next biennium if funds acquired for design
 - NE 185th Street LID grant (design done in 2014, will move forward if funds received for construction)
- What are we accomplishing this biennium that will drop off/discontinue in the next biennium
 - Transportation Element of Comprehensive Plan update
 - 0057 Culvert Project
 - Citywide Safety Improvements (Juanita) Project
 - Juanita Drainage Improvements
 - NE 181st Culvert and Signal projects
 - NE 145th Street signal
 - 68th Ave NE Sidewalk Project
 - SR 522 concrete package
- What will be totally new in the next biennium
 - High probability of design/row of the West Samm Bridge Replacement

- SWM and Transportation Capital Projects (TBD as a result of SWM and Transportation Element Comp Plan updates)
2. What is on the horizon that we should be looking out for?
- Perteet and Osborn on-call agreements are set to expire at the end of this year. Plan to renew them 1 year to expire 12/31/15.
 - NPDES SWM requirements will change necessitating update to our standards to require Low Impact Development (LID) techniques.
 - Capital Project Management staff. We've been utilizing extra help employees for years in parks and swm/transportation, full time. Is this the pattern we want to maintain? Should review all anticipated capital project management needs and strategize efficiency and long term needs?





City of Kenmore
Engineering Environmental Services Workplan 2014

Engineering & Environmental Services 5/22/2014 Workplan																			
		City Council Review/Action	✚																
		Planning Commission Review/Action	✚																
				2014												2015			
Project	Phase	PM	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
Tributary 0057 Channel Relocation	Design	KV																	
	Permitting																		Permitting Completed in 2013
	ROW																		Extended TCEs through 2014
	Advertise for bids																		
	Construction					✚													Install plants in mid Oct.
	Closeout																		
Road Standards KMC 12.50 Code Update	Development	KV/KO																	Schedule to be reevaluated with Trans. Element schedule.
	Dept. of Commerce Review																		
	SEPA																		
	Final Adoption																		Final adoption contingent upon Transportation Element completion
Transportation Element Update	Development	KO																	Planning Commission/Council schedules will
	Dept. of Commerce Review																		be laid out in January/February 2014
	SEPA																		
	Final Adoption																		Adoption December 2014
CIP/TIP 2015-2020	Development	KO/Team																	Relies on Transportation/SWM Element Updates for list
Safety Project on Juanita Dr. -signal improvements -Juanita curb ramps/ped buttons	Design	SS/MR																	
	ROW																		
	Advertise for bids																		
	Construction						✚												Extra help project manager and construction manager
	Closeout																		
West Samm Bridge	Monitoring	KO																	
	scour/load rating eval																		Scour analysis and load rating completed in 2013
	rehab/replace study																		
	BRAC/PSRC Grant application/TIB																		When secure design funding-hire PM
SR 522 West A	Design	KV/KO																	
	ROW																		Condemnation Ordinance passed June 2013
	Obligate funds																		
	Advertise for bids																		Advertise for bids Oct 2014
	Construction																		Construction Jan-Feb 2015 through Jun 2016
68th Avenue Sidewalk Project	Design	TP																	Design completed in 2013
	Permitting																		Permitting completed in 2013
	Advertise for bids																		Bid Award completed in 2013
	Construction																		
	Closeout																		closeout complete. Project completed early.
Sidewalk Projects (TBD)	ply for Sidewalk/SafetyGra	KV/KO																	N/A. Were not successful w/ 2013 grant apps.
Gateway Signs on SR 522 (on hold)	Design	KO																	on hold due to resources
	ROW																		
	Construction																		
	Closeout																		

City of Kenmore
Engineering Environmental Services Workplan 2014

Project	Phase	PM	2014												2015				Notes
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
Kenmore Freeway Signage	Coordinate WSDOT	KO																	15 signs have been ordered by WSDOT.
Simonds/Inglemoor Right Turn Pocket	Design	KO																	on hold
Swamp Creek Building Demolitions	Design/Permitting	ZR																	Design, Permitting, and Demolitions completed in 2013
	Advertise for bids																		
	Demolition																		
	Closeout																		Funds received for 2 of 3 properties. Working to secure final funds.
SR 522 Concrete Package	Design	ZR																	No permits, but need to co-ordinate with WSDOT Council Award 6/2014
	Permitting																		
	Advertise for bids																		
	Construction																		
	Closeout																		
190th & 61st Embankment Repair	Design	ZR																	on-hold : could not repair embankment without replacing culvert per DFW. Evaluating with SWM Master Plan update in 2014.
	Permitting																		
	Advertise for bids																		
	Construction																		
	Closeout																		
74th Ave NE Culvert Replacement	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	ROW																		
	Permitting																		
	Advertise for bids																		
	Construction																		
	Closeout																		on hold
192nd Culvert Replacement	Design	ZR																	on hold
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0057 culvert project complete
	Permitting																		on hold
	Advertise for bids																		on hold
	Construction																		on hold
	Closeout																		on hold
Pedestrian/Bicycle Committee	Design	ZR																	completed value engineering and recommend waiting until 0

City of Kenmore
Engineering Environmental Services Workplan 2014

Project	Phase	PM	2014												2015				Notes
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
Surface Water Conveyance System	Hire Temp	RS																	
	Inspections	AS/TEMP																	mid June to mid Sept
	Maintenance Work	RS																	
IDDE Field Screening		RS/AS/TEMP																	
Cityworks (Maintenance)		RS/AS																	Live Jan 1, 2014: Staff work out bugs, utilize system
Surface Water Plan Update		RS																	Includes SWM Element update for Comp Plan
KMC 13.40 Update: policy review		RS																	Related to SWMP and Comp Plan updates
SWM Fee Data to King County		RS																	Due to King County 12/1/14
Ecology Report for municipal stormwater permit		RS																	Mar-15
SWM Grants		RS																	Reporting, Tracking, Applications
Swamp Creek Study		RS																	Completion in 2014, wrapped into SWMP update
185th St. Low Impact Development Retrofit		RS																	Department of Ecology Funded
30% DESIGN																			
90% DESIGN																			90% Due to Ecology 1/31/2015

SWM PROGRAM CODING	
Less Steady Workload	
Substantial Workload	
Highest Peak Workload	

Community Development Department: Information for the June 2nd, 2014 Council Retreat

1. Updated 2014 Work Plan: attached.

2. Highlights for the 2015-2016 Biennium:

a) Delayed/Dropped in the 2013-2014 Biennium:

Comp Plan/Development Regs:

- Sustainability Strategy: Implementation dropped in 2014 due to staff resources committed to other work program items. . Delayed to 2015 /2016 if resources available.
- Tree Regulations: Review added at the January 2014 Council retreat with request to assess regulations in other jurisdictions and bring forward a recommendation in October. Delay to next biennium and add to the docket. This approach will allow staff to complete items that are in process on the current work program.

b) Added in the 2013-2014 Biennium/Continuing in the 2015-2016 Biennium

Comp Plan/Development Regs:

- Comp Plan Update: Update of remaining elements of the Comp Plan added 2014. Completion in May 2015 to meet the June 2015 mandated State deadline.

Park Projects

- Moorlands Park CIP Project: Budget amendment 2013. Grant application 2014. Design/permitting and construction 2015/2016 if receive grant funding March 2015.
- Maintenance Contract: Negotiating new maintenance contract with the Northshore School District for Moorlands park. Begins 2014 and continuing in 2015.
- Park Acquisition CIP Project: Squires Landing Expansion project (Twedt property) added in 2014. Council retreat February 2014, agreement to pursue acquisition of a turnkey property on the Sammamish River. Purchase completed June 2014. Grant application April 2014. Budget amendment 2014. Currently unknown if any site or facility upgrades are needed to accommodate general public use or future handcarry water craft recreation programming. Therefore, dock improvements or other site improvements (design/permitting/construction) are potential capital projects for 2015-2016.
- Logboom Park Pedestrian Bridge CIP Project: Preliminary design 2014. Grant application 2014. Final design 2015. Construction 2015/2016 will proceed with or without grant funding.
- Logboom Park Shoreline Restoration CIP Project: Budget amendment May 2014. Planting plan complete April 2014. Steward training program

complete 2014. Permitting and implementation of planting plan begin 2014 to be completed 2015/2016.

- Skate Park Relocation CIP Project: Demo existing skate park 2014. Preliminary design options for the north end of the City Hall site including skate facilities 2014. Site Improvements (design/permitting/construction) are potential capital projects for 2015/2016.
- Rhododendron Park Boat Launch Float CIP Project: Project added 2013. Preliminary design 2013. Council retreat February 2014, agreement to pursue a dock/float. Permitting begins summer 2014, completed 2015. Final design/construction 2015/2016.
- Rhododendron Park Boardwalk/Boatshed CIP Project: Project added 2013. Council retreat February 2014, agreement to determine how to fund a boatshed. 2014 preliminary design and permit application for boardwalk and boatshed footprint (no building). Permitting complete 2014/2015. Construction 2015/2016. Adding funding for construction of boatshed building is a potential capital project for 2015/2016.
- Kenmore Village Town Green CIP Project: 2013 PSA with Benaroya did not move forward. Town Green/public square part of the 2012 positioning statement for Kenmore Village. January through April 2014 landscape architect selection process. Scope for public outreach/preliminary design completed June 2014. Preliminary/Final design and public outreach June through September. Final design/permitting and construction documents completed by March/April 2015. Construction in 2015/2016 in coordination with developer of the Kenmore Village commercial parcels or as a standalone project.
- City Hall Plaza CIP Project: Review of the city hall plaza and preliminary design to be included with the scope for the Kenmore Village town green project. Scope approved June 2014. Schematic drawings completed by September 2014. Site improvements (final design/permitting/construction) are potential capital projects for 2015/2016.

Grants:

- 181st Sidewalk: Grant award for the 181st Street sidewalk project fall 2014. If receive grant award, then design/permitting/construction 2015.
- Parks: If receive grant awards (March/April 2015) for the three park projects then design/permitting/construction continues in 2015/2016.

Downtown Development:

- Kenmore Village: Part of internal strategy team. Project management for Town Green design, public outreach, permitting, and construction. Construction documents ready for bid by March/April 2015.

- Lakepointe: Part of internal strategy team. P-Suffix approach and update of Regional Business regulations completed 2014, part of commercial project.

Working With Outside Agencies:

- ESCA: Regional Shelter Plan update began in April 2014, ESCA working with Snohomish County on the plan. Continuing 2015. Project has been on hold due to Snohomish County staffing at the Oso landslide. Waiting for update from ESCA on project status and schedule.
- Sound Transit: Providing input on Sound Transit's long range plan update, began 2013/2014. Coordination with Sound Transit on determining planning for Kenmore's future transit needs such as location of potential transit station/stops assuming SR522 becomes a future rail or bus rapid transit corridor.

c) Accomplished in the 2013-2014 biennium

Comp Plan/Development Regs:

- Shoreline Master Program: Appeal concluded March 2013.
- Affordable housing regulation amendments. Began May 2013 and completed June 2013.
- PROS plan: Adoption and update of the parks element of the comp plan. Began April 2013 and completed December 2013.
- Commercial zoning (Regional Business zone) Project: Began February 2013 to be completed November 2014.
- Police Precinct and Fire District Property Rezone: Begins June 2014 to be completed November 2014.
- Update of the Transportation Element of the Comp Plan: Began May 2013 and to be completed November 2014.
- Update of the Surface Water element of the Comp plan: Begins September 2014, completed November 2014 (or by State mandated June 2015 deadline).
- Economic Gardening Strategy: Began April 2013 and completed August 2013. Information posted to the update website completed 2014.
- Marijuana regulations. Began 2012 (moratorium). Regulations completed July 2014.
- Sustainability Strategy: Strategy completed 2013. Implementation dropped in 2014 due to staff resources assignments on other work program items.
- P-Suffix Amendments: Part of the commercial zoning project. Began 2013 and to be completed November 2014.

Park Projects:

- Northshore Summit Park CIP Project: Public input and design amendments 2013. Construction started November 2013 completed May 2014. Budget amendments 2013 and 2014. Park dedication completed May 2014.
- Logboom Park Seasonal Float CIP Project: Added new project February 2013. Design and permitting 2013/2014. Float installation May 2014. Piling removal (mitigation) to be completed July 2014. Float removal September 2014.
- WDFW Boatlaunch Restroom CIP Project: Permit approval and agreements completed 2013. Construction began November 2013 and completed March 2014. Site opened April 2014.
- Squires Landing Three Acre Restoration Project: Last phase of the restoration completed March 2013. Final grant and monitoring report to King County December 2013.

Grants:

- Kaboom Grant: Application 2013. Received \$20k grant award towards Northshore Summit Park playground equipment.
- CDBG Grant: NE 181st Street sidewalk grant application 2013. Did not receive grant award.
- CDBG Grant: NE 181st Street sidewalk grant application submitted May 2014.
- Three RCO Grants: Grant applications submitted to State RCO May 2014. Moorlands Park Renovation, Squires Landing Expansion (Twedt) and Logboom Park pedestrian bridge.

Downtown Development:

- Kenmore Village: Project management for the Town Green project. Part of internal strategy team.
- Lakepointe: Part of internal strategy team. P-Suffix amendments part of Commercial zoning project.

Working With Outside Agencies:

- King County: Buildable Lands Report update. Project began 2013, to be completed June 2014.
- King County: Update of the CDBG interlocal agreements. Project began 2013, to be completed by June 2014.

d) New in the 2015-2016 biennium

Comp Plan/Development Regs.

- 2015 and 2016 Dockets: For comp plan and development regulation amendments. Docket approved by Council each year in February.
- Update of remaining comp plan elements added to the docket in 2014 will continue in 2015.
- The 2015/2016 docket could include an evaluation of tree regulations or other development regulations identified on the 2011 list of future updates.
- The 2015/2016 docket could include an assessment of future parking/transit needs in the downtown area.
- The 2015/2016 docket could include an assessment of the Neighborhood Business zone. This is the last remaining zone from King County.

Park Projects: Several parks projects will be continuing from the 2013-2014 biennium: Moorlands Park renovation project (subject to grant award); the Logboom Park pedestrian bridge project; Rhododendron Park boardwalk/boatshed footprint project; Rhododendron Park float project; and Kenmore Village town green project. There is also the potential to add new projects depending on budget and Council priorities and resources (revenues and staffing):

- “Waterwalk” and Waterfront Master Plan: Developing a master plan to guide future projects. In the PROS plan, \$200k estimate for master plan. Estimates for improvements completed during master plan process. Possible grant application 2016 for potential project.
- Boatshed Building: The estimated cost to add a single story 40' x 70' building to the boardwalk/boatshed footprint project is \$640K and for a two story building \$920K.
- Waterfront Property Acquisition: Advancing the City's connection to the waterfront is part of Council goal #1 and goal#5. Allocating funds for potential acquisition.
- City Hall Plaza Improvements/City Hall Park: The PROS plan estimates \$62,400 for a master plan, construction documents plus an additional \$414k construction costs.
- Twin Springs: Property transferred to the City from King County early 2015. Current CIP allocates \$405k in the 2015-2016 biennium for preparing a master plan and a Phase 1 development. In the PROS plan, the master plan process and assessing feasibility of community park (including athletic fields) has a \$330k estimate for master plan, design, construction documents, and permitting. The PROS plan also estimates \$1.1m to 2.1m construction costs. Possible grant application 2016.

- Squires Landing Park: Update and adopt a revised master plan. In the PROS plan, \$205k estimated for master plan revision, design and construction documents. \$1.3m construction of public access improvements. Habitat restoration \$1.8 million design and \$12m construction. Possible grant application 2016. The City is also supporting Sno-King Watershed 2014 grant application for restoration which in the 2015/2016 biennium may need an allocation of funding (unknown at this time) to support restoration efforts.
- Linwood Park: Develop a renovation plan. In the PROS plan, \$76k estimate for master plan, construction documents, permitting. \$511k construction. Possible grant application 2016.
- Park bond or other Funding Measure: At the February 2014 Council retreat Council discussed ways to fund future park development.
- Staff Resources to Support Park Projects: The current parks project manager position is a limited term position (February 2013 through May 2014). Under budget allocated, the position could be extended on a limited term basis through 2014. There is an ongoing need for staff resources to support parks projects (planning, project management, grant support).

Grants:

- RCO Grants: Applications due May 2016. Funding available, if awarded 2017.
- CDBG Grants: Applications due May 2015 and 2016.
- Other Grants: To be determined.

Downtown Development:

- Lakepointe: KGM 520 bridge component project completed in 2015. Next steps for property development and how the City can partner/support redevelopment and ensure public access/recreation opportunities at the waterfront.
- Kenmore Village: Construction of town green project. Consider exploring a shared parking agreement for Kenmore Village and the surrounding several property owners as a "shopping center" rather than individual uses.

3. Future Impacts on the Horizon:

- Bastyr: Bastyr's 10 year master plan expires 2020. Ballfield lease agreement expires 2020 (option to extend an additional five years).
- St. Edward State Park/Seminary Building: Options to spur redevelopment of the seminary building.
- Transit and Parking issues: As the downtown redevelops need to look at parking options. Options for encouraging transit use and coordination

with Sound Transit for long range planning for future corridor planning/transit.

**Community Development
2014 Workplan**

[illegible]

Public Works Operations Department
2014 Workplan Update



2014														
Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	Notes
KC Community Work Program Contract	JeG	2014 Contract												Contract to go to Council and implemented in January
Landscape Maintenance Contract	JeG				Scope revision to add NS Summit Park to contract									Did not have time to get the contract out prior to season; pushing out to 2015.
Arborist Misc. Services Contract	JeG													
HVAC Controls	JeG						Prepare new scope of work and RFP	Advertise	Implement					Prepare RFP for new maintenance contract
Plumbing Misc. Services	JeG/AT				Fountain Repairs; CH leak repairs									Contract Implemented
Electrical Misc. Services	JeG	Misc. repairs	Misc. repairs	Misc. repairs	Misc. repairs	Flag light replacement/upgrade								Contract Implemented
King County Roads Services	JeG													
Lake Forest Park PW Services	JeG				Added Restroom at Boat Launch	Add Northshore Summit Park								
CARS Management	JeG						Closing CARS out of iWorq; Franchise Utility Permits only in iWOrq.							Transition to Cityworks 2014
Parks/Facility Maintenance	JeG													
City Hall ADA Counter Revisions	JeG		Advertised 2nd Time		Advertised 3rd Time	Contractor chosen; Schedule meeting with contractor and develop implementation schedule	Schedule work to be completed							
City Hall Lobby Conference Room Revisions	JeG													
Citywide Irrigation Upgrades	JeG			Prep Ad	Prep Ad	Advertise	Prep Ad	Advertise	Implement					
Streets Maintenance	JeG													
Surface Water Maintenance														
Fleet Maintenance/Equipment	JeG													
Blackberry Eradication	JeG													
Kenmore Business Incubator Maint./Property Mgmt.	JeG													2014 ongoing facility manangement and janitorial contract management
Kenmore Village Site Management	JeG													
Juanita Overlay Project														Depending on work schedule
2014 Overlay Project 80th Ave NE and ADA Ramps	JeG													
2015-2016 Overlay Planning	JeG					Apply for Preservation Grant								
City Hall Storage/Archives														
Cityworks Implementation	RS/JeG													
Wayfinding Signage Project	JeG													Have been working on the Adopt a Street and Adopt a Park signage, Park signage (main signage, park rules and secondary entrance signage
Street Banners	JeG					Replace damaged banners					Scheduling	Install Holiday Banners	Order new Kenmore Banners	Kenmore Banners, Holiday Banners and Local Business Banners. Will need to order new set of Kenmore banners for 2015
Gateway Singage Project	KO													Support Kris with project
Holiday Lighting	JeG													
Beautificaiton (Hanging Flower Pots)	JeG													Basket and container design, installation and maintenance
LEED Signage City Hall	JeG													Have not been able to work on this project; plan to work on in 2014.
WDFW Boat Launch Project	JeG			Opening preparation	Restroom Opens	Ongoing Maintenance								Project completed at the end of March; Take over restroom maintenance in April.
Pavement Management Survey	JeG		PMS Software Evaluation		PMS Software Purchase (Streetsaver)			Pavement Data Report presented to Council						Pushed out for completion and presentation to Council in July 2014.
One Call/811	JS													Surfacewater Locates
Parks and Capital Project Support														
Northshore Summit Park Signage	JeG	Signage Design/Fab Coordination	Signage Design/Fab Coordination	Signage Design/Fab Coordination	Signage Design/Fab Coordination	Signage Installation								Park Signage project (Monument sign and secondary signage).
Northshore Summit Park Project	MC/JeG					Park Opening								Provide support and take over maintenance when construction is completed.
Moorlands Park	MC													
Tolt Pipeline	MC													
Kenmore Village - Town Green	MC													
Log Boom Park Ped Bridge														
Skate Park Relocation						Park demolished by Main Street								
Recycling Events	JeG					Residential Event				Residential Event		Business Event		Executed 3 recycling events, secured grant funding, executed contract with consultant and plannign for future events.
Franchise Utility ROW Permits	JS/JeG/NW													Processed over 170 Applications in 2013
Community Events and Volunteer Support	CS/JeG													
Park Stewards	JeG	Help develop job discription			Interview Applicants	Steward Training Curriculum development	Steward Training and Develop Scope of Work for each Steward	Develop Scope of Work for each Steward	Develop Scope of Work for each Steward	Develop Scope of Work for each Steward	Develop Scope of Work for each Steward	Develop Scope of Work for each Steward	Develop Scope of Work for each Steward	

Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	Notes
Volunteer Equipment			Develop List of Equipment and Tools Needed		Order Cargo Trailer; Order Van; Order Equipment	Log for Cargo Trailer	Logo For Van			Evaluate Volunteer Tools			Evaluate Volunteer Tools	
City Hall Facility	JeG/AT													
Emergency Mgmt.	BH													Assisted Bryan H. with CEMP
West Samm Bridge Support	KO													
68th Bridge Pressure Washing	JeG		Completed											Completed
BGT Projects Coordination	JeG													Ongoing
Advertised and Hired Summer Workers	JeG													
Part time Parks Employee	JeG													
City Hall Art Show Gallery Setup and Support	JeG			Signage installation	Signage installation	Striping Completed								
62nd/187th Traffic Analysis/Plan Implementation	JeG				Signage Installed	Striping Completed								
					Order RRFB's; Rechannelization Plans for Simonds and 61st Ave NE, with tweaks to the Juanita plan. Crossing Flag and signage flag installation.									
Pedestrian/Traffic Safety	JeG					Planning	Implementation	Implementation	Implementation					
522 ROW Replanting Project	JeG	Jarrett help with planning	Plan Development	Plan and Coordination	Implementation	Implementation								
Prep Park n Ride Lot for Sale	JeG		Plan Clear/Clean Lot	Clear and Clean Lot		Clear remaining items from skate park	Completed Sidewalk repairs for NE 182nd St							
Shell Property Site Maintenance														Maintenance, assist with leases.
Twedt Property														

City of Kenmore
2014 Work Plan

Department: **Development Services**
2014 Workplan Updated May, 2014

Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Day-to-day Permitting:													
Intake/Management	SL	on-going permitting					on-going permitting						
Development Review Team Meetings	SL	on-going permitting					on-going permitting						
(pre-apps, pre-cons, review, and pre-CofO meetings)													
Review	SL	on-going permitting					on-going permitting						
Inspections	MS	on-going permitting					on-going permitting						
Monitoring	NM	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports		
Day-to-day Code Enforcement	GL					Create Standard Operating Procedure							
Customer Satisfaction Program	SL	progress report						progress repo	assess & revise				
Promote/Improve Permitting Services	BH		Implement Lean ideas		news release to promote Dev Svcs					news release			
Implement 2013 LEAN Improvements	Team	implement improvements identified in the strategy					AWC presentation						
Permit Tracking Software	BH	I.T. Strategy	RNR definition and Acquisition plan				RFP	Interviews		Selection	Purchase	Implement in 2015	
e-Permitting (paperless plan review)	BH	create SOP and provide training				increase in electronic reviews							
Emergency Preparedness	BH					Voluntary Reception Center Policies				VRC exercise	Marina Exercise	Shelter Policies	
Historical Building Preservation	AB						Training	Survey Outreach	Council Update		Goal is to Nominate a Bldg by end of 2014		
Beatification Contest	GL				news release and notifications			accept nominations			review and awards presentations		
Dev Code/Program Updates	BH	2013 Annual Report,		Plat time lines			9.40 Fairground lang		Banner Registration,		Flood Plain Regulations update		
Interview and Hire New Bldg/Code Insp	BH	Interviews and selection			training								
Spencer 68 Appts Project	AB		Engineering	Foundation	Building Rev		Inspections						
Kenmore Village Commercial	BH			Binding Site Plan		Workload to be Determined							
Lakepointe	=	Workload to be Determined											

Legend:

	= Highest Peak Workload
	= Substantial Workload
	= Less Steady Workload

Anticipated Highlights and Changes for 2015-16 Biennium:
Planning on procuring new permit software this year, next biennium will focus on implementation, data conversion, training and integration with MyBuildingPermit.com.
Revisiting staffing needs, analyze whether the temporary position will continue or discontinue the next biennium.