



City of Kenmore
City Council Special and Regular
Meeting Agenda
Monday, January 12, 2026
6:30 PM

ZOOM - LINK: <https://kenmorewa-gov.zoom.us/j/85738339809>

Password: 011226

Telephone: Dial US: +1 253 215 8782

Webinar ID: 857 3833 9809

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

REQUEST AN ACCOMMODATION HERE: kenmorewa.gov/accommodation

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

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

1. CALL SPECIAL MEETING TO ORDER - 6:30 PM

2. COUNCIL PHOTOGRAPHS

- A) Councilmembers will be taking individual headshots and the Council will take a group photo with the photographer in the Community Meeting Room.

3. ADJOURN SPECIAL MEETING

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

5. OATHS OF OFFICE

A)

- Position No. 2: Joe Marshall
- Position No. 4: Nigel Herbig
- Position No. 6: Eric Adman

6. ELECTION OF MAYOR

- A) Nominate and Elect the Mayor for 2026–2027, presented by the City Clerk
1. Agenda Bill - Election of Mayor
 2. Attachment 1 - Council Rules and Procedures
 3. Attachment 2 - RCW 35A.13.030

4. Attachment 3 - RCW 35A.13.035

7. ELECTION OF DEPUTY MAYOR

- A) Nominate and Elect the Deputy Mayor, presented by the Mayor
 - 1. Agenda Bill - Election of Deputy Mayor
 - 2. Attachment 1 - Council Rules and Procedures
 - 3. Attachment 2 - RCW 35A.13.030
 - 4. Attachment 3 - RCW 35A.13.035

8. ROLL CALL

9. LAND ACKNOWLEDGEMENT

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

10. FLAG SALUTE

11. AGENDA APPROVAL

12. WHERE'S THE FUN?

13. PUBLIC COMMENTS

Welcome to the Council's meeting. Please address your comments to the Mayor and Council. You'll have three minutes to speak. If there are more than 20 speakers, time will be reduced to two minutes per speaker. The Clerk will call your name when it's your turn. The Presiding Officer may choose to alternate between in-person and online comments. Please state your name and city of residence and keep within the allotted time. To make every person feel welcome and safe here, please refrain from booing, clapping, heckling, yelling, or other interruptions. Please note: Under Washington State law (RCW 42.17A.555), public comment time may not be used to support or oppose candidates or ballot measures. Thank you for keeping remarks focused on City business. The meeting is recorded for transparency. Thank you for being here, and for sharing your input respectfully.

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

14. CONSENT AGENDA

- A) Cancel the City Council Regular Meeting of Tuesday, January 20, 2026.

- B) Approve the City Council Regular Meeting Minutes of Monday, December 8, 2025.
 - 1. City Council Regular Meeting Minutes of Monday, December 8, 2025
- C) Approve the City Council Special Meeting Minutes of Thursday, December 18, 2025.
 - 1. City Council Special Meeting Minutes of Thursday, December 18, 2025
- D) Approve the following Voucher Certification and Approval:
 - Total Check #s 57478 through 57549 totaling \$1,383,473.15
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/12/2025 in the amount totaling \$316,125.14
 - Total EFT Payment #s 1930 through 1931 total \$194,538.69
 - Total Wire Transfers totaling \$68,000.00
 - 1. Voucher Certification & Approval 12/05/2025-12/19/2025
- E) Approve the proposed 2026 Proclamations Calendar.
 - 1. Agenda Bill - Proposed 2026 Proclamations Calendar
 - 2. Attachment 1 - Proposed 2026 Proclamations Calendar
 - 3. Attachment 2 - Proclamations Request Form
- F) Accept the \$2.17 million of Transportation Improvement Board (TIB) funding for the 80th Avenue NE Ped-Bike (SR 522 - NE 185th Street) Project and authorize the City Manager to execute the appropriate agreements with TIB.
 - 1. Agenda Bill - TIB Funding
- G) Accept the \$750,000 of Transportation Improvement Board (TIB) funding for the Arrowhead Sidewalk and Traffic Calming Project and authorize the City Manager to execute the appropriate agreements with TIB.
 - 1. Agenda Bill - TIB Funding
- H) Authorize the City Manager to execute a contract for \$2,811,000 with KBA, Inc., for on-call construction management consultant services.
 - 1. Agenda Bill - On-Call Construction Management
- I) Authorize the City Manager to execute Contract No. 25-C3188 not to exceed \$200,000 for contractor services to administer and pass through funds for a heat pump direct rebate program.
 - 1. Agenda Bill - Contract No. 25-C3188

15. STUDY SESSION - 2026 COUNCIL KICKOFF

- A) 2026 Docket for Planning Commission and City Council
 - 1. Memo
 - 2. Attachment 1 - Preliminary 2026 Docket
 - 3. Attachment 2 - Docket Analysis
 - 4. Attachment 3 - Draft Schedule
- B) Department Overviews of 2025 Accomplishments and 2026 Workplans
 - 1. Presentation (added 1/13)

C) City Council Schedule Highlights

- Monday, February 2, 2026: Study Session – Financial Forecast and Potential Revenue Measure
- Saturday, March 21, 2026–Sunday, March 22, 2026: City Council Retreat
- Monday, April 20, 2026: Town Hall

D) Other Items for Discussion from Councilmembers

16. STAFF REPORTS

17. COUNCILMEMBER REPORTS & COMMENTS

- A) Council Committees
1. 2026 Council Committees

18. ADJOURNMENT

UPCOMING MEETING SCHEDULE:

- A) Monday, January 19, 2026 (Holiday)
Tuesday, January 20, 2026 7:00 PM – City Council Regular Meeting *pending cancellation*
Monday, January 26, 2026 7:00 PM – City Council Regular Meeting

NOTICE OF POTENTIAL QUORUMS

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

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/12/2026

Subject/Topic:	Proposed Council Action/Motion:
Election of Mayor and Deputy Mayor for 2026-2027 Department: City Clerk's Office Prepared by: Scott Passey City Clerk Attachments: Attachment 1 – City Council Rules and Procedures Attachment 2 – RCW 35A.13.030 Attachment 3 – RCW 35A.13.035	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☒ Other: Nominate and Elect the Mayor and Deputy Mayor to 2-year terms ending December 31, 2027

Approvals: _____

Department _____	City _____	Finance _____	City _____
Head <u>SP 12/17/2025</u>	Attorney <u>DR 12/18/2025</u>	Director <u>N/A</u>	Manager <u>TK 12/17/2025</u> Optional _____

Summary/Background:

Biennially at the first meeting of the year of the new City Council the first item of business following the oaths of office for Councilmembers-elect is the election of the Mayor and Deputy Mayor. The Mayor and Deputy Mayor shall be elected from among their peers, and each will serve a 2-year term.

Procedure:

The following procedure for electing the Mayor and the Deputy Mayor comes from Section 3.3 of the City Council Rules and Procedures:

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

Mayor:

1. The City Clerk will open and call for nominations for the position of Mayor, giving every Councilmember an opportunity to nominate one person, including him or herself.
2. Once all nominations are made, the City Clerk will close the nominations and ask for discussion. The City Clerk will ask each Councilmember if they wish to speak once to make their case for a particular nominee.
3. After each Councilmember has had a chance to speak, the City Clerk will close the discussion and begin the voting process.
4. If there is a singular nomination, the vote will be taken by unanimous consent.
5. If there are multiple nominations, the vote will be taken by a show of hands.

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

Deputy Mayor:

1. The newly elected Mayor will call for nominations for the position of Deputy Mayor.
2. Each Councilmember may nominate one person, including him or herself at this time.
3. Once all nominations are made, the Mayor will close the nominations and allow time for discussion. Each Councilmember will be allowed to speak once to make their case for a particular nominee.
4. After each Councilmember has had a chance to speak, the Mayor will close the discussion and begin the voting process.
5. If there is a singular nomination, the vote will be taken by unanimous consent.
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10. The Councilmember who receives the most votes will immediately assume the role of Deputy Mayor.

Previous Council Action(s):

N/A

Fiscal Consideration:

N/A

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

N/A

[City Council Priorities](#) or Budget Objective Being Addressed:

Preamble – City Governance

- F. Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember. The main purposes for these meetings with three or fewer Councilmembers are for the City Manager to give updates and for Councilmembers to bring up questions. It is not a time for tasking the City Manager, nor is it a time to direct the City Manager to implement new programs or policy initiatives or otherwise add any new work to the City Manager. That direction comes from the majority decision of the Council.
- G. Prepare adequately for City Council meetings.
- H. Meet with members of the public as needed to solve problems and answer questions.
- I. Interact with other public agencies to accomplish City Council goals and policies.
- J. Respond to Councilmember questions and concerns equitably.

3.3 Election of Mayor and Deputy Mayor.

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

- A. Mayor
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3.4 Mayor Role

- A. Primary roles: facilitate meetings; represent the City at local, state and national forums; and represent the City in a ceremonial capacity.
- B. Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.

RCW 35A.13.030

Mayor—Election—Chair to be mayor—Duties.

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

[2009 c 549 s 3018; 1975 1st ex.s. c 155 s 2; 1967 ex.s. c 119 s 35A.13.030.]

RCW 35A.13.035

Mayor pro tempore or deputy mayor.

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

[**2009 c 549 s 3020**; **1969 ex.s. c 81 s 1**.]

NOTES:

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

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City of Kenmore, WA



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Approvals: _____

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Previous Council Action(s):

N/A

Fiscal Consideration:

N/A

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

N/A

[City Council Priorities](#) or Budget Objective Being Addressed:

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[2009 c 549 s 3018; 1975 1st ex.s. c 155 s 2; 1967 ex.s. c 119 s 35A.13.030.]

RCW 35A.13.035

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[**2009 c 549 s 3020**; **1969 ex.s. c 81 s 1**.]

NOTES:

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

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, December 8, 2025**

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video is available on the [City YouTube channel](#). Attachments are available on the [CivicClerk Agenda Management Portal](#).

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Teri Killgore
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Scott Passey
Deputy City Clerk Michelle Kang
Assistant City Manager/Community Development Director Debbie Bent
Kenmore Police Chief Brandon Moen

Speaking Guests: Rob Karlinsey, Former Kenmore City Manager (virtual)

Public Comments Speaking Guests: (none)

Public Hearing Speaking Guests: (none)

CALL REGULAR MEETING TO ORDER

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

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

The agenda was approved as presented.

WHERE'S THE FUN?

City Manager Teri Killgore highlighted the City's second annual Winterfest event.

PUBLIC COMMENTS

The City Council provided opportunity for public comment; there were no sign-ups.

Timestamped link here: <https://youtu.be/AiYlfzd8wEQ?t=456>.

CONSENT AGENDA

- A. Cancel the City Council Regular Meetings of December 15 and December 22.
- B. Approve the City Council Regular Meeting Minutes of Monday, November 17, 2025.
- C. Approve the City Council Regular Meeting Minutes of Monday, November 24, 2025.
- D. Approve the following Voucher Certification and Approval:
 - Total Check #s 57263 through 57329 totaling \$1,084,393.19
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/31/2025 in the amount totaling \$314,139.31
 - Total EFT Payment #s 1908 through 1917 total \$462,611.23
- E. Adopt Proposed Ordinance No. 25-0627 and update Title 12 of the Kenmore Municipal Code.
- F. Adopt Proposed Ordinance No. 25-0639, adopting amendments to the Parks, Recreation, and Open Space (PROS) Element and Capital Facilities Element.
- G. Adopt Proposed Resolution No. 25-438 regarding standards for the delivery of indigent public defense pursuant to Washington State Supreme Court Order No. 25700-A-1644.
- H. Authorize the City Manager to execute Contract No. 10-C873, Amendment No. 9, with Progressive Animal Welfare Society (PAWS), substantially and materially in the form attached.
- I. Authorize the City Manager to execute Contract No. 21-C2667, Amendment No. 7, with PACE Engineers, Inc., to extend the contract, substantially and materially in the form attached.

- J. Authorize the City Manager to execute Contract No. 23-C2923, Amendment No. 3, with Confluence Environmental Company, to extend the contract, substantially and materially in the form attached.
- K. Authorize the City Manager to execute Interlocal Agreement No. 25-C3187 with King County to accept a grant award of \$750,000 for the construction of the 169th Street culvert replacement.
- L. Authorize the City Manager to execute Contract No. 25-C3191, Rhododendron Park Lease/Use Agreement with Northshore Senior Center.
- M. Authorize the City Manager to execute Real Estate Purchase Sale Agreement (REPSA) 25-C3195 for Swamp Creek conservation property acquisition in an amount of \$680,000 and associated closing costs.
- N. Authorize the City Manager to execute Real Estate Purchase Sale Agreement (REPSA) 25-C3196 for Sammamish River conservation property acquisitions in an amount of \$6,800,000 and associated closing costs.
- O. Authorize the City Manager to execute Agreement No. 25-C3197 for stormwater system cleaning, vector services and CCTV inspection in an amount of \$250,000.

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by Sasson.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PRESENTATION

The City Council and City Manager Teri Killgore recognized Councilmember Srebnik and her eight years served on the Kenmore City Council. Former City Manager Rob Karlinsey also joined virtually and spoke about his time with Councilmember Srebnik.

PUBLIC HEARING

Proposed Ordinance No. 25-0638, amending and extending interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Avenue NE, presented by Assistant City Manager/Community Development Director Debbie Bent, *for public hearing*

Assistant City Manager/Community Development Director Debbie Bent explained the rationale for extending the interim regulations with Ordinance No. 25-0638, which requires a public hearing.

Mayor Herbig opened the Public Hearing at approximately 7:42 PM.

The City Council provided the opportunity for testimony; there were no sign-ups.

Timestamped link here: <https://youtu.be/AiYlfzd8wEQ?t=2766>

Mayor Herbig closed the Public Hearing at approximately 7:42 PM.

BUSINESS AGENDA

- A. Proposed Ordinance No. 25-0638, amending and extending interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Avenue NE, presented by Assistant City Manager/Community Development Director Debbie Bent, *for adoption*

MOTION: Adopt Proposed Ordinance No. 25-0638, amending and extending interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Avenue NE.

Moved by Culver; seconded by Srebnik.

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

MOTION PASSES.

- B. Proposed Resolution No. 25-439, affirming the Kenmore City Council’s commitment to welcoming and supporting immigrants, refugees, and all Kenmore residents, presented by Deputy City Manager Stephanie Lucash and Kenmore Police Chief Brandon Moen, *for discussion and adoption*

MOTION: Adopt Resolution No. 25-439, as amended (changes displayed on screen).

Moved by O’Cain; seconded by Srebnik.

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

MOTION PASSES.

STAFF REPORTS

- A. Regional Community Center/Aquatic Center Update, presented by Assistant City Manager/Community Development Director Debbie Bent
- B. Boathouse Agreements Update, presented by Assistant City Manager/Community Development Director Debbie Bent.

COUNCILMEMBER REPORTS & COMMENTS

The Council directed staff to bring back a discussion in January to extend the winter lights outside to March 15.

MOTION: Suspend Council Rules and Procedures 2.8A to allow final action under Council Reports and Comments.

Moved by Loutsis; seconded by O’Cain.

VOTE: 5 Yes – Srebnik, Loutsis, Sasson, O’Cain, Herbig; 2 No – Culver, Marshall.

MOTION PASSES.

MOTION: The City of Kenmore requests that staff, as capacity allows, conduct research and bring back to the City Council options for stimulating development of deeply affordable and STEP housing including:

- a. housing developers with experience and willingness to advise regarding the land and financing needed to develop deeply affordable and STEP housing for single adults, families, and seniors, including, but not limited to, modest-scale developments and mixed STEP and affordable housing developments; and
 - b. discounted or donated land options aligned with land needs identified in a, including city-owned land and land owned by religious institutions or other parties amenable to donating or selling; and
 - c. supportive housing operators, including behavioral health organizations, that have experience meeting the needs of families, seniors, and single adults in STEP housing.
- Moved by Srebnik; seconded by Sasson.

VOTE: 5 Yes – Sasson, Srebnik, Loutsis, O’Cain, Herbig; 2 No – Culver, Marshall.

MOTION PASSES.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss potential litigation. This executive session was slated to last approximately 20 minutes until 8:51 PM. No final action was expected. The Council exited the executive session at approximately 8:50 PM.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 8:51PM.

Nigel Herbig, Mayor

Scott Passey, City Clerk

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Thursday, December 18, 2025**

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video is available on the [City YouTube channel](#). Attachments are available on the [CivicClerk Agenda Management Portal](#).

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain (excused)
Councilmember Joe Marshall (excused)
Councilmember Debra Srebnik (excused)
Councilmember Valerie Sasson (virtual)
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Clerk Scott Passey
Deputy City Clerk Michelle Kang
Administrative/Financial Services Manager Carla Schnee

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 12:00 PM.

CONSENT AGENDA

- A. Approve the following Voucher Certification and Approval:
- Total Check #s 57330 through 57413 totaling \$523,580.13
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/14/2025 in the amount totaling \$312,194.80
 - Total EFT Payment #s 1918 through 1920 total \$68,846.55
 - Total Wire Transfers totaling \$2,539,610.46
- B. Approve the following Voucher Certification and Approval:
- Total Check #s 57414 through 57477 totaling \$462,837.69
 - Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/28/2025 in the amount totaling \$314,616.04
 - Total EFT Payment #s 1921 through 1929 total \$76,379.17

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by Loutsis.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 12:00 PM.

Nigel Herbig, Mayor

Scott Passey, City Clerk



Voucher Certification & Approval

City of Kenmore

DATE RANGE: 12/05/2025 through 12/19/2025

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

Total EFT Payments: # 1930-1931	194,538.69
Total Checks: # 57478 through 57549	1,383,473.15
Total Payroll EFT & Bank Drafts: Payroll/Taxes/FSA/HSA/Retirement: Dated 12/12/2025	316,125.14
Total Wire Transfers:	68,000.00

Melinda Merrell

Dec 23, 2025

City Manager / Date

Melinda Merrell

Dec 23, 2025

Finance Director / Date

Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
A1 LANDSCAPING AND CONSTRUCTION, INC	1930	12/19/2025	10/21-12/10/2025 Contractor 24-C3087	194,398.48
ELECTRONIC BUSINESS MACHINES	1931	12/19/2025	Nov 2025 Color & BW Copies 2nd Floor	140.21
AMERICAN GENERAL LIFE GPO/400S	57478	12/12/2025	Life Insurance	220.33
NORTHSHORE UTILITY DIST	57479	12/15/2025	PWOC NUD Construction Administration Deposit	12,800.00
KCDA PURCHASING COOP	57480	12/19/2025	Playground Engineered Wood Fiber @ LB& NS Parks PO 00213	15,890.84
4LEAF INC	57481	12/19/2025	Nov 2025 25-C3127 4 Leaf	7,326.60
AGORA REFRESHMENTS	57482	12/19/2025	Dec 2025 Filtered Water CH & PW Shop	198.19
ALPHAGRAPHS	57483	12/19/2025	Buisness Cards	360.62
AM TEST, INC	57484	12/19/2025	Swamp Creek TMDL	300.00
ARTS OF KENMORE	57485	12/19/2025	2026 Gallery Sched & Wild Women of Photography	1,265.00
BCN TELECOM, INC.	57486	12/19/2025	12/15/2025-01/14/2026 Phones CH	1,071.02
BLACKLINE CONSULTING	57487	12/19/2025	Phase 1 & 50% Phase 2 IT Strategic Plan	8,149.50
CASCADE PEST CONTROL	57488	12/19/2025	Dec 2025 Pest Control CH	275.50
COMCAST	57489	12/19/2025	Internet CH & Hangar	2,257.76
COMCAST BUSINESS	57490	12/19/2025	12/14/25-01/13/26 Internet & Cable CH, Parks	233.09
CONSOLIDATED PRESS	57491	12/19/2025	Winter 2025 Quarterly Newsletter Printing	5,711.81
COSTAR REALTY INFORMATION INC	57492	12/19/2025	Nov 2025 E.D. Database Subscription	947.72
DAILY JOURNAL OF COMMERCE	57493	12/19/2025	RFP No. 25-3188 Ad	392.20
GRAINGER	57494	12/19/2025	Maintenance Supplies CH	61.10
GRANICUS	57495	12/19/2025	2026 GovDelivery Comms Svc	21,166.27
HOME DEPOT CREDIT SERVICES	57496	12/19/2025	Supplies & Equipment PW	242.14
HORIZON DISTRIBUTORS INC	57497	12/19/2025	Snow Plow Parts	1,203.16
HORIZON DISTRIBUTORS INC	57498	12/19/2025	Boss Plow Parts - One Item Returned	494.98
JET CITY PRINTING	57499	12/19/2025	2025 Winterfest Printing	460.06

Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
KING COUNTY FINANCE	57500-57503	12/19/2025	Aug 2025 Primary & Election Costs, Sept-Nov 2025 Hangar Sewer Treatment Capacity Chg & Dump Fees	28,940.62
KING COUNTY SHERIFF	57504	12/19/2025	Nov & Dec 2025 Police Svcs 00-C76	790,646.66
LANGUAGE LINE SERVICES, INC.	57505	12/19/2025	Oct 2025 Interpretation Svcs	27.97
MATRIX CONSULTING GROUP, LTD	57506	12/19/2025	Dev Services Fee Study - November 25-C3106	2,200.00
MINUTEMAN PRESS	57507	12/19/2025	Adopt A Drain Outreach	4,883.85
MOJO STRATEGIES	57508	12/19/2025	Nov 2025 Outsourced KAPE Communications	852.50
NARWHAL MET, LLC	57509	12/19/2025	Dec 2025 Weather Monitoring Svcs	425.00
NIGEL HERBIG	57510	12/19/2025	Expense Reimbursement NLC Conference	1,490.29
NORTH LAKE LITTLE LEAGUE	57511	12/19/2025	Refund Field Time Missed Jan-Jun 2025	66.00
NORTHSHORE UTILITY DIST	57512	12/19/2025	Sept-Nov 2025 Irrigation, Restrooms & Water/Sewer	8,738.85
VOID	57513	12/19/2025	VOID	-
NORTHWEST TROPHY	57514	12/19/2025	Appreciation Awards for Council	132.07
OFFICE DEPOT	57515-57517	12/19/2025	Misc. Office Supplies	461.45
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES	57518	12/19/2025	7/1/25-6/30/27 2 Yr. Subdivision Fee	1,851.03
OLSON BROTHERS PRO VAC LLC	57519	12/19/2025	11/19/2025 Drainage Maintenance	1,674.09
PACE ENGINEERS, INC.	57520	12/19/2025	October On Call Eng Svcs 21-C2667	1,146.00
PREMIER MEDIA GROUP	57521	12/19/2025	Digital Ad for Winterfest & FindKenmore.org	745.00
PUGET SOUND ENERGY	57522	12/19/2025	Electricity Streetlight Collective	21,550.01
PUGET SOUND ENERGY	57523	12/19/2025	Electricity CH	3,831.42
PUGET SOUND REGIONAL COUNCIL	57524	12/19/2025	2026 PSRC Dues	10,729.00
REGIONAL ANIMAL SERVICES OF KC	57525	12/19/2025	Nov 2025 Pet Licenses	135.00
REPUBLIC SERVICES #172	57526	12/19/2025	Solid Waste Rhododendron Park	2,203.21
VOID	57527	12/19/2025	VOID	-
SAFE RESTRAINTS, INC	57528	12/19/2025	WRAP Saftey Restraint Package	1,657.12
SCORE	57529	12/19/2025	Nov 2025 Detention-Housing, Medical 19-C2113	10,234.15
SEATTLE TIMES	57530	12/19/2025	Nov 2025 Ads & Notices	2,101.10
SNOHOMISH COUNTY	57531	12/19/2025	11/7-11/19/2025 Drainage Maint Disposal	4,109.00
STAPLES	57532	12/19/2025	Supplies CH, Hangar & Parks Maint	1,180.50
STATE AUDITOR'S OFFICE	57533	12/19/2025	Nov 2025 Audit Svcs for 2024	8,415.55
STEWART MACNICHOLS HARMELL, INC.	57534	12/19/2025	Nov 2025 Public Defense Svcs 06-C537	5,000.00
T MOBILE USA, INC.	57535	12/19/2025	Staff Cell Phones and Data Plans	1,852.43
TACOMA SCREW PRODUCTS, INC.	57536	12/19/2025	Hex Nuts SR 26200 Ti' Gate	6.45
TOTAL LANDSCAPE CORP	57537	12/19/2025	CH & Parks Landscape	5,034.59
Town and Country Fence Inc.	57538	12/19/2025	Chainlink Fencing	14,984.72
TRUGREEN	57539	12/19/2025	Lawn Svc Moorlands Field	363.83
VOID	57540	12/19/2025	VOID	-
UTILITIES UNDERGROUND LOCATION CTR	57541	12/19/2025	Nov 2025 Utility Locates	143.10
VERIZON WIRELESS	57542	12/19/2025	10/27-11/26/2025 Machine to Machine Data Plan	50.04
WA ASSOC OF PUBLIC RECORDS OFFICERS	57543	12/19/2025	2025-2026 WAPRO Dues TM	25.00
WA STATE DEPT OF TRANSPORTATION	57544	12/19/2025	Jul 2025 Traffic Signal Maint	340.75
WETHERHOLT AND ASSOCIATES, INC	57545-57546	12/19/2025	Replacement Checks for Inv 59821 & 59932	10,000.00
XEROX CORPORATION	57547	12/19/2025	Nov 2025 Copier Rental 1st Floor Color B&W Overages	533.62
ZIPLY FIBER	57548	12/19/2025	11/28-12/27/2025 Phones CH	664.12
RYATT CONSTRUCTION LLC	57549	12/19/2025	10/26-11/25/2025 PWOC Site Work	353,019.17

Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
MISSION SQUARE / 109964	DFT0002985-2987	12/12/2025	City of Kenmore 401a & 401a Loan	29,398.26
DRS 457	DFT0002988-2989	12/12/2025	DRS 457 Deferred Comp	838.08
MISSION SQUARE 457 / 304745	DFT0002990-2994	12/12/2025	ICMA 457 Deferred Comp	9,212.97
NAVIA HSA	DFT0002995	12/12/2025	Employee Health Savings Contribution	250.76
PERS DEPT OF RETIREMENT SYSTEMS	DFT0002996-3003	12/12/2025	Public Employees Retirement	31,504.84
NAVIA FSA	DFT0003004	12/12/2025	Employee Flexible Spending Account	895.37
BANNER BANK 941 DEPOSIT	DFT0003005	12/12/2025	Medicare, Fed Withholding, Social Security	37,397.14
PAYROLL	Electronic Dep	12/12/2025	Direct Deposit	206,627.72
Banner Bank	Wire Transfer	12/15/2025	Stewart Title for Land Purchase	68,000.00
Grand Total:				1,962,136.98

**City Council Agenda Bill
City of Kenmore, WA**



Meeting Date: 1/12/2026

Subject/Topic:	Proposed Council Action/Motion:
Proposed 2026 Proclamations Calendar Department: City Clerk's Office Prepared by: Michelle Kang Deputy City Clerk Attachments: - Proposed 2026 Proclamations Calendar - Proclamations Request Form	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Approve the proposed 2026 Proclamations Calendar.

Approvals:

Department _____ City _____ Finance _____ City _____
Head SP 12/15/2025 Attorney N/A Director N/A Manager TK 12/15/2025 Optional _____

Summary/Background:

In 2021, the City Council adopted the inaugural Proclamations Calendar as required by the Proclamations Policy. The City aims to issue proclamations under the guiding principles of promoting inclusiveness, and honoring, celebrating, or raising awareness about an event, special occasion, or a significant issue.

The proposed 2026 Proclamations Calendar outlines the various acknowledgements, declarations, and recognitions the City Council routinely brings forth as they relate to the City Council Goals and Priorities.

Between the 2025 Proclamations Calendar and the proposed 2026 Proclamations Calendar, one proclamation was added in July: Disability Pride Month. The City Council recognized Disability Pride Month throughout the City of Kenmore in July 2025 after it was brought forth by a local organization.

If members of the community would like additional proclamations to be made that are not reflected in the Proclamations Calendar, these requests can be made using Attachment 2: Proclamations Request Form (also located on the City's website) and submitted to the City Clerk's Office. The request must be approved by the Mayor and the City Manager.

Previous Council Action(s):

The annual Proclamations Calendar is approved by the City Council as presented or amended at the first City Council meeting every year.

Fiscal Consideration:

None.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Objective 4.2: Enhance community engagement through targeted messaging and recognition of diverse cultures and histories.

4.2.1 Implement an annual Proclamations Calendar to recognize and celebrate diverse communities and their histories.

[City Council Priorities](#) or Budget Objective Being Addressed:

The proposed 2026 Proclamations Calendar supports various City Council Priorities.

2026 PROCLAMATIONS

JANUARY	FEBRUARY	MARCH
	Black History Month	Women's History Month
APRIL	MAY	JUNE
Sexual Assault Awareness Month Child Abuse Prevention Month Earth Day Arbor Day	Asian American, Native Hawaiian, and Pacific Islander Heritage Month Affordable Housing Month Pedestrian and Bicycle Safety Week Safe Boating and Paddling Week Peace Officers Memorial Day Kids to Parks Day	Pride Month Gun Violence Awareness Month Juneteenth
JULY	AUGUST	SEPTEMBER
Disability Pride Month		Suicide Prevention Month National Recovery Month Hispanic and Latino Heritage Month Falls Prevention Awareness Week
OCTOBER	NOVEMBER	DECEMBER
Domestic Violence Awareness Month Indigenous Peoples' Day	Native American Heritage Month Hunger and Homelessness Awareness Week Honoring Veterans Week	





PROCLAMATION

REQUEST

TOPIC OF PROCLAMATION (EVENT, PERSON, CAUSE BEING RECOGNIZED):

PLEASE DESCRIBE YOUR REASONS FOR REQUESTING THIS PROCLAMATION:

PURPOSE OF PROCLAMATION:

- ☐ Recognize Community Member(s) or Organization
- ☐ Ask for Community Support for Local Cause
- ☐ Announce Local Event

INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE REQUEST:

COUNCIL MEETING DATE REQUESTED: _____

DO YOU REQUEST THE DOCUMENT BE?

- ☐ Read at a City Council Meeting
- ☐ Mailed to the Address Below
- ☐ Held for Pick up at City Hall

INDIVIDUAL OR REPRESENTATIVE ATTENDING COUNCIL MEETING TO RECEIVE THE DOCUMENT:

Name

Title

Phone

REQUESTED BY: _____

Name

Email

Address

Phone

Please attach copy of your proposed proclamation to this application and email the City Clerk's Office at clerks@kenmorewa.gov. Requests Proclamations must be submitted at least three (3) weeks prior to the requested Council Meeting date.

For Office Use Only

Date Request Received: _____

Approved: _____ Not Approved: _____ Applicant Notified: _____

Council Meeting Date: _____

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/12/2026

Subject/Topic:	Proposed Council Action/Motion:
Transportation Improvement Board Grant Acceptance Department: Engineering Prepared by: Kent Vaughan, Senior Civil Engineer John Vicente, Engineering Director Attachments: N/A	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Accept the \$2.17 M of Transportation Improvement Board (TIB) funding for the 80th Avenue NE Ped-Bike (SR522 – NE 185th ST) Project and authorize the City Manager to execute the appropriate agreements with TIB.

Approvals:

Department _____ City _____ Finance _____ City _____
Head JV 12/2/2025 Attorney _____ Director MM 12/29/25 Manager TK 12/17/2025 Optional _____

Summary/Background:

City staff are requesting City Council accept the \$2.17 M in Transportation Improvement Board (TIB) funds and authorize the City Manager to execute the appropriate agreements with TIB for the 80th Avenue NE Ped-Bike (SR522 – NE 185th ST) project. In August 2025, the City applied for funding with the Washington State TIB's Urban Arterial Program to construct the 80th Avenue NE Ped-Bike (SR522 – NE 185th ST) project. The City was notified on November 21, 2025 that the funds were awarded to the project.

The 80th Avenue NE Ped-Bike (SR522 – NE 185th ST) project is located on 80th Avenue NE and will reduce the posted speed limit to 30MPH and construct buffered / protected bike lanes, in-fill sidewalk improvements to provide continuous sidewalk on both sides of the street, traffic calming measures (chicane islands), curb extensions/bulb-outs with reduced curb radii at side streets, ADA curb ramps, three (3) new marked crosswalks across 80th Avenue NE with illuminated Rectangular Rapid Flashing Beacons (RRFB) crosswalks, asphalt overlay, green pavement/bicycle intersection markings with bike box at SR522, storm drainage and street trees.

Design phase began in February 2024 and will be completed in Q1 2026. The project will be advertised for bids in March 2026. Construction phase is expected to start in late May 2026.

Previous Council Action(s):

June 26, 2023 Authorize acceptance of WSDOT Pedestrian Bicycle Grant of \$2.2M.

Fiscal Consideration:

This project is 92% funded by grants. The TIB grant covers approximately 57% of the construction cost. The remainder of the project cost is funded with WSDOT Pedestrian Bicycle Program and City funds.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.

[City Council Priorities](#) or Budget Objective Being Addressed:

Council Priority 6: Enhance multimodal transportation, including pedestrian and bicycle safety.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/12/2026

Subject/Topic:	Proposed Council Action/Motion:
Transportation Improvement Board Grant Acceptance Department: Engineering Prepared by: Thomas Joachimides, Senior Civil Eng. John Vicente, Engineering Director Attachments: N/A	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Accept the \$750,000 of Transportation Improvement Board (TIB) funding for the Arrowhead Sidewalk & Traffic Calming Project and authorize the City Manager to execute the appropriate agreements with TIB.

Approvals:

Department Head JV 12/2/25 City Attorney _____ Finance Director MM 12/30/25 City Manager MM (acting) 12/30/25 Optional _____

Summary/Background:

City staff are requesting City Council accept the \$750,000 in Transportation Improvement Board (TIB) funds and authorize the City Manager to execute the appropriate agreements with TIB for the Arrowhead Sidewalk & Traffic Calming project.

In August of 2025, the City applied for funding with the Washington State TIB's Active Transportation Program to construct the Arrowhead Sidewalk & Traffic Calming project. The City was notified on November 21, 2025 that project funds in the amount of \$750,000 were awarded to the project. The Arrowhead Sidewalk & Traffic Calming project is located on NE Arrowhead Dr between 64th Ave NE and NE 151st St and will construct frontage improvements on the south and west sides, ADA improvements, traffic calming elements, and safety improvements

Design began in June of 2024 and the project advertisement for a contractor is expected in spring 2026.

Previous Council Action(s):

June 26, 2023 – WSDOT Safe Routes to School Grant Approval (\$2.76M)
February 12, 2024 – Parametrix Design Contract Approval

Fiscal Consideration:

This project is 87% funded by grants. The TIB grant covers approximately 30.7% of the construction cost. The remainder of the project cost is funded with WSDOT Safe Routes to School and City funds.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.

[City Council Priorities](#) or Budget Objective Being Addressed:

Council Priority 6: Enhance multimodal transportation, including pedestrian and bicycle safety.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/12/2026

Subject/Topic:	Proposed Council Action/Motion:
Construction Management On-Call Contract Department: Engineering Prepared by: Kent Vaughan, Senior Civil Engineer John Vicente, Engineering Director Attachments: N/A	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize the City Manager to execute a contract for \$2,811,000 with KBA, Inc. for on-call construction management consulting services.

Approvals:

Department Head JV 12/8/25 City Attorney _____ Finance Director MM 12/30/25 City Manager MM (acting) 12/30/25 Optional _____

Summary/Background:

The City utilizes consultants for construction management, inspection and material testing for transportation construction projects. The City advertised for construction management consultant services in both the Seattle Times and Daily Journal of Commerce on February 19 and February 24, 2025, requesting Statements of Qualifications (SOQ) from interested and qualified construction management firms. The City received five (5) SOQ submittals on March 14, 2025. Staff reviewed the SOQs before selecting 3 firms to interview. After conducting interviews, staff selected KBA, Inc. consultant management team as the best and most qualified to meet the City's needs.

The term of the agreement will be three years (2026-2028) with the opportunity to extend two years at the City's discretion. The on-call agreement will provide construction management consultant services for the upcoming CIP projects:

1. 80th Ave NE Ped/Bike Project (Est. Delivery: 2026; Est. Fee: \$344k).
2. Arrowhead Sidewalks Project (Est. Delivery: 2026; Est. Fee: \$235k)
3. BGT/SR522 Accessibility Project (Est. Delivery: TBD; Est. Fee: \$258k)
4. NE 181st St Sidewalk Project (Est. Delivery: 2027; Est. Fee: \$144k)
5. NE 192nd St Culvert Replacement and Sidewalk Project (Est. Delivery: 2027; Est. Fee: \$200k)
6. Lower Swamp Creek Bridge Replacement Project (Est. Delivery: 2028; Est. Fee = \$545k)
7. Other CIP Projects as assigned may include:
 - a) NE 175th ST Ped-Bike 68th – 73rd (Est. Delivery: 2028, Est. Fee = \$235K)
 - b) 84th Ave NE Ped-Bike (150th-155th) (Est. Delivery: 2028, Est Fee = \$175K)

- c) NE 155th ST Ped-Bike (81st-Simonds) (Est. Deliver: 2028, Est. Fee = \$175K)
- d) 61st Ave NE Sidewalk Replacement Phase 2 (Est. Delivery 2028, Est. Fee = \$500K)

The scope of services includes construction support for transportation projects. Services may include but are not be limited to: Construction observation & inspections, materials testing, project record keeping, submittal review, daily tracking, responding to Requests for Information (RFI), public outreach, preparation of payments, punch lists preparation and verification and claim resolution support.

Previous Council Action(s):

N/A

Fiscal Consideration:

This agreement with KBA, Inc. will expire on December 31, 2028, with the option to extend up to two more years at the City's discretion. The cumulative contract value is estimated to be \$2,811,000. Construction management service costs are included in each individual capital project budget approved in the 6-year CIP.

No retainer is paid for on-call consultants. Individual "task orders" are written to identify specific scopes and budgets for individual projects/tasks completed within the overall contract; no money is authorized to be spent until a task order is agreed to and signed by the City.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.

[City Council Priorities](#) or Budget Objective Being Addressed:

Council Priority 6: Enhance multimodal transportation, including pedestrian and bicycle safety.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/12/2026

Subject/Topic:	Proposed Council Action/Motion:
Heat Pump Program Administrator Contract Department: Environmental Services Prepared by: Nina Rasmussen Climate Action Plan Program Manager Attachments: None	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize the City Manager to execute contract 25-C3188 not to exceed \$200,000 for contractor services to administer and pass through funds for a heat pump direct rebate program.

Approvals:

Department	City	Finance	City	MM (acting)
Head <u>RS 12/29/2025</u>	Attorney _____	Director <u>MM 12/30/25</u>	Manager <u>12/30/25</u>	Optional _____

Summary/Background:

The 2025-2026 Biennial Budget allocates one-time funding for climate action implementation under the General Fund: Special Projects. \$200,000 is being earmarked for the purpose of implementing a heat pump direct rebate program that will benefit residents and tackle emissions from residential energy, the largest sector of emissions in Kenmore, which accounts for 43% of the city's overall greenhouse gas emissions. In total, all buildings and energy make up 58% of Kenmore's emissions. A heat pump distributor will be selected to administer and market the program and pass through the discounts to residents via a network of contracted installers.

The heat pump program aims to help households switch from gas or oil heating (or no central heating) to electric heat pump. These systems provide a high-efficiency alternative to other heating systems and help drive down heating and cooling costs for residents. On average, heat pumps are 3-5 times more efficient than gas furnaces. As there is less energy used by heat pumps than their counterparts, there are fewer emissions resulting from the heating and cooling of residential properties when implemented. However, the initial expense of a heat pump can be burdensome or unattainable to many homeowners; thus a direct rebate program is being created to help relieve the economic burden and encourage a faster transition off of more carbon-intensive fuels. Additional discounts will be given to moderate- and low-income households to achieve a more equitable and accessible approach to programming.

Program roles: The City is entering into an agreement with a regional heat pump distributor to act as the primary administrator of the program. The distributor will discount qualified equipment that is supplied to their contracted HVAC installers. The installers pass those savings directly on to the consumer via a reduced total cost. Total rebates are then invoiced to the City on a regular basis for reimbursement. In addition, funds will be used to train contracted installers on the requirements of the program, who is eligible, and any pertinent information for residents. Lastly, funds will be used for a marketing campaign to spread awareness of the program. An example of marketing efforts can be seen here from a similar program: <https://ductlesshomecomfort.com/no-more-oil-heat/> City staff will oversee the program budget and will work in close communication with the distributor to ensure success of the program.

Previous Council Action(s):

October 14, 2024: Budget Presentations including Special Projects
November 25, 2024: Final 2025-2026 Biennial Budget adopted

Fiscal Consideration:

The 2025-2026 Biennial Budget provides \$250,000 in funds for CAP Incentive Programs within the General Fund: Special Projects. \$200,000 of those funds will be used to support this program through the distributor contract.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Goal 2: Plans, Policies, and Budgets

[City Council Priorities](#) or Budget Objective Being Addressed:

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



City of Kenmore, Washington

Memorandum

TO: City Council

FROM: Debbie Bent, Assistant City Manager/Community Development Director
Todd Hall, Principal Planner

DATE: January 12, 2026

SUBJECT: Approval of 2026 Annual Docket

Summary

Each year the City Council approves the annual docket (workplan) for the Planning Commission, which includes amendments to the Comprehensive Plan and related development regulations.

The 2026 docket application period was open from October 31 to December 1, 2026. The City received no privately-initiated amendments during the application period.

Background

The annual docket review process, outlined in Chapter 19.20 of the KMC, determines which amendments to the City's Comprehensive Plan and related development regulations will be forwarded to the Planning Commission for their review and recommendation during the year. Private applicants have the opportunity to submit requests for amendments during an open docket application period, which, for 2026, occurred in November of 2025.

A number of projects have been identified by staff, the City Manager, the Planning Commission, the City Council, and others as work program or potential docket items.

Threshold criteria for inclusion on the annual Planning Commission docket are established in KMC19.20.080. The criteria are:

- The City has the resources, including staff and budget, necessary to review the proposal; and
- It has been more than two years since the proposed amendment has been considered unless a compelling reason for changed circumstances can be made; and
- The proposal would correct an inconsistency within or make a clarification to a provision of the comprehensive plan; or
- All of the following:
- The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan; and,

- The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

Once the City Council sets the 2026 annual docket work program, the Planning Commission will spend the year reviewing and discussing the proposed docket amendments before making their recommendations to the City Council. The Docket is tentatively scheduled for the January 26 City Council agenda for approval.

Attachments:

1. Preliminary 2026 Planning Commission & City Council Docket
2. Docket Analysis
3. Draft Schedule

PRELIMINARY
2026 DOCKET/WORK PROGRAM PRIORITIZATION

The “docket” is the Planning Commission’s annual work program. Zoning Code Section 19.20.080 provides threshold review criteria for selecting projects to be placed on the docket. Criteria include how long it has been since the issue was last considered (more than two years unless there’s a compelling reason for taking something up again), correction of inconsistencies or clarifications, and serving the public interest. Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal.

The attached prioritization chart identifies possible work program items recommended by the staff, the Planning Commission, the City Council, or other entities. Amendments are grouped by department. The proposed year of consideration and lead department are shown. A more complete description of each project follows the chart.

Along with assigning the docket to the Planning Commission, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2026 are identified on the following pages. Once Council has approved the docket, staff develops a schedule for Planning Commission and Council.

2026 Planning Commission Docket

The recommended 2026 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart).

1. PROS Plan Update
2. Affordable Housing Strategy Plan Update
3. Neighborhood Commercial/Corner Store Regulations
4. CFP Element Update
5. Miscellaneous Zoning Code/Map Amendments

2026 Amendments Directly to City Council

Community Development

6. Park Impact Fee Rate Study (consultant) (adopt Q1)
7. STEP Regulations/Cold Weather Shelters - emergency shelters, transitional housing, emergency housing, and permanent supportive housing (STEP) regulations (HB 1220) (continued from 2025)
8. Critical area regulations/Best available science (adopt Q1) (continued from 2025)
9. TOD “carve-out” regulations (adopt Q1) (continued from 2025)
10. Tenant Protection regulation amendments to be consistent with HB 1217 passed May 2025.
11. Downtown Plan/Code Amendments Scope (TBD)

Development Services

12. Cold Weather Shelter Regulations & Hosting Homeless by Religious Organizations (2026)
13. Permit Timing (2026)
14. Conversion of Existing Buildings to Residential Use (promote commercial & MU to residential) (2026)
15. Exempt buildings under 12 units, no more than 2 stories from definition of multifamily residential (2026)
16. Building Code Update/2024 Code (2026)

Engineering

17. Title 10 Vehicles and Traffic Code Revision (2026)
18. Commute Trip Reduction (CTR) Policy (2026-27)
19. Title 12/Title 18 – Revising Traffic Sign Code (2026)

Public Works

20. Park Rules Update (2026)

Environmental Services

21. Surface Water Master Plan (2026)
22. Title 13 Div. 2 Updates (2026)
23. Climate Action Plan Update (2026)

Prioritization Chart

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
COMMUNITY DEVELOPMENT						
1. Park, Recreation & Open Space (PROS) Plan Update	State	Yes	Yes	Large	No	2026
2. Affordable Housing Strategy Plan Update	Staff	Yes	Yes	Large	No	2026
3. Neighborhood Commercial/Corner Stores Regulations	PC	Yes	Yes	Medium	No	2026
4. Capital Facilities Element Update	Staff	Yes	Yes	Small	Yes	2026
5. Miscellaneous Zoning Code/Map Amendments	Staff	Yes	Yes	Medium	No	2026
6. Park Impact Fee Rate Study	Staff	No	No	No	No	2026
7. Shelter, Transitional, Emergency and Permanent Supportive (STEP) Housing Regulations	Staff	No	No	Medium	No	2026 (Q1)
8. Critical area regulations/Best available science (Consultant)	State	No	No	Medium	No	2026 (Q1)
9. TOD "carve-out" regulations	Council	No	No	Medium	Yes	2026

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
10. Tenant Protection regulations (HB 1217)	State	No	No	Medium	No	2026
11. Downtown Plan/Code Amendments Scope	Staff	No	No	Medium	No	2026
DEVELOPMENT SERVICES						
12. Cold Weather Shelter Regulations & Hosting Homeless by Religious Organizations	State	No	No		Yes	2026 (Q1)
13. Permit timing	State	No	No	Medium	No	2026
14. HB 1042 – Conversion of existing buildings to residential use (2023) (promote commercial and mixed-use to residential)	State	No	No	Medium	Yes	2026
15. SB 5058 – Exempt buildings under 12 units, no more than 2 stories from definition of multifamily residential	State	No	No	Medium	Yes	2026
16. Building Code Update/2024 Code	State	No	No	Medium	No	2026

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
PUBLIC WORKS						
17. Title 10 Vehicles and Traffic Code Revision	Staff	No	No	Medium	Yes	2026
18. Commute Trip Reduction (CTR) Policy	State	No	No	Medium	Yes	2026
19. Title 12/Title 18 – Revising Traffic Sign Code	Staff	No	No	Medium	Yes	2026
PARKS						
20. Park rules update	Staff	No	No	Medium	No	2026
ENVIRONMENTAL SERVICES						
21. Surface Water Master Plan	State	No	No	Large	No	2026
22. Title 13 Div. 2 Updates	Staff	No	No	Medium	No	2026
23. Climate Action Plan Update	Staff	No	No	Medium	No	2026
PRIVATELY INITIATED ITEMS SUBMITTED IN 2026						
None						

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
FOR FUTURE CONSIDERATION						
Expansion of MFTE area	Staff	No	No	Large	No	2027
Manufactured Home Park (MHP) Regulations	Staff	No	No	Large	No	2028-28
Downtown Subarea Plan/Regulations	Staff	Yes	Yes	Medium	No	2027-28
Economic Development Strategy Update	Staff	No	No	Medium	No	2027
Update of Shoreline Master Program/Shoreline Element/Critical Area Regulations	Staff	Yes	Yes	Large	No	2027-29
Potential Lakepointe Subarea Plan/Regulations/Elimination of P-Suffix regulations	Staff	Yes	Yes	Large	No	2027-28
Updates to regulations to comply with State legislation passed in 2025-26 (Placeholder)	State	Possibly	Possibly	Large	Yes	2026-28
Updates to Downtown Element/Chapter 18.52 KMC, Design Standards	Private citizen	No	No	Medium	No	2027

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
Updates to Chapter 18.35 KMC, Landscaping	Private citizen	No	No	Medium	No	2027

Explanation of Prioritization Chart Items

Following are more complete descriptions of each item in the docket prioritization chart:

COMMUNITY DEVELOPMENT

1. PROS Plan Update. Update to Parks, Recreation, and Open Space Plan, as required, in order to receive grants by Washington Recreation and Conservation Office. PROS plan must be adopted by February 26, 2026, to remain eligible for RCO grants. Planning Commission recommendation and City Council adoption. (Adopt Q1 2026)
2. Affordable Housing Strategy. Updating the affordable housing strategy plan, adopted in 2017, to be consistent with and implement the Housing Element of the Comprehensive Plan, Council Priorities and community input.
3. Neighborhood Commercial/Corner Store Regulations. Develop new regulations allowing for small-scale, neighborhood commercial uses within walking or bicycling distance of homes. A new policy (LU-1.2.6) was adopted in the Land Use Element of the Comprehensive Plan.
4. Capital Facilities Element Update. Amend Capital Facilities Element and department capital facilities projects & budgets, as necessary.
5. Miscellaneous Zoning Code/Map and Comprehensive Plan Map Amendments. Minor zoning code and Comprehensive Plan Amendments that are administrative clarifications and cleanups. Also, amendments to the zoning & land use maps that show recent City purchases (e.g. Conservation Futures purchases).
6. Park Impact Fee Rate Study. Update the Park Impact Fee Rate Study last adopted in 2020. This is part of the PROS Plan update. Adopt Q1 2026.
7. STEP Regulations. Per HB 1220 passed by State in 2021, adopt regulations that address moderate, low, very low, and extremely low-income housing in the housing element of the comprehensive plan. Need to address emergency housing, such that it does not restrict permanent supportive housing, transitional housing, indoor emergency housing or indoor emergency shelters. STEP Committee review/recommendation November 2025, Ordinance adoption first quarter 2026.
8. Critical area regulations/Best Available Science. Address items from WDFW to comply with Best Available Science regarding stream buffer measurement. Staff anticipates a complete review of critical area regulations and shoreline regulations

beginning in 2027. The State mandates that the Shoreline Master Program is updated every ten years, next due June 30, 2029.

9. Transit-Oriented Development (TOD) “carve-out” regulations. A “carve-out” of the City’s updated TOD regulations was made in 2022 pending a Swamp Creek corridor assessment (#21). In the “carve-out” the pre-existing interim zoning rules were retained. The corridor assessment was completed in 2024, with “carve-out” regulations and ordinance for adoption in 2026 (coordinated with docket Item #8).
10. Tenant Protection Regulations. State HB1217 passed in May 2025 amending certain tenant protection regulations. Reviewing and amending the City’s tenant protection regulations for consistency with state law.
11. Downtown Plan/Code Amendments Scope: Scoping work program for the update to the Downtown Plan (2003) and development regulations. Downtown Kenmore is identified as a candidate Countywide Growth Center by King County.

DEVELOPMENT SERVICES

12. Cold Weather Shelter Regulations & Hosting Homeless by Religious Organizations. Updating Chapter 18.100.210 KMC, Cold Weather Shelters, allowing for extreme weather (low barrier) shelters. Ordinance adoption coordinated with adoption of STEP housing regulations in 2026. Passed by State in 2023, amend zoning code relating to temporary homeless encampments. Any conditions imposed by cities and counties must be necessary to protect public health and safety and must not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization. Also addressing length of stay at shelters (currently 125 days).
13. Permit timing. State Law (SB5611) addressing amendments on timing of permit review (2026).
14. HB 1042 – Conversion of existing buildings to residential use. Passed by State in 2023, promote commercial and mixed-use to residential. Some provisions include allowing a 50% density increase above what is permitted in the underlying zone if the housing is constructed entirely within the envelope of an existing building; prohibiting the imposition of parking standards on the additional dwelling units; prohibiting imposing additional permitting requirements on use of existing buildings beyond those applicable to all residential development in the zone, with the exception of emergency and transitional housing; prohibiting the imposition of additional design standards; prohibiting requiring that unchanged portions of an existing building used for residential purposes meet the current energy code (however, if any portion of an existing building is converted to new dwelling units, the new units must meet the current code); and prohibiting denial of a building permit based on certain

existing nonconformities unless a city official with decision-making authority makes findings that the nonconformity is causing a significant detriment to the surrounding area.

15. SB 5058 - Exempt buildings under 12 units, no more than 2 stories from definition of multifamily residential. Passed by State Legislature in 2023, this ends requirements for developers of such buildings to submit a building enclosure design document to the building authority before obtaining a building permit; obtain a building enclosure inspection by a qualified building inspector during construction or rehabilitative construction, and; obtain a building enclosure inspection by a qualified building inspector before conveyance of a condominium unit. The effect this has is to encourage the development of 2-12 unit condominium buildings, including middle housing buildings, and therefore increasing homeownership opportunities.
16. Initiative 2066 – Building & Energy Code Update. Effective December 2024, in response to HB 1589 passed by State in 2024. I-2066 bans the Washington state energy code from “prohibiting, penalizing, or discouraging the use of gas in any form of heating, or for uses related to any appliance or equipment, in any building.”

PUBLIC WORKS

17. Title 10 Vehicles and Traffic Code Revision. The City’s traffic safety and traffic management policies are maintained by EN. This project would include review of potential amendments related to on-street parking and new regulations related to alternative modes of travel (e-bikes, scooters, bike share, etc.), along with other potential amendments to update Title 10.
18. CTR ordinance. State law requires that cities have a commute trip reduction (CTR) ordinance applicable to businesses which have more than 100 full-time employees. State CTR funds are not available to jurisdictions without an ordinance. Kenmore’s largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.
19. Title 12/Title 18 – Revising Traffic Sign Code. Relocate sign code language related to the right of way to Title 12 and revise to conform to state law and update to current policy. Current sign code language conflicts with state law and requires updating. Consolidating all regulations relating to the right of way to Title 12 for efficiency and simplicity.

PARKS

20. Park rules update. Titles 8 and 9 address a number of park-related issues, including how to handle park use and reservations.

ENVIRONMENTAL SERVICES

21. Surface Water Master Plan (SWMP). Update of the SWMP which guides projects and strategies that manage the City's surface water and stormwater that protects the environment, meets the needs of the community, and follows state, federal, and local regulations. Also stream naming.
22. Title 13 Div. II Updates. Amendments to Title 13 Utilities and Public Works, Division II. Surface and Stormwater Utility.
23. Climate Action Plan Update. Update of the Climate Action Plan, first adopted in 2022. The plan provides actionable items to further the City's climate and sustainability work for emissions reductions. The update will re-evaluate the action items (using the Climate Element and King County SCAP for guidance) and provide more detail where needed. This is projected to extend into 2027.

PRIVATELY INITIATED ITEMS SUBMITTED IN 2026

None.

FOR FUTURE CONSIDERATION

Expansion of MFTE Area. The MFTE can be used in some parts of the downtown and in the TOD District but is not available in other areas of the City. The City may wish to expand the MFTE to remaining parts of the City's downtown, including Lakepointe. MFTE is an important incentive to affordable housing development.

Manufactured Home Park (MHP) Regulations. Rezoning and new regulations for MHP properties north of SR-522. Ordinance 19-0481 adopted regulations to preserve the six manufactured home parks. The ordinance was appealed by several park owners with all appeals resolved in November 2024. Council also passed Resolution 19-319 desiring the Planning Commission consider and make recommendations on comprehensive plan and municipal code amendments related to future rezones with increased density and affordability requirements for the four manufactured housing communities north of SR-522 with affordability levels down to 35% Area Median Income (AMI) being considered.

Economic Development Strategy Update. Review of priority items from the Economic Development Strategy that was adopted in 2018. In 2023 a new "three prong" approach was adopted for economic development, aligned with the adopted Economic Development Strategy: 1. Be a well-run city; 2. Seize strategic opportunities; 3. Focus on key partnerships.

Downtown Subarea Plan/Regulations. Update to the Downtown Plan (2003) and development regulations. Downtown Kenmore is identified as a Countywide Growth Center by King County.

Economic Development Strategy Update. Review of priority items from the Economic Development Strategy that was adopted in 2018. In 2023 a new “three prong” approach was adopted for economic development, aligned with the adopted Economic Development Strategy: 1. Be a well-run city; 2. Seize strategic opportunities; 3. Focus on key partnerships.

Update of Shoreline Master Program/Shoreline Element/Critical Area Regulations. Update to the Shoreline Master Program, Shoreline Element of the Comprehensive Plan, and update of Title 18.55 KMC, Critical Area Regulations to be in compliance with Best Management Practices. Last adopted in 2020.

Updates to KMC to comply with State legislation passed in 2025-26 (Placeholder). Ongoing updates to KMC, as needed, to comply with State law.

Updates to Downtown Element/Chapter 18.52 KMC, Design Standards. Update Downtown Element figures and Chapter 18.52, Design Standards to align with City’s Climate Action Plan. ** Due to a large number of state-required items to be adopted in the 2026 workplan, staff is recommending postponing this item until a future date (2027).

Updates to Chapter 18.35 KMC, Landscaping. Update Chapter 18.35, Landscaping, to align with the City’s Climate Action Plan and City’s Exceptional Tree Ordinance. ** Due to a large number of state-required items to be adopted in the 2026 workplan, staff is recommending postponing this item until a future date (2027).

Staff Analysis and Recommendations for 2026 Planning Commission Docket

	2026 Docket Item	Source	Recommendation	Analysis
1.	PROS Plan Update	City- and State-mandated	Add to 2026 Docket (continued from 2025)	<u>Docket Criteria</u> <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development staff and a consulting team (TBD) will work collaboratively to update the Parks, Recreation and Open Space (PROS) Plan and park impact fee (PIF) rate study. The Parks & Recreation Element and the Parks Capital Facilities Plan (Table CF-A), both of the Comprehensive Plan, were both updated and adopted by City Council in 2025. <i>It has been more than two years since the proposed amendment was considered.</i> Yes. The last update to each of these items was in 2020. <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> This project is necessary in order to ensure consistency within the Comprehensive Plan, as also ensure that the City remains eligible for recreation and conservation grants managed by the Recreation and Conservation Office (RCO). The project supports multiple goals and policies of the current Parks & Recreation Element of the Comprehensive Plan. These include, but are not limited to: - Objective P-6.1 and Policies P-6.1.1 – 6.1.13: Maintain and update the city Parks, Recreation and Open Space (PROS) plan and conduct other appropriate master planning for Kenmore parks and recreation service delivery. - Parks & Recreation Goal P-7: Create a financially sustainable park and recreation system through partnerships and stewardships.

				○ Policy P-7.1.2: Develop and prepare six-year capital improvement program projects identifying priorities, specific projects, and capital costs. ○ Policy P-7.1.5: Identify and actively seek potential grant funding assistance from public and private sources for habitat restoration, acquisition, development, and renovation. • <i>The public interest would best be served by considering the proposal in the current year.</i> The State requires jurisdictions to adopt an updated PROS Plan to remain eligible for RCO grants. The updated Plan and PIF would ensure the City remains eligible.
2.	Affordable Housing Strategy Plan Update	City-initiated	Add to 2026 docket	<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development updated the Housing Element in 2024 as part of the periodic update of the Comprehensive Plan. • <i>It has been more than two years since the proposed amendment was considered.</i> Yes. The Affordable Housing Strategy Plan (HSP) was last adopted by City Council in March 2017. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> An implementation measure of the City's recently updated Comprehensive Plan includes an implementation measure to implement the HSP. A newly updated HSP would update the variety strategies, including regulatory approaches, direct and indirect assistance programs, regional and statewide initiatives, and oversight & monitoring measures. The update would also include newly update priorities (Tiers 1-3). The project would also support multiple goals and policies of the Comprehensive Plan. These include, but are not limited to:

				○ Land Use Goal 1: Enhance Kenmore’s quality of life as a place for a diverse range of residents to live, raise children, recreate, work, shop and socialize. ○ Policy LU-1.5.1: Ensure that zoning regulations provide for a range of housing types and densities, such as lower density neighborhoods, and medium density neighborhoods that combine lower density housing such as single-family, duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments. ○ Policy LU-1.9.5: Promote middle housing through city policies and codes to allow for broader housing types identified in residential zones, reduce climate-related displacement, and increase access to City transit systems. ○ Housing Goal 1: Promote and maintain strong, diverse equitable, and inclusive residential neighborhoods. ○ Policy H-1.3.2: Actively mitigate displacement risks and enhance opportunities for affordable housing through preservation and displacement prevention strategies. ○ Policy H-3.1.13: Pursue strategies and regulations that increase the long-term supply of both market-rate affordable housing and cost-controlled income-restricted affordable housing. ○ Policy H-4.3.2: Allow and accommodate accessory dwelling units in low and medium density residential districts. ● <i>The public interest would best be served by considering the proposal in the current year.</i> Updating the Affordable Housing Strategy Plan serves the public interest by ensuring Kenmore’s housing policies are current, transparent, legally sound, fiscally responsible, and aligned with community needs and long-term planning goals.
3.	Neighborhood Commercial/Corner Store Regulations	City-initiated	Add to 2026 Docket	<u>Docket Criteria</u> ● <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development staff will review existing documents and research conducted by consultants in 2023-2024. New

				research will be also be conducted to supplement existing information. <i>It has been more than two years since the proposed amendment was considered.</i> Yes. There hasn't been any discussion or involvement on this topic since the Comprehensive Plan update. <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> This project will evaluate existing information and explore additional options to encourage neighborhood commercial as expressed by the Planning Commission and in recent public engagement efforts and adopted plans. The project supports multiple goals and policies of the Comprehensive Plan. These include, but are not limited to: ○ Land Use Goal 1: Enhance Kenmore's quality of life as a place for a diverse range of residents to live, raise children, recreate, work, shop and socialize. ○ Policy LU-1.2.6: Consider small-scale, neighborhood commercial uses within walking or bicycling distance of homes to increase residents' opportunities to meet their daily needs without having to drive. ○ Policy LU-1.6.3: Ensure zoning regulations accommodate a range of allowable business and commercial uses in appropriate locations at the neighborhood, community, and regional levels. ○ Implementation Strategy: Standards and locational requirements for small-scale commercial enterprises and services closer to home for neighborhood residents in low and medium density residential classifications. <i>The public interest would best be served by considering the proposal in the current year.</i> Yes, for the reasons stated above.
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4.	CFP Element Update	City- and State-initiated	Add to 2026 Docket	<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development staff, with the support of other applicable City departments, have the resources to complete these updates. • <i>It has been more than two years since the proposed amendment was considered.</i> No. The Element's tables, respective of their subject areas (Transportation, Surface Water, Parks, etc.) are updated on a regular basis. As noted above in Item 1, the Parks CIP (Table CF-A), was updated and adopted by City Council in 2025. RCW 36.70A.130(2) allows cities and counties to update their CFPs more frequently (annually) than the full periodic update schedule. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> The project supports Capital Facilities Element Goal CF-1: "Establish appropriate levels of service for public facilities to adequately serve existing and future development." The update ensures consistency between the goals and policies of Kenmore's Comprehensive Plan, State growth management requirements, VISION 2050 (the multicounty planning policies) and the King County Countywide Planning Policies. • <i>The public interest would best be served by considering the proposal in the current year.</i> Yes, for the reasons stated above.
5.	Miscellaneous Zoning Code/Map Amendments	City-initiated	Add to 2026 docket	<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development staff, with the support of the City's GIS Analyst, have the resources to complete these updates.

				• <i>It has been more than two years since the proposed amendment was considered.</i> Yes. Previous zoning code and map amendments have been specific to certain sections of Title 18 Kenmore Municipal Code, or other site specific map amendments. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> The project supports multiple goals, objectives, and policies of the Comprehensive Plan. These include, but are not limited to: ○ Objective LU-2.1: Implement the Comprehensive Plan Land Use Map ○ Objective LU-2.2: Prepare clear development regulations consistent with the Comprehensive Plan ○ Policy LU-2.2.1: Prepare zoning maps, classifications, and development standards that are consistent with the Comprehensive Plan and functional plans. • <i>The public interest would best be served by considering the proposal in the current year.</i> Yes. These amendments would keep zoning codes and zoning and land use maps current and ensuring legal compliance required by County and State agencies.
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DRAFT		PROS Plan/PIF	Affordable Housing Strategy	Neighborhood Commercial/Corner Stores	CFP Element Update	Miscellaneous Zoning Code/Map Amendments	OTHER REGULATIONS/ITEMS										
	Meetings and Key Dates						Critical Areas	TOD Carve Out	STEP/ Cold Weather Shelters	Tenant Protection	Downtown Plan/ Code Amendments Scope						
		PLANNING COMMISSION REVIEW					CITY COUNCIL REVIEW										
2026	January 6 - PC	Final Discussion/Recomm.															
	January 12 - CC						Council Kickoff - 2025 Accomplishments, 2026 Work Program, & Docket Review										
	January 20 - PC cancel																
	January 20 - CC cancel																
	January 26 - CC	PROS PC Recommendation						2026 Docket Approval									
	February 3 - PC						Introduction										
	February 9 - CC	PROS Discussion															
	February 17 - PC cancel																
	February 17 - CC																
	February 23 - CC													PROS adoption/PIF Discussion			
	March 3 - PC													Discussion	Discussion	Discussion	
	March 9 - CC	PIF Discussion (cont'd)															Discussion
	March 16 - CC																
	March 17 - PC																
	March 23 - CC													PIF Adoption	Draft Regs Discussion	Draft Regs Discussion	Discussion
	April 7 - PC																
	April 13 - CC																
	April 20 - CC		Public Hearing	Public Hearing	Hearing												
	May 6 - PC																
	May 11 - CC																
	May 19 - PC		Discussion	Adoption	Adoption	Adoption											
	June 2 - PC						Introduction										
	June 8 - CC																
	June 16 - PC		Discussion	Discussion		Introduction											
	June 22 - CC																
	June 29 - CC																
	July 7 - PC	Discussion	Public Hearing/Recommendation	Discussion	Discussion	Discussion											
	July 13 - CC			Discussion	Discussion												
	July 20 - CC																
	July 21 - PC					Discussion											
	July 27 - CC		PC Recommendation														
	August 4 - PC cancel																
	August 18 - PC cancel																
	September 1 - PC	Discussion/Recommendation		Public Hearing/Recommendation	Public Hearing/Recommendation												
	September 14 - CC			Discussion													
	September 15 - PC																
	September 21 - CC		PC Recommendation			PC Recommendation		PC Recommendation									
	September 28 - CC																
	October 6 - PC			Discussion													
	October 12 - CC																
October 19 - CC	Discussion																
October 20 - PC																	
October 26 - CC				Discussion	Discussion												
November 3- PC																	
November 9 - CC	Adoption		Adoption			Adoption											
November 16 - CC																	
November 17 - PC																	
December 8 - PC																	
December 14 - CC																	
December 22- PC Cancel																	

CITY OF KENMORE

2026 Council Kickoff: Accomplishments and Workplans Overview

Council Study Session – January 12, 2026

CITY OF KENMORE

Overview + Flow of the Study Session

City Manager Comments

2026 City Council Priorities

The City's top priority will always be fulfilling its core mission, which includes City **governance**, ensuring **public safety**, maintaining the City's **infrastructure**, **complying** with state and federal mandates, and safeguarding the City's **finances**. In addition, achieving the City's **20-year vision** as described in the Comprehensive Plan is of high importance. In this context, the City Council can emphasize certain initiatives or address specific problems through its priority-setting process each year. These priorities are described as follows:

2026 City Council Priorities

1. Ensure financial sustainability
2. Implement Climate Action Plan
3. Create opportunities to activate the Lakepointe Property
4. Preserve and increase availability of all types of housing
5. Promote sustainable economic development strategies

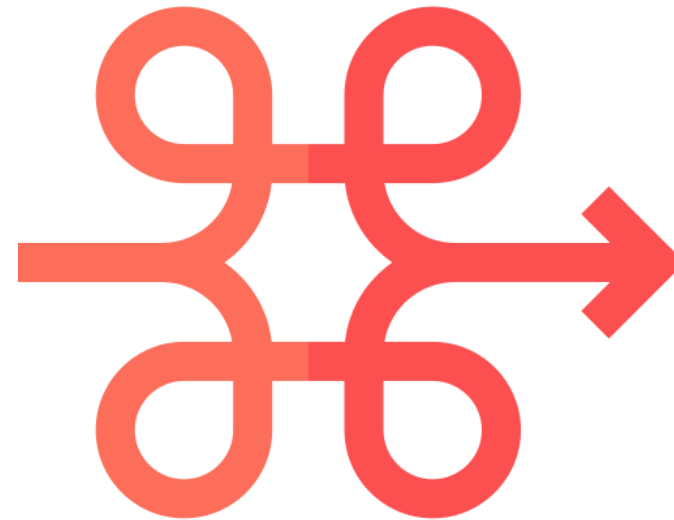
2026 City Council Priorities

6. Enhance multimodal transportation
7. Finalize, adopt, and implement the Human Services Strategic Plan
8. Explore opportunities to expand parks and recreation
(tied)
8. Continue DEIA Strategic Plan implementation
(tied)
10. Broaden community engagement and foster fun.

City Manager Comments

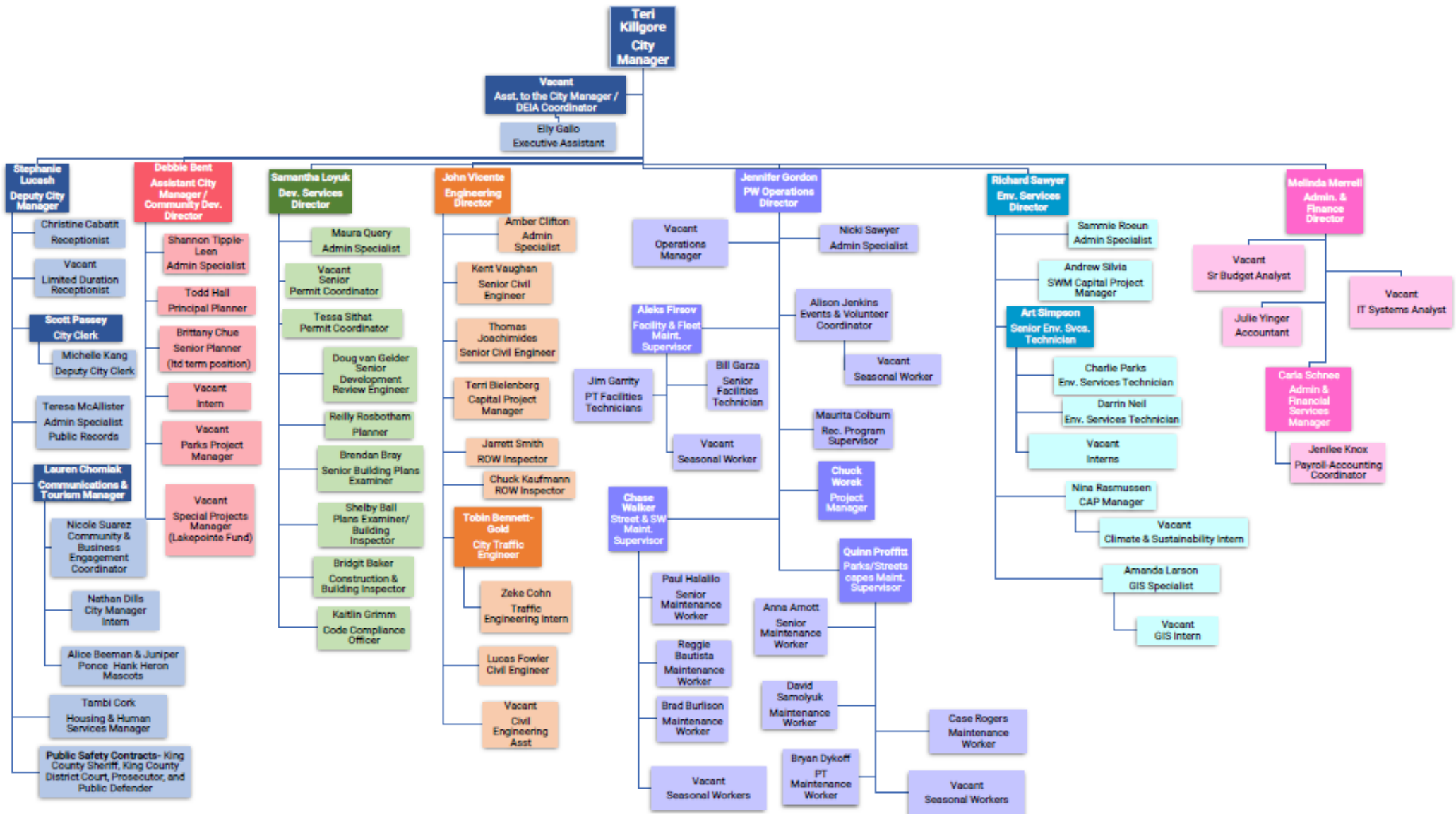
Organizational Goals

- Streamline + Simplify
- Fiscal Focus
 - Sustainability strategies
 - Budget refinement
- Optimize our tech
- Emergency Management



2026 Staffing

CITY OF KENMORE STAFF ORGANIZATIONAL CHART



Service Level Budgeting

2025-26 General Funds only

Core Services, \$25.3M (68%)

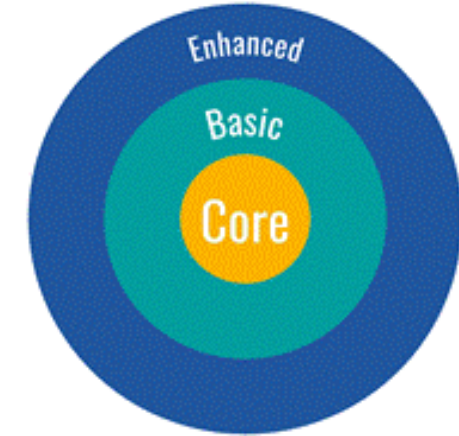
Essential to public order and to maintain life safety. Also, those services mandated by state or federal law and are sole responsibility of the city.

Basic Services, \$5.1M (13%)

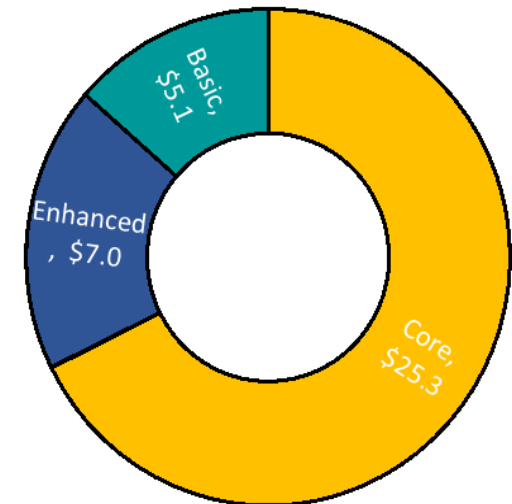
Not required for public order nor mandated by law but elemental or inherent to what cities do. City has sole responsibility, e.g., park maintenance, training and development, IT services.

Enhanced Services, \$7.0M (19%)

Provide added quality of life, are discretionary, and not an inherent city function. E.g., affordable housing, human services funding, recreation programs, lobbying.



2025-2026 General Funds, in million



CITY OF KENMORE

Engineering Department

Major Responsibilities

- Develop and implement the Transportation CIP
- Pavement Management
- Traffic Safety and Operations
- Transportation Planning
- Manage the Right-of-Way

2025 Accomplishments

- Completed ADA Accessibility on east side of 61st
- Implemented the next KAPE camera (Inglemoor SZ)
- Awarded \$13.026M in grant funds
- Implemented new pavement management assessment system
- No federal audit on W Sammamish Bridge

2026 Significant Workplan Items

CORE

- Assess citywide pavement condition and design 2027 project
- Start construction on 2026 ADA project and begin design on 2027 project (CP-6 and CP-8)
- Update 6-year TIP and CIP (CP-6)
- ROW Management (permit review, inspection, code compliance)
- Traffic safety program (annual counts, crash data, SRs, LRSP)

2026 Significant Workplan Items

BASIC

- Start construction on 80th Ave Ped/Bike Project (CP-6).
- Start construction on Arrowhead Dr. Sidewalk Project (CP-6)
- Implement next phase of KAPE (CP-1)
- Start design on 3 CIP projects
- Pedestrian facilities plan update

2026 Significant Workplan Items

ENHANCED

- Grant writing (CP-6)
- Website update
- Let's Talk Kenmore podcast



CITY OF KENMORE

Public Works Operations Department

Major Responsibilities

- Operation & Maintenance of City owned infrastructure including streets, surface water, parks, open spaces, buildings, fleet & equipment using a combination of in-house staff, contractors and vendors.
- CIP - Public Works Operations Center Project and provide coordination & support to Park, Surface Water, & Transportation projects.
- Plan & Implement City-run Events
- Work with community partners to offer recreation programming in Kenmore.
- Cityworks Software & Online Public Portal Administration

2025 Accomplishments

- Public Works Operations Center: Site Improvements - PS&E, Permitting, Bidding, and Construction. Building Improvements – PS&E and submitted for permits. (CP-P)
- Operation and Maintenance of City Infrastructure, Facilities, & Equipment. (CP-P)
- Filled Events & Volunteer Coordinator position and implemented a successful 2025 Schedule of Events. (CP-7, 8 & 9)
- Filled vacant Maintenance Worker position (CP-P)
- Streetlight LED Conversion Projects.

2026 Significant Workplan Items

CORE

- Maintain safe vehicular, bicycle and pedestrian infrastructure. (CP- P, 5 & 6)
- Maintain safe park features including playground facilities and waterfront access.(CP-P, 5, 8 & 9)
- Maintain safe public building facilities and open spaces. (CP-P)
- Provide 24/7 Emergency Response (CP-P & 6)

2026 Significant Workplan Items

BASIC

- General/Basic Level Operations and Maintenance across divisions: Parks, Streets, Facilities, & Fleet. (CP-P)
- Project Management – Public Works Operations Center. (CP-P)
- Department Website Management (Parks, Facilities, Street Maintenance, Events, & Recreation Programs).
- Customer Service – Service Request Response
- Inclement Weather Response – Snow & Ice, Windstorms, etc.

2026 Significant Workplan Items

ENHANCED

- Recreation Programming (CP-8 and CP-9)
- City Run Special Events & Volunteer Program (CP-8 and CP-9)
- City Hall and Hangar Facility Rentals (CP-8 and CP-9)
- Weekend and off-hours staffing for Park and Facility Operations (CP-8 and CP-9)
- CAP Project Support (CP-2)

CITY OF KENMORE

Environmental Services Department

Major Responsibilities

- Manage the Stormwater Utility
- NPDES Permit Compliance
- Climate Action Plan
- Surface Water Management CIP
- GIS
- Aquatic Vegetation Management

2025 Accomplishments

- Muck Creek Restoration Project Complete
- Urban Forest Management Plan Complete
- Electric Vehicle Infrastructure Plan Complete
 - City Hall EV Charger Expansion Complete
- Compliance with NPDES Permit
- \$8.9M secured in grant funding for upcoming projects

2026 Significant Workplan Items

CORE

- NPDES Permit Compliance *(Fed/State Req)*
 - Includes 10 Stormwater Management Programs
- Total Maximum Daily Load (TMDL) *(Fed/State Req)*
- Utility Locates *(State Req)*
- Capital Improvement Program *(Fed/State Req)*

2026 Significant Workplan Items

BASIC

- NPDES Stormwater Management Programs
- Surface Water Master Plan Update
- Blueberry Creek Fish Passage Barrier Removal
- Stormwater Facility Replacement/Retrofit Project
- Trib 0057 Barrier Removal Project

2026 Significant Workplan Items

ENHANCED

- Heat Pump Rebate Program
- EV Infrastructure Projects
- 73RD Ave Swamp Creek Property Restoration
- 170TH Sammamish River Properties Restoration
- Trib 0057 Culvert Replacement (x4)

CITY OF KENMORE

Finance & Administration Department

Major Responsibilities

- Biennial budget development and oversight
- Financial reporting, audit support, debt management
- Accounts payable & receivable, cash & investment management
- Information Technology & Network Administration
- Human Resources Administration
- Risk Management; insurance, claims



2025 Accomplishments

- Hired new City Manager 
- IT Assessment underway
- Implementation of new budget software underway (Gravity)
- Unqualified (clean) 2024 audit
- Modified property schedules saving over \$40K for 2026



GRAVITY

2026 Significant Workplan Items

CORE

- 2027-2028 Budget development (ensure fiscal sustainability)
- Update 6-year financial forecast (ensure fiscal sustainability)
- Update 6-year CIP, including M&O and priorities
- Complete and adopt IT strategic plan and begin implementation
- Complete 2025 annual report and support audit

2026 Significant Workplan Items

BASIC

- Ballot Measure (ensure fiscal sustainability)
- Hiring; new budget and IT analysts; all city hiring/onboarding
- Exec Sponsor for Wellness Committee



2026 Significant Workplan Items

ENHANCED

- Implement new budget software



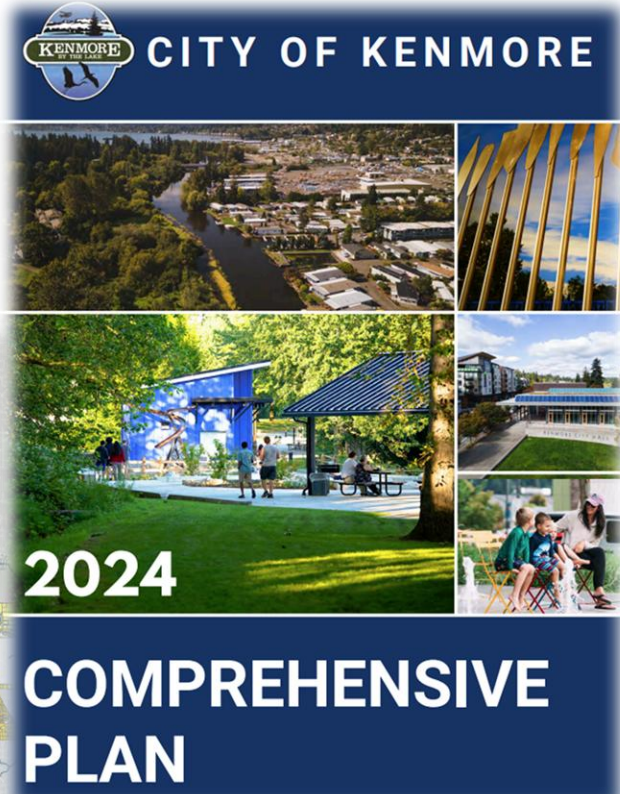
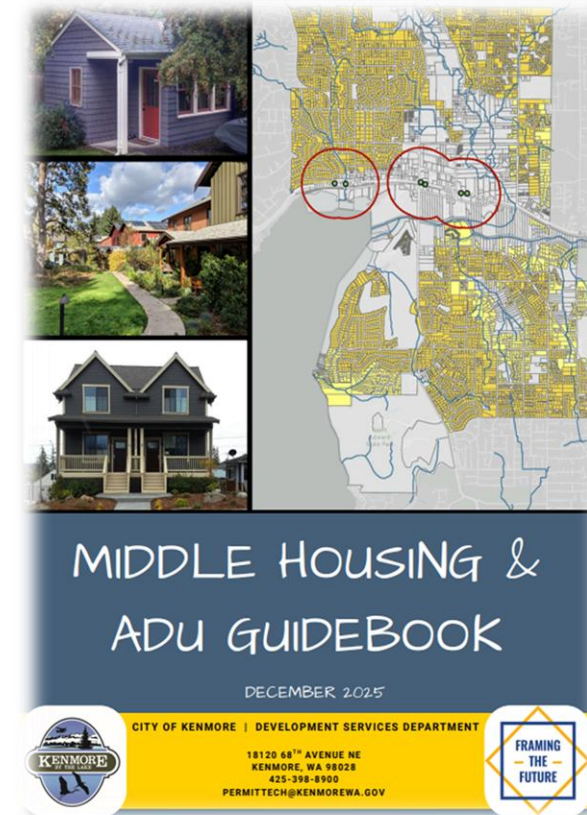
CITY OF KENMORE

Community Development Department



Major Responsibilities

- The Comprehensive Plan
- Shoreline Master Program, PROS Plan, Downtown Plan
- Affordable Housing Strategy
- Developing Zoning and Land Use Regulations
- Emergency Management Planning
- Special Projects
- Developing Policies and Strategies



2025 Accomplishments

- PROS Element and Capital Facilities Element Adopted
- New Zoning Regs. Adopted (Middle Housing, ADU, Unit Lot Subdivision, Single-Residence Occupancy, Parking)
- Emergency Management Option Study Completed
- Park CIP Project Management
- Special Projects (e.g. Lakepointe, Bastyr, Imagine Housing)
- STEP Committee Recommendation on STEP Housing

2026 Significant Workplan Items

CORE

- Land Use Regs to Comply with State Law: STEP Housing, Stream Buffers
- Emergency Mgmt: New ILA Structure; emergency planning & preparedness
- Comp Plan Minor Amendments: Capital Facilities Element, Land Use Map



2026 Significant Workplan Items

BASIC

- Park CIP Development and Park CIP Project Management
- Grant Management (Twin Springs, assist with Lakepointe Grants/Funding)
- Regs for "Carve Out" Parcels in TOD
- Intergovernmental Relations (e.g. ARCH Board, ARCH Planning Group, NEMCo Board, PSRC, King County)

2026 Significant Workplan Items

ENHANCED

- Arts of Kenmore (City Hall Art Gallery & Art Show)
- Downtown Focus Area Strategy
- Park Impact Fee Rate Study Update
- Tenant Protections (update for consistency with State Law)
- STEP Housing Research (Council direction as time allows)
- Affordable Housing Strategy Update
- Special Projects e.g. Lakepointe



CITY OF KENMORE

Development Services Department

Major Responsibilities

- Manage land use and building development citywide
- Process permit applications and support public engagement
- Conduct plan review – building, planning, and engineering
- Perform inspections – building, planning, and engineering
- Code enforcement
- Prepare municipal code amendments based on state mandates

2025 Accomplishments

- Processed 822 permit applications
- Processed 49 land use applications
- Held 10 pre-application meetings
- Conducted 2,540 inspections
- Investigated 188 code violations/complaints

2026 Significant Workplan Items

CORE

- Land use and permit application processing
- Plan review – building, planning, & engineering
- Inspections – building, planning, & engineering
- Code amendments
- SB 5290 Permit Timeline Compliance and Reporting

2026 Significant Workplan Items

BASIC

- Development inquiries and customer service
- Code Enforcement
- Interdepartmental Collaboration
- Interagency Coordination
 - Puget Sound Clean Air Agency (PSCAA) , Northshore Utility District (NUD), Shoreline Fire Department (SFD), and others.

2026 Significant Workplan Items

ENHANCED

- Permit inquiries and customer service
- Mybuildingpermit.com (MBP) online permit system management and user enhancements
- Echeck payment option

CITY OF KENMORE

City Manager's Department

Major Responsibilities

- City Clerk, council support, public records, and front desk reception
- Citywide communications and community engagement
- Economic development and tourism
- Housing and human services
- Public safety and judicial branch partnerships
- Diversity, Equity, Inclusion and Accessibility (DEIA), citywide special projects, and organizational health

2025 Accomplishments

- First Annual Day of Service and Successful State of the City Event
- Purchase and Sale Agreement with Imagine Housing
- New Agenda Management and Public Records Systems
- KBA Executive Committee and 3,000 Registered Businesses
- WA State Tourism Grant: Wayfinding Signage



2026 Significant Workplan Items

CORE

- Core Functions of Democracy: Records Management Procedures/Policies Project
- Indigent Defense Standards
- King County Sheriff's Office ILA Work
- Meet Federal Accessibility Guidelines for Website (due February 2027)

2026 Significant Workplan Items

BASIC

- Communications Policy/Plan and Internal Communications Hub
- Planning and Orchestrating Council Two-Day Retreat and Follow Up
- Citywide Recruitments
- Front Desk Reception 2.0 Project with Development Services

2026 Significant Workplan Items

ENHANCED

- 2026 Ballot Measure Support, Including Community Engagement
- Economic Development Grant Projects
- Holt Property - Imagine Housing
- Human Services Strategic Plan and Human Services Navigator
- Community Court
- Regional Crisis Response Agency ILA Renewal

CITY OF KENMORE

Police Department



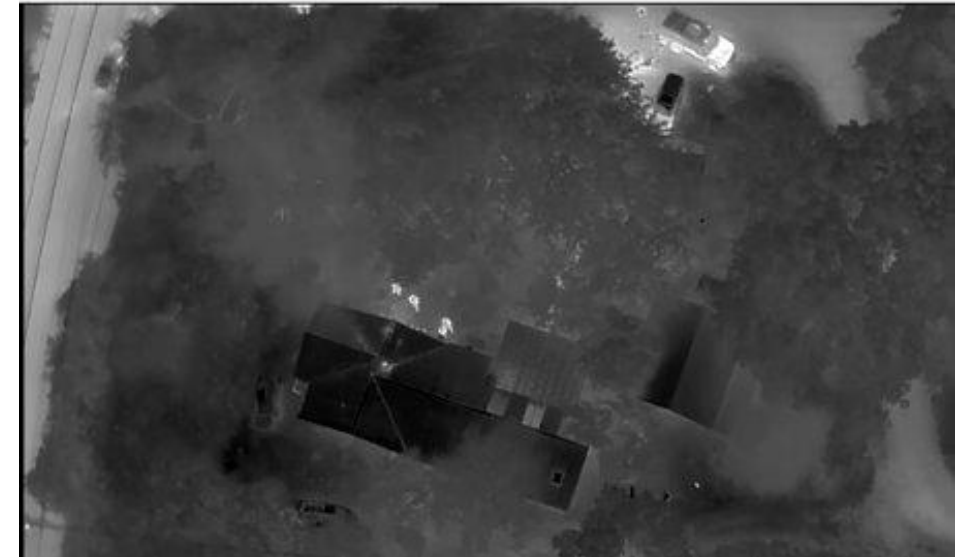
Major Responsibilities

- Response to 911 calls for service
- Investigation of criminal cases
- Community outreach/crime prevention
- Regional Crisis Response (RCR) support
- Automated Photo Enforcement (KAPE)
- Specialty units
(marine, major crimes, SAU, etc)



2025 Accomplishments

- Responded to appx. 3,000 calls for service
- Reviewed appx. 79,000 KAPE violations
- Weekly crime statistics and updates
- New community programs added
 - BlueBridge Alliance
 - Expanded RCR usage
 - School outreach



2026 Significant Workplan Items

- Continued police response to 911 calls for service
- Reintroduction of *Nurturing Trust* workshops (CP-10)
- Continued support of KAPE program (CP-6)
- Focused effort on complex investigations
 - Emphasis on fraud investigations targeting vulnerable persons (CP-8)
- Community and school outreach efforts (CP-10)



CITY OF KENMORE

Upcoming Strategy Sessions

February 2nd: Financial Strategy Discussion

- Forecast
- Potential Revenue Measure

March 21st-22nd: Council Retreat

April 20th: Town Hall

CITY OF KENMORE

Discussion

Questions



2026 COUNCIL COMMITTEE LIST

Updated 01.xx.2026 v2

APPOINTMENT BY THE CITY COUNCIL

Name of Regional Board/Committee	Position or Informational?	Part of an ILA or other Contract?	Meeting Schedule & Location	City Representative(s)	Staff Point of Contact
ETP Eastside Transportation Partnership	2 Voting Positions	Yes	2 nd Fri of month 8-9am Virtual	Nigel Herbig Nathan Loutsis	John Vicente
SeaShore Transportation Forum King County Transportation Dept.	2 Informational Positions	No	1 st Fri of month 7:30-9:30 a.m. Shoreline City Hall	Melanie O'Cain Nathan Loutsis	John Vicente
SCA PIC - Public Issues Committee Sound Cities Association (SCA)	1 Voting Position		2 nd Wed of month 7:00 p.m. Renton City Hall	Nigel Herbig Alternate: Melanie O'Cain	TBD
WRIA #8 Salmon Recovery Council	1 Voting Position	Yes	3 rd Thu of month 3:00 – 5:30 p.m. (5-6 times per year) Virtual	Melanie O'Cain (open Alternate)	Richard Sawyer
North Urban Human Services Alliance (NUHSA)*	1 Board of Directors Position			Valerie Sasson	Stephanie Lucash

K4C – Regional Climate Action*	1 Voting Position	Yes	1 st Fri of month 10AM, Every other week during Leg Session	Melanie O’Cain	Richard
Northshore Parks and Recreation Service Area (NPRSA)	1 Voting Position	Yes	3 rd Wed of month 5pm Bothell City Hall	[now open] Alternate: Nathan Loutsis	Debbie Bent
Regional Crisis Response (RCR) Principals Assembly	1 Principal Position	Yes		[now open] (open Alternate)	
ARCH Elected Officials Council (1 Year Pilot)*	TBD	Yes	Quarterly	TBD	Debbie Bent

- New to list in 2026

OTHER REGIONAL AND NATIONAL BOARDS & COMMITTEES THAT KENMORE SERVES ON (NOT APPOINTED BY THE COUNCIL)

Name of Regional Board/Committee	Position or Informational?	Part of an ILA or other Contract?	Meeting Schedule & Location	City Representative(s)	NOTES
Coffee with Council	Informational		1 st Monday, 7:30; and 3 rd Saturday, 8:00 The Hangar at Town Square	Up to three Councilmembers can "accept" meeting request	
King County Affordable Housing Committee				Nigel Herbig	
King County Flood Control District Advisory Committee				Melanie O'Cain	
North King County Coalition on Homelessness		MOA, non voting	Monthly, Thursday Afternoon	Valerie Sasson	
Washington State Traffic Safety Commission				Nigel Herbig	
SCA Committees	Individual applications			Pending SCA process	<i>RPC is a SCA committee, not a Council appointed position as shown on the 2025 list</i>