

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, September 26, 2022**

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

Please note that we experienced technical issues throughout the meeting.

PRESENT:

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

Staff: City Manager Rob Karlinsey
Assistant City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Co-Clerk Brian Randall
Community Development Director Debbie Bent
Principal Planner Lauri Anderson
Finance and Administration Director Leticia Salcido
Assistant to the City Manager Garrett Oppenheim

Public Comments Speaking Guests:
Patrick O’Brien, Kenmore Resident
John Hendrickson, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
John Peebles, Kenmore Resident

Public Hearing Speaking Guests:
Geoffrey Chism, Kenmore Resident
Kipton Kennedy, Kenmore Resident
Ken Dehn, Kenmore Resident
Nathan MacDonald, Kenmore Resident
Laura Samuelson, Kenmore Resident

Drew Samuelson, Kenmore Resident
Harry Pomeranz, Kenmore Resident
Kara Macias, Kenmore Resident
Peter Lance, Kenmore Resident
David Kersten, Kenmore Resident
James Smith, Kenmore Resident
Mary Ann Draye, Kenmore Resident
Holly Andrilla, Kenmore Resident
Dennis Carrol, Kenmore Resident
Nathan Garland, Kenmore Resident
Stan Isenhatz, Kenmore Resident
Brent Korte, Kenmore Resident
Andre Giffard, Kenmore Resident
Colleen Anderson, Kenmore Resident
Jeff A. Daniels, Kenmore Resident
Melissa Pendleton, Kenmore Resident
Shammara Estrada, Kenmore Resident
John King, Kenmore Resident
Peter Ottele, Kenmore Resident
Andrew Stephenson, Kenmore Resident
Wayne Fu, Kenmore Resident
Michael Fordman, Kenmore Resident
David Dorrien, Kenmore Resident
Roger Andersen, Kenmore Resident
Lucy Robinson, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Cindy Victor, Kenmore Resident
Scot Horton, Kenmore Resident
Steve Grim, Kenmore Resident
Nicholas Bylsov, Kenmore Resident
Abby London, Kenmore Resident
David Holander, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (comment read into the record)
Nancy Hansen, Kenmore Resident (comment read into the record)

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at approximately 6:00 PM.

STUDY SESSION AGENDA

- A. Discussion about the Service Level Budgeting method for the 2023-2024 Biennial Budget, presented by City Manager Rob Karlinsey, Finance & Administration Director Leticia Salcido, and Assistant to the City Manager Garrett Oppenheim
[Agenda Bill - Service Level Budgeting Study Session](#)
[Attachment 1 - Service Level Budgeting Workshop Presentation \(updated 9/26\)](#)
[Attachment 2 - Service Level Budgeting Description](#)
[Attachment 3 - Program Cost Allocations by Service Level \(updated 9/26\)](#)

[Attachment 4 - SLB Enhanced Program Scoring Worksheet](#)
[Attachment 5 - SLB New Program Scoring Worksheet](#)

Assistant to the City Manager Garrett Oppenheim provided a presentation to Council about the new internal Service Level Budgeting method for the 2023-2024 biennium budget. This method was used to score services and programs for the budget by first identifying which of the following three categories a service or program falls under: core, basic, or enhanced.

- Core: essential to public order and maintaining life safety
- Basic: elemental or inherent to what cities do such that it would be difficult to not provide these services
- Enhanced: added quality of life, are more discretionary, and are not assumed to be inherent city functions; are often provided by entities other than the City

Some questions that Councilmembers had and the responses:

- What is different between SLB and previously used priority-based budgeting? By organizing the services and programs into these three categories, only the services and programs that are placed in the enhanced category need to be scored for budgeting purposes, since basic or core services and programs will be funded.
- Why did we switch from priority-based budgeting to SLB? We switched to SLB because Priority-based budgeting treated all programs as though they can be eliminated but in truth many programs are not discretionary because they are mandated by state or federal law, or required for public safety. SLB's categorization aspect respects this and allows us to focus only on enhanced programs when looking to see what can be cut from the budget.

Councilmembers expressed concerns about why certain services and programs were in categories that they disagreed with. City Manager Rob Karlinsey suggested (for the benefit of the Council), that services and programs within each of the categories would receive an elaboration as to why they are in that category, and the reasoning behind their placement. He also suggested that if Councilmembers disagree with placements of certain services and programs, feedback is important for staff to adjust their category placement and scoring. City Manager Rob Karlinsey also mentioned that just because services and programs are in the enhanced category, it does not mean they are automatically on the chopping block. Many enhanced services and programs are very important programs, they just fit the definition of “enhanced” within this Service Level Budgeting method. Discussion of Service Level Budgeting will continue during Budget Discussions in the following months.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 6:28 PM.

CALL REGULAR MEETING TO ORDER

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

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATION

Mayor Herbig proclaimed October 10, 2022 as Indigenous Peoples' Day and November as Native American Heritage Month. Huggz Moses accepted the Proclamation. A photo was taken with Council and Huggz Moses. Huggz Moses addressed the Council after pictures were taken.

[Indigenous Peoples' Day and Native American Heritage Month Proclamation](#)

PUBLIC COMMENTS

The Council took comments from the public; four people provided comments.

Timestamped link included here: <https://youtu.be/JKYLLAOMzuw?t=2711>

CONSENT AGENDA

- A. Approve Special & Regular Meeting Minutes from September 12, 2022
[City Council September 12, 2022 Special Regular Meeting Minutes](#)
- B. Receive and File the July 2022 Financial Report for the City of Kenmore, Washington
[Agenda Bill - July 2022 Financial Report](#)
- C. Receive and File the August 2022 Financial Report for the City of Kenmore, Washington
[Agenda Bill - August 2022 Financial Report](#)
- D. Authorize City Manager to execute Contract No. 21-C2666, Amendment No. 3 with Red Barn Engineering, Inc., to continue to provide engineering inspection services through the end of the year
[Agenda Bill - Red Barn Contract Amendment No. 3](#)
[Attachment 1 - Contract with Red Barn Engineering](#)
[Attachment 2 - Contract Amendment #1](#)
[Attachment 3 - Contract Amendment #2](#)
[Attachment 4 - Contract Amendment #3](#)
[Attachment 5 - Copy of August Invoice](#)
- E. Authorize City Manager to execute Contract No. 21-C2667, Amendment No. 1 with PACE Engineers, Inc., to continue to provide planning services through the end of the year
[Agenda Bill - PACE Contract Amendment](#)
[Attachment 1 - 2021-2022 Current Contract with PACE](#)
[Attachment 2 - Contract Amendment](#)

MOTION: Councilmember Srebnik moved to approve the consent agenda including items A-E outlined above. Deputy Mayor O'Cain seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PUBLIC HEARING

Comprehensive Plan and Development Regulation Amendments presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson, *for Public Hearing*

[Agenda Bill - Comprehensive Plan and Development Regulation Amendments](#)

[Attachment 1 - Summary of Missing Middle housing Amendments](#)

[Attachment 1a - Example Single-Family House](#)

[Attachment 1b - Example Duplex](#)

[Attachment 1c - Example Triplex](#)

[Attachment 1d - Example site plan](#)

[Attachment 2 - Final Revised Vision Statement](#)

[Attachment 3 - Final Revised Land Use Element](#)

[Attachment 4 - Final Revised Housing Element](#)

[Attachment 5 - Final Revised Capital Facilities Element](#)

[Attachment 6 - Final Revised Zoning Map](#)

[Attachment 7 - Missing Middle Housing Code Amendments](#)

[Attachment 8 - Missing Middle Flyer](#)

[Attachment 9 - Missing Middle Housing FAQs](#)

[Presentation - Comprehensive Plan PowerPoint](#)

Community Development Director Debbie Bent and Principal Planner Lauri Anderson provided a short presentation to the Council prior the Public Hearing comments. This presentation included information about the proposed comprehensive plan changes; benefits to these changes; how Kenmore will have duplexes and triplexes only, with no units stacked on top of one another; requirements of size, design, and parking; and a list of how the public has been notified of the proposal starting in 2021. The Council did not offer questions or comments at the time.

Mayor Herbig opened the Public Hearing. 37 people gave oral testimony and 2 people had their testimonies read into the record: <https://youtu.be/JKYLLAOMzuw?t=3511>

MOTION: Councilmember Baker moved to slow things down on the Comprehensive Plan Amendments dealing with R-6 zoning. Councilmember Marshall seconded.

VOTE: 3 Yes, 4 No, 0 Abstain. **MOTION FAILED**

MOTION: Deputy Mayor O’Cain moved to approve an Order of Continuance of tonight’s scheduled Public Hearing on the topic of the Comprehensive Plan, including Missing Middle Housing, to October 3rd at City Hall to begin at 7:00 PM and to follow the procedures under state law to provide notice of the Order of Continuance. Councilmember Pfeil seconded the motion.

VOTE: MOTION PASSED BY UNANIMOUS CONSENT

BUSINESS AGENDA

A. Receive and File Estimates of Revenues and Expenditures for the Current 2021-2022 Budget and the Proposed 2023-2024 Biennium Budget for the City of Kenmore, Washington, presented by Finance and Administration Director Leticia Salcido

[Agenda Bill - Estimates of Revenue and Expenditures for Current 2021-2022 Budget and Proposed 2023-2024 Biennium Budget](#)

Finance and Administration Director Leticia Salcido explained that the information provided is not required to be digested at this time. She provided a timeline for the 2023-2034 Biennium Budget discussions and vote to come in the following months. Council did not have any questions at the time.

- B. Review and Discuss 2023-2028 Capital Improvement Program for Parks, Transportation, Surface Water, and City Facilities presented by Finance and Administration Director Leticia Salcido, *for Discussion*

[Agenda Bill with Exhibits - 2023-2028 Capital Improvement Program for Parks, Transportation, Surface Water, and City Facilities Presentation - 2023-2028 Proposed Capital Improvement Program \(uploaded 9/26\)](#)

This business item has been moved to the October 3, 2022 Special Meeting to be in conjunction with the scheduled Public Hearing for the Capital Improvement Program.

STAFF REPORTS

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at 10:29 PM.


Nigel Herbig (Oct 11, 2022 12:58 PDT)

Nigel Herbig, Mayor


Anastasiya Warhol (Oct 11, 2022 14:33 PDT)

Anastasiya Warhol, City Clerk

9/26 Council Meeting Minutes

Final Audit Report

2022-10-11

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