



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028

Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

City Council Regular Meeting

ON-SITE

MONDAY, MARCH 17, 2025 - 7:00 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/86201564818>

ZOOM PASSWORD: 031725

Or One tap Mobile: US: +12532050468,,86201564818#

Or Telephone Dial US: +1 253 205 0468

Webinar ID: 862 0156 4818

ZOOM PASSWORD: 031725

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

Technical Difficulties? Contact the Deputy City Clerk at mkang@kenmorewa.gov.

Listen to the Clerks' Podcast Episode: [What to Expect at City Council Meetings](#)

Land Acknowledgement to Honor First Peoples

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

- I. CALL REGULAR MEETING TO ORDER - 7:00 PM**
- II. ROLL CALL**
- III. LAND ACKNOWLEDGEMENT**
- IV. FLAG SALUTE**
- V. AGENDA APPROVAL**
- VI. WHERE'S THE FUN?**
- VII. PUBLIC COMMENTS**

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

yelling, or other interruptions. The meeting is recorded for transparency. Thank you for being here, and for sharing your input respectfully.

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

VIII. CONSENT AGENDA

- A. Approve Total Check #s 55781 through 55850 totaling \$732,502.65, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 02/07/2025 in the amount totaling \$294,322.89, and Total EFT Payments #s 1783 through 1785 totaling \$18,990.40.
[Voucher Certification and Approval 02/01/2025 - 02/14/2025](#)
- B. Approve Total Check #s 55851 through 55919 totaling \$401,935.45, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 02/21/2025 in the amount totaling \$296,871.90, and Total EFT Payments #s 1786 through 1797 totaling \$23,388.15.
[Voucher Certification and Approval 02/15/2025 - 02/28/2025](#)
- C. Authorize the City Manager to enter an interlocal agreement with the Northshore Utility District to construct the District's water relocation work as part of the 61st Avenue NE sidewalk replacement project.
[Agenda Bill - Interlocal Agreement with Northshore Utility District](#)
- D. Approve and authorize the execution of Interim City Manager employment agreement between the City of Kenmore and Stephanie Lucash.
[Agenda Bill - Interim City Manager Employment Agreement \(added 3/17\)](#)
[Attachment 1 - Proposed Interim City Manager Employment Agreement \(added 3/17\)](#)

IX. PRESENTATIONS

- A. Super Co-Creator Awards, presented by City Manager Rob Karlinsey
- B. Recognizing City Manager Rob Karlinsey and his years of service to the City of Kenmore

X. STAFF REPORTS

XI. COUNCILMEMBER REPORTS & COMMENTS

XII. ADJOURNMENT

UPCOMING MEETINGS

- A. Monday, March 24, 2025 at 6:00 PM - City Council Special and Regular Meeting
- Monday, April 14, 2025 at 7:00 PM - City Council Regular Meeting
- Monday, April 21, 2025 at 7:00 PM - City Council Regular Meeting
- Monday, April 28, 2025 at 7:00 PM - City Council Regular Meeting

NOTICE OF POTENTIAL QUORUMS

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



Voucher Certification & Approval

Page 4 of 28

City of Kenmore

DATE RANGE: 2/1/2025 through 2/14/2025

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: #1783 through 1785	18,990.40
Total Checks: #55781 through 55850	732,502.65
Total Payroll EFT & Bank Drafts: Payroll/Taxes/Health Insurance/ FSA/HSA/Retirement/Life Ins.; Dated 2/7/2025	294,322.89

Rob Karlinsey
Rob Karlinsey (Feb 18, 2025 14:30 PST)
City Manager / Date

Feb 18, 2025

Melinda Merrill
Finance Director / Date

Feb 18, 2025

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
US BANK	1783	1/31/2025	void	-
AMERICAN TRAFFIC SOLUTIONS INC	1784	02/14/2025	Jan 2025 KAPE Services	18,750.00
ELECTRONIC BUSINESS MACHINES	1785	02/14/2025	Jan 2025 Color/B&W Copier Fees 2nd Fl	240.40
MELANIE O'CAIN	55781	02/04/2025	Travel Advance M O'Cain "Seaside Prize Conf"	243.00
AMERICAN GENERAL LIFE GPO/400S	55782	02/07/2025	Life Insurance	220.33
VAUGHAN, KENT	55783	02/05/2025	TRB Conf. Travel Reimb. Jan 4-9, 2025	1,382.24
AGORA REFRESHMENTS	55784	02/14/2025	Feb 2025 Filtered Water - City Hall	132.13
AM TEST, INC	55785	02/14/2025	Swamp Creek TMDL	240.00
AMERICALL	55786	02/14/2025	Jan 2025 After Hours Call Out Service	168.66
ARMSTRONG SERVICES	55787	02/14/2025	Feb 2025 Janitorial Services-Hangar, City Hall, PW Office	9,919.17
AZTECA SYSTEMS, LLC	55788	02/14/2025	4/17/25-4/16/26 Cityworks EULA & U.L. API	46,065.54
CASCADE PEST CONTROL	55789	02/14/2025	Jan 2025 Rhododendron Park Pest Control	167.50
CENTRICITY GIS, LLC	55790	02/14/2025	Jan 2025 Cityworks Consulting	375.00
CHICAGO TITLE	55791	02/14/2025	Mailing Labels for PRJ24-0040	3.50
CODE PUBLISHING COMPANY	55792	02/14/2025	KMC Updates 24-0620 & 24-0624	2,389.69
COMCAST	55793	02/14/2025	Feb 2025 Internet - City Hall & Hangar	2,125.16
COMMANDLINK	55794	02/14/2025	Feb 2025 City Hall Phone Service	2,764.69
CONFLUENCE ENVIRONMENTAL COMPANY	55795	02/14/2025	Tl'awh-ah-dees Park & Openspace Monitoring	1,355.00

VIII. A. Approve Total Check #s 55781 through 55850 totaling \$732,502.65...

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
CONVERGINT TECHNOLOGIES	55796	02/14/2025	City Hall Access Control Repairs	1,369.79
DAMODAR NAGANDLA	55797	02/14/2025	Refund of Overpaid Permit Fee	1,447.73
DTG RECYCLE	55798	02/14/2025	Mulch for TI' Mitigation & SR522 Medians	4,466.88
GAYLYNN BRIEN	55799	02/14/2025	Nov 2024 Sales Tax Conversion Services	60.00
GCP WW HOLDCO, LLC	55800	02/14/2025	Uniform boots R Bautista	321.42
GORDON THOMAS HONEYWELL	55801	02/14/2025	Jan 2025 Consulting Services	4,650.00
HEIDELBERG MATERIALS	55802	02/14/2025	Pothole Patching Materials	392.64
HOME DEPOT CREDIT SERVICES	55803	02/14/2025	PW Crew Supplies and Equipment	1,693.63
HONEY BUCKET	55804	02/14/2025	2/3-3/2/2025 PW Yard Honey Bucket	167.75
KING COUNTY FINANCE	55805	02/14/2025	Jan 2025 DPD Small Cities Screening	76.00
KING COUNTY FINANCE	55806	02/14/2025	Jan 2025 KC Road Svcs-Signs & Signals	6,913.94
KING COUNTY FINANCE	55807	02/14/2025	KAPE Solar Flasher	1,158.32
KING COUNTY FINANCE	55808	02/14/2025	Q4 2024 Liquor Profits/Excise Tax	1,692.11
KING COUNTY SHERIFF	55809	02/14/2025	Jan 2025 Police Services	396,261.00
LIGHTHOUSE CONSULTING INC	55810	02/14/2025	Jan 2025 IT & Computer Services	13,245.21
MINUTEMAN PRESS	55811	02/14/2025	Imagine Housing Postcard & Mailing	4,619.09
MORGAN STANLEY GLOBAL BANKING OPERATIONS	55812	02/14/2025	Jul-Dec 2024 Retirement Consulting	5,000.00
NAVIA FSA	55813	02/14/2025	Jan 2025 FSA Fee	100.00
NAVIA HSA	55814	02/14/2025	Jan 2025 HSA Fees	100.00
NORTHSHORE SCHOOL DISTRICT	55815	02/14/2025	Jan 2025 School Impact Fee Remittance	133,664.00
NORTHSHORE UTILITY DIST	55816	02/14/2025	Dec-Jan Irrigation Parks & ROW, Restrooms Parks	3,277.49
NORTHSHORE UTILITY DIST	55817	02/14/2025	Void	-
OFFICE DEPOT	55818	02/14/2025	Office Depot Misc. Shared Office Supplies	48.01
OFFICE DEPOT	55819	02/14/2025	Finance Printer Toner	59.50
OFFICE DEPOT	55820	02/14/2025	Office Depot Misc. Office Supplies	337.89
OLSON BROTHERS PRO VAC LLC	55821	02/14/2025	Drainage Maintenance	16,332.91
OLYMPIC ENVIRONMENTAL RESOURCES INC	55822	02/14/2025	2025 Recycling Event Admin.	3,978.70
O'REILLY/FIRST CALL	55823	02/14/2025	Vehicle Maintenance Supplies-Streets & Fleet Supplies for Snow& Ice-Parks	124.45
OUTCOMES BY LEVY, LLC	55824	02/14/2025	Jan 2025 ESD Consulting	2,000.00
PACIFIC TOPSOILS	55825	02/14/2025	Material Purchase & Disposal	518.46
PANE'N THE GLASS WINDOW CLEANING LLC	55826	02/14/2025	2/5/2025 Int/Ext Window Cleaning at Hangar	1,100.00
PENDLETON CONSULTING LLC	55827	02/14/2025	1/13/2025 Council Meeting Facilitator Consulting	2,006.80
PLYWOOD SUPPLY	55828	02/14/2025	Lumber-City Hall Security Camera Installation	134.00
PSR MECHANICAL, LLC	55829	02/14/2025	Q1 2025 Sr. Center HVAC Maintenance Program	962.05

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<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
PUGET SOUND ENERGY	55830	02/14/2025	Jan 2025 City Hall Electricity, Collectives: Parks, Traffic, Schools, Radar, Trees, Irrigation	6,156.75
PUGET SOUND PLANTS	55831	02/14/2025	W Sammamish River Bridge Mitigation	97.11
REGIONAL ANIMAL SERVICES OF KC	55832	02/14/2025	Jan 2025 Pet Licenses	75.00
REPUBLIC SERVICES #172	55833	02/14/2025	Jan 2025 Rhododendron Park Solid Waste & City Hall & PW Shop Solid Waste	2,120.57
ROSS MAYER	55834	02/14/2025	Refund of Overpaid Permit Fees	109.66
SCHINDLER ELEVATOR CORPORATION	55835	02/14/2025	Boathouse Elevator Inspection	1,147.35
SCORE	55836	02/14/2025	Jan 2025 SCORE Jail Housing Services	10,523.16
SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHWEST	55837	02/14/2025	Pressure Washer Hose- Streets	82.81
SEATTLE TIMES	55838	02/14/2025	Jan 2025 Legal Notices	672.65
STAPLES	55839	02/14/2025	Parks Maintenance Supplies	258.49
TOTAL LANDSCAPE CORP	55840	02/14/2025	Jan 2025 Landscape Maintenance-Parks	2,259.10
TYLER TECHNOLOGIES, INC.	55841	02/14/2025	2025 Incode Annual SaaS Fees	24,494.40
ULINE	55842	02/14/2025	City Hall Box Truck & Gloves	518.84
UPS STORE KENMORE	55843	02/14/2025	Engineering Shipping & Packing Supplies	50.30
UTILITIES UNDERGROUND LOCATION CTR	55844	02/14/2025	Jul 2024 & Jan 2025 Utility Locates	345.57
VERIZON WIRELESS	55845	02/14/2025	1/26/25 M2M Data Plan	50.04
WA STATE DEPT OF LABOR & INDUSTRIES	55846	02/14/2025	Boathouse Elevator Penalty	114.10
WASHINGTON CITY/COUNTY MGMT ASSOC	55847	02/14/2025	2025 Membership: Lucash, Warhol, Oppenheim, Cork; WCMA NW Mgrs Conf Reg. Lucash/Cork	1,410.00
WESTLAKE HARDWARE WA-153	55848	02/14/2025	PW Supplies & Materials	390.70
XYLEM LLC	55849	02/14/2025	Tree Removal at Tl'awh-ah-dees Park	5,643.91
ZIPLY FIBER	55850	02/14/2025	1/16-2/18/25 Internet @ PW Office	150.76
MISSION SQUARE / 109964	DFT0002536-2539	02/07/2025	City of Kenmore 401a	29,456.96
DRS 457	DFT0002540-2541	02/07/2025	DRS 457 Deferred Comp	781.50
MISSION SQUARE 457 / 304745	DFT0002542-2545	02/07/2025	Mission Square 457 Deferred Comp	8,690.76
NAVIA HSA	DFT0002546	02/07/2025	Employee Health Savings Contribution	200.76
PERS DEPT OF RETIREMENT SYSTEMS	DFT0002547-2552	02/07/2025	Public Employees Retirement	38,704.97
NAVIA FSA	DFT0002553	02/07/2025	Employee Flexible Spending Account	1,087.67
BANNER BANK 941 DEPOSIT	DFT0002554	02/07/2025	Federal Taxes	31,750.71
PAYROLL	Electronic Deposit	02/07/2025	Direct Deposit	183,649.56
TOTAL				1,045,815.94

VIII. A. Approve Total Check #s 55781 through 55850 totaling \$732,502.65...



Vendor Purchasing Report

Page 7 of 28

For Date Range 01/01/2025 - 02/14/2025

City of Kenmore, WA

Name	Total
AFLAC	32.89
AGORA REFRESHMENTS	264.26
ALL CLIMATE HEATING AND AIR	335.27
AM TEST, INC	480.00
AMERICALL	327.32
AMERICAN GENERAL LIFE GPO/400S	440.66
AMERICAN PUBLIC WORKS ASSOCIATION	2,015.00
AMERICAN TRAFFIC SOLUTIONS INC	18,750.00
ANCHOR QEA, LLC	1,294.72
ARMSTRONG SERVICES	19,838.34
ASSOCIATION OF WA CITIES	23,715.88
AWC EMPLOYEE BENEFIT TRUST/VIMLY	104,667.34
AZTECA SYSTEMS, LLC	46,065.54
BANNER BANK 941 DEPOSIT	93,577.88
BASTYR UNIVERSITY	125.00
BCN TELECOM, INC.	998.80
BRIGHT SPARK EARLY LEARNING SERVICES	300.00
CALPORTLAND COMPANY	173.35
CANON FINANCIAL SERVICES, INC.	266.32
CASCADE PEST CONTROL	167.50
CENTER FOR HUMAN SERVICES	4,440.00
CENTRICITY GIS, LLC	875.00
CHICAGO TITLE	7.60
CITY OF KENT	575.00
CITY OF LAKE FOREST PARK	83,861.00
CLEARVIEW NURSERY, INC.	517.92
CODE PUBLISHING COMPANY	2,389.69
COMCAST	4,250.32
COMCAST BUSINESS	233.05
COMMANDLINK	5,529.38
CONFLUENCE ENVIRONMENTAL COMPANY	471.50
CONVERGINT TECHNOLOGIES	1,369.79
CREATION ORGANICS, LLC	2,301.19
CUSTOMINK LLC	2,613.72
DAMODAR NAGANDLA	1,447.73
DEPARTMENT OF LABOR AND INDUSTRIES	4,714.27
DRS 457	2,344.50
DTG RECYCLE	4,466.88
ELECTRONIC BUSINESS MACHINES	276.03
ELYON MAINTENANCE, INC.	17,654.55
ESD - LTC	2,133.99
ESD - PFML	4,685.20
ESD - UI TAX ADMINISTRATION	40.26
FACET NW, INC.	8,284.00
FIRE PROTECTION, INC	1,471.17
FLEMINGS HOLIDAY LIGHTING LLC	1,139.60
FLYNN BEC LP	2,375.91
FUELCARE	3,300.32
GAYLYNN BRIEN	60.00
GCP WW HOLDCO, LLC	321.42

VIII. A. Approve Total Check #s 55781 through 55850 totaling \$732,502.65...

Name	Total
GORDON THOMAS HONEYWELL	4,650.00
H.D. FOWLER COMPANY	1,826.63
HDR ENGINEERING, INC	349.83
HEALTH MANAGEMENT ASSOCIATES INC	4,620.00
HEIDELBERG MATERIALS	716.13
HERRERA ENVIRONMENTAL CONSULTANTS	8,999.76
HHX, LLC	1,811.51
HIMA NURSERY, INC.	113.30
HOLMBERG COMPANY	1,309.88
HOME DEPOT CREDIT SERVICES	1,693.63
HONEY BUCKET	335.50
HRA VEBA TRUST	23,605.31
HUNTINGTON TECHNOLOGY FINANCE	23,690.22
INSLEE, BEST, DOEZIE & RYDER, P.S.	34,338.08
INTERNATIONAL INST OF MUNI CLERKS	235.00
iWORQ SYSTEMS	2,800.00
JACOBS ENGINEERING GROUP	55,481.56
JASON RICHARD SPERLING	250.00
KBA INC.	2,102.20
KELLEY PORTER	248.00
KENMORE ELEMENTARY PTA	1,250.00
KENMORE MIDDLE SCHOOL	2,500.00
KENMORE SENIOR CENTER	7,812.50
KING COUNTY BAR ASSOCIATION	200.00
KING COUNTY FINANCE	9,428.26
KING COUNTY FINANCE	1,692.11
KING COUNTY MUNICIPAL CLERKS ASSOC	60.00
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	47,666.00
KING COUNTY SHERIFF	425,368.00
LAKE CITY PARTNERS ENDING HOMELESSNESS	50,000.00
LIGHTHOUSE CONSULTING INC	30,918.08
LINCOLN NATIONAL LIFE INSURANCE	2,391.20
MARY MILLER STEPHENS	1,250.00
MELANIE O'CAIN	243.00
MINAL GUHE	150.00
MINUTEMAN PRESS	5,004.04
MISSION SQUARE / 109964	87,205.61
MISSION SQUARE 457 / 304745	25,988.67
MORGAN STANLEY GLOBAL BANKING OPERATIONS	5,000.00
NAMI EASTSIDE	937.50
NARWHAL MET, LLC	425.00
NATIONAL LIFE INSURANCE CO.	37.50
NATIONAL SCLERODERMA FOUNDATION	150.00
NAVIA FSA	3,363.01
NAVIA HSA	9,452.28
NELSON ELECTRIC, INC.	924.54
NIKHIL PATNE	250.00
NORTHSHORE PARK & REC SERVICE AREA	2,720.00
NORTHSHORE SCHOOL DISTRICT	150,621.00
NORTHSHORE SCHOOLS FOUNDATION	750.00
NORTHSHORE SENIOR CENTER	1,562.50
NORTHSHORE UTILITY DIST	5,976.37
NORTHSHORE YOUTH SOCCER ASSOC.	55.00
NORTHWEST TROPHY	44.08
OFFICE DEPOT	445.40
OLBRECHTS & ASSOCIATES, PLLC	234.00

VIII. A. Approve Total Check #s 55781 through 55850 totaling \$732,502.65...

Name	Total
OLSON BROTHERS PRO VAC LLC	19,820.41
OLYMPIC ENVIRONMENTAL RESOURCES INC	3,978.70
O'REILLY/FIRST CALL	136.56
OSBORN CONSULTING INC.	935.46
OUTCOMES BY LEVY, LLC	2,500.00
PACE ENGINEERS, INC.	12,338.25
PACIFIC AIR CONTROL, INC.	2,546.72
PACIFIC TOPSOILS	518.46
PANE'N THE GLASS WINDOW CLEANING LLC	1,100.00
PARAMETRIX INC	26,531.86
PAWS	2,519.00
PENDLETON CONSULTING LLC	2,006.80
PERS DEPT OF RETIREMENT SYSTEMS	114,809.95
PLYWOOD SUPPLY	134.00
PSR MECHANICAL, LLC	962.05
PUGET SOUND CLEAN AIR AGENCY	5,845.75
PUGET SOUND EMERGENCY RADIO NETWORK OPERA	1,123.20
PUGET SOUND ENERGY	38,181.45
PUGET SOUND FINANCE OFFICERS ASSOC	80.00
PUGET SOUND PLANTS	1,787.31
PULTEGROUP	7,500.00
RAMEZ DEBBAS	11,412.55
REGIONAL ANIMAL SERVICES OF KC	315.00
REPUBLIC SERVICES #172	2,120.57
ROSS MAYER	109.66
SARAH ROBERTS	13,072.47
SCHINDLER ELEVATOR CORPORATION	1,147.35
SCORE	23,265.09
SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHW	82.81
SEATTLE TIMES	672.65
SELLEN CONSTRUCTION COMPANY, INC.	4,830.07
SHI INTERNATIONAL CORP.	37,641.32
SITESCAPES, INC.	2,790.00
SNOHOMISH COUNTY	652.00
STAPLES	1,855.09
STATE AUDITOR'S OFFICE	4,729.40
STATE OF WA DEPT. OF LICENSING	1.60
STEWART MACNICHOLS HARMELL, INC.	5,000.00
T MOBILE USA, INC.	1,716.76
TOTAL LANDSCAPE CORP	20,929.32
TYLER TECHNOLOGIES, INC.	(147.35)
U.S. BANK PURCHASE CARDS	25,114.50
ULINE	679.53
UPS STORE KENMORE	50.30
UTILITIES UNDERGROUND LOCATION CTR	166.05
VAUGHAN, KENT	1,382.24
VERIZON WIRELESS	50.04
WA CITIES INSURANCE AUTHORITY	907,695.00
WA STATE DEPT OF LABOR & INDUSTRIES	114.10
WAGNER ARCHITECTS	49,171.23
WASHINGTON CITY/COUNTY MGMT ASSOC	1,235.00
WASHINGTON STATE OFFICE CASH MGMT	195.50
WEST COAST PLUMBING AND HEATING, INC.	823.20
WESTERN DISPLAY FIREWORKS, LTD.	8,000.00
WESTERN ENTRANCE TECHNOLOGY, LLC	606.10
WESTLAKE HARDWARE WA-153	390.70

VIII. A. Approve Total Check #s 55781 through 55850 totaling \$732,502.65...

Name	Total
WM CORPORATE SERVICES INC.	14,868.84
WONDERLAND CHILD & FAMILY SERVICES	500.00
XEROX CORPORATION	512.15
XYLEM LLC	5,643.91
ZIPLY FIBER	1,138.73

Voucher List 2-14-2025 to sign

Final Audit Report

2025-02-18

Created:	2025-02-18
By:	Brenda Chamness (bchamness@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcf-PFuijM4r6-gcLhU0KsMSx3hvRFqYD

"Voucher List 2-14-2025 to sign" History

-  Document created by Brenda Chamness (bchamness@kenmorewa.gov)
2025-02-18 - 6:35:43 PM GMT
-  Document emailed to Melinda Merrell (mmerrell@kenmorewa.gov) for signature
2025-02-18 - 6:36:38 PM GMT
-  Email viewed by Melinda Merrell (mmerrell@kenmorewa.gov)
2025-02-18 - 6:38:21 PM GMT
-  Document e-signed by Melinda Merrell (mmerrell@kenmorewa.gov)
Signature Date: 2025-02-18 - 6:38:36 PM GMT - Time Source: server
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2025-02-18 - 6:38:38 PM GMT
-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
2025-02-18 - 10:30:13 PM GMT
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2025-02-18 - 10:30:40 PM GMT - Time Source: server
-  Agreement completed.
2025-02-18 - 10:30:40 PM GMT



Voucher Certification & Approval

Page 12 of 28

City of Kenmore

DATE RANGE: 2/15/2025 through 2/28/2025

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: #1786 through 1797	23,388.15
Total Checks: #55851 through 55919	401,935.45
Total Payroll EFT & Bank Drafts: Payroll/Taxes/Health Insurance/ FSA/HSA/Retirement/Life Ins.; Dated 2/21/2025	296,871.90

Stephanie Lucas Mar 3, 2025

City Manager / Date

Melinda Merrell Mar 3, 2025

Finance Director / Date

Vendor Name	Payment Number	Payment Date	Description	Amount
U.S. BANK PURCHASE CARDS	1786	02/28/2025	250 Printed Clammy Screen Cleaners	1,180.79
U.S. BANK PURCHASE CARDS	1787	02/28/2025	Tech Supplies, UW Job Fair, NAGC, Supplies	1,533.69
U.S. BANK PURCHASE CARDS	1788	02/28/2025	AWC Conf. Hotel, Artwork credit	125.36
U.S. BANK PURCHASE CARDS	1789	02/28/2025	Misc Supplies, Training, Furniture, Repairs	9,642.96
U.S. BANK PURCHASE CARDS	1790	02/28/2025	KBA Meeting Treats & Favors	55.56
U.S. BANK PURCHASE CARDS	1791	02/28/2025	Computer Hardware, 1099NEC efile, SHRM Conf.	4,688.32
U.S. BANK PURCHASE CARDS	1792	02/28/2025	Sea. Times, Telemetry Supp, GIS Subsc, Asana	1,797.37
U.S. BANK PURCHASE CARDS	1793	02/28/2025	WABO Training, WSAPT membership	2,106.00
U.S. BANK PURCHASE CARDS	1794	02/28/2025	Storage Rental, Asana, Supplies, Volgistics, Meal	722.37
U.S. BANK PURCHASE CARDS	1795	02/28/2025	DJC, Wix.com, Sticker Mule	255.96
U.S. BANK PURCHASE CARDS	1796	02/28/2025	"Seaside Prize" Conf Travel, Staff Mtg Meal	441.46
U.S. BANK PURCHASE CARDS	1797	02/28/2025	ICMA Travel/Hotel/Meals, Business Mtg Travel	838.31
AFLAC	55851	02/21/2025	Employee Medical/Disability Plans	32.89
AWC EMPLOYEE BENEFIT TRUST/VIMLY	55852-55854	02/21/2025	Employee Health Insurance	104,667.34
DEPARTMENT OF LABOR AND INDUSTRIES	55855-55857	02/21/2025	City of Kenmore	5,465.35
ESD - LTC	55858	02/21/2025	Long Term Care Fund	2,176.71
ESD - PFML	55859-55860	02/21/2025	Paid Family & Medical Leave	4,762.56
NATIONAL LIFE INSURANCE CO.	55861	02/21/2025	Life Insurance	37.50

VIII. B. Approve Total Check #s 55851 through 55919 totaling \$401,935.45...

Vendor Name	Payment Number	Payment Date	Description	Page 13 of 28	Amount
ACORN CONSULTING LLC	55862	02/28/2025	Feb 2025 Consulting/Lobbyist Work		4,500.00
AGORA REFRESHMENTS	55863	02/28/2025	PW Office Filtered Water Dec/Jan		198.19
APWA/WA CHAPTER	55864	02/28/2025	Training-NWPWI		1,650.00
AURORA RENTS	55865	02/28/2025	Hot Water Pressure Washer Rental		210.20
BCN TELECOM, INC.	55866	02/28/2025	City Hall Phones		1,028.43
CANON FINANCIAL SERVICES, INC.	55867	02/28/2025	Feb 2025 Copier Rental 2nd Fl.		266.32
CHICAGO TITLE	55868	02/28/2025	Mailing Labels for PRJ22-0050		7.00
CIVICPLUS LLC	55869	02/28/2025	2025 PRR Tracker Subscription		10,433.67
COMCAST BUSINESS	55870	02/28/2025	TI' awh-ah-dees Park Internet; City Hall Internet & Cable		233.05
CONFLUENCE ENVIRONMENTAL COMPAN	55871	02/28/2025	Jan 2025 TI'awh-ah-dees Park Consulting		2,304.25
COSTAR REALTY INFORMATION INC	55872	02/28/2025	Jan & Feb 2025 ED Database Subscription		1,895.44
DTG RECYCLE	55873	02/28/2025	Mulch for Various Sites		14,235.36
DTG RECYCLE	55874	02/28/2025	Mulch for TI' awh-ah-dees, CH & Hangar		7,444.80
ECIVIS, INC.	55875	02/28/2025	Annual Renewal Allocate Base Subscription		4,000.00
EVERMARK, LLC	55876	02/28/2025	Field Clothing for A. Silvia		307.70
FACET NW, INC.	55877	02/28/2025	24-C3034 Jan. Community Engagement/Proj. Admin.		7,653.50
FERGUSON WATERWORKS #3156	55878	02/28/2025	Parts for Rhododendron Park Drinking Fountain		660.76
GCP WW HOLDCO, LLC	55879	02/28/2025	Work Boots for Sr. Maintenance Worker		378.78
GRAINGER	55880	02/28/2025	Locate Paint		144.67
H.D. FOWLER COMPANY	55881	02/28/2025	Surface Water Parts		73.62
HDR ENGINEERING, INC	55882	02/28/2025	7/28/24-11/30/24 Engineering Consulting T41 Juanita		1,608.86
HERRERA ENVIRONMENTAL CONSULTANT	55883	02/28/2025	24-C3016 Jan. Project Mgt/Algae Assessments		6,755.76
HIMA NURSERY, INC.	55884	02/28/2025	TI' awh-ah-dees & Log Boom Park Plants		6,378.08
HORIZON DISTRIBUTORS INC	55885	02/28/2025	ROW Irrigation Supplies		320.48
JACOBS ENGINEERING GROUP	55886	02/28/2025	12/28/24-1/24/25 Consulting T38		33,487.47
KENMORE HERITAGE SOCIETY	55887	02/28/2025	2025 Community Program Support		2,500.00
McGRATH HUMAN RESOURCES GROUP	55888	02/28/2025	2024 Salary Survey-Final Report		4,000.00
MINUTEMAN PRESS	55889	02/28/2025	2025-2026 Budget Book Printing-B&W Spiral 25		455.10
NARWHAL MET, LLC	55890	02/28/2025	March Weather Forecasting Services		425.00
NORTHSHORE UTILITY DIST	55891	02/28/2025	January Fleet Fuel & Maintenance		7,170.36
NORTHWEST ARBORICULTURE LLC	55892	02/28/2025	18586 61st Leaning Tree Removal; Hazardous Tree Limb Removal Juanita/150th		4,219.28
OFFICE DEPOT	55893	02/28/2025	Finance office supplies		39.28
OLSON BROTHERS PRO VAC LLC	55894	02/28/2025	Vactor Truck & Jetting Services		5,725.94
OLYMPIC NURSERY INC	55895	02/28/2025	Plants Purchased for Parks		4,405.25
PACE ENGINEERS, INC.	55896	02/28/2025	Jan 2025 On Call Engineering Services		16,150.00

VIII. B. Approve Total Check #s 55851 through 55919 totaling \$401,935.45...

Vendor Name	Payment Number	Payment Date	Description	Page 14 of 28	Amount
PACIFIC AIR CONTROL, INC.	55897	02/28/2025	City Hall HVAC Repairs		3,062.46
PARMA POST & POLE, INC.	55898	02/28/2025	Log Boom & Twin Springs Park Fencing Repair Material		1,027.06
PSR MECHANICAL, LLC	55899	02/28/2025	City Hall HVAC Repairs		1,151.60
PUGET SOUND ENERGY	55900	02/28/2025	1/14-2/12 City Hall & City Hall Gas; Elect. Hangar, PW Shop, Boathouse, Collectives, Irrigation		31,736.07
SELLEN CONSTRUCTION COMPANY, INC.	55901	02/28/2025	Kenmore Senior Center Restroom Repair		3,819.53
SENTINEL OFFENDER SERVICES, LLC	55902	02/28/2025	Jan 2025 Electronic Home Monitoring		182.50
SHANNON & WILSON, INC.	55903	02/28/2025	Feb 2025 On-Call Geotech Services		1,800.00
SNOHOMISH COUNTY	55904	02/28/2025	Jan. 1-15 Drainage Maintenance Disposal		5,870.00
STAPLES	55905	02/28/2025	City Hall/Hangar Maintenance Supplies		662.80
STATE AUDITOR'S OFFICE	55906	02/28/2025	Jan 2025 Audit Svcs for 2023 Audit		4,312.10
STEWART MACNICHOLS HARMELL, INC.	55907	02/28/2025	Jan 2025 Indigent Public Defense Services		5,000.00
SUNBELT RENTALS	55908	02/28/2025	School Zone Ticket While Towing Rental Trailer		132.24
T MOBILE USA, INC.	55909	02/28/2025	Staff Cell Phones and Data Plans		1,747.47
TOTAL LANDSCAPE CORP	55910	02/28/2025	City Hall & Parks' Landscaping & 24-C3076 1/17-2-16 Juanita/68th Landscaping		18,670.22
ULINE	55911	02/28/2025	Ice Melt for City Hall & Hangar Bldg.		722.38
US POSTAL SERVICE	55912	02/28/2025	2025 Spring Quarterly Newsletter Postage		2,343.93
VINIT KELKAR	55913	02/28/2025	2/22/25 Security Deposit Refund		250.00
WA ASSOC OF BUILDING OFFICIALS	55914	02/28/2025	WABO AEI - B Baker		145.00
WA CITIES INSURANCE AUTHORITY	55915	02/28/2025	No Show Fee for missed class-M Merrell		50.00
WASHINGTON ASSOCIATION OF CONSERV	55916	02/28/2025	Plants for Log Boom Park & TI' awh-ad-dees		1,759.31
XEROX CORPORATION	55917	02/28/2025	1st Floor Copier Unpaid Bills from 2023, Jan 2025 Copier Rental & Fees		1,023.64
ZIPLY FIBER	55918	02/28/2025	1/28-2/27 City Hall Phones		649.05
VECA ELECTRIC & TECHNOLOGIES, LLC	55919	02/28/2025	City Hall Security Camera Update		47,409.14
MISSION SQUARE / 109964	DFT0002555-2557	02/21/2025	City of Kenmore 401a & 401 Loans		29,724.79
DRS 457	DFT0002558-2559	02/21/2025	DRS 457 Deferred Comp		781.50
MISSION SQUARE 457 / 304745	DFT0002560-2563	02/21/2025	Mission Square 457 Deferred Comp		8,690.76
NAVIA HSA	DFT0002564	02/21/2025	Employee Health Savings Contribution		200.76
LINCOLN NATIONAL LIFE INSURANCE	DFT0002565-2566	02/21/2025	Life Ins/ADD & LTD		2,382.40
PERS DEPT OF RETIREMENT SYSTEMS	DFT0002567-2572	02/21/2025	Public Employees Retirement		39,348.02
NAVIA FSA	DFT0002573	02/21/2025	Employee Flexible Spending Account		1,087.67
BANNER BANK 941 DEPOSIT	DFT0002574	02/21/2025	Federal Taxes		32,238.29
PAYROLL	Electronic Deposit	02/21/2025	Direct Deposit		182,417.71
				TOTAL	722,195.50

VIII. B. Approve Total Check #s 55851 through 55919 totaling \$401,935.45...



Vendor Purchasing Report

Page 15 of 28

City of Kenmore, WA

For Date Range 01/01/2025 - 02/28/2025

Name	Total
ACORN CONSULTING LLC	4,500.00
AFLAC	65.78
AGORA REFRESHMENTS	462.45
ALL CLIMATE HEATING AND AIR	335.27
AM TEST, INC	480.00
AMERICALL	327.32
AMERICAN GENERAL LIFE GPO/400S	440.66
AMERICAN PUBLIC WORKS ASSOCIATION	2,015.00
AMERICAN TRAFFIC SOLUTIONS INC	18,750.00
ANCHOR QEA, LLC	1,294.72
APWA/WA CHAPTER	1,650.00
ARMSTRONG SERVICES	19,838.34
ASSOCIATION OF WA CITIES	23,715.88
AURORA RENTS	210.20
AWC EMPLOYEE BENEFIT TRUST/VIMLY	209,334.68
AZTECA SYSTEMS, LLC	46,065.54
BANNER BANK 941 DEPOSIT	125,816.17
BASTYR UNIVERSITY	125.00
BCN TELECOM, INC.	2,027.23
BRIGHT SPARK EARLY LEARNING SERVICES	300.00
CALPORTLAND COMPANY	173.35
CANON FINANCIAL SERVICES, INC.	532.64
CASCADE PEST CONTROL	167.50
CENTER FOR HUMAN SERVICES	4,440.00
CENTRICITY GIS, LLC	875.00
CHICAGO TITLE	14.60
CITY OF KENT	575.00
CITY OF LAKE FOREST PARK	83,861.00
CIVICPLUS LLC	10,433.67
CLEARVIEW NURSERY, INC.	517.92
CODE PUBLISHING COMPANY	2,389.69
COMCAST	4,250.32
COMCAST BUSINESS	466.10
COMMANDLINK	5,529.38
CONFLUENCE ENVIRONMENTAL COMPANY	2,775.75
CONVERGINT TECHNOLOGIES	1,369.79
COSTAR REALTY INFORMATION INC	1,895.44
CREATION ORGANICS, LLC	2,301.19
CUSTOMINK LLC	2,613.72
DAMODAR NAGANDLA	1,447.73
DEPARTMENT OF LABOR AND INDUSTRIES	10,179.62
DRS 457	3,126.00
DTG RECYCLE	26,147.04
ELECTRONIC BUSINESS MACHINES	276.03
ELYON MAINTENANCE, INC.	17,654.55
ESD - LTC	4,310.70
ESD - PFML	9,447.76
ESD - UI TAX ADMINISTRATION	40.26
EVERMARK, LLC	307.70
FACET NW, INC.	15,937.50
FERGUSON WATERWORKS #3156	660.76
FIRE PROTECTION, INC	1,471.17
FLEMINGS HOLIDAY LIGHTING LLC	1,139.60

VIII. B. Approve Total Check #s 55851 through 55919 totaling \$401,935.45...

Name	Total
FLYNN BEC LP	2,375.91
FUELCARE	3,300.32
GAYLYNN BRIEN	60.00
GCP WW HOLDCO, LLC	700.20
GORDON THOMAS HONEYWELL	4,650.00
H.D. FOWLER COMPANY	1,900.25
HDR ENGINEERING, INC	349.83
HEALTH MANAGEMENT ASSOCIATES INC	4,620.00
HEIDELBERG MATERIALS	716.13
HERRERA ENVIRONMENTAL CONSULTANTS	15,755.52
HHX, LLC	1,811.51
HIMA NURSERY, INC.	6,491.38
HOLMBERG COMPANY	1,309.88
HOME DEPOT CREDIT SERVICES	1,693.63
HONEY BUCKET	335.50
HORIZON DISTRIBUTORS INC	320.48
HRA VEBA TRUST	23,605.31
HUNTINGTON TECHNOLOGY FINANCE	23,690.22
INSLEE, BEST, DOEZIE & RYDER, P.S.	34,338.08
INTERNATIONAL INST OF MUNI CLERKS	235.00
iWORQ SYSTEMS	2,800.00
JACOBS ENGINEERING GROUP	88,969.03
JASON RICHARD SPERLING	250.00
KBA INC.	2,102.20
KELLEY PORTER	248.00
KENMORE ELEMENTARY PTA	1,250.00
KENMORE HERITAGE SOCIETY	2,500.00
KENMORE MIDDLE SCHOOL	2,500.00
KENMORE SENIOR CENTER	7,812.50
KING COUNTY BAR ASSOCIATION	200.00
KING COUNTY FINANCE	9,428.26
KING COUNTY FINANCE	1,692.11
KING COUNTY MUNICIPAL CLERKS ASSOC	60.00
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	47,666.00
KING COUNTY SHERIFF	425,368.00
LAKE CITY PARTNERS ENDING HOMELESSNESS	50,000.00
LIGHTHOUSE CONSULTING INC	30,918.08
LINCOLN NATIONAL LIFE INSURANCE	4,773.60
MARY MILLER STEPHENS	1,250.00
McGRATH HUMAN RESOURCES GROUP	4,000.00
MELANIE O'CAIN	243.00
MINAL GUHE	150.00
MINUTEMAN PRESS	5,459.14
MISSION SQUARE / 109964	116,930.40
MISSION SQUARE 457 / 304745	34,679.43
MORGAN STANLEY GLOBAL BANKING OPERATIONS	5,000.00
NAMI EASTSIDE	937.50
NARWHAL MET, LLC	850.00
NATIONAL LIFE INSURANCE CO.	75.00
NATIONAL SCLERODERMA FOUNDATION	150.00
NAVIA FSA	4,450.68
NAVIA HSA	9,653.04
NELSON ELECTRIC, INC.	924.54
NIKHIL PATNE	250.00
NORTHSHORE PARK & REC SERVICE AREA	2,720.00
NORTHSHORE SCHOOL DISTRICT	150,621.00
NORTHSHORE SCHOOLS FOUNDATION	750.00
NORTHSHORE SENIOR CENTER	1,562.50
NORTHSHORE UTILITY DIST	13,146.73
NORTHSHORE YOUTH SOCCER ASSOC.	55.00

VIII. B. Approve Total Check #s 55851 through 55919 totaling \$401,935.45...

Name	Total
NORTHWEST ARBORICULTURE LLC	4,219.28
NORTHWEST TROPHY	44.08
OFFICE DEPOT	484.68
OLBRECHTS & ASSOCIATES, PLLC	234.00
OLSON BROTHERS PRO VAC LLC	25,546.35
OLYMPIC ENVIRONMENTAL RESOURCES INC	3,978.70
OLYMPIC NURSERY INC	4,405.25
O'REILLY/FIRST CALL	136.56
OSBORN CONSULTING INC.	935.46
OUTCOMES BY LEVY, LLC	2,500.00
PACE ENGINEERS, INC.	28,488.25
PACIFIC AIR CONTROL, INC.	5,609.18
PACIFIC TOPSOILS	518.46
PANE'N THE GLASS WINDOW CLEANING LLC	1,100.00
PARAMETRIX INC	26,531.86
PARMA POST & POLE, INC.	1,027.06
PAWS	2,519.00
PENDLETON CONSULTING LLC	2,006.80
PERS DEPT OF RETIREMENT SYSTEMS	154,157.97
PLYWOOD SUPPLY	134.00
PSR MECHANICAL, LLC	2,113.65
PUGET SOUND CLEAN AIR AGENCY	5,845.75
PUGET SOUND EMERGENCY RADIO NETWORK OPERA	1,123.20
PUGET SOUND ENERGY	69,917.52
PUGET SOUND FINANCE OFFICERS ASSOC	80.00
PUGET SOUND PLANTS	1,787.31
PULTEGROUP	7,500.00
RAMEZ DEBBAS	11,412.55
REGIONAL ANIMAL SERVICES OF KC	315.00
REPUBLIC SERVICES #172	2,120.57
ROSS MAYER	109.66
SARAH ROBERTS	13,072.47
SCHINDLER ELEVATOR CORPORATION	1,147.35
SCORE	23,265.09
SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHW	82.81
SEATTLE TIMES	672.65
SELLEN CONSTRUCTION COMPANY, INC.	8,649.60
SENTINEL OFFENDER SERVICES, LLC	182.50
SHANNON & WILSON, INC.	1,800.00
SHI INTERNATIONAL CORP.	37,641.32
SITESCAPES, INC.	2,790.00
SNOHOMISH COUNTY	6,522.00
STAPLES	2,517.89
STATE AUDITOR'S OFFICE	9,041.50
STATE OF WA DEPT. OF LICENSING	1.60
STEWART MACNICHOLS HARMELL, INC.	10,000.00
T MOBILE USA, INC.	3,464.23
TOTAL LANDSCAPE CORP	39,599.54
TYLER TECHNOLOGIES, INC.	-147.35
U.S. BANK PURCHASE CARDS	48,502.65
ULINE	1,401.91
UPS STORE KENMORE	50.30
US POSTAL SERVICE	2,343.93
UTILITIES UNDERGROUND LOCATION CTR	166.05
VAUGHAN, KENT	1,382.24
VECA ELECTRIC & TECHNOLOGIES, LLC	43,021.00
VERIZON WIRELESS	50.04
VINIT KELKAR	250.00
WA ASSOC OF BUILDING OFFICIALS	145.00
WA CITIES INSURANCE AUTHORITY	907,745.00

VIII. B. Approve Total Check #s 55851 through 55919 totaling \$401,935.45...

Name	Total
WA STATE DEPT OF LABOR & INDUSTRIES	114.10
WAGNER ARCHITECTS	49,171.23
WASHINGTON ASSOCIATION OF CONSERVATION DIST	1,759.31
WASHINGTON CITY/COUNTY MGMT ASSOC	1,235.00
WASHINGTON STATE OFFICE CASH MGMT	195.50
WEST COAST PLUMBING AND HEATING, INC.	823.20
WESTERN DISPLAY FIREWORKS, LTD.	8,000.00
WESTERN ENTRANCE TECHNOLOGY, LLC	606.10
WESTLAKE HARDWARE WA-153	390.70
WM CORPORATE SERVICES INC.	14,868.84
WONDERLAND CHILD & FAMILY SERVICES	500.00
XEROX CORPORATION	979.50
XYLEM LLC	5,643.91
ZIPLY FIBER	1,787.78

2/28/2025 Voucher List

Final Audit Report

2025-03-04

Created:	2025-03-03
By:	Brenda Chamness (bchamness@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0aMI4YGaAlir2x28Kpv8ohKLBhrj3D5J

"2/28/2025 Voucher List" History

-  Document created by Brenda Chamness (bchamness@kenmorewa.gov)
2025-03-03 - 10:24:52 PM GMT
-  Document emailed to Melinda Merrell (mmerrell@kenmorewa.gov) for signature
2025-03-03 - 10:26:11 PM GMT
-  Email viewed by Melinda Merrell (mmerrell@kenmorewa.gov)
2025-03-04 - 2:30:12 AM GMT
-  Document e-signed by Melinda Merrell (mmerrell@kenmorewa.gov)
Signature Date: 2025-03-04 - 2:30:19 AM GMT - Time Source: server
-  Document emailed to Stephanie Lucash (slucash@kenmorewa.gov) for signature
2025-03-04 - 2:30:20 AM GMT
-  Email viewed by Stephanie Lucash (slucash@kenmorewa.gov)
2025-03-04 - 2:55:07 AM GMT
-  Document e-signed by Stephanie Lucash (slucash@kenmorewa.gov)
Signature Date: 2025-03-04 - 2:55:20 AM GMT - Time Source: server
-  Agreement completed.
2025-03-04 - 2:55:20 AM GMT

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 3/17/2025

Subject/Topic:	Proposed Council Action/Motion:
Interlocal Agreement with Northshore Utility District for the 61st Avenue NE Sidewalk Replacement Project Department: Engineering Prepared by: Kent Vaughan, PE Attachments: None	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize the City Manager to enter an Interlocal Agreement with the Northshore Utility District to construct the District's water relocation work as part of the 61st Avenue NE Sidewalk Replacement Project.

Approvals:

Department Head	JV 2/19/25	Finance Director	MM 2/19/25	City Attorney	N/A	City Manager	RK 2/19/25
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Summary/Background:

The 61st Avenue NE Sidewalk Replacement Project design is now being finalized. It is anticipated that the project will be ready to advertise for bids in May 2025. During the design phase, the City of Kenmore and Northshore Utility District (District) met to discuss the required water main relocation work necessary to implement the City's project. Due to District staffing shortages and the project timing, the District has requested that their work be included in the City's project. The benefits to this partnership include a reduction in disruption to City residents and the ability to adjust District work during construction as needed to accommodate City improvements. The District has contracted separately with the City's engineering design firm, KPFF, to design their water relocation work and incorporate their work items into the contract documents.

Previous Council Action(s):

None.

Fiscal Consideration:

Like past projects, the interlocal agreement requires the District to reimburse the City for all direct District costs including a proportional shares of indirect costs benefiting the District from the City's

Contract Schedule A (including but not limited to bid items such as mobilization, surveying, traffic control, erosion control, etc.). Construction management costs associated with implementing District work will also be reimbursed to the City.

City Council Priorities or Budget Objective Being Addressed:

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

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 3/17/2025

Subject/Topic:	Proposed Council Action/Motion:
Agreement for Interim City Manager Services Department: City Attorney's Office Prepared by: Dawn Reitan City Attorney Attachments: City of Kenmore Interim City Manager Employment Agreement	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Approve and authorize the execution of Interim City Manager Employment Agreement.

Approvals:

Department

Head

DR 3/17/25

City

Attorney

DR 3/17/25

Finance

Director

MM 3/17/25

City

Manager

RK 3/17/25

Optional

N/A

Summary/Background:

In January, city manager Rob Karlinsey provided notice that he will be leaving the City of Kenmore effective March 24, 2025.

The City appointed Stephanie Lucash, the Deputy City Manager, as the City's Interim City Manager while the City undergoes a process of conducting a competitive city manager recruitment to replace Karlinsey.

The agreement is attached for City Council consideration and approval.

Fiscal Consideration:

The agreement authorizes a salary of \$231,316.01, the retention of a \$400 monthly allowance for travel, meals and meetings, and a \$400 monthly car allowance.

City Council Priorities or Budget Objective Being Addressed:

All Council priorities.

CITY OF KENMORE

INTERIM CITY MANAGER EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into between the CITY OF KENMORE, Washington, a municipal corporation of the State of Washington (“City”), acting by and through its City Council pursuant to RCW 35A.13.150, for the purpose of effecting an Employment Agreement by and between the City and Stephanie Lucash (hereinafter, “Employee”) with the following terms and conditions:

SECTION 1. EMPLOYMENT: On February 24, 2025, the City Council appointed Employee as Interim City Manager, pursuant to RCW 35A.13.150. By executing this Agreement, Employee hereby accepts employment as the Interim City Manager for the City. The Interim City Manager shall be an “at will” employee of the City and shall be an exempt employee under the Fair Labor Standards, receiving no overtime payments and compensatory time.

SECTION 2. DUTIES: Effective March 24, 2025 (“Commencement Date”), Employee shall undertake and perform all the functions and duties of the position of Interim City Manager specified by ordinances and resolutions of the City, and the laws of the State of Washington, and shall perform other such appropriate duties that are assigned by the City Council. Employee agrees to devote such time as may be necessary to perform the duties and responsibilities of the position of Interim City Manager for the City of Kenmore, and the employment contemplated by this Agreement shall be on a full-time basis. Except as otherwise provided in this Agreement, Employee shall be subject to the City’s personnel policies and procedures.

SECTION 3. TERM: This Agreement shall be in full force and effect on March 24, 2025, and shall continue until a permanent City Manager has been selected and commenced employment with the City, or until December 31, 2025, whichever occurs first. Should a permanent City

Manager not be selected by December 1, 2025, the parties will engage in good faith negotiations for an additional term for the Interim City Manager.

SECTION 4. COMPENSATION: Beginning on the Commencement Date, the City shall pay Employee for Interim City Manager services an annual salary in the amount of \$231,316.01, payable in equal installments in accordance with the City's normal payroll schedule. Beginning on the Commencement Date, the parties agree that Section 4.3(G) of the City of Kenmore Personnel Policies ("Personnel Policies") shall not apply to Employee's duties as Interim City Manager.

SECTION 5. PERFORMANCE REVIEWS: As the Interim City Manager, Employee shall receive regular and timely feedback provided by the City Council, in a format and timeline agreed upon by the City Council and Employee to occur at least once annually. Such performance reviews shall include an evaluation of performance and compensation.

SECTION 6. INSURANCE AND OTHER BENEFITS: Except as otherwise provided in this Agreement, as the Interim City Manager, Employee shall retain all current benefits under their existing position of Deputy City Manager ("Position"), including but not limited to retirement, insurance, leave accruals, medical, dental, etc., consistent with the Personnel Policies. The parties acknowledge that Employee is entitled to executive leave under Section 6.12 of the Personnel Policies, which shall not exceed eighty (80) hours per calendar year.

SECTION 7. HOLIDAYS: Employee shall be entitled to the same paid holidays as regular full-time employees of the City as set forth in the Personnel Policies.

SECTION 8. PROFESSIONAL DEVELOPMENT AND MEMBERSHIPS:

(A) Professional Development. The City recognizes that certain outside teaching opportunities provide benefits to the City and the community and help advance the city management profession. Employee is currently an affiliate professor/distinguished practitioner teaching at the University of Washington in Seattle and is an instructor for the Northwest Women's

Leadership Academy. The City supports these teaching endeavors that advance the municipal community, and authorizes Employee to accept limited teaching, consulting, or other business opportunities with the understanding that such arrangements shall not interfere, nor constitute a conflict of interest, with Employee's responsibilities under this Agreement. Employee agrees to disclose to Mayor such arrangements in advance of accepting the same.

(B) Professional Memberships. The City recognizes and supports participation in municipal organizations and leadership associations consistent with the City Manager position. Subject to the amount expressly budgeted for such activities in the approved City budget, the City agrees to pay for professional dues and subscriptions of Employee for participation in national, regional, state and local associations and organizations necessary and desirable for Employee's continued professional participation, growth and advancement. Subject to the amount expressly budgeted for such activities in the approved City budget, the City agrees to pay for the reasonable fees, and travel and subsistence expenses, of Employee for professional and official travel, and to authorize paid attendance at occasional courses, meetings and conferences to further the professional development of Employee consistent with City of Kenmore F-2 Travel Policy ("Travel Policy"). The City authorizes reasonable time to serve on the board or as an officer of municipal organizations and leadership associations that are consistent with the Interim City Manager position and that further the City's goals. Subject to the amount expressly budgeted for such activities in the approved City budget, the City agrees to pay Employee's membership dues in up to four civic clubs or organizations that hold their meetings in or serve the area of the City. Employee shall report to the City on each membership taken out at City expense.

SECTION 9. TRAVEL AND EXPENSES:

(A) Subject to the amount expressly budgeted for such activities in the approved City budget, the City agrees that Employee shall retain the \$400 monthly allowance authorized under

Section 5.6(D) of the Personnel Policies for business meetings and related meals and travel. City Council approval must be obtained, in advance, for Employee's participation in any major training programs or otherwise on City time, which would cause Employee to be absent from the City for extended periods exceeding one week. Employee shall inform the City Council, in advance and in writing, of all absences from the City for periods longer than two consecutive business days. In the event of an emergency, the City Council shall be notified as soon as practicable.

(B) Vehicle Allowance and Equipment. Employee shall be paid a vehicle allowance of \$400 per month, in lieu of mileage reimbursement authorized in the Travel Policy, for the use of a personal vehicle for business purposes. Employee will be provided with a City-issued cellular phone and a laptop computer and other necessary equipment to perform the duties of Interim City Manager. This provision shall not preclude Employee from using City vehicles for City business.

(C) Business Meetings. Because of the nature and custom of this role and position, Employee will participate in City business-related meetings with representatives of other agencies or community members. When an in-person, City business-related meeting occurs during a meal period, Employee may charge the City (or be reimbursed by the City) for meals. In addition, Employee may host in-person business meetings with other agency or organization representatives. If these meetings occur during a meal period, the City may pay for the meals of the attendees (and Employee may allow other government agencies to reciprocate when these other government agencies host). The provisions of this paragraph shall not apply to meetings held online (virtually).

(D) Subject to the amount expressly budgeted for such activities in the approved City budget, the City agrees to pay for or reimburse Employee for other reasonable and actual expenses that directly relate to the performance of the Interim City Manager position for travel-related costs to conferences more than fifty (50) miles from Kenmore, consistent with Section 5.6(D) of the Personnel Policies.

(E) The parties agree that provisions relating to reimbursement of travel, meals and business activities shall comply with the Personnel Policies and Travel Policy.

SECTION 10. CONFIDENTIALITY AND ETHICS:

(A) Duty to Maintain Confidentiality. Employee's position is managerial, and she will occupy a position of confidentiality involving personnel, labor relations, and legal matters.

(B) Ethics. Employee shall be bound by and shall act in accordance with applicable state law, including, but not limited to, chapter 42.23 RCW, the Kenmore Municipal Code of Ethics A-1, and the ICMA Code of Ethics.

SECTION 11. INDEMNIFICATION: The City shall indemnify and provide a defense of claims of liability arising out of the acts or omissions of Employee, in accordance with Chapter 2.50 of the Kenmore Municipal Code.

SECTION 12. TERMINATION OF INTERIM CITY MANAGER APPOINTMENT:

(A) Upon thirty (30) days' written notice to Employee, the City Council shall have the right to remove Employee from the position of Interim City Manager without cause at which time Employee shall return to the Deputy City Manager position with the City.

(B) If Employee is removed from employment "for cause," Employee shall surrender the position of Interim City Manager and all rights to their Position. For purposes of this Agreement, "for cause" is defined as any act of intentional dishonesty, embezzlement, theft, fraud, conviction of a felony, or violation of ethics identified in Section 10 of this Agreement.

(C) If Employee desires to voluntarily terminate this Agreement, Employee shall provide the City with 30 days' written notice prior to the effective date of termination of this Agreement, at which time Employee shall return to the Position and shall retain all rights and benefits of the Position.

SECTION 13. BOND: As required by RCW 35A.13.070, Employee shall file with the City

Clerk a bond in favor of the City in the amount of \$50,000. The City shall pay for the premium of the bond.

SECTION 14. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties, and shall supersede, modify, and/or rescind all prior written or oral understandings and agreements between the parties. This Agreement may be amended only by written agreement signed by the parties.

CITY OF KENMORE

EMPLOYEE

By: _____
Name: N i g e l H e r b i g
Title: Mayor

Name: S t e p h a n i e L u c a s h
Title: Interim City Manager

Date: _____

Date: _____